

Lenoir Community College Catalog

2025-2026

Volume 56

Dr. Rusty Hunt, President

www.lenoircc.edu

(252) 527-6223

Vision Statement

Lenoir Community College connects hope to opportunity.

Mission Statement

The mission of Lenoir Community College is to meet the personal, cultural, and professional educational needs of our students through affordable, accessible, and innovative educational programs.

Values

Through its policies, procedures, and daily operations in the fulfillment of its mission, Lenoir Community College exemplifies the following values:

- Worth and dignity of diverse populations
- Honesty, integrity, and excellence
- Exemplary teaching and effective learning
- Access and opportunity while maintaining quality
- Skill preparation for employment
- Collaborative approaches to decision-making
- Community partnerships
- Continuous growth and improvement for personal, cultural, and professional development
- Unity in operating as one college in purpose, planning, priorities, and processes

Accreditation

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

Other Accreditation

The Lenoir Community College Associate Degree in Applied Science Medical Assisting Program, the Associate Degree in Applied Science Polysomnography Program, the Diploma in Surgical Technology Program, the Associate Degree in Emergency Medical Science, and Continuing Education Paramedic programs are accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP at 9355 - 113th Street, North, #7709, Seminole, FL 33775; Telephone Number 727-210-2350; www.caahep.org) upon the recommendation of these respective

boards: the Medical Assisting Education Review Board (MAERB at 2339 N. California Avenue, #47138, Chicago, IL 60647; Telephone Number 312-392-0155; www.maerb.org); the Committee on Accreditation for Polysomnographic Technologist Education (CoAPSG at 1711 Frank Avenue, New Bern, NC 28560; Telephone Number 252-626-3238; <https://caahep-public-site-5be3d9.webflow.io/committees-on-accreditation/polysomnographic-technology>); the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA, 19751 East Mainstreet, 339 Parker, CO 80138; Telephone Number 303-694-9262; www.arcstsa.org); and the Committee on Accreditation for the EMS Professions (CoAEMSP at 8301 Lakeview Parkway, Suite 111-312, Rowlette, TX 75088; Telephone Number 214-703-8445; www.coaemsp.org).

The Associate Degree in Nursing and Practical/Vocational Nursing Programs are accredited by the National League for Nursing Commission for Nursing Education Accreditation (NLN CNEA) located at 2600 Virginia Avenue, NW, Washington, DC 20037; Telephone Number 202-909-2481. Lenoir Community College is approved by the North Carolina Board of Nursing to offer the Associate Degree Nursing, the Practical Nursing, the LPN Refresher, and RN Refresher programs. The Associate Degree in Applied Science Radiography Program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT, 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; Telephone Number 312-704-5300).

The Automotive Systems Technology program is accredited by the National Automotive Technicians Education Foundation (NATEF, 1503 Edwards Ferry Road, NE, Suite 401, Leesburg, VA 20176; Telephone Number 703-699-6650).

The Computer-Integrated Machining Program is accredited by the National Institute for Metalworking Skills (NIMS, 10565 Fairfax Boulevard, Suite 10 Fairfax, VA 22030).

The Cosmetology Program is licensed by the North Carolina State Board of Cosmetic Art Examiners.

The Basic Law Enforcement Program (BLET) is accredited by the North Carolina Department of Justice Criminal Justice Standards Division as required under 12 NCAC 9c.0401c for a five-year period.

Persons with Disabilities

Lenoir Community College is committed to making reasonable accommodations for persons with disabilities in accordance with the Americans with Disabilities Act (ADA), the ADA Amendments Act of 2008, the Rehabilitation Act of 1973, and subsequent updates and revisions to applicable law. If special assistance is needed, please contact the College's Student Support and Disability Services Office at 252-527-6223, ext. 331.

Catalog Changes

The College reserves the right to make changes in the regulations, courses, fees, and matters of procedure announced in this publication.

About LCC

Chartered on April 3, 1958, Lenoir Community College (LCC) is one of the oldest community colleges in the state and a proud member of the 58-college North Carolina Community College System. Located at the intersection of U.S. Highway 70 and N.C. Highway 58 in Kinston, LCC serves as a vital educational and economic engine for eastern North Carolina.

The College's primary service area includes Lenoir, Greene, and Jones counties, with additional reach throughout the region. LCC offers a wide variety of degree and non-degree programs designed to prepare students for the workforce or transfer to a four-year university. Thirty-eight associate degrees, 15 diplomas, and 58 certificates are available in fields such as health sciences, aviation, advanced manufacturing, business, public safety, information technology, education, and the arts.

LCC serves more than 3,000 curriculum students and 6,000 continuing education students annually and employs more than 400 faculty and staff members who are dedicated to student success.

Dr. Rusty Hunt became the seventh president of Lenoir Community College on October 1, 2016. Under his leadership, the College has renewed its focus on enhancing the student experience—from the first point of contact with prospective students through program completion and successful transition into the workforce. This student-centered approach drives ongoing institutional planning, including the College's facilities master planning efforts aimed at creating vibrant, modern learning environments.

Lenoir Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Lenoir Community College also may offer credentials such as certificates and diplomas at approved degree levels. In October 2023, the College celebrated a successful on-site review and received reaffirmation of its accreditation with no recommendations—an endorsement of LCC's commitment to excellence in education and institutional effectiveness.

In addition to its main campus in Kinston, LCC offers educational access through several regional centers:

- LCC Greene County Center: Offers continuing education and workforce programs including welding, nurse aide, and basic skills education.
- LCC Jones County Center: Provides short-term training and workforce development opportunities, including barbering, nail technology, gunsmithing, and more.
- LCC La Grange Center: Focuses on continuing education and community enrichment courses, with programs tailored to meet local needs.

LCC is also investing in the future of aviation. The College recently broke ground on its new Aviation Center for Excellence (ACE), a state-of-the-art facility expected to open in Spring 2026. The ACE will house programs currently offered at the LCC Aerospace and Advanced Manufacturing Center (AAMC), including Airframe & Powerplant Technology, Aviation Management, Industrial Systems Technology, and Manned and Unmanned Pilot programming.

Through strong community partnerships, innovative academic offerings, and a deep commitment to student success, Lenoir Community College is helping individuals dream big—and equipping them with the skills and knowledge to achieve their goals.

President's Message

Dr. Rusty Hunt

Welcome to Lenoir Community College! Since 1958, we have provided accessible, high-



quality education and training to help students achieve their goals. Whether you're preparing for a career, planning to transfer to a four-year university, or seeking professional advancement, LCC offers flexible, affordable options to get you there.

Our expert faculty, cutting-edge technology, and dedicated support staff ensure you receive a top-tier education at an exceptional value. We offer associate degrees in Arts, Science, Fine Arts, General Education, and Applied Science—along with certificates and diplomas that can be completed in under two years. With more than 50 online credentials, as well as day, evening, weekend, hybrid, and live online courses, you can customize a schedule that fits your life.

For students planning to transfer, our strong articulation agreement with the University of North Carolina System allows a seamless transition into all 17 universities in the system. Our college transfer graduates also experience a smooth and successful transition into private colleges and universities. If your goal is immediate employment, our career-focused programs and strong industry connections prepare you for success in the workforce.

Through the **Career & College Promise (CCP) Pathways**, eligible high school students can jump-start their college journey with free tuition. CCP students can take college-level academic, career, and technical education courses that count for both high school and college credit, providing a head start toward their future goals.

Lenoir Community College is a driving force in the economic development of **Lenoir, Greene, and Jones counties**, providing an educated workforce needed to attract and retain employers in our region. We train and retrain employees for the job market—not only for today but for the future. Our Workforce Development and Continuing Education Division offers short-term programs that lead to industry-recognized credentials and serve as stepping stones to further education.

There has never been a better time to join Lenoir Community College. We are committed to your success and ready to support you every step of the way. Contact our Admissions Office or any faculty or staff member to start your journey today.

A handwritten signature in black ink that reads "Rusty Hunt". The signature is written in a cursive, slightly slanted style.

Rusty Hunt, Ed.D.
President

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College Calendar 2025-2026

Fall Semester 2025	
August 13	Professional Development Day (PDD) for Faculty & Staff
August 14	Registration Day (8:00 a.m. – 5:00 p.m.) No Class Day
August 15	Registration Day (8:00 a.m. – 1:00 p.m.) Last Day for 100% Refund No Class Day
August 18	16-week and 1 st 8-week Classes Begin (8:00 a.m.) 75% Refund Period Begins (16-week classes)
August 19	Add Period Ends for 16-week and 1 st 8-week classes (5:00 p.m.)
August 21	10% Date for 1 st 8-week Classes Last Day for 75% Refund for 1 st 8-week Classes
August 25	Late-Start Classes Begin
August 27	10% Date for 16-week Classes Last Day for 75% Refund for 16-week Classes
September 1	Holiday (College Closed)
September 3	10% Date for Late-Start Classes Last Day for 75% Refund for Late-Start Classes
September 26	Last Day to Apply for Fall 2025 Graduation
September 29	Last Day to Drop 1 st 8-week Classes (2:00 p.m.)
October 10	Midterm 1 st 8-week Classes End (11:00 p.m.)
October 13-14	Semester Break
October 15	Registration Day – 2 nd 8-week Classes (8:00 a.m. – 5:00 p.m.) No Class Day
October 16	2 nd 8-week Classes Begin (8:00 a.m.)
October 21	10% Date for 2 nd 8-week Classes Last Day for 75% Refund for 2 nd 8-week Classes
November 10	Spring Semester Registration Opens
November 26	Holiday Begins (5:00 p.m.)
November 27-28	Holiday (College Closed)
December 1	Holiday Classes Begin
December 2	10% Date for Holiday Classes
December 3	Last Day to Drop 16-week & 2 nd 8-week Classes (2:00 p.m.)
December 15	Semester Ends (11:00 p.m.)
December 16	No Class Day
December 18-22	Semester Break
December 19	Last Day to Drop Holiday Classes (2:00 p.m.)
December 23 – 31	Holiday (College Closed)
December 31	Holiday Classes End
Spring Semester 2026	
January 1	Holiday (College Closed)
January 2	No Class Day
January 5	Registration Day (8:00 a.m. – 5:00 p.m.) No Class Day
January 6	Registration Day (8:00 a.m. – 5:00 p.m.) Last Day for 100% Refund No Class Day
January 7	16-week and 1 st 8-week Classes Begin (8:00 a.m.) 75% Refund Period Begins (16-week classes)

January 8	Add Period Ends for 16-week and 1 st 8-week classes (5:00 p.m.)
January 12	10% Date for 1 st 8-week Classes Last Day for 75% Refund for 1 st 8-week Classes
January 13	Late-Start Classes Begin
January 16	10% Date for 16-week Classes Last Day for 75% Refund for 16-week Classes
January 19	Holiday (College Closed)
January 22	10% Date for Late-Start Classes Last Day for 75% Refund for Late-Start Classes
February 13	Last Day to Apply for Spring 2026 Graduation
February 25	Last Day to Drop 1 st 8-week Classes (2:00 p.m.)
March 5	Midterm 1 st 8-week Classes End (11:00 p.m.)
March 6	Registration Day – 2 nd 8-week Classes (8:00 a.m. – 3:00 p.m.) No Class Day
March 9	2 nd 8-week Classes Begin (8:00 a.m.)
March 12	10% Date for 2 nd 8-week Classes Last Day for 75% Refund for 2 nd 8-week Classes
March 30	Summer & Fall Semester Registration Opens (Current Students)
April 6	Holiday (College Closed)
April 7-10	Semester Break
April 21	Last Day to Drop 16-week & 2 nd 8-week Classes (2:00 p.m.)
May 5	Semester Ends (11:00 p.m.)
May 6	No Class Day
May 7	Graduation (7:00 p.m.)
May 8	College Closed on Fridays for Summer (Begins)
May 11-14	Semester Break
Summer Semester 2026 <i>LCC is closed on Fridays during the summer semester.</i>	
May 14	Last Day for 100% Refund for Summer Classes
May 18	10-week & 1 st 5-week Classes Begin (8:00 a.m.) 75% Refund Period Begins
May 19	Add Period Ends for 10-week and 1 st 5-week classes (5:00 p.m.) 10% Date for 1 st 5-week Classes Last Day for 75% Refund for 1 st 5-week Classes
May 21	10% Date for 10-week Classes Last Day for 75% Refund for 10-week Classes
May 25	Holiday (College Closed)
June 8	Last Day to Apply for Summer 2026 Graduation
June 22	Midterm 1 st 5-week Classes End (11:00 p.m.)
June 23	Registration Day – 2 nd 5-week Classes (8:00 a.m.–5:00 p.m.) No Class Day
June 24	2 nd 5-week Classes Begin (8:00 a.m.)
June 25	10% Date for 2 nd 5-week Classes Last Day for 75% Refund for 2 nd 5-week Classes
July 1	Fall Registration Opens (New Students)
July 6	Holiday (College Closed)
July 15	Last Day to Drop 10-week & 2 nd 5-week Classes (2:00 p.m.)
July 16	Experience LCC
July 29	Semester Ends (11:00 p.m.)
July 30	No Class Day

NCCCS Performance Measures 2024

	NCCCS Baseline Score	NCCCS Excellence Score	LCC Index Score	NCCCS Success Rate	LCC Success Rate
Basic Skills Students Progress, 2022-2023	0.543	1.216	0.965	43.3%	41.8%
Student Success Rate in College Level English Courses, Fall 2020 Cohort	0.727	1.174	0.993	55%	55%
Student Success Rate in College Level Math Courses, Fall 2020 Cohort	0.665	1.204	1.165	44%	51%
First Year Progression, Fall 2022 Cohort	0.899	1.063	1.028	70%	72%
Curriculum Completion, Fall 2019 Cohort	0.817	1.094	1.002	57%	56%
Licensure & Certification Passing Rate, 2022-2023	0.811	1.073	0.828		
	Barbering Apprentice				0.79
	Basic Law Enforcement				*
	Cosmetic Arts				
			Apprentice		*
			Cosmetology		0.52
			Esthetician		0.85
			Manicurist		0.75
	Emergency Medical Technician				
			EMR		*
			EMT-Basic		1.08
			EMT-Advanced		*
			Paramedic		1.18
	Nurse Aide				0.81
	Nursing				
			Practical		*
			Registered		1.07
			Radiography		*
Real Estate				*	
Transfer Performance, 2021-2022 Community College Students	0.917	1.031	0.957	89.5%	85.7%

Source: North Carolina Community College System 2024 Performance Measures for Student Success Report

**Less than 10*

Physical Facilities

Lenoir Community College, Main Campus

P.O. Box 188, 231 Hwy 58 South, Kinston, NC 28502-0188

(252) 527-6223

www.lenoircc.edu

The main campus of Lenoir Community College is located at the intersection of highways US 70 East and NC 58 South in Kinston, NC. The College, located on 128 acres, has modern buildings housing state-of-the-art equipment, an excellent Leigh & John McNairy Library, technologically enhanced classrooms, and a student center gymnasium complex. Kinston is located in Eastern North Carolina, 80 miles east of Raleigh, 30 miles south of Greenville, and 60 miles north of Emerald Isle. The Lenoir County Early College High School is also at the main campus in Kinston. Lenoir County Early College High School is a collaborative effort between Lenoir Community College and Lenoir County Public Schools. The five-year program offers incoming ninth graders the opportunity to earn a high school diploma and an associate's degree within four to five years giving rising freshman the opportunity to complete the requirements for both a high school diploma and an associate's degree.

Aerospace and Advanced Manufacturing Center

3800 NC Highway 58N, Kinston, NC 28504

(252) 527-6223, ext. 700

The Aerospace & Advanced Manufacturing Center (AAMC), located at the NC Global TransPark in Kinston, is home to the Industrial Systems Technology degree that includes Machining and Maintenance tracks. This program offers a degree and certificates as well as third-party industry certifications including, but not limited to, National Institute for Metalworking Skills (NIMS) credentials, and NC3 Certifications. The AAMC is also home to Aviation Management and Career Pilot Technology curriculum programs, which offer degrees, diplomas, and certificates. The facility is home to the only Federal Aviation Administration (FAA) approved full motion flight simulator at a community college in Eastern North Carolina. Students may take flight training courses in conjunction with the Career Pilot Technology AAS degree. In the fall of 2024, an Airframe & Powerplant (A&P) Continuing Education program was launched in support of employers at the Global Transpark. The Aerospace & Advanced Manufacturing Center also offers shared spaces for regional industry meetings, innovations, and customized training.

Greene County Center

818 Highway 91, Snow Hill, NC 28580

(252) 747-3434

The Greene County Center is housed in a state-of-the-art facility that was opened in 2000 with a second wing added in 2009. This 31,000 square-foot facility has 18 classrooms, two shop areas and nine administrative offices. A variety of curriculum and extension courses are offered each semester at the Center and at other selected sites throughout Greene County. The Center is also an approved High School Equivalency (HSE) testing site. In addition, the Center is host to the Greene County Career Center. The Greene County Career Center is strategically located to deliver education and training services to job seekers and employers with the efficiency and convenience of a one-stop center. The Greene County Career Center is a user-friendly facility that provides job seekers,

education and training seekers, and employers access to a variety of employment and training services in a convenient one-stop center.

The Greene Early College High School is also at this location. Greene Early College High School is a collaborative effort between Lenoir Community College and Greene County Schools. The five-year program offers incoming ninth graders the opportunity to earn a high school diploma and an associate's degree within four to five years giving rising freshman the opportunity to complete the requirements for both a high school diploma and an associate's degree.

Jones County Center

509 Hwy 58 North, Trenton, NC 28585
(252) 448-5021

The Jones County Center is housed in a modern facility that was completed in 2009. The Jones County Campus of Lenoir Community College consists of a state-of-the-art computer lab, Nurse Aide lab, and Manicurist clinic floor, 7 classrooms, and 7 Offices. The center offers a variety of courses to include Phlebotomy, Nurse Aide I & II, Pharmacy Technician, Central Sterile Technician, Health Unit Coordinator, Registered Barber, Manicurist and Transitional and Career Studies (TCS). The Technical Trades Center opened in 2013 and consists of three workshops for Gunsmithing and Welding courses and two offices. These programs offer degree, diploma, or certifications including an opportunity to apply for National Certification. The campus is also a host site for the Jones County Career Center, which aids in career planning, and job placement services to job seekers while also providing employers with a variety of employment and training services.

Lenoir Community College Workforce Development Center

602 West Harper Street, Snow Hill, NC 28580
(252) 747-8800

The Lenoir Community College Workforce Development Center is the site for various community agencies, as well as the location for several community programs. The Center offers correctional officer training, local law enforcement training, health services classes, nail technology with manicuring services and a barber school with patron services. The facility is also home to Greene County Head Start, and the state headquarters of the North Carolina Motorcycle Safety Program.

Other Locations

In order to meet the educational and workforce needs of the surrounding community, Lenoir Community College offers courses and trainings at other locations throughout the three-county service area. These may include the Pink Hill Wellness Center, Jones County Barbering Clinic, and the Small Business Center.

In addition, LCC offers curriculum instruction at the following approved SACSCOC Off-Campus Instructional Sites not owned by LCC: Greene Central High School, South Lenoir High School, Bethel Christian Academy, Jones Senior High School, Kinston Community Council for the Arts, North Lenoir High School, and Lancer Academy (Kinston High School).

General Information

Academic Freedom

The College is dedicated to open, rational investigation, instruction, and publication by the faculty in the accomplishment of the mission of the College to provide students with the right of free inquiry and learning. It is recognized that the College has an interest in providing efficient, quality academic programs to the community. Employees must exercise all rights and privileges with discretion and with due consideration of the effect upon the College's interests. Academic freedom does not contain arbitrary or unreasonable provisions and will not be in conflict with statutory provisions. The College protects academic freedom from political and other influences.

Bookstore

The College Bookstore is located on main campus (Kinston) in the Student Center. Operating hours are posted in the Student Center and can be found at the following link: <http://bookstore.lenoircc.edu>. Students may purchase books, supplies, and many other items in the Lenoir Community College Bookstore.

Campus Traffic Regulations

Students, faculty, and staff members who operate a vehicle on LCC-Main Campus are subject to traffic regulations. These regulations pertain to everyone and are enforced by campus police/security officers.

Change of Name or Address

Students are required to promptly notify the Office of Admissions of any changes to their name or address. Failure to report such changes may result in significant delays in the processing of student records. Official documentation is required for name changes. To update name or address information, students must either present a valid photo ID to the Admissions staff or submit a request using their official LCC email account.

Criminal Records and Drug Testing

Clinical sites may require students' criminal background checks and/or drug testing prior to or during participation in the clinical component of a program. Please be aware that progress to graduation will be limited by any inability to complete the clinical portion of the program.

Cultural Arts

The College sponsors a variety of cultural arts programs including the performing and visual arts. Concerts and exhibits by local, state, and national artists may be included in the program.

Emergency Messages

CALL: 252-527-6223, ext. 301 (day), ext. 360 (night)

Students will not be allowed to receive telephone messages while at the College unless an emergency situation exists. Messages will normally be screened by the Dean of Student Services or the Coordinator of Evening Programs to determine the nature of the emergency. If it is apparent that an emergency situation exists, the staff will make every effort to relay the message. Callers must identify themselves and the number from which they are calling. Students should ask relatives and associates not to contact them at the College unless an emergency exists.

If a person on campus requests the location of a student concerning an emergency situation, the person will normally be referred to the Dean of Student Services or the Coordinator of Evening Programs Office to determine the nature of the emergency. If it is apparent that an emergency situation exists, a short message will be delivered to the student stating the name of the person and where the person will be waiting.

If a law enforcement officer asks to see a student, the officer will be referred to the Dean of Student Services or the Coordinator of Evening Programs.

Equal Opportunity

The College is an Equal Opportunity Employer. The College complies with existing federal, state, and local laws and regulations regarding nondiscrimination. The College prohibits discrimination against and/or exclusion from the participation in any benefits or activities by any person, either on the staff and faculty or in the student body, on the grounds of race, color, creed, religion, national origin, sex, age, political affiliation, or disability.

The College supports all federal laws, including, but not limited to, Title VI and VII of the Civil Rights Act of 1964 and 1991, Title IX of the Education Amendments of 1972, Sections 799A and 845 of the Public Health Services Act, the Equal Pay and Age Discrimination Acts, the Rehabilitation Act of 1973, the Family and Medical Leave Act, the Fair Labor Standards Act, Drug-Free Workplace Act and Drug Testing, the Americans with Disabilities Act 1990, and Executive Order 11375. The Director of Human Resources/Deputy Title IX Coordinator should be contacted regarding Equal Opportunity matters.

Evening and Weekend Courses

The College offers a schedule of courses during the evening and on weekends to give students the flexibility to take courses during non-traditional hours in a comfortable classroom setting. In general, these courses are offered at the main campus in Kinston, Greene County Center and Workforce Development Center in Snow Hill, the LaGrange Center, and the Jones County Center in Trenton. The availability of evening and weekend courses provides students the opportunity to coordinate employment with studies and to increase their rate of academic progress.

Students enrolled in evening curriculum courses are provided services including Admissions, the Leigh & John McNairy Library, the Student Center, and the Academic Support Center. Information about admission, registration, counseling, advising, financial aid, cashier services, and administration services are coordinated by the Coordinator of Evening Programs.

Noncredit occupational extension and expanding industry courses, along with basic skills classes, such as Adult Basic Education, Adult High School Diploma, and High School Equivalency preparation, are offered during evenings and weekends. These courses and programs are designed for the adult learner who is seeking knowledge and skills.

Freedom of Expression

Students have a right to take reasonable exception to the data or views offered in any course of study, but they are responsible for learning the content of any course for which they are enrolled. Order, direction, and procedure, as well as the scope and treatment of the subject, are primarily the responsibility of the instructor.

Guest Speakers

Students and employees have the right to invite speakers by following procedures established by the College. Sponsorship of guest speakers does not imply approval or endorsement of views expressed either by the sponsoring group or the College.

Housing

The College does not offer dormitory facilities. Students wishing to live away from home must arrange their own living accommodations. The College does not assume responsibility for the supervision of such housing.

Identification Badges

College identification (ID) badges are provided to all students and employees and are available in the Leigh & John McNairy Library. ID badges must be displayed at all times while on College property. Visitors must obtain a visitor badge. Visitor badges are available at designated areas in each building.

Inclement Weather Plan

In the event of inclement weather, the College will determine whether to delay, cancel, or adjust classes and will post updates on the College website at www.lenoircc.edu as early as possible. Information regarding closings or delays will be announced using the College's Emergency Notification System, LancerALERT. Please visit www.lenoircc.edu to learn more about the College's Emergency Notification System, LancerALERT. Local television stations will also be notified. Decisions concerning closing the College are difficult to make based on predictions. Weather conditions can change in a short time. If Jones or Greene Counties are more adversely affected by the weather than Lenoir County, the administrators of those counties are authorized to close their campuses prior to the general announcement. Clinical administrators are authorized to cancel clinicals at their discretion. Students will be notified as early as possible by college officials regarding the status of a particular clinical site.

When classes are missed due to weather conditions, division deans and the Vice President of Instruction and Institutional Effectiveness will determine how much (if any) class time must be made up and will develop make-up plans for each class. Strategies for making up class time may include adding time to each class for the remainder of the term or adding an additional session or sessions at a time acceptable to students. Make-up time must not create conflicts with students' other classes and students must be allowed adequate time to get to subsequent classes on time. When it is impossible to make up time lost due to inclement weather, outside assignments may be required of students in lieu of class time. Make-up plans for each class, approved by the division dean and the Vice President of Instruction and Institutional Effectiveness will be submitted to the Registrar's Office prior to the end of the term.

Institutional Effectiveness

The College collects and analyzes data needed for institutional planning, decision-making, policy formation, assessment, and reporting to promote innovation and effectiveness. On occasion, students will be surveyed to ascertain their opinions of courses, academic programs, or student support services. Surveys may be given to students as part of a class meeting or online. Students are highly encouraged to respond to surveys to improve LCC. Student perceptions and opinions are important to the total evaluation process used to monitor and assess programs and services offered by the College.

Leigh & John McNairy Library

The Leigh & John McNairy Library provides a collection of books, periodicals, audiovisuals, digital resources, and other learning materials to support curricular needs as well as to inspire student and faculty interests. The library has an open lab of 29 computers available to patrons and students with internet access and multiple application software packages to support curriculum requirements. Furthermore, there are six group study rooms available for students, faculty, and staff to utilize for group projects and meetings as well as a quiet study area. The main library collection consists of an estimated 18,000 titles and is housed in open stacks where patrons have the opportunity to browse in areas of interest. The library provides patrons access to thousands of online professional journals and periodicals through more than 160 online databases that can be accessed remotely or on any of the LCC campuses. Research and leisure reading materials can also be found in the library and obtained from other libraries via interlibrary loan and electronic book databases. A college ID is required for any type of transaction in the library. Additionally, with the Ask a Librarian Chat widget found on all library web pages, patrons have the ability to ask research questions online through an instant message chat available 24 hours a day Monday through Thursday with limited hours Friday through Sunday. Furthermore, students can request research coaching with a librarian by filling out the online research coaching form on the library website, calling to schedule an appointment, or as a walk-in to the library. The library also offers a variety of events throughout the school year. Patrons can view all information regarding library events on the Library Events Calendar on the library website. Students may contact the library by email at libraryinfo@lenoircc.edu or by phone at 252-527-6223, ext. 507.

Lenoir Community College Foundation, Inc.

The Lenoir Community College Foundation was chartered in 1972 for the purpose of receiving funds for general college support. Gifts in support of the College may be made directly to the Foundation.

Lenoir Community College's Indebtedness Policy

No degree, diploma, certificate, transcript, or record will be issued to students who have not made satisfactory settlement of all their indebtedness to the College. Students may not be permitted to attend classes, take final exams, nor register for any subsequent semesters if those students have delinquent indebtedness with the College. Students are encouraged to make arrangements with the Business Office to satisfy outstanding debt.

Licensing of Graduates

Lenoir Community College is an educational institution and prepares students for progression and completion of programs of study that lead to licensure. Upon completion of a program requiring licensure, the licensure process is the responsibility of the graduate. Students convicted of a felony or any other crimes involving moral turpitude may not be recognized by the proper licensing agency.

Online Communities

(Facebook, X, Instagram, etc.)

The College recognizes that social media behavior is entitled to extensive protections under the First Amendment. The College guarantees and protects the speech rights of students. This policy will be interpreted with those protections in mind. With the freedom and opportunities that online communities offer, come some words of caution:

1. In using online communities, you are posting personal information on the Internet, which leaves you unable to ensure who is able to view that information, even if you make your profile secure.
2. Any information posted can remain available for an extended period of time, which means even something temporarily posted as a joke is traceable.
3. Potential employers are now using Google and related search engines to perform background checks on interviewees. Information students post may affect their ability to secure employment after graduation.
4. Any social media activity that violates the law, goes against College codes of conduct, or has the potential to disrupt student learning and campus operations is prohibited and subject to corrective action.

Online Learning (OL)

The mission of Lenoir Community College's online learning services is to provide accessible, comprehensive instructional programs for students. Online learning occurs when the interaction of a student and instructor is separated by place and/or time. The purpose of online learning is to meet the needs of a diverse population through flexible, alternative delivery methods including Internet, hybrid, and blended courses. Synchronous video-conferencing sessions may be scheduled for all course delivery methods.

- **Internet (IN)** courses are college credit or continuing education courses where 100% of the instruction is asynchronously delivered through the Internet. Students work independently by utilizing Internet tools to complete course work. Students enrolled in Internet courses are guided by a qualified instructor and have access to the same resources as traditional on-campus students.
- **Hybrid (HY)** courses are college credit or continuing education courses where the primary delivery is online with a requirement that students also meet in traditional face-to-face sessions. This combines traditional classroom-based instruction with the tools of asynchronous online delivery.
- **Blended (BL)** courses are college credit or continuing education courses where the primary delivery is via traditional face-to-face method with a requirement that students have Internet access as a supplemental part of the course. Due to the definition, blended courses are not counted in the percentages of programs offered online, since the primary delivery method is in traditional face-to-face sessions.
- **Synchronous Learning (SY)** courses utilize scheduled synchronous video-conferencing sessions for a portion of the course hours where the instructor and student are separated by distance. Synchronous courses may be a scheduled part of Internet, hybrid, blended, and traditional courses.

Online learning students abide by the same guidelines for application and registration as traditional students. In addition, identical academic standards, criteria, content, quality, and student support services apply to OL courses as to all other college courses. An online student orientation course, Moodle 101, is available to assist students. The office of Online Learning offers on campus training sessions during early registration and the first two (2) days of class at the beginning of each semester, or by request, providing instruction for LancerLOGIN activation, LancerMAIL, and Moodle.

LCC uses the Learning Management System (LMS) Moodle to deliver online course content in OL courses. It is vital that students taking Internet courses follow the Online Learning Course Enrollment Procedure: Students taking Internet (online) courses **MUST SUBMIT** an **ASSIGNMENT**

by the 10% date in each Internet course in Moodle to be fully enrolled in the course. Students who do NOT submit an assignment by the 10% date will be marked as "NEVER ATTEND" and WITHDRAWN from the course. **No Exceptions. No Refunds.**

State Authorization Reciprocity Agreement – North Carolina (SARA-NC) Complaint Process

If a complaint cannot be resolved internally, students located outside North Carolina may file a complaint with SARA-NC. Students should follow the SARA-NC Complaint process (<https://www2.ncseaa.edu/SARANC/Complaint.aspx>) and use the SARA-NC Complaint Form (<https://www2.ncseaa.edu/SARANC/docs/SARA-NCComplaintForm.pdf>).

SARA-NC Contact information:

Terrence R. Scarborough, M.P.A. – Director of SARA North Carolina
North Carolina State Education Assistance Authority
c/o SARA North Carolina, P.O. Box 41349, Raleigh, NC 27629

Telephone: 929-248-4667

Email: complaint@saranc.org

Website: www.saranc.org

Additional resources for students located outside North Carolina:

- NC-SARA State Portal Entity Directors: <https://nc-sara.org/state-portal-entity-contacts>
- Student Complaint Information by State and Agency: <https://static.lenoircc.edu/pdf/olagenciesbystate.pdf>

Ownership of Intellectual Property

The College encourages the development, writing, invention, or production of intellectual property designed to improve the productivity of the College or to enhance the teaching/learning environment. Employees and students own all rights to copyrightable or patentable independent works which they create without College support, e.g., equipment, supplies, monetary compensation, or release time. Unless otherwise stated in a signed contractual agreement, the College owns all rights to copyrightable or patentable work created by the employees and students with College support.

Social Security Numbers

Social security numbers are collected to comply with federal and state law and regulations. The College will not disclose a social security number for any purpose not required by law without the consent of the student.

Student Health Services

The College does not provide medical, hospital, or surgical services or assume responsibility for injuries incurred by students when taking part in intramural sports, intercollegiate sports, physical activity courses, class, or student activities. Medical services are available at the Emergency Room of UNC Lenoir Health Care. Students are covered by accident insurance through the College while on campus or involved in college functions. This coverage is included in student fees.

Student Right to Know

Information regarding the persistence rate to degree completion and other consumer information of students at Lenoir Community College is available on the College's website on the Consumer Information web-page at <https://www.lenoircc.edu/future/coninfo/>.

Students' Disclosure of Criminal Records

Students entering or who wish to enter programs that require practicums, internships, or clinical experiences are advised that prior criminal records may result in the inability to complete selected programs. Most participating agencies require background checks before students are allowed at their facilities. If prior criminal records exist, students may not be allowed at the participating agencies. Criminal records must be shared with those participating agencies at which placement is being sought. If participating agencies will not accept the students because of the records, the students will be unable to fulfill the program requirements. Students are required to disclose prior criminal records. Programs that require such experience include, but are not limited to, Health Sciences and Nursing programs, Cosmetology, Criminal Justice, Culinary Arts, Early Childhood Associate, Emergency Medical Science and Social and Human Services.

Generally, individuals who have been found guilty of a felony, pleaded guilty to a felony, or had a professional license, registration, or certification denied, revoked, suspended, or subjected to probationary conditions by a regulatory authority or certification board are not eligible to take the CMA (AAMA) Exam. However, the Certifying Board may grant a waiver based upon mitigating circumstances. For more information go to www.aama-ntl.org.

Tobacco-Free/Smoke-Free/Vapor-Free College

All property, including vehicles owned or controlled by the College are tobacco free, smoke free, and vapor free. Tobacco, smoke, and vapor products include cigarettes, cigars, blunts, bidis, pipes, chewing tobacco, snus, snuff, electronic cigarettes, vaporizers, and other items containing or reasonable resembling tobacco or tobacco products.

Vehicle Responsibility

The student, faculty, or staff member in whose name a vehicle is registered will be responsible for any liability or damage arising in connection with the possession or operation of the motor vehicle on the college campus. The College will assume no responsibility for any vehicles, including the care of or the protection of the vehicle or its contents at any time while parked in any parking area on campus.

Parking Areas

There are sufficient parking facilities on the campus to accommodate all vehicles in their respective legal parking zones. Students may not park in the following areas:

1. Any parking areas marked staff or faculty
2. Visitor's parking
3. Grass areas
4. Handicap spaces without proper permit

Violations—Penalties

Citations issued by the City of Kinston—Department of Public Safety and Campus Police must be settled in accordance with the information on the citation. The campus security officers issue traffic tickets for the following violations which will result in a traffic fine to be paid or settled

immediately at the Cashier's Office located in the Administration Building. Students may not register for any succeeding semester, nor will any transcripts be released, until traffic fines are cleared.

Fine Per Violation: \$25.00

1. Blocking streets, fire hydrants, pedestrian walkways, and handicapped ramps
2. Unauthorized parking in restricted areas (e.g. no parking zones, visitor parking zones, loading and unloading zones, along curbs painted yellow, handicapped parking areas without parking permit, faculty and staff parking areas, automotive and machining compound)
3. Failure to park between lines
4. Parking on the grass
5. Driving across a curb to park

Penalty for receiving three or more tickets for parking or traffic violations in any school semester:

1. Loss of privilege for operating a motor vehicle on the Lenoir Community College campus for one month—30 school days.
2. Second notices will not be sent regarding impending fines due. Vehicles may be booted or towed at the discretion of security.
3. Continued violations may result in student not being allowed to drive on campus.

Waiver of Responsibility

Some programs offer students the opportunity for work-based learning experiences in the classroom and lab environments. Anyone receiving services from such College programs are responsible for payment of material costs. The College assumes no responsibility for the quality of work performed or for damages sustained while in the learning environment.

Work-Based Learning and Job Placement Services

Work-Based Learning is designed to enable students to receive college credit for working in jobs that are learning experiences and that are related to the curriculum in which they are enrolled. This practical experience is vital to students' development by supplementing theoretical knowledge acquired in the classroom. Job sites become laboratories where classroom concepts can be utilized and tested.

Work-Based Learning is open to students in identified programs. College personnel will assist the student in identifying a job that meets the criteria for eligibility. A student may also use the job in which presently employed if this job meets the criteria. Numerous advantages accrue from such an approach to learning: career direction for participating students, a skilled workforce for employers, and an avenue to connect the College to the community. A student may earn Work-Based Learning credit according to approved curriculum standards for the student's curriculum. Students should check with their advisors for information regarding those guidelines. Additional information may be secured from the Lancer Career Connections Office. Comprehensive employment services are available through the NCWorks Career Center located on the College's main campus and on the campuses of the Jones and Greene County Centers.

About ApprenticeshipNC

Recognized by the Office of Apprenticeship to act on behalf of the U.S. Department of Labor, ApprenticeshipNC is the State Apprenticeship Agency authorized to register apprenticeship

programs tailored to meet employers' needs. The ApprenticeshipNC Team works with employers, educational institutions, and community partners to foster and expand Registered Apprenticeship and Pre-Apprenticeship Programs across North Carolina. The agency also acts as an information source for individuals interested in pursuing career opportunities through Registered Apprenticeship. For more information visit:

<https://www.nccommunitycolleges.edu/businesses/apprenticeships/about/>

Student Rights, Responsibilities, and Appeals

Anti Hazing

Lenoir Community College is firmly committed to maintaining a safe and inclusive campus for all students free from harassment, abuse, or any form of hazing. Hazing incidents are prohibited in all forms, and apply to all individuals and organizations associated with the College, including but not limited to students, employees, volunteers, and affiliated organizations, both on and off campus. For more information regarding reporting for suspected hazing, students may reference the entire policy at (<https://catalog.lenoircc.edu/content.php?catoid=13&navoid=611>).

Due Process

The College affords all persons involved in appeals due process. This includes the right to receive written notice of the alleged violation(s), the right to present evidence, and the right to be represented by counsel at their own expense.

Standards of Conduct

The purpose of the Student Standards of Conduct is not to restrict freedom, but to protect the rights of all students in their academic pursuits. Students are expected to conduct themselves in accordance with generally-accepted standards, while appropriately incorporating the College's core values.

Students are expected to conduct themselves accordingly and to be legally accountable for conduct that is prohibited. Students, employees, and guests are protected by Title IX laws and the Violence Against Women Act (VAWA).

Student Code of Conduct

Prohibited Conduct: Academic and Non-Academic

Prohibited conduct shall include but not be limited to the items listed below:

Academic-Related Violations

- A. **Plagiarism** is the intentional theft or unacknowledged use of another's work or ideas. (Plagiarism includes, but is not limited to: paraphrasing or summarizing another's words or works without proper acknowledgment; using direct quotes of material without proper acknowledgment; or purchasing or using a paper or presentation written or produced by another person. If a student is uncertain about what constitutes plagiarism, he/she should discuss with the class instructor.)
- B. **Cheating** is using notes or other material on an exam or class work without permission from the class instructor; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; submitting

someone else's work as one's own; or having someone take one's exam and submitting it as his/her own.

- C. **Aiding Acts of Academic Dishonesty** is providing information to another student knowing, or reasonably should have known, that the student intends to use the information for cheating or other deceptive purposes.
- D. **Violations of Normal Classroom Behavior** include not complying with reasonable rules issued by an instructor, causing disruption in the classroom, or being disrespectful to classmates or the instructor. (The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct is disruptive or disrespectful; not based on content or viewpoint discrimination.)

Non-Academic Related Violations

- A. **Theft, misuse, or damage to college property**, the property of a member of the college community, or the property of a visitor on college premises or at college functions; unauthorized entry upon the property of the College or into a college facility or a portion which has been restricted in use and placed off limits; unauthorized presence in a college facility after closing hours
- B. **Possession or the use of alcoholic beverages** on property owned or controlled by the College or at college-sponsored events is prohibited unless approved in writing by the College's President. Possession of alcohol in college-owned vehicles and other places prohibited by law is not allowed at any time. Possession or the use of a substance in an illegal manner is prohibited. Being in a state of intoxication on the college campuses or college-sponsored events is prohibited. Any influence that may be attributed to the use of alcohol or other substances does not limit in any way the responsibility of the individual for the consequences of his/her actions.
- C. **Mental or physical abuse** of any person on college premises or at college-sponsored activities, or at college-supervised functions, including severe and persistent verbal or physical actions which threaten or endanger the health or safety of any persons or which promote hatred or prejudice. *Note: A student who poses a serious risk of imminent harm (i.e., threat of a violent act against students or college employees) will be suspended immediately pending an investigation.*
- D. **Comments of a sexual nature**, including innuendos, suggestive statements, jokes, propositions, threats, and degrading/discriminating/ stereotypical words whether directed at the victim or made in the victim's presence: nonverbal - sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, and obscene gestures that are severe, persistent, unreasonably impactful, and outside the scope of academic pursuits
- E. **Unwanted physical contact**, including touching, pinching, grabbing, and stroking, and when sexual penetration occurs may rise to the level of rape (Refer to the College's Sexual Misconduct Policy for complete information.)
- F. **Intentional obstruction or disruption** of teaching, research, administration or disciplinary proceedings, or at other college activities including public service functions, and other duly authorized activities on college premises
- G. **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
- H. **Participating in or conducting an assembly, demonstration, or gathering** in a manner that threatens or causes injury to persons or property; which interferes with free access to ingress or egress of college facilities; which is harmful, obstructive, or disruptive to the educational process or institutional functions of the College

- I. **Possession or use of a firearm**, incendiary device, explosive, or unauthorized use of any instrument designed to inflict serious bodily injury to any person (Possession of a firearm on campus is classified as a felony, except as allowed by State law.)
- J. **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
- K. **Gambling**
- L. **The use of tobacco products** is prohibited on all campuses, including vaping.
- M. **Littering**, which includes disposing of paper, bottles, cans, or any other form of litter on campus grounds or in any building
- N. **Violation of college regulations** regarding the operation and parking of motor vehicles
- O. **Forgery**, alteration, or misuse of college documents, records, or instruments of identification
- P. **Failure to comply** with instructions of college officials who are acting in performance of their duties
- Q. **Violation of the terms of disciplinary probation** or any college regulation during the period of probation
- R. **Fiscal irresponsibility** such as failure to pay college-levied fines and LCC Foundation loans or the passing of worthless checks to college officials
- S. **Violation of a local, state, or federal criminal law** on college premises
- T. **Furnishing false or incomplete information** to the College
- U. **Beepers, cell phones, and other communication devices** must be turned off or placed on vibrate during classes. This restriction does not apply to emergency personnel, but emergency personnel should notify their instructors in advance.
- V. **Use of college computers or networking resources** to engage in any behavior that violates any federal, state, or local laws, or college regulations including downloading of copyrighted material or any unauthorized software
- W. **Engage in any activity that might be purposefully harmful** to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, damaging files, or making unauthorized modifications to college data
- X. **Failure to properly display college ID** and/or update college ID
- Y. **Lewd, disorderly, or indecent conduct**, including physical or verbal action; language commonly considered offensive (not limited to, but including profanity); or distribution of obscene or libelous written or electronic mater is prohibited
- Z. **Engaging in any form of sexual activity** on any campus or site of the College (whether closed or during operating hours) is strictly prohibited

Other: In addition to this Code of Conduct, students will be held accountable to the individual program's specific standards of conduct.

Discipline and Appeal for Academic Violations of Procedure

The instructor is responsible for implementing student discipline procedures for academic related violations. The College is committed to providing an excellent educational experience for all students. Academic integrity is an essential component to this level of education. The academic penalty for academic-related violations is posted in the syllabus for each class. These procedures only apply to academic-related violations.

Instructor's Investigation and Determination

Instructor's Investigation

An instructor suspecting an incident of an academic-related violation shall follow these steps to address the concern:

1. The instructor suspecting the alleged violation shall first present concerns to the student and provide an opportunity for the student to explain or refute the concerns.
2. The student will be allowed to comment on the evidence or to present evidence to clarify the issue in question.
3. Based on the evidence presented and the student's comments, the instructor shall determine whether or not an academic-violation has occurred. This determination will result in one of the following findings:
 - a. An academic-related violation did not take place and the issue is resolved.
 - b. An act of academic dishonesty did occur in the instructor's opinion.

Instructor's Determination

The instructor will communicate his/her findings via email to the student's official college email address or official address of record within five (5) working days of the initial meeting with the student. The findings must contain, with specificity, the evidence supporting the instructor's determination. The instructor shall also inform the student of the imposed academic sanctions. The sanction will remain in place unless modified or overturned on appeal.

Sanctions for Academic Related Violations

The following sanctions may be imposed for academic violations:

Plagiarism/Cheating – Lenoir Community College takes academic integrity matters very seriously. Therefore, consequences for plagiarism and/or cheating will be as follows, at the discretion of the instructor:

1. First instance of plagiarism/cheating: The student may earn a zero on the assignment.
2. Second instance of plagiarism/cheating: The student may earn an "F" for the course and will be referred to the respective dean for potential disciplinary action as clarified in the LCC College Catalog.

Aiding Acts of Academic Dishonesty/ Violations of Normal Classroom Behavior may result in temporary removal from the classroom. More severe cases will be referred to the Dean of Student Services/Title IX Coordinator.

Academic Appeal Procedures

1. A student who disagrees with the instructor's decision may appeal to the division dean. This appeal must be submitted in writing within three (3) working days of receipt of the instructor's decision and describe, with specificity, why the student believes the instructor's findings to be in error.
2. The division dean will conduct a review of the evidence by examining the instructor's written findings and student's written appeal. The division dean may require the student, the instructor, and any other necessary party to provide additional documents as needed, including written statements, or provide written clarification to submitted documents.
3. After considering the evidence presented, the division dean will affirm, modify, or overturn the instructor's decision.
4. The division dean will inform the student via the student's official college email address or official address of record of the decision within ten (10) working days of the receipt of the student's appeal.

5. A student who disagrees with the division dean's decision may contact the Associate Vice President of Instruction and Institutional Effectiveness in writing, within ten (10) working days of receipt of the decision to request an appeal before the ad hoc Academic Affairs sub-committee but only on the following grounds:
 - a. Procedural error that significantly impacted the outcome of the resolution process and that was prejudicial to the appellant, and/or
 - b. The availability of previously unavailable relevant evidence that would have significantly impacted the outcome of the resolution process and the absence of which was prejudicial to the appellant.

Recommendations of this committee regarding the appeal will be made to the President of the College within five (5) working days. The decision of the President will be final and no further appeal is allowed.

Note: Dismissal from a clinical site is not eligible for appeal through the College. A student dismissed from the clinical site will also be dismissed from the program.

Discipline and Appeal for Non-Academic Violations Procedure

Filing a Non-Academic Complaint

Any college employee or student may file a written complaint with the Dean of Student Services/Title IX Coordinator against any student for alleged non-academic violations of the Student Code of Conduct. The individual(s) making the charge must complete and submit the written complaint within five (5) working days of the incident given rise to the alleged violation.

The Dean of Student Services/Title IX Coordinator will determine whether the violation constitutes a Title IX investigation. For cases of sexual misconduct, please refer to the LCC Sexual Misconduct Policy. For all other violations, the Dean of Student Services/Title IX Coordinator will request an initial meeting with the student in order to determine whether disciplinary sanctions should be initiated. During the meeting, the Dean of Student Services/Title IX Coordinator will advise the student of the allegation(s), explain the student conduct process, and clarify the student's rights and responsibilities. Every effort will be made to resolve the matter by mutual agreement. Following the preliminary meeting, the Dean of Student Services/Title IX Coordinator will take one of the following actions:

1. If there is no basis for the allegation or if it does not warrant disciplinary action the Dean of Student Services/Title IX Coordinator will dismiss the allegation.
2. If there is a basis for the allegation the Dean of Student Services/Title IX Coordinator will impose disciplinary action.
3. If the student fails to appear, the Dean of Student Services/Title IX Coordinator may find the student responsible and impose disciplinary action.

The student will be notified of the results of the investigation via their official college email address or mailing address of record within five (5) working days. The student will be granted ten (10) working days to respond to the investigation.

Sanctions for Violations

The following sanctions may be imposed for non-academic violations:

- A. **Reprimand:** A written or verbal communication that gives official notice to the student that any subsequent offense against the Student Code of Conduct or these guidelines will carry heavier consequences because of this prior infraction.
- B. **Change of Academic Schedule**
- C. **No Contact Order**
- D. **Campus Restriction:** A campus restriction may include either areas of a given campus or one or more campuses as a whole
- E. **Loss of Technology Privileges:** A student may be excluded from all privileges associated with college technology access, including but not limited to email, Moodle, and network access and storage.
- F. **Restitution:** Students may be required to pay for damages suffered by the College, college employees, or other students.
- G. **Withholding Academic Records:** Withholding transcripts, diplomas, and the right to participate in graduation ceremonies is imposed when a student has failed to pay college-levied fines, LCC Foundation loans, or has written worthless checks to college officials.
- H. **Right to Register:** A student's ability to register is blocked when financial obligations are not met, such as a past-due tuition balance, unpaid college-levied fines, or outstanding LCC Foundation loans.
- I. **Mandatory Counseling:** The student may be required to attend one or more counseling sessions with a licensed professional counselor. The student may be required to complete counseling before returning to the College after a period of suspension or expulsion. The student must provide written documentation from the licensed professional that the requirement has been met. Additionally, if required by the Dean of Student Services/ Title IX Coordinator, the student must also provide a statement from the licensed professional that the student is able to return to class based on his/her professional judgment.
- J. **General Probation:** A student placed on general probation will be given an opportunity to show his or her capability and willingness to adhere to LCC's Student Code of Conduct and these guidelines going forward. If he or she does so for the entirety of the time that the general probation is in effect, no further penalty will be imposed; if he or she violates the Student Code of Conduct or these guidelines during the time that the general probation is in effect, further disciplinary action will be taken. A general probation may be imposed for a period of time no longer than two semesters.
- K. **Restrictive Probation:** Restrictive probation results in loss of the student's good standing and will be recorded in the student's file. Restrictive probation limits a student's activity in the college community, including but not limited to exclusion from class(es), program(s), and/or specific campus locations. Generally, students on restrictive probation will not be eligible for initiation into any local or national organizations; may not receive any college award or other honorary recognition; and may not occupy a position of leadership or responsibility with any college or student organization, publication, or activity. A restrictive probation may be imposed for a period of time no shorter than two semesters. Any violation of restrictive probation may result in immediate suspension.
- L. **Temporary Suspension:** Temporary suspension is the exclusion from all college property and all college activities pending the resolution of a disciplinary proceeding.
- M. **Suspension:** Suspension excludes a student from all college privileges and activities for a specified period of time. This sanction is reserved for those offenses warranting discipline more severe than probation or for repeated misconduct. Suspension will be recorded in the student's file. A suspended student may return to the College only with the written approval of the Dean of Student Services/Title IX Coordinator.
- N. **Expulsion:** Expulsion strips a student of his or her status as a student and dismisses him or her from the College for an indefinite period. Expulsion will be recorded in the student file.

An expelled student may be readmitted to the College only with the written approval of the Dean of Student Services/Title IX Coordinator.

All disciplinary actions should be progressive in nature and should consider the totality of the situation; however, depending on the severity of the infraction, even first-time offenses could result in suspension or expulsion.

Non-Academic Appeal Procedures

A student who disagrees with the Dean of Student Services/Title IX Coordinator's decision may contact the Senior Vice President of Student Services and Workforce Development in writing, within ten (10) working days of receipt of the decision to request an appeal before the ad hoc Disciplinary Committee but only on the following grounds:

1. Procedural error that significantly impacted the outcome of the resolution process and that was prejudicial to the appellant, and/or
2. The availability of previously unavailable relevant evidence that would have significantly impacted the outcome of the resolution process and the absence of which was prejudicial to the appellant.

Note: Dismissal from a clinical site is not eligible for appeal through the College. A student dismissed from the clinical site will also be dismissed from the program.

Appeal to the Disciplinary Committee

Any appeal must be made in writing to the Senior Vice President of Student Services and Workforce Development within ten (10) working days of the notice of decision.

If the Senior Vice President of Student Services and Workforce Development deems the appeal to be warranted, he or she will refer the appeal to the ad hoc Disciplinary Committee to review. The ad hoc Disciplinary Committee will consist of three members (faculty and/or staff) selected by the President. The Senior Vice President of Student Services and Workforce Development will chair the hearing but will not have a vote in the proceedings.

The Disciplinary Committee will review the written record and has the right to conduct interviews with the student, any related witnesses, and the Dean of Student Services/Title IX Coordinator. A written decision on the appeal will be issued within ten (10) working days of the receipt of the appeal. Recommendations of this committee regarding the appeal will be made to the President of the College within five (5) working days. The decision of the President will be final and no further appeal is allowed.

Disciplinary Committee Procedures

Pre-Hearing Procedural Responsibilities of the Senior Vice President of Student Services and Workforce Development

The Senior Vice President of Student Services and Workforce Development will select a date for the appeal hearing. At least five (5) working days prior to the date set for the hearing, the Senior Vice President of Student Services and Workforce Development shall send notification to the student(s) with the following information:

- A restatement of the charge or charges
- The time and place of the hearing
- A statement of the students' basic procedural rights

- A list of witnesses that the Dean of Student Services/Title IX Coordinator or designee plans to present
- The names of the ad hoc Disciplinary Committee members
- At least two (2) working days prior to the hearing, the student(s) will provide the Senior Vice President of Student Services and Workforce Development with a witness list.

The following due process rights shall apply to the Disciplinary Committee hearing:

- The right to produce witnesses on one's behalf
- The right to request, in writing, the President to disqualify any member of the Disciplinary Committee for prejudice or bias (The request must contain reasons.) A request for disqualification, if made, must be submitted at least three (3) working days prior to the hearing. If such disqualification occurs, the appropriate nominating body shall appoint a replacement to be approved by the President.
- The right to present evidence
- The right to know the identity of the person(s) bringing the charge(s)
- The right to hear witnesses on behalf of the person(s) bringing the charge(s)
- The right to testify or to refuse to testify without such refusal being detrimental to the student

The following hearing procedures shall apply:

- Hearings before the Disciplinary Committee shall be confidential and shall be closed to all persons except the following:
 - The student(s),
 - Disciplinary Committee members, and
 - Dean of Student Services/Title IX Coordinator, or designee.
- Witnesses shall only be present in the hearing room when giving their testimony.
- The Dean of Student Services/Title IX Coordinator, or designee, shall present evidence and witnesses to support his/her decision. Disciplinary Committee members may ask questions to the witnesses.
- The student(s) will then have an opportunity to present evidence and witnesses. Disciplinary Committee members may ask questions to the witnesses.
- Each side will have an opportunity to make a short, closing argument. The hearing will be transcribed by a certified court reporter. The transcription will become the College's property and access to the transcription will be determined by the Senior Vice President of Student Services and Workforce Development. All transcriptions will be filed in the office of the Senior Vice President of Student Services and Workforce Development.
- Upon completion of a hearing, the Disciplinary Committee shall meet in closed session to affirm, reverse, or modify the Dean of Student Services/Title IX Coordinator's decision.
- Disciplinary Committee decisions shall be made by majority vote.
- Within two (2) working days after the hearing, the Senior Vice President of Student Services and Workforce Development shall notify the student, in writing, with the Disciplinary Committee's decision.
- The decision of the Disciplinary Committee is final and no further appeal is allowed.

Student Grievance Procedure

Lenoir Community College (LCC) has established the following process for resolving student disputes with other students, employees, or visitors, regardless of status (full-time, part-time, temporary, contractual, and work-study students) or role (administrators, faculty, and staff).

The student grievance procedure applies to all student issues, except for the following:

- Grade appeals are addressed through the Grade Appeal Process
- Grievances involving Title IX (sexual misconduct) are addressed in the LCC Sexual Misconduct Policy
- Grievances involving anti-harassment, or the Americans with Disabilities Act (ADA) should be reported to the Student Support and Accessibility Advisor.
- Academic appeals are addressed through the Discipline and Appeal for Academic Violations Procedure
- Conduct appeals are addressed through Discipline and Appeal for Non-Academic Violations Procedure

The student grievance procedure may be used by individuals who were LCC students at the time the incident occurred. The individual filing the grievance must be the subject of the alleged unfair treatment that is related to their status as a student. A grievance cannot be filed on behalf of another individual. At any point during the informal or formal grievance process, a student or the person alleged to have caused the grievance may request Supportive Measures which are non-disciplinary, non-punitive, individualized services offered as appropriate, as reasonably available, and without fee or charge. Such measures are designed to restore or preserve equal access to the College's Education Program or Activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the College's educational environment. Supportive Measures may include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments, modifications of work or class schedules, campus escort services, and mutual restrictions on contact between the parties. To request Supportive Measures, the individual should contact the Dean of Student Services.

Informal Procedure

Prior to filing a formal grievance, students are strongly encouraged to discuss their grievances with the person alleged to have caused the grievance. The purpose of this informal discussion is to provide the student, faculty member, or other person with authority the opportunity to address and resolve the grievance at the lowest possible level. This meeting should occur within ten (10) working days of the incident.

Should an informal discussion fail to produce a satisfactory settlement of the grievance, or the student does not wish to have direct contact with the person alleged to have caused the grievance, the student should contact their Academic Dean or the Dean of Student Services who will attempt to mediate a resolution. This should occur within ten (10) days of the incident or previous informal discussion. If these informal discussions do not satisfactorily resolve the grievance, the student may initiate a formal complaint.

Formal Procedure

The student submits a formal Student Grievance in writing to the Dean of Student Services within ten (10) working days of the informal meeting. Grievances may be filed in person or by email. This statement should include details of the incident, the dates of any meetings and prior discussions held to resolve the grievance and any supporting documentation.

Within ten (10) working days of receipt of the formal grievance, the Dean of Student Services logs the formal grievance and determines whether the student has met the criteria outlined in this procedure. If the criteria have been met, the Dean of Student Services begins an investigation and

notifies all parties involved. If the criteria have not been met, the grievance is denied and an explanation of the rationale for the denial is communicated in writing to the student. If the issue raised by the student is not a grievance concern, the Dean of Student Services may refer the student to other procedures.

The Dean of Student Services will determine an appropriate resolution within ten (10) working days of the initiation of the investigation and will communicate the decision to the student, employee, appropriate supervisor, and appropriate vice president. If the investigation requires more than ten (10) working days, all parties will be notified of the delay. The decision of the Dean of Student Services is final, except in the circumstances outlined in the appeals procedure.

Appeals

A student who disagrees with the Dean of Student Services' decision may contact the Senior Vice President of Student Services and Workforce Development in writing, within ten (10) working days of receipt of the resolution to request an appeal before the ad hoc Disciplinary Committee but only on the following grounds:

- Procedural error that significantly impacted the outcome of the resolution process and that was prejudicial to the appellant, and/or
- The availability of previously unavailable relevant evidence that would have significantly impacted the outcome of the resolution process and the absence of which was prejudicial to the appellant.
- The resolution imposed is substantially disproportionate to the grievance/complaint.

The Appeal process will follow the steps outlined under Non-Academic Appeal Procedures.

Grade Appeal Process

It is recognized that there may be individual cases in which a student should be allowed to make a formal appeal related to a final grade assigned for a particular course taken at the College. The following procedure will enable a student to exercise this right:

- Any appeal of a final grade should be initiated prior to the end of the next regular term. In cases where the student is dismissed from a program, the student should not be allowed to return to any lab or clinical area during the appeal process.
- The student should confer with the instructor to determine that there has been no mistake and to present his or her case.
- If the case is not resolved by the instructor, the student may make an appointment with the instructor's immediate supervisor (program chair or director) who will hear his or her appeal.
- If the case cannot be resolved at the departmental level, the student may make an appointment with the dean within whose area the protested grade was awarded.

A student who disagrees with the division dean's decision may contact the Vice President of Instruction and Institutional Effectiveness in writing, within ten (10) working days of receipt of the decision to request an appeal before the ad hoc Academic Affairs sub-committee but only on the following grounds:

- Procedural error that significantly impacted the outcome of the resolution process and that was prejudicial to the appellant, and/or

- The availability of previously unavailable relevant evidence that would have significantly impacted the outcome of the resolution process and the absence of which was prejudicial to the appellant.

Recommendations of this committee regarding the appeal will be made to the President of the College within five (5) working days. The decision of the President will be final and no further appeal is allowed.

Workforce Development and Continuing Education

Program Information

Lenoir Community College offers comprehensive programs based on the needs and interests of adults in Lenoir, Greene, and Jones Counties. Programs are designed to provide basic education for Grades 1-8 for adults; to provide high school courses of study opportunities in preparation for a high school equivalency certificate; to provide cultural and community service programs; and to provide upgrading and vocational courses designed to prepare students for new jobs or allow them to perform better in their present job. The Workforce Development and Continuing Education Division is committed to providing programs and activities to enhance social, cultural, economic, and leadership growth, as well as enhance the quality of life of the citizens, the community, and the state. This mission is fulfilled in the following ways:

1. Providing education, training, and retraining for the workforce;
2. Maintaining effective and cooperative partnerships with businesses, industries, and various community agencies and organizations; and
3. Utilizing systematic assessment for planning and evaluation.

This program consists of single courses designed specifically for the purpose of training individuals for employment, upgrading the skills of persons presently employed, and retraining people for new employment in occupational fields.

Attendance

Absences disrupt students' progress in a course and diminish the quality of group interaction. Generally, students must attend 80% of the class to attain credit for completion of a continuing education class. However, a more stringent attendance policy may apply for courses given for certification, licensure, or teacher renewal. Students should refer to the course syllabus for the attendance policy.

Career Readiness Certification (NCRC)

The National Career Readiness Certificate is a portable national credential that promotes skills and career development for individuals and confirms to employers that they possess basic workplace skills in Applied Math, Graphic Literacy, and Workplace Documents. The NCRC is based on the ACT WorkKeys® system, a nationally recognized, EEOC-compliant, industry-driven system of job profiling, assessment, and instructional support. The system awards four levels of certification - Bronze, Silver, Gold, and Platinum. The National Career Readiness Certification is available at the Lenoir, Greene, and Jones Career Centers.

Continuing Education Units

The Continuing Education Unit (CEU) is used as the basic means for recognizing the College's offering of noncredit classes, courses, workshops, seminars, and other programs. A unit is defined

as 10 contact hours of participation in an organized continuing education experience. The two types of continuing education units are individual and institutional.

The following criteria are utilized for the awarding of individual CEUs:

1. The noncredit activity is planned in response to an assessment of educational needs for a specific target population.
2. There is a statement of objectives and rationale.
3. Content is selected and organized in a sequential manner.
4. There is evidence of pre-planning, which should include opportunity for input by a representative of the target group, the faculty, and continuing education personnel.
5. The activity is of an instructional nature and is sponsored or approved by an academic or administrative unit of the College best qualified to determine quality and approve the resource personnel.
6. There is a provision for registration for individual participants.
7. Appropriate evaluation procedures are utilized and criteria are established for awarding CEUs to individual students prior to the beginning of the activity. This may include the evaluation of student performance, instructional procedures, and course effectiveness.

Noncredit offerings that do not meet the individual CEU criteria are accounted for only in terms of the institutional CEU. No individual CEUs are awarded. Normally, these noncredit offerings are less structured and more informal in nature. Institutional CEUs must meet the following criteria:

1. The activity is a planned educational experience or a continuing educational experience.
2. The activity is sponsored by an academic or administrative unit of the College best qualified to determine quality and approve the resource personnel.
3. Record of attendance is required by the College and a file of program materials is maintained by the College for special activities. Neither individual nor institutional CEUs normally are used to recognize or account for participation in entertainment, social, or athletic activities.

Customized Training Program

Customized Training Programs support the economic development efforts of the State by providing education and training opportunities for eligible businesses and industries. The programs were developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the State to ensure the presence of a well-trained workforce. The programs are designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary process and information within those businesses. The purpose is to provide customized training assistance in support of full-time production and direct customer service positions created in North Carolina.

General Enrollment

Any individual who is 18 years of age or older and not currently enrolled in a secondary school is eligible to register for classes. Please note that some courses may have specific admission requirements or limited enrollment capacity. For details regarding course prerequisites or availability, students are encouraged to contact the appropriate program coordinator.

Fire Service Training Program

Firefighting techniques, pump operations, and fire control methods are taught by certified instructors in fire service training.

Grading System

The grading system for extension classes when used is as follows:

- P** Pass, satisfactory completion of course work
- F** Fail, unsatisfactory achievement in course work
- I** Incomplete (If the instructor determines that the student is able to submit remaining work, the instructor may change the grade within the next semester upon completion of remaining coursework. At the end of the next semester, if coursework has not been completed, the grade will be changed to F)
- W** Withdrew (The student has formally requested to withdraw from or drop the course)
- AU** Audit (No CEUs earned)
- S** Satisfactory achievement in coursework (Some programs may be required to report a grade of S rather than P)
- U** Unsatisfactory achievement in coursework (Some programs may be required to report a grade of U rather than F)

Certain occupational extension courses may require that students be tested for knowledge and/or competency. In those situations, the grading system for curriculum instruction may be substituted.

Healthcare Programs

Lenoir Community College offers a variety of medical programs through Workforce Development and Continuing Education: Emergency Medical Services starting with the Emergency Medical Responder through Paramedic in preparation for state certification. The College offers credentialing and recertification courses in EMS for all levels of EMS providers as well as the following specialty courses: Advanced Cardiac Life Support, Basic Life Support, and Pediatric Advanced Life Support and many others. In addition, the following health-related classes are available: Sleep/Neurology Technician, Nurse Aide I & II, Nurse Aide Refresher, Pharmacy Technician, Health Unit Coordinator, Medical Terminology, Medical Coding and Billing, Geriatric Aide, Home Health Aide, RN Refresher, and Medical Assisting Refresher, Phlebotomy and Psychiatric Technician. The College continues to add offerings as courses become available and strives to keep up with the most updated information and equipment to ensure a quality education in the medical field.

Human Resources Development Program (HRD)

The Human Resources Development (HRD) Program is designed to train unemployed, underemployed, or dislocated adults with job seeking skills and assist them in upgrading their vocational skills to secure employment. Training may consist of an introduction to basic computer skills, completing application forms, communication skills, letter writing, resume writing, career goal setting, and interviewing techniques. The ultimate goal of the HRD program is to train those who need help securing employment. Registration fees are waived for those who qualify. Pre-assessments, prior to Career Readiness Certification testing, are recommended.

Law Enforcement Program

The Law Enforcement program is designed to upgrade the training of law enforcement departments throughout Lenoir, Greene, and Jones Counties. It consists of single courses selected to meet the needs of law enforcement.

Location Information

Classes are held on the main campus of Lenoir Community College, Aerospace and Advanced Manufacturing Center, Greene County Center, Greene County Workforce Development Center, Jones County Center, La Grange Center, and at selected locations throughout Lenoir, Greene, and Jones Counties.

NCWorks Career Center

Lenoir Community College hosts the NCWorks Career Centers located in the Bullock Building on main campus and at the Jones and Greene County locations of Lenoir Community College. The NCWorks Career Center is a user-friendly facility, which provides job seekers, training seekers, and employers access to a variety of employment and training services in one location. The NCWorks Career Center hosts workforce development professionals working together to provide services for all customers. The workforce team includes representatives from Lenoir Community College, Division of Workforce Solutions, Workforce Innovation and Opportunity Act (WIOA), Vocational Rehabilitation, Greene Lamp, Telamon, Job Corps, Department of Social Services, Coastal Women's Shelter, and Coastal Community Action.

NCWorks Career Centers offer a more convenient, efficient, and effective way for all North Carolinians to look for a new or better job. By offering a wide range of service options from self-service to full-service, NCWorks Career comprehensive training and employment services to the community. The following services are offered to job seekers at no charge: career assessment and guidance; access to training and education programs, workshops and job fairs; information on the labor market; assistance with job search, résumé and cover letters; interviewing tips; free computer and access; and help with registering and using NCWorks Online.

Other Costs

For a class in which a textbook is to be used, the student is responsible for acquiring a personal copy of the textbook. If a student wishes to construct a project in class, which will become personal property when completed, the student is to supply all materials. Other fees, such as technology fee, liability insurance, or cost of printed materials, may be required for some courses.

Registration Fee

A registration fee is charged for each Continuing Education class. Refund of fees is based on the College's refund policy. No registration fee is charged for Transitional and Career Studies courses or special short-term training programs for volunteer firefighters, fire department personnel, volunteer rescue and life-saving department personnel, local law enforcement officers, and full-time custodial employees of the Department of Corrections. When a course is taught as self-supporting, a registration fee sufficient to cover all direct costs associated with the course is charged to every student.

Small Business Center

The Lenoir Community College Small Business Center is committed to rendering professional services at no cost to the owners and prospective owners of small businesses in Lenoir, Greene, and Jones Counties by providing confidential individual counseling, and by offering a variety of seminars, workshops, and webinars that are specifically geared to business ownership and operation. In order to ensure that our clients have access to the many available opportunities to start, grow, and expand their businesses, the SBC also works in cooperation with several Federal, State, and local agencies, and with some private organizations that provide information, support, and assistance to small businesses in our coverage area.

Special Admission of Minors

Applicants between the ages of 16 and 18 may qualify for admission to designated programs. For admission to Basic Skills programs, the applicant must be separated from the public school system and must provide documentation of release. Depending on the course or program, a notarized petition from a parent or legal guardian may also be required.

Trades and Transportation Programs

Additional programs that are offered include automotive, welding, HVAC, Energy Distribution, electrical, manufacturing, Truck Driver Training (CDL), and more.

When Classes Begin

Classes are offered based on student and labor market demand once sufficient interest is expressed. Many classes are scheduled when the regular college semester begins. Every effort is made to arrange courses for the convenience of students.

Workforce Innovation and Opportunity Act (WIOA)

WIOA is a federally funded program that provides employment and training services through the local Lenoir County Career Center for youth, adult, or dislocated workers. WIOA offers a mix of employment, training, and job placement services. Participants may access Individual Training Accounts to assist with tuition, fees, books, supplies, and accident insurance. Job attainment, job retention, and increased earnings for participants are goals of the WIOA program.

Transitional and Career Studies Programs

Adult Basic Education (ABE)

Through Adult Basic Education, adults who lack basic literacy skills can learn the skills necessary to obtain jobs and promotions, help their children with homework, exercise their rights and responsibilities as citizens, improve math and literacy skills, and manage their finances more effectively. ABE is open to any adult 18 years of age or older who has not completed high school. Minors that are at least 16 years of age have the option to enroll with special permission from the local public-school system.

Adults who master the ABE levels may enroll in HSE, AHS, and other transitional classes to gain skills and certifications for employment in various career fields. Classes are conducted in various locations at times convenient to adult learners.

Adult High School Diploma (AHS)

The Adult High School Diploma Program provides adults with an opportunity to earn a high school diploma and consists of core courses required by the public school system along with electives offered by the community college. Students must have 22 units of credit to successfully complete the AHS program. Graduates may participate in a departmental graduation ceremony held at Lenoir Community College each spring. The College awards the diploma in conjunction with the Local Education Agency (LEA).

English Language Acquisition (ELA)

The English Language Acquisition Program is designed to serve adult speakers of other languages. Adults study the English language through listening, speaking, reading, and writing. Basic math skills are also a component of the ELA curriculum. Knowledge necessary to become active and informed parents, workers, and community members is shared through resource toolkits. Additionally, students are offered a course of study to prepare for the establishment of permanent resident status or U.S. citizenship. Students are also given the opportunity to transition into HSE or AHS diploma classes if they did not complete high school.

Family Literacy

Family Literacy addresses critical factors that limit a family's ability to rise to a level of economic independence and self-sufficiency by integrating four essential components: adult education, parent and child time (PACT), parenting education, and employability skills. Additional programs offered through Family Literacy include HSE and ELA. The College and area LEAs work collaboratively to champion the causes of families through partnerships with other community agencies.

Gaining Occupational and Life Skills (G.O.A.L.S)

This program serves individuals with disabilities. Educational opportunities are centered on helping individuals become as independent and self-directed as possible through acquiring basic and life skills needed to function successfully in daily living. The curriculum focuses on academic skills, career awareness and exploration, and soft skills needed for daily living and employment. When students complete the program, a graduation ceremony is held and a transcript is awarded to the student to document the soft skills that the student has gained. The program is a direct partnership with Vocational Rehabilitation and the local school systems. If there is nothing the college has to offer the student after program is completed, the student is referred + VR.

High School Equivalency (HSE)

Lenoir Community College organizes classes across the service area to prepare individuals to pass the HSE (high school equivalency) tests. The HSE official test covers content that a graduating senior is expected to know in Language Arts-Writing, Social Studies, Science, Language Arts-Reading, and Mathematics. Students attend classes until they demonstrate proficiency and successfully complete the HSE test battery. The HSE official test is offered in a computer-based and paper-based format. Graduates may participate in a departmental graduation ceremony held at Lenoir Community College each spring.

Multiple Measures of High School Equivalency (MPHSE)

Students may combine HSE scores, high school credits, and adult high school credits meeting specific requirements to earn their High School Equivalency Diploma.

Curriculum Program Admissions

Applications

Applications must be submitted electronically at <https://www.lenoircc.edu/future/newreturn>.

Open Door Policy

The College operates under the "open door" admissions policy of the State Board of Community Colleges. Individuals 18 years old or older and able to profit from further formal education, or a high school graduate under the age of 18, may be admitted to the College. Individuals under 18 years of age who have not attained graduation from high school can attend the College as stipulated by the policies of the State Board of Community Colleges. Admission to the College, however, does not ensure admission to any individual program or course or continued enrollment in the College. The College is committed to equality of educational opportunity and does not discriminate against applicants, students, or employees based on race, color, national origin, religion, gender, age, or disability. The College may refuse admission to an applicant who poses a safety threat.

When to Apply

Applicants are encouraged to apply once the decision to enroll has been made. High school seniors should apply early in their senior year. The regular academic year begins with the Fall Semester; however, applicants may enter most programs at the beginning of any semester.

Procedures for Applying to Curriculum Programs

1. **SUBMIT AN APPLICATION:** Applications must be submitted online at <https://www.lenoircc.edu/future/newreturn/>. Computers are available in the Office of Admissions in the Administration Building of the College for students that need assistance.
2. **TRANSCRIPTS:** Applicants are responsible for having official high school transcripts forwarded directly to the Registrar's Office. Final copies of high school graduating seniors' transcripts must be provided immediately after the work is completed and the graduation date has been posted. Applicants who possess high school equivalency certificates must present either the certificate or the official scores to the Registrar's Office. Applicants who have attended other colleges or universities are responsible for having official transcripts from each institution that was previously attended sent directly to the Registrar's Office. Applicants who attended high school in a country other than the United States are required to have an evaluation of their transcript(s) performed by an outside evaluation service to certify that the applicant has the equivalent of a high school diploma. Applicants should be sure to use an evaluation service not a translation service. Applicants presenting transcripts of a completed bachelor's degree will not be required to submit high school transcripts, except in the Health Sciences and Nursing programs where all official transcripts are required. All official documents, such as transcripts (both high school and college), become the property of Lenoir Community College and will not be returned, released, or copied.
3. **PLACEMENT ASSESSMENT:** All applicants to degree, diploma, and certificate programs must take the Developmental Education Placement Test or qualify for a Developmental Education Placement Test waiver as indicated below:
 - a. Has graduated from a regionally accredited public high school, private school, or home school
 - b. Has earned an associate degree or bachelor's degree from a regionally accredited college or university

- c. Has satisfactorily completed one college-level math and English course at or above the developmental, vocational, or transitional level at a regionally accredited college or university
- d. Has a GED with a score of 165 or higher in each section (2014 and later)
- e. Has a HiSet score of 15 on each section and a 4 on the essay (2014 and later)
- f. Has taken the EdReady, ACCUPLACER, ACCUPLACER NextGen, Asset, or Compass test at another institution.
- g. Has scored the following minimum scores on the ACT or SAT:
 - ACT (March 2014 – Present)
 - ACT Math 22
 - ACT English 18
 - ACT Reading 22
 - SAT (March 2016 – Present)
 - SAT Evidence-Based Reading & Writing 480
 - SAT Mathematics 530
- h. Placement testing is available only to students who do NOT meet one of the qualifications listed above.

Acceptance of Transfer Credit

Credit is awarded for freshman and sophomore courses completed at regionally accredited community colleges and universities provided they parallel work offered at Lenoir Community College, are applicable towards the student's program of study, and carry adequate credit. No grade less than "C" will be acceptable in any program. The Vice President of Instruction and Institutional Effectiveness must approve any credits from institutions that are not regionally accredited. The maximum transferable credit from another institution and the total allowable credit from all outside sources is 75 percent; 25 percent of the credit hours or 9 credit hours (whichever is greater) required for graduation must be earned through instruction offered by Lenoir Community College. Students are advised that transfer credits and grades accepted by Lenoir Community College do not infer acceptance by other educational institutions. Students will receive evaluations of all official records submitted before the end of the first semester of curriculum enrollment.

Developmental Education

1. Placement Requirement:
 - a. Students with a GPA less than 2.799 must enroll in developmental courses.
 - b. Students with a GPA of 2.8 or higher may register for any gateway English or math course without mandatory additional supports.
 - c. Students who do not have a high school GPA or other approved placement scores (SAT, ACT, etc.) are required to take the Developmental Education Placement Test or qualify for a Developmental Education Placement Test waiver.
2. Developmental Education Placement Test Sections:
 - a. The Developmental Education Placement Test for math has two sections:
 - MAT-025: Whole Numbers; Fractions; Decimals; Ratios, Proportions, and Percentages; Solving Basic Equations; Geometrical Concepts; Dimensional Analysis; Financial Applications; Interpret Tables, Charts and Graphs; Elements of Statistics and Probability
 - MAT-035: Solving Equations and Inequalities; Graphing; Exponents and Polynomials; Rational/Radical Expressions and Equations; Quadratic Equations; Factoring; Concepts of Functions
 - b. The Developmental Education Placement Test for English has one section:

- ENG-025: Introduction to College Reading and Writing; Identifying Main Ideas; Discovering Implied Meaning; Interpreting Bias; Analysis through Definition; Learning Across Disciplines; Exploring Comparative Elements; Informed Opinions through Casual Chains; Applied Critical Analysis; Using Sources in Critical Reading and Writing
3. For more information, please see www.lenoircc.edu/future/deved

Developmental Education Placement Test Information

- The Developmental Education Placement Test may take two to three hours to complete. Students may take the Developmental Education Placement Test in sections over several days, if preferred.
- The Developmental Education Placement Test is by appointment only. To schedule an appointment, contact the Academic Support Center & Developmental Education Transition Coordinator by email at eddavis56@lenoircc.edu.
- Students must present a valid photo ID to take the Developmental Education Placement Test.
- Students requiring accommodations with a documented disability should contact the Student Support and Accessibility Advisor at 252-527-6223, ext. 331 prior to testing.
- Upon completion of the Developmental Education Placement Test, students will receive a summary of their results and placement for the required gateway math and English courses needed for their chosen program of study.

Developmental Education Placement Retesting Policy

Students will not be allowed to retake the Developmental Education Placement Test. The results of the test will place students into gateway math and English or into a developmental course.

Foreign Credential Evaluation

Students who earned their high school or post-secondary degree(s) in a country other than the United States are required to have a "course by course" credential evaluation performed by an external evaluation service. The foreign credential evaluation must be sent from the external evaluation service directly to Lenoir Community College. Please allow four to six weeks for an official credential assessment to be completed and forwarded to the Registrar's Office.

High School Students

Beginning January 1, 2012, the Career and College Promise program replaced all previous high school programs at Lenoir Community College. Career and College Promise is a partnership between the North Carolina Community College System and the North Carolina Department of Public Instruction. This program offers four pathways for high school students. A few programs allow freshmen and sophomores to enroll. Refer to the College's website for specifics.

- **Career and Technical Education (CTE) Pathway:** Designed for high school juniors and seniors in selected high school career cluster programs, this pathway allows students to enroll in college-level courses that align with their high school career courses.
- **Workforce Continuing Education Pathway (WCEP):** Designed for high school students to earn a State or industry recognized credential aligned with a high school career cluster.
- **College Transfer Pathway:** Designed for high school juniors and seniors in college-prep programs, this pathway allows students to enroll in college level courses that will transfer to a college or university.
- **Cooperative Innovative High School (Early College) Pathway:** Designed for motivated students looking for a non-traditional high school experience, this pathway allows rising

ninth graders the opportunity to earn their high school diploma and two years of college credit within five years.

International Students

The Student and Exchange Visitor Information System (SEVIS) is a web-based system used by the U.S. Department of Homeland Security (DHS) to maintain information on SEVP-certified schools, F-1 and M-1 students attending those schools, U.S. Department of State-designated Exchange Visitor Program sponsors, and J-1 visa Exchange Visitor Program participants.

This institution is not certified by SEVIS and therefore cannot accept students applying for F-1, M-1, or J-1 visas.

Although we are not SEVIS-certified, individuals who hold other types of visas that legally permit enrollment in postsecondary education in the United States may be eligible to attend. These applicants must meet all general admission requirements and provide appropriate documentation confirming their visa status.

Notification of Admission Status

All applicants will receive acknowledgment upon receipt of application. A letter of admittance will be sent upon completion of all admissions requirements. Students providing email addresses may receive electronic notification of admission status.

Readmission

Students applying for readmission to the College who have not attended for one or more years must submit a new application. Readmitted students will be enrolled under the current college catalog.

Special Credit/Visiting Students

Applicants who do not complete all admissions requirements may be admitted as special students. The special student classification is designed for persons who want to enroll in courses without completing admissions requirements or declaring a major. Special students may be permitted to accumulate fifteen (15) semester hours while completing the regular admission requirements. Special students must show evidence through official/unofficial transcripts or assessment scores that they meet the prerequisites for any courses. Visiting students from other colleges are considered special students. When a special student selects a major, appropriate credits earned as a special student are accepted toward meeting the requirements for graduation. Special students are not eligible for financial aid.

Specific Program Admissions Requirements

- **College Transfer Programs:** Applicants must be high school graduates or possess high school equivalency certificates. Students with a high school GPA below 2.2 from a college-prep curriculum, or placement test scores that do not indicate college-level readiness in English and Math, will be placed into the A10300FY First-Year Cohort until demonstration of a 2.2 LCC GPA.
- **Associate in Applied Science Programs:** Applicants must be high school graduates or possess high school equivalency certificates.
- **Associate in General Education Programs:** Applicants must be high school graduates or possess high school equivalency certificates.

- **Diploma Programs:** Applicants must be high school graduates or possess high school equivalency certificates.
- **Certificate Programs:**
 - Technical certificate programs: Applicants must be high school graduates or possess high school equivalency certificates.
 - Health Sciences certificate programs: See health sciences admissions section.
 - Basic Law Enforcement Training (BLET) Certificate program: Applicants must submit an official high school/HSE transcript and official transcripts from any colleges previously attended. Applicants must provide a letter of sponsorship from a law enforcement agency. Applicants will be required to take a placement assessment specified by the BLET program chair.
- **Skills Certificate Programs:** Applicants must have a minimum of ten units of secondary school work and demonstrate the ability to succeed in the program. Students who earn certificates of attendance from high schools may be admitted to these programs.
- **Aviation Management and Career Pilot Technology Programs:** Students may be required to complete in-flight training hours prior to acceptance to the Career Pilot Technology AAS degree.
- **Gunsmithing Programs:** The College requires students who request admission to programs that possess a firearm to show proof of eligibility to be enrolled in such program. For the purposes of this Section, "firearms" shall have the same definition as G.S. 14-409.39(2). For the purposes of this Section, proof of eligibility shall include:
 - Any current, valid State-issued permit to purchase a firearm;
 - A current, valid State-issued concealed carry permit from North Carolina;
 - A current, valid State-issued concealed carry permit from a state with a reciprocal concealed carry agreement with North Carolina;
 - Proof of an exemption from permit requirements pursuant to G.S. 14-415.25; or
 - A background check that is determined by the college. The sole purpose of the background check shall be to determine whether an applicant can lawfully possess a firearm in North Carolina pursuant to G.S. 14-269.8, G.S. 14-404(c), G.S. 14-415.1, G.S. 14-415.3, and G.S. 14-415.25.

The College will not admit any individual in the Gunsmithing program until the individual has provided the Director of Admissions a certified criminal record check for local and state records for the time period since the student has become an adult (16 years of age) and from all locations where the student has resided since becoming an adult. An Administrative Office of the Courts criminal record check or a comparable out-of-state criminal record check shall satisfy the requirement. The College will also provide the student with the name of an approved vendor that can provide a background check to the College at the student's expense.

- **Health Science and Nursing Programs:** Students needing developmental work in reading, English, and/or math must complete these courses prior to the application deadline in order to be considered for Health Sciences and Nursing programs. Applicants to Health Sciences and Nursing programs must compete for acceptance because of enrollment restrictions. The point system is used for selecting students for most of the programs. Interested students should contact the Office of Admissions to obtain information about the programs and the application and selection process. Each program will have specific published deadlines for receiving applications and related documentation.
 - **DACA, Deferred Action for Childhood Arrivals:** According to NCCCS CC13-019, USC 1621(a) and (c)(1)(A), and SBCC Code 1D-SBCC 400.2, neither federal

law or NC law permits individuals with DACA classification to receive professional licenses. The document confirms that federal law prohibits the granting of professional licenses to undocumented individuals. An undocumented student may not displace a student who is legally in the USA. Students that are lawfully present in the US shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist. Student applicants are responsible for presenting documentation to establish that they have DACA classification.

- **The following programs have a specific admissions process:**
 - Associate Degree Nursing, LPN to ADN, Paramedic to ADN, AAS
 - Dental Assisting Diploma
 - Dental Hygiene, AAS
 - Licensed Practical Nursing Refresher Certificate
 - Medical Assisting, AAS
 - Polysomnography, AAS
 - Polysomnography - Transition, AAS
 - Practical Nursing Diploma
 - RN Refresher Certificate
 - Radiography, AAS
 - Surgical Technology, AAS
- **Continuing Education Programs:** refer to the Workforce Development and Continuing Education Division section of the catalog.

Advanced Placement in Health Sciences Programs

Advanced Placement may be requested by an individual who has successfully completed a minimum of one semester of a Health Science program at a regionally accredited institution and seeks entry into LCC's comparable program beyond the first semester. Before consideration is granted, the student must:

1. Apply to College (Complete College Application).
2. Meet general college admissions requirements.
3. Meet current prerequisite courses for the desired program.
4. Submit a letter to the Dean of Health Sciences and Nursing requesting Advanced Placement including all academic documents in print:
 - a. Detailed syllabi and course outlines/modules of successfully completed program core courses,
 - b. Clinical evaluation summaries of all core clinical courses, and
 - c. Two letters of recommendation: one from the program chair and one from a full-time faculty member where previously enrolled in a Health Science program.
5. Submit Unofficial Transcripts for review.

Decisions for Advanced Placement are made on an individualized basis and provided there is space available in the program. After a careful evaluation of all information provided, the Advanced Placement applicant will be notified in writing by the Dean of Health Sciences and Nursing.

Readmission to Health Sciences Programs

1. Any student who withdraws or is dismissed from a specific health science program may be readmitted only once to the same program subject to program faculty recommendation and available space.

2. A student who wishes to re-enter a health science program must submit a written request to the Dean of Health Sciences and Nursing. This request for reentry must be received by the end of the next semester following the interruption of studies. There is no guarantee of readmission to Health Sciences and Nursing programs.
3. Students who return after an absence of one semester or more (except summer) (a) must meet current admissions requirements, and (b) submit an updated health evaluation.
4. To assure retention of knowledge and skills, students are urged to return to the program at the earliest feasible time. The amount of time which has lapsed between withdrawal from the program and the readmission request must be considered by the program faculty. Auditing or retaking of previously completed program courses may be recommended by the program faculty if the student has been out of the program for an extended period of time.

Any student who after readmission does not receive a grade of "C" or better on all curriculum courses will not be eligible to re-enroll in the respective health science program.

Waivers and Substitutions

Waivers and substitutions of courses, other degree requirements, and academic regulations may be made only with adequate cause. Exemption from or substitutions for requirements established for a program of study must be recommended by the division dean and approved by the Vice President of Instruction and Institutional Effectiveness. These requests must be entered on a waiver and substitution form and submitted to the Registrar.

Schedule of Fees and Charges

Tuition is set by the North Carolina General Assembly and is subject to change without notice.

For the most up-to-date tuition rates, please go to www.lenoircc.edu.

Residency

Under North Carolina law, a person may qualify as a resident for tuition purposes in North Carolina and thereby be eligible for a tuition rate lower than that for nonresidents. The North Carolina General Assembly, by and through its enactment, has determined that lower tuition rates be available only to NC legal residents. To be eligible for the in-state rate, the applicant must demonstrate each of the following:

1. **Capacity and Presence:** Must be physically present in NC and able to make NC a permanent home
2. **Intent:** Must show evidence or actions of a permanent home in NC
3. **Duration:** Must show intent for 12 full months prior to the date application is submitted

In essence, the controlling North Carolina statute (G.S 116-143.1) requires that "To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes." Statutory definitions, rules, and special provisions for determining residence status for tuition purposes are also set forth in the statute and include special rules with respect to persons who are minors, married persons, members of the armed forces, aliens, federal personnel, and prisoners. Exceptions are also made for emergency workers and persons 65 years or older. Copies of the applicable law and of implementing regulations are available for inspection in the Office of Admissions and may be examined upon request.

Tuition for Curriculum and Instruction

In accordance with the basic concepts of comprehensive community colleges, all fees are nominal and are held to a minimum. Tuition per semester is as follows:

Tuition 2025-2026*

In-State (per semester hour)	\$76.00
Semester Maximum In-State Tuition	\$1,216.00
Out-of-State (per semester hour)	\$268.00
Semester Maximum Out-of-State Tuition	\$4,288.00

Fees 2025-2026

Activity Fee (per semester)	\$50.00
Technology Fee (per semester)	\$16.00
CAPS Fee (per semester)	\$25.00
Accident Insurance (per semester)	\$1.65

Other Charges: Books and supplies vary for different programs. Students should check with their advisors regarding approximate costs of books and supplies.

Fee for eBook: Day One with eBooks is a cost-savings program allowing students to purchase at a reduced cost with tuition, electronic course materials including digital textbooks, access codes, and additional educational resources such as workbooks, problem sets, tutorials, videos, simulations, and interactive software. Students access Day One with eBooks in Moodle. Everything needed is loaded and ready to use when a student logs in the course in Moodle.

The cost of the eBook will be added to tuition and fees and automatically billed. The eBook charge will be listed separately on the registration statement. Tuition, fees, and the eBook charge must be paid at the same time. The eBook charge must be paid each time a student registers for a class requiring an eBook, including when a class is repeated.

**Tuition rates may change pending final legislative approval.*

General Fines and Fees			
	College Access, Parking, & Security (CAPS) Fee	\$25.00	Per semester
	College Access, Parking, & Security (CAPS) Fee (CE)	\$5.00	Per semester for above 20 contact hours
	Parking Fine	\$25.00	
	Returned Check Fee	\$20.00	
	Student Accident Insurance	\$1.65	Per semester
	Student Accident Insurance (CE)	\$2.00	Per semester
	Student Activity Fee (amount adjusted according to CPI, 1E SBCCC 700.2)	\$50.00	
	Student Malpractice Insurance	\$16.00	
	Student Technology Fee	\$16.00	
	Student Technology Fee (CE) – Computer/Distance Education Classes	\$5.00	
	Transcript Fee	\$5.00	
Library Fines and Services			
	Book	\$0.05	Per day
	CD	\$1.00	Per day
	Copy Machine	\$0.10	Each
	DVD	\$1.00	Per day
	Fax Services	\$0.50	Per page
	Interlibrary Loan Materials	TBD	Actual Shipping Cost
	Lost Materials	TBD	Current Replacement Price
Athletic Events			
	General Admission	\$7.00	
	LCC Students with ID, College Employees, & Children under 10 yrs.	Free	
	Other College Students with ID	\$5.00	
Course and Program Related Fees			
	Aerospace Composite Materials Supply Fee	\$15.00	
	Art Supply Fee – Studio-Based Courses	\$50.00	
	Auto Mechanics (Level 1-3) CE Supply Fee	\$50.00	
	CDL	\$570.00	
	CFC-EPA Study Guide	\$5.00	
	Critical Care Transport Supply Fee	\$125.00	

Dosimeter Radiation Badges (Unreturned)	\$29.00	
Electrical Institute (Level 1-4) CE Supply & Software Fee	\$100.00	
EMS Lab Fee	\$100.00	
Energy Distribution Systems CE Supply Fee	\$50.00	
Health Science Pins	\$39.00	
HVAC (Level 1-3) CE Supply & Software Fee	\$100.00	
NATE CE Supply & Software Fee	\$100.00	
Nurse Aide Fee	\$10.00	
Nursing Caps	\$25.00	
Pilot Fee Commercial**	\$25,003.80	
Pilot Fee Instrument (Part 141)**	\$8,002.15	
Pilot Fee Instrument (Part 61)**	\$8,499.00	
Pilot Fee Private (Part 141)**	\$7,499.00	
Pilot Fee Private (Part 61)**	\$8,399.00	
Private Lesson – Music	\$225.00	
Proctoring Fee – Online Only Gateway Health Science Courses	\$30.00	
ProctorU Online Remote Assessment (CT, MRI, PSG, EDT, MED)	\$17.00- \$32.00	Dependent on length of test (1 hour – 3 hours)
Radiography ARRT Review Board Prep	\$130.00	
Refrigeration CE Supply Fee	\$50.00	
Taxidermy CE Supply Fee	\$10.00	
Welding CE Supply Fee	\$100.00	
Pass-through Fees		
<i>Pass-through fees are set by the vendor and are subject to change at any time during the academic year.</i>		
ADN Testing	\$1,238.30	Paid in 5 semesters
Advanced Geriatric Emergency Medical Services Card	\$10.00	
Advance Medical Life Support Card	\$15.00	
AHA ACLS/PALS Instructor eCard	\$7.00	
AHA BLS Instructor eCard	\$7.00	
AHA BLS/ACLS/PALS Provider eCard	\$6.00	
AHA Heartsaver CPR/AED Card	\$17.00	
All Hazards Disaster Response Card	\$15.00	
Annual Fire School	\$35.00	
BRPT Board Review	\$55.00	Paid in final semester
CPR Fee	\$6.00	
Critical Care Transport Processing Fee	\$200.00	
CT Board Prep	\$130.00	
Difficult Airway Course: EMS	\$50.00	
Difficult Airway Course: EMS (Online)	\$100.00	Max
Difficult Airway Course: EMS Refresher	\$35.00	
Dosimeter Radiation Badge Processing	\$40.00	Per semester
Emergency Fire Dispatcher	\$365.00	
Emergency Medical Dispatcher	\$365.00	
Emergency Police Dispatcher	\$365.00	

Emergency Telecommunicator Certification	\$200.00	
EMS Safety Card	\$10.00	
EMS Vehicle Operator Card One-Day Course	\$10.00	
EMS Vehicle Operator Card Two-Day Course	\$15.00	
Essentials of Advanced Airway Management	\$25.00	
Geriatric Emergency Medical Services Card	\$15.00	
HeartSaver Instructor eCard	\$6.00	
MRI Board Prep	\$130.00	
NAEMT Community Paramedic Course	\$10.00	Per module
NCRC Observation Test	\$22.00	
PN Testing	\$855.07	Paid in 3 semesters
Pre-Hospital Trauma Life Support (PHTLS)	\$15.00	
Principles of Ethics and Personal Leadership Card	\$15.00	
Priority Dispatch Program	\$65.00	
RAD Testing	\$234.85	Paid in final semester
Surgical Technology Testing	\$258.00	
Tactical Combat Casualty Care Card	\$15.00	
Tactical Emergency Casualty Care Card	\$15.00	
Trauma Nurse Core Course	\$150.00	
Work Keys Assessment/Testing/Retesting	\$12.00	Per assessment
<i>Specific fees, such as courses, liability insurance, cost of printed materials, may be required by certain programs; and additional fees may be charged for select services, such as graduation. It is the intent of the Board of Trustees that such fees reflect actual costs.</i>		

Continuing Education Registration and Instruction Fees*

Registration fees for continuing education courses are as follows: 0–24 hours: \$70.00; 25–50 hours: \$125.00; 51+ hours: \$180.00. The registration fee for self-supporting courses varies according to the direct costs of the course. The registration fee may be waived by the State Board of Community Colleges for specific groups of students in specific courses. There may be additional fees (e.g., lab fees, supply fees, insurance fees, etc.) associated with these courses, which will be communicated to students during the registration process. These fees are subject to change without notice. There are no registration fees for Transitional and Career Studies courses.

**Tuition rates may change pending final legislative approval.*

Tuition Refund Procedure for Curriculum Instruction

A tuition refund shall be made only under the following circumstances:

- A 100% tuition refund will be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar.
- A 75% tuition refund will be made if the student officially withdraws from a class(es) prior to or on the official 10% point of the semester.
- A 100% tuition refund will be made if a student officially withdraws from off-cycle class(es) prior to the first day of class(es).
- A 75% tuition refund will be made if a student officially withdraws from off-cycle class(es) prior to or on the official 10% point of the class(es).

To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supersede the state refund regulations.

Where a student, having paid the required tuition for a semester, dies during that semester, (prior to or on the last day of examinations of the semester the student was attending) all tuition and fees for that semester may be refunded to the estate of the deceased.

The student's activity, technology fee, college access, parking and security (CAPS) fee, and the accident insurance fee will be refunded if the student's class(es) are cancelled or if the student officially withdraws prior to or on the official 10% point of the class(es).

Registration Fee Refund Procedure for Extension Instruction

The refund policy for continuing education courses, as established by the NC State Board of Community Colleges allows for a 75% refund, upon the request of the student if the student officially withdraws prior to or on the 10% point of the class.

A 100% refund shall be made if the student officially withdraws prior to the first day of the class. Also, a student is eligible for a 100% refund if the class in which the student is officially registered is cancelled due to insufficient enrollment.

Registration fees for self-supporting classes are non-refundable once the class begins.

Student Support Services

Financial Aid

Lenoir Community College believes that no person who has ability and motivation should be deprived of the advantages of a college education due to a lack of funds. The College provides limited student financial assistance through grants, scholarships, and student employment. Inquiries concerning student aid should be addressed to the Office of Financial Aid.

To receive Federal and/or State grants students must complete the Free Application for Federal Student Aid (FAFSA). The FAFSA must be completed every academic year a student plans to receive Financial Aid.

Students should complete the FAFSA application process by the following deadlines:

- **Fall Semester:** July 1
- **Spring Semester:** November 1
- **Summer Semester:** April 1

Eligibility requirements:

- To be considered for financial aid at Lenoir Community College students must:
 - Have a High School Diploma (not a certificate of attendance), a High School Equivalency (HSE) Diploma Certificate, or an Adult High School Diploma.
 - Be a United States citizen or eligible non-citizen.
 - Be enrolled or accepted for enrollment in an eligible program working toward a degree, diploma, or certificate.
- Students who will be attending other accredited colleges/universities must submit consortium agreements to the Office of Financial Aid.

Application

Students wishing to apply for student financial aid or students having questions regarding financial aid can contact the Office of Financial Aid at the following address/telephone:

- **Address:** Office of Financial Aid, Lenoir Community College, PO Box 188, Kinston NC 28502-0188
- **Telephone:** 252-527-6223, ext. 371

Procedures for Applying for Student Aid – *allow three weeks to process*

1. Before beginning the FAFSA, students are required to create a FSA ID, made up of a username and password. Your FSA ID is used to confirm your identity when accessing your financial aid information and electronically signing your federal student aid documents. Please note: Each FSA ID user must have a unique e-mail address.
2. Students can create a FSA ID on the web at <https://studentaid.gov/fsa-id/create-account/launch>. If the student is dependent and providing parental information on the FAFSA, the parent should also create a FSA ID.
3. Students may complete the Free Application for Federal Student Aid (FAFSA) online at www.studentaid.gov. FAFSA on the Web worksheets are available in the Office of Financial Aid to assist students with this process.
4. For Lenoir Community College to receive the information submitted on the FAFSA, students should include the Title IV code for the College – 002940.

5. After the application is electronically submitted, students should print a Confirmation Page and save it for their records. Students will receive an email from the Department of Education once the application has been processed.
6. After your application is processed if necessary to make corrections you must log into your FAFSA at www.fafsa.ed.gov or contact the Office of Financial Aid.
7. Students may be selected for review in a process called "verification". In this process, the Office of Financial Aid will request documentation to verify information reported on the FAFSA. Documentation may be requested for both the student and parent for dependent students or for both the student and spouse for independent students. Information requested may consist of but is not limited to, proof of income such as tax information obtained from the IRS Direct Data Exchange System or an IRS Tax Transcript, W-2's for each source of employment to verify any untaxed income, SNAP benefits, Household Size, and Child Support.
8. Once a student's file has been completed, financial aid is awarded.
9. Award letters are available on myLCC.

Grants

Federal Pell Grant Program: The Federal Pell Grant is Title IV Federal Student Aid and is considered to be the basic source of aid to students. Eligibility is determined from information received in the FAFSA. For the 2024-2025 school year the Pell Grant ranges from \$925.00 to \$7,395.00 per year based on enrollment intensity. The amounts will be prorated based on the number of credit hours enrolled.

Credit Hours	Enrollment Category (Old)	Enrollment Intensity (New)
12 (or more)	Full-Time	100%
11	Three-Quarter Time	92%
10		83%
9		75%
8	Half-Time	67%
7		58%
6		50%
5	One-Quarter Time	42%
4		33%
3		25%
2	Less-Than-Half-Time	17%
1		8%

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Education Opportunity Grant (FSEOG) is a grant to help students offset their educational expenses after high school. It is for under- graduates only with exceptional financial need (students with a very low Student Aid Index on their FAFSA), and it does not have to be paid back. Eligible students will receive an award amount determined by the Office of Financial Aid.

NC Child Care Grant

The Office of Financial Aid administers the NC Child Care Grant program funded through the North Carolina Community College System. Funds are to be used to assist student-parents with their child care needs. Funds are provided directly to approved child care providers. NC Child Care Grants are available for students whose enrollment intensity is at least 50% at Lenoir Community College. Grants are limited and are based on "greatest need." In order to be considered for these grants, students must complete the Free Application for Federal Student Aid (FAFSA), maintain satisfactory academic progress, complete a Child Care Assistance application, and have at least one child receiving child care services. Priority is given to returning, low income parents who are not receiving aid from another source. The grant is only available during the fall and spring semesters of each school year. The grant may be available during the summer semester on a limited basis. Applications are available online under financial aid forms.

Next NC Scholarship

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

- Eligibility: Be a North Carolina resident as defined by North Carolina Residency Manual
- Enroll for at least 6 credit hours
- Be admitted, enrolled, and classified as an undergraduate student in the matriculated status in a degree, certificate, or diploma, program at one of the 16 institutions of The University of North Carolina or at a North Carolina Community College

Applicants must complete the Free Application for Federal Student Aid (FAFSA) listing a UNC institution or North Carolina Community College. The FAFSA opens on October 1.

Consideration for funding is automatic once the FAFSA is filed. The FAFSA filing priority date is June 1 for UNC Institutions and August 15 for North Carolina Community Colleges. Applicants completing the FAFSA after these dates may be denied if insufficient funds are available.

Student Employment

Student Employment offers students education and job experience that help prepare students for the future. In a more competitive job market, employers seek applicants who have both employment and academic experience. Participants can work with staff members on campus performing various duties. Students work no more than 20 hours per week at a rate of \$15.00 per hour. Students may be paid with funding from the Federal Work-Study Program or as Technical Assistants. Federal Work Study is a federally supported employment program through which students are offered jobs to help meet college expenses. Eligibility is contingent on financial need that is determined by the U.S. Department of Education. Students must have unmet need to qualify for Federal Work Study. The Technical Assistant program is a state funded, non-need-based employment opportunity for students who wish to earn money while attending college. Funding availability for technical assistants is based on departmental budgets and may fluctuate. For all student employees time sheets are due the fifth day of each month, and pay checks are mailed out on the last day of the following month. For students participating in direct deposit, funds are available the last day of the following month. Student employees are not allowed to work during any scheduled course times even if the class is cancelled. Vacant Work Study and Technical Assistant positions are posted online as they become available at <https://www.schooljobs.com/careers/lenoirccedu>.

Scholarships

Scholarships are awarded on a competitive basis by a selection committee. Applicants for scholarships must enroll, demonstrate academic promise, participate in school and community activities, and show some financial need. **The scholarship application deadline is the last Friday in March each year.** These scholarships are funded by the following gifts to the College and the Lenoir Community College Foundation, Incorporated. The scholarship application is available at <https://forms.lenoircc.edu/Forms/Foundation/application.php>.

Lenoir Community College Foundation Endowed Scholarships

Doris Taylor Ahlsen	Robert L. (Bobby) and Annette L. Daughety
Alpha Kappa Alpha Sorority	William H. and Clarice P. Davenport
Robert (Rock) Anderson Athletic	Gretchen and Minerva Davis
BB&T	Gretchen and Minerva Davis Continuing Education
Eddie Morton (Bug) Banks	Davis Wholesale Tire Company
Barnes-St. John	Violet R. Dawson/Champions Health & Fitness Memorial Athletic
Dr. Donald E. Becker Memorial	Tharon Harper Deaver
Eloise C. and Harvey E. Beech	D. Downie and K. Statum Graphics Faculty
E. K. Best, Jr. Memorial	Dr. Shirley L. Dove
W. Robert and Suzanne S. Bizzell Health Sciences	Louie Eargle
Lonnie H. and Betty B. Blizzard	Eastern North Carolina Bluegrass Association
Mildred Dare Blizzard	E. Merle Edwards
Bojangles'/Tands, Inc./McRae & Associates	Henry A. and Lucile Reed Edwards
Jean P. and Peggy Booth Memorial	Empowering Women
Bowen Family	Faculty Memorial
John Hood Brewer Memorial	The First Citizens Bank Scholarship Endowment
Brantley and Eugenia Casey Briley	Dexter E. and Dorothy M. Floyd
Eugenia Casey Briley	Gregory E. and Jennifer A. Floyd
Thomas Edward and Mozelle Hodges Briley	Ben and Norma Fountain Fund
Ruby Boone and Vivian Brock	Edward Earle Franck
The Brody Brothers'	Robert and Suzanne Gallaher
Frank and Sandra Brooks	Denny and Jean Garner
Mildred Quinn Buchan Memorial	Albert Lionel Garner Memorial
Henry H. and Vera F. Bullock Memorial	Joe D. and Marilyn Ferrell Gay Memorial
Bradley Blair (Brad) Burmahl Memorial	Gail G. Grant Memorial
Bruce Cannon Memorial	Andrew Oscar Greene Memorial
Cannon Family Foundation	W. Foster and Mary L. Gurley Memorial
William T. and Imogene Sutton Casey	Gene Haas Foundation
Caswell Center Foundation	Jack P. Hankins
Glenn F. and Joyce Gilbert Cherry	Kathryne C. Hankins
Paul and Debbie Chused	James R. (Doc) and Frances Petteway Harper Memorial
Donald "Donnie" Civils, Jr. Memorial	Dr. and Mrs. Jack Harrell
Rita Grady Clark	C. Felix Harvey, Sr.
Clarke and Richardson	Margaret Blount Harvey Early Childhood Education
Charles Coward/Al Sutton	
Philip H. Crawford, Jr. and Persis Hodges Crawford Memorial	
Nell and Ford Dabney Scholars	

Harriet Taylor Herring LPN
 Harriet Taylor Herring RN
 William I. Herring, Sr. Memorial
 Russell Curtis Hill Memorial
 Fodie H. Hodges Memorial
 Graham and Carolyn Hodges Memorial
 James R. and Carol M. Hood
 Horticulture Club
 John C. and Scarlett Howard
 Irene Smith Howell
 The Chris Humphrey Family
 Barry and Richy Huneycutt
 Rusty and Kim Hunt
 George Dewey and Jessie Heath Jenkins
 Memorial
 The Jones County
 Kenneth W. and Gracie Taylor Jones
 Laura B. Jones
 Roland J. and Eleanor L. Jones
 Roy E. and Brenda M. Jones
 Stephanie M. Jones Memorial
 Sue Marcom Jones Memorial
 Martha Wooten Kallam/Arc of Lenoir County
 Memorial
 Kinston Business and Professional Women's
 Club
 Kinston Exchange Club/Billy C. White
 Memorial
 Kinston Jaycees
 Kinston Rotary Club
 Kinston Veterans of Foreign Wars Post 2721
 - Richard Wagner Nursing
 Clayton G. Koonce Memorial
 Bradley Scott Lanier Memorial
 Richard Floyd (Rick) Lennon Memorial
 Lions Industries for the Blind
 Milton M. (Mac) Lovick Memorial
 W. W. and Jeanette Lowery
 Pat and Jim MacNeill
 Graham W. and Jean M. Mallard
 Christine Suggs Maroules
 Christopher Maroules, Sr.
 John Franklin and Lucy Wood Marston
 George C. and Mildred Boney Matthis
 Forest and Christine McCullen Memorial
 Psychology
 Helen McDaniel Memorial
 Jesse L. and Joyce P. McDaniel
 Medical and/or Science Careers
 Paula Cogdell Melvin Memorial

John and Mary Nicey Clements and Henry Dail
 (Dink) Mereço
 Montgomery's Math & Science
 E. Fred and Louise D. Moore
 Rena Ritch and Mark Norcross
 Drs. James and Elizabeth Odham
 Page Family
 Frances Carr Parker
 Frances Carr Parker Culinary
 Joseph C. and Eunice B. Parker
 James M. and Erwin W. Parrott
 Woodfin Pierce and Daisy Fuller Patterson
 Roland L. Paylor, Jr./Robert (R.L.) L. Joyner
 Rickie Allen Pearson, Jr. Memorial
 James and Rebecca Perry Foundation
 James and Rebecca Perry Foundation II
 Perry Family
 Horace and Agnes Faye Phillips
 Pink Hill Medical
 Leroy, Kathryn, and Angela Pittman
 W. Roy and Mary R. Poole
 Dr. Rose Pully
 John Wesley Rains/Machining Technology
 Jessica Ramsey Memorial
 Irma J. and Dr. C. B. Randall
 Mayor and Mrs. O. A. (Buddy) Ritch
 Dr. Frank Rocker, Jr.
 Rodriguez Family
 Sarah Peedin Rose Memorial
 The Schechter
 James C. and Angeline S. Shell
 P. E. and Leta Shoulars
 Sleep Medicine
 Leona Bryant Smith RN Memorial
 Southwest Christian Church Memorial
 Southwest Christian Church, Jerry Z. and Effie
 C. Sutton Memorial
 Sparbel
 Victor C. Spence Memorial
 John (Jake) P. and Eugenia R. Strother
 Memorial
 Ned M. and Elsie Croom Stroud Memorial
 Betty and Bill Stump Memorial
 Richard Vance Surles Memorial
 Bobby Ray and Joyce Sutton-Dawson
 Robert J. Sutton Family
 Charles Taylor
 Leroy and Blanche Taylor
 Shirley H. Taylor Memorial
 Kenneth and Lou Ann Tetterton

Alice Starr Tingle Entrepreneur/Government Leadership
 Dalton B. Tripp
 Emily Brown Tripp Memorial
 James (Jamie) H. Tripp Memorial
 Shirley Jenkins Tripp Memorial
 Ronald and Ellen Turnage Memorial
 Lynwood C. and Grace J. Turner Memorial
 George E. and Betsy P. Vick Memorial
 Bobby R. and Ella W. Wade
 Anne E. and William B. Wallace, Jr.
 A. Forrest and Ruth King Waller Memorial
 Charles Albert Waller
 Robert Forrest and Marie Buchan Waller

Wells Fargo Bank, N.A.
 West Pharmaceutical Services
 West Pharmaceutical Services – Workforce
 Richard and Edna Whaley
 Lester and Geraldine White – Richard and Margaret Richardson Memorial
 Isaac, Frances, Marietta, and Rachel Whitfield Memorial
 G. Herbert Whitfield Memorial
 William W. and Mary J. Whittington
 Joseph Keith Williams Memorial
 Walter and Marie Williams
 Bradlee E. Woodward
 Harvey Sharp Wooten

Lenoir Community College Foundation Funds, Held for Endowment

Advanced Manufacturing
 Charlie H. and Bille J. Albritton
 Young H. Allen
 Berry, Cogdell, Hanagan, and Washington
 James E. and Annie J. Blue
 Holt “Brick” and Joan Callaway
 The Cherry Family
 Heather Richardson Gagnon Memorial
 L. G. and Lillie Grady
 The Grimes Family
 Angela Whitfield Harper Memorial
 Earl and Carol Harper
 Maude and Bruce Heath Memorial
 Whitford and Gladys Hill
 Gloria Hill
 Dr. Robert Hosea Nursing

Jumping Run Church
 Lawrence and Lois King
 David and Ginny Moody
 Sale Auto Mall Fund
 Edward T. and Mildred W. Sessoms
 Selma Wells Skinner Memorial
 Herbert (Herb) Ingram Spear, Sr. Memorial
 W. Tyson Stewart Memorial
 Dr. Patricia M. Stroud Memorial
 Wilda Robinson Turner Memorial
 Gordon and Linda Vermillion
 Annie Julia Waller and Otis Clark Tutt
 Dr. Alexis Barwick Welch and Mr. Larry C. Welch
 Gary and Sue Woodyard Educational

Lenoir Community College will accept third party scholarships that are submitted to the Office of Financial Aid on the student's behalf. Scholarship funds will be divided evenly between the fall and spring semester upon receipt, unless other instructions are given by the awarding agency. For more information on the processing procedures of third-party scholarships contact the Office of Financial Aid.

LCC Guarantee Scholarship

The LCC Guarantee scholarship invests in high-achieving students who choose Lenoir Community College as their launching point to college transfer and career opportunities. Start your college experience at LCC and transfer to a four-year college or university by enrolling in one of our university transfer programs.

- Eligibility–How to engage your guarantee
 - Graduate from a service area high school–public, private, or homeschool–with NC resident eligibility
 - Complete 9 CCP credits with a C or better
 - Graduate high school with a 3.0+ unweighted GPA

- Enroll as a full-time student the following fall semester after high school graduation
- The LCC Guarantee covers all in-state tuition and fees not covered by financial aid or scholarships.
- Complete the FAFSA and LCC Scholarship application by the last Friday in March each year
- Enroll full-time, at least 12 credit hours (based on degree plan) at LCC in a curriculum Degree, Diploma, or Certificate program
- Maximum eligibility of 60 credit hours
- No break in attendance between semesters
- Maintain Eligibility–Guaranteed Achievement
 - Complete at least 12 credit hours each semester, based on degree plan
 - Maintain a college GPA of 3.0+ to renew each semester
 - Allow no more than one program of study change
 - Participate in at least one LCC sponsored club, sport, or work-based learning course each semester
 - Meet two times each semester with the assigned academic advisor
 - Have no discipline-related suspensions
- What is and is not covered, LCC Guarantee coverage
 - Required general student fees are covered
 - All in-state tuition and fees are not covered by financial aid or scholarships
 - Book costs and program-specific fees are not covered
 - LCC reserves the right to limit the number of awards. Apply early!
- Goals of the LCC Guarantee Scholarship
 - Guaranteed investment in students and community
 - Provide an affordable avenue to college and reduce the need for student borrowing
 - Reward highly prepared students
 - Encourage students to work hard and achieve in high school
 - Enhance student engagement
 - Produce degreed students who will be employment ready and benefit local economic development
- LCC reserves the right to limit the number of scholarships.
- The LCC Guarantee covers all in-state tuition and fees not covered by financial aid or scholarships.
- This program is available to students seeking their first two-year degree.

Loans

Lenoir Community College does not participate in any U.S. Department of Education student loan programs. Students may seek alternative loans through entities that provide low-interest, long and short-term loans to students with financial need. It is important to remember that all loans must be repaid. Before borrowing, students should consider carefully how much money is needed and the burden of a loan once repayment begins.

Lenoir Community College (Emergency) Loans

There are short-term emergency loans available to students who demonstrate need for loans to cover tuition, fees, or books. The student must have financial aid pending.

Satisfactory Academic Progress

To be eligible to receive financial aid at Lenoir Community College, a student must meet the College's satisfactory progress policy (qualitative measurement). The following regulations also apply to financial aid eligibility:

1. Eligibility for financial aid is not affected by whether or not the student previously received aid. Aid is based on the cumulative academic record of each student.
2. Academic records will be reviewed at the end of each semester. Students will be notified at the end of each semester of their SAP standing.
3. **GPA:** Students must maintain a required cumulative grade point average of 2.0 in order to be eligible to receive assistance. Financial aid will follow the College's policy for calculating GPA for all courses except remedial courses. Grades of "I" are included in GPA calculations but grades of "W" are not included in GPA.
4. **PACE:** Students must receive a passing grade in 67% of all coursework attempted. Grades of "F" and "W" are not passing grades. The pace of completion is cumulative and includes all coursework attempted excluding remedial credits. Transfer credits accepted are included as both attempted and completed. Incompletes, grades of "I", are included as attempted but not completed until they are replaced with an accurate grade.
5. Repeated courses will count in both GPA calculations and pace of completion calculations.
6. **REMEDIAL COURSEWORK:** Students are restricted to 30 hours of Title IV funding for remedial coursework. Remedial courses are not counted in pace of completion calculations. Remedial courses are factored in GPA calculations in a unique way because only three possible grades can be earned in remedial courses. Grades of P1, P2, and P3 are calculated as 4.00. A grade of "R" is calculated as 1.5 quality points.
7. **MAXIMUM TIMEFRAME:** Students must complete their program of study within the 150% maximum timeframe allowed for that program. Once a student reaches the 150% maximum or it becomes evident that the student will not graduate within the 150% maximum timeframe, the student is no longer eligible to receive Title IV funding. Transfer credits that apply to the student's program of study are included in the 150% timeframe calculation. Credits earned at LCC that apply to the program of study will count toward the 150% maximum timeframe calculation.
8. After one semester of enrollment, financial aid students who fail to meet the College's satisfactory academic progress policy through GPA and/or pace of completion will be placed on Financial Aid Warning. Students in this category may continue to receive financial aid for one additional semester. Students have this one semester period to reestablish satisfactory academic progress. If the student is able to re-establish satisfactory academic progress at the end of the financial aid warning period, the probation is lifted.
9. If the requirements for satisfactory academic progress are not met at the end of the warning period, the student is placed on Financial Aid Suspension and their Title IV funding is terminated. Students who fail to make satisfactory progress during the probation semester will become ineligible for aid until their progress is again satisfactory.
10. Students who are on Financial Aid suspension because of GPA and/or pace of completion standards can regain their eligibility by taking classes and improving their GPA and/or pace. Once their SAP status meets the 2.0 GPA standard and the 67% completion standard, they will be returned to Satisfactory academic progress standing.
11. A student who has become ineligible for financial aid has the opportunity to appeal. Appeals generally given consideration involve students who have experienced: (a) extended illness or hospitalization of the student, (b) an accident which incapacitates the student for an extended period of time, or (c) death or extended illness of an immediate family member which results in greater family responsibilities for the student. The appeal must be in

writing and submitted along with supporting documentation to the Financial Aid Appeals Committee. The committee will review all documents and notify students of their decision. The decision from the Financial Aid Appeals Committee is final.

12. If an appeal is approved by the SAP committee, the student is placed on Financial Aid Probation. All students on probation meet with a counselor to develop an academic plan. The plan is designed to return the student to satisfactory academic progress within one, two or three semesters. Students must meet the standards of their academic plan each semester in order to continue to receive Title IV funding.
13. If a student submits a SAP appeal within 3 weeks of or prior to the start date of their first class and the appeal is approved, the academic plan created by the student and counselor will go into effect during the current semester. If the appeal is submitted after the 3-week period the academic plan will begin at the beginning of the subsequent semester.

Student Financial Aid Overpayments

A student who withdraws from the College for any reason during a semester may owe the College a prorated overpayment of the student financial aid received for that semester. Student financial aid is not awarded for courses never attended, audited, started after the 10% census date, and/or cancelled. If aid is awarded and it is discovered at a later date that aid was awarded for courses never attended, audited, attended after the 10% census date, and/or cancelled, the student will owe an overpayment. The Director of Financial Aid will compute the amount of overpayment and notify the student of the amount of overpayment. If the student does not reply to the overpayment notice promptly, then the student will be in violation of the Indebtedness Policy of the College.

Refund Policy for Recipients of Financial Aid

Withdrawals: When students withdraw from the College up to the 10% point of the semester, three-quarters of the students' tuition and all of their student activity fee, technology fee, access fee, and accident insurance fee are refunded to the appropriate financial aid sources. Withdrawing prior to the 60% point of the semester will result in having to repay financial aid (Federal Pell Grant and Federal Supplemental Educational Opportunity Grant). The Office of Financial Aid will calculate the overpayment from students who withdraw either officially or unofficially (dropped out or are dismissed). Once the calculation is made and the student has an overpayment, the student should contact the Cashier's Office to make arrangements to repay the balance.

Cancellations: When a cancelled course reduces a student's enrollment status, all of the student's tuition is refunded on a prorated basis to the appropriate financial aid sources. In these cases, the student's Pell Grant overpayment, if any, is reduced by the amount of the refund to the Pell Grant account. When the enrollment status is not reduced, the refund is made to the student.

Special Note: Financial aid recipients should register each semester during early registration.

Veterans Educational Assistance

Lenoir Community College is providing training under Public Law 358, G.I. Bill effective June 1966; Public Law 634, the children and survivors of deceased or disabled veterans; and Public Law 894, disabled veterans and Public Law 98-525, New G.I. Bill enacted October 1984 and under the Post 9/11 Veterans Education Assistance Act of 2008. HSE and AHS programs are also approved for those receiving benefits under Public Law 634. Veteran students must maintain satisfactory attendance, conduct, and academic progress, according to the school standards for continuing eligibility for payment. For more specific information on Satisfactory Academic Progress requirements see the section on satisfactory progress policy. Applicants interested in any of the VA

educational benefits may contact the LCC Veterans Affairs Representative located in the Office of Financial Aid. Information is also available online at www.gibill.va.gov or by calling 1-888-GI-BILL (1-888-442-4551).

Procedures for Applying for Veterans Academic Benefits

Apply to the U.S. Department of Veterans Affairs for a formal determination of eligibility for GI Bill benefits. You may submit your application online by visiting the GI Bill website www.gibill.va.gov. Prior to being certified for benefits, you must submit an official transcript of your High School/High School Equivalency Diploma and from all college/universities you've attended to the Office of Admissions. It can take up to 12 weeks for the VA to process an initial eligibility determination request and issue your certificate of eligibility.

Academic Advising

To assist students in their academic programs, the College has established a system of academic advising wherein each student is assigned to a faculty member or counselor who serves as the student's advisor. The advisor helps to plan the student's academic program, particularly during early registration and registration periods; keeps a record of academic progress; and is available throughout the year for additional advising.

Advisors make every attempt to give effective guidance to students in academic matters and refer students to those qualified to help them in other matters, but the final responsibility for meeting all academic requirements for a selected program rests with the student.

Academic Support Center (Tutoring Services)

The Academic Success Center provides students with opportunities to (1) increase their knowledge and skills through research and computer-assisted instruction, (2) receive tutorial assistance in mastering required standards of performance in a particular program, and (3) increase their knowledge and skills through use of enrichment activities. Online tutoring, at no cost, is also available to all LCC curriculum students in many subjects through a link in every Moodle course.

Academic Writing Support Services

Full-time English faculty provide academic support for curriculum students enrolled in LCC courses. Instructors focus on assisting students to reach their academic and personal goals through strengthening their writing skills. The English faculty has a vested interest in student success at LCC. All curriculum students are invited to seek out English faculty for assistance with strengthening their writing skills. Each writing session will be held in English faculty offices by appointment. Students can stop by the Academic Support Center for office and appointment information.

Career Planning and Lancer Career Connections

Career planning services are provided to students and graduates in their search for rewarding careers. Information and guidance are available to aid in career decisions and in job selection. The services are available to all graduates of Lenoir Community College and current curriculum students.

The computerized guidance system NCCareers.org is available to help students select occupations that meet their needs. The system requires its users to thoughtfully consider their needs, interests, values, and abilities and enter their choices into the computer. This is a mechanism to empower

major choice and career direction. Students receive printouts of possible career choices along with specific career information. These computerized career guidance programs are available to all students through www.cfnc.org. We also utilize various other online assessment instruments such as VitaNavis, SuperStrong assessment and JobsEQ Career Concourse assessments to match the needs of our students. Educational and career resources are available and include information on educational requirements, personal qualities, job prospects, locations, details on the nature of the work, and salary ranges, as well as area job opportunities listings. In addition, a variety of workshops and events are offered throughout the year to cater to LCC's student needs.

Students may also access career information and guidance in the NCWorks Career Center through printed materials, various software packages, and Internet web sites.

Counseling Services

Lenoir Community College offers a variety of counseling services to assist students in making the most of their opportunities for academic and personal development. Counseling and guidance services are offered free of charge to every student from pre-admissions through graduation. Students may schedule an appointment for counseling sessions. Counselors are available during normal operating hours by appointment. The Counseling Department is located in the Lancer Connection suite in the Administration Building. The telephone number is 252-527-6223.

Counseling Services help students develop personal awareness and skills necessary to grow and develop in ways that will allow them to accomplish their educational goals. When necessary, assessments are used to help students ascertain their interests and abilities, to help select educational programs, or to gain insight into their personal adjustment.

Services for Students with Disabilities

The Student Support and Disability Services Coordinator assists students with obtaining necessary support services and coordinates with instructors to ensure equal access to opportunities, services, and facilities to all students with documented disabilities. The Disability Services Coordinator explores and examines the specialized needs of students with disabilities. The goal is one of inclusion in the life of the College by helping them participate in and benefit from activities enjoyed by all students.

Services for students with disabilities may include comprehensive academic support, accessibility services, and parking, in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students requiring reasonable accommodation services should meet with the College's Disability Services Coordinator to self-disclose that they are a student with a disability and provide documentation regarding their disability-related needs. All documentation remains confidential. The most appropriate accommodations may be provided when, in addition to appropriate documentation, there is an interactive process between the Student Support and Disability Services Coordinator and student.

Students may request supportive services at the beginning of their academic program through graduation. Admission to the College and application for disability services are separate processes. Requests for academic accommodations should be submitted after students have met with their academic advisors and have registered for classes. Updated accommodation letters must be requested each new semester. For additional information about accommodations and support services, contact the Student Support and Disability Services Office at 252-527-6223, ext. 331. The

College does not discriminate against students, employees, or applicants on the basis of race, color, religion, age, gender, national origin, or disability.

Campus Life

Campus life is an essential part of the student experience, designed to complement and enhance academic learning through a vibrant, supportive and inclusive community. A series of student programming is provided throughout the year for the cultural, educational and social enrichment of students, developing a sense of campus belonging.

Student Activities

The College encourages student participation in student organizations and activities. While academic preparation remains the central focus, student activities play a vital role in supporting student growth and development. Student activities assure students the opportunity of personal development and the exploration of interests beyond academics. There are a number of student clubs that appeal to the special interests of students. Intercollegiate athletics, civic engagement, seasonal festivals, and community service also afford students an opportunity for a well-rounded college experience.

Clubs

Student clubs operate and are supported through the Student Government Association. The College encourages student participation in clubs and organizations. Although student club participation may be viewed as secondary to the central purpose of academic preparation, it is nevertheless an important phase of student growth and development. Clubs are required to align with the professional, technical, or academic program they represent. The following student clubs are historically functioning on campus:

Advanced Manufacturing Club	Graphics Club	Nightingales (ADN/RN)
Business & Accounting (BAC)	Human Services	Radiant Beams (RAD)
Cosmetology Club	Lamplighters (PN)	Rise with the Sun (Ag)
	Lenoir Early College SGA	Science Club
	NextGEN (WIOA)	Surgical Technology Club

Eligibility for Participation – Student Activity

To be eligible for participation in student activities, a student must be officially registered in classes at the College. Part-time, as well as online students may participate in student activities and may be voting members of, or hold office in, clubs or organizations as provided for in the Constitution and Bylaws.

Student Government Association

The Student Government Association (SGA) serves as the official voice of the student body. This student-driven association is designed to promote the general welfare of students in a democratic fashion. Through collaboration amongst the student body, faculty/staff, and college administration, the SGA strives to enhance the student experience by addressing student concerns, supporting campus initiatives and promoting student involvement both on and off campus.

Intercollegiate Athletics

The College is committed to providing comprehensive, quality education to adults in its primary service area and strives to provide programs and activities that enhance the social, cultural, economic, and leadership development of the community.

One way the College meets these needs is through intercollegiate athletics. Intercollegiate athletics offer students an opportunity to develop self-discipline, physical and emotional well-being, and leadership skills which are pertinent to academic success.

Lenoir Community College participates in baseball and volleyball under National Junior College Athletic Association (NJCAA) Guidelines. Eligibility of athletes to participate in these sports is predicated upon their making satisfactory academic progress. Academic suspension results in ineligibility to participate regardless of reinstatement.

Recruitment of Athletes: Student athletes are recruited based on their athletic ability and academic potential. Recruitment procedures are based on NJCAA guidelines.

Athletic Guidelines: Students on suspension may not participate in athletics. In accordance with regulations of the National Junior College Athletic Association and of Lenoir Community College, to take part in baseball and volleyball a student must be full-time and maintain a cumulative average of 2.0 or better. They must also meet first or second season Academic Requirements of the NJCAA.

Title IX and Pregnancy

A student seeking pregnancy accommodations under Title IX is required to produce appropriate medical documentation. The College must excuse a student's absences because of pregnancy or childbirth for as long as the student's medical practitioner deems the absence medically necessary. In addition, when a student returns to school, she must be allowed to return to the same academic and extracurricular status prior to her medical leave. The College will not assume a medical condition or offer academic accommodations without proper documentation. To request accommodations as a pregnant student, contact: Dean of Student Services/Title IX Coordinator, Room 140C, Administration Building, Phone: (252) 527-6223, ext. 301, Krhill01@lenoircc.edu.

Academic Regulations

Academic Forgiveness

A student who has not been enrolled in curriculum courses for 36 consecutive months may request the Registrar to evaluate the student's academic record. Under this policy, the student may request that previous grades of "F" not be used in calculating the cumulative grade point average. Prior to reevaluation, the student must be readmitted to the College and complete at least 12 credit hours of course work. The student must maintain at least a 2.50 GPA on those 12 credit hours. The Registrar, at the request of the student, will reevaluate the cumulative grade point average as appropriate. A reevaluation is provided only once for each student.

Note: Recipients of financial aid or veteran's benefits may not be eligible for this forgiveness policy based on federal guidelines and regulations. The student should contact the Office of Financial Aid for more information.

Academic Honors

- **President's List** – Students who are enrolled for a minimum of 12 semester hours, have achieved a grade point average of 4.00, and are not enrolled in any class numbered below 100.
- **Dean's List** – Students who are enrolled for a minimum of 12 semester hours, have achieved a grade point average from 3.25 through 3.99, are not enrolled in any class numbered below 100, and have no grade lower than a "C."
- **Graduation with Honors** – awarded to students with a major grade point average between 3.50 and 3.749 upon completion of any degree or diploma program.
- **Graduation with High Honors** – awarded to students with a major grade point average 3.75 and above upon completion of any degree or diploma program.

To be eligible for honors or high honors, students must complete 50 percent of their course work at Lenoir Community College. Students receiving an Incomplete (I) for any course are ineligible for the honors list.

Adding and Dropping Courses, Withdrawing from Courses, and Withdrawing from the College

Students who find it necessary to add or drop courses, withdraw from courses, or withdraw from College should confer with their instructors and advisors. Courses may be added during the add period with advisor approval. Adding courses after the add period through the 10% point of the course requires the instructor's approval. However, after the 10% point of the semester, courses may be added with the recommendation of the instructor and the division dean and with the approval of the Vice President of Instruction and Institutional Effectiveness. For courses dropped prior to or at the 10% point of the semester, no grade is awarded. The course does not appear on the student's permanent record. After the 10% point, students who withdraw receive a grade of a "W."

Attendance

Absences seriously disrupt students' progress in a course and diminish the quality of group interaction. Students are expected to attend punctually all lecture and laboratory sessions in the courses for which they are registered, beginning with the first session following registration for the courses. Three late arrivals and/or early departures count as one absence, and students must be in

attendance for 50% of the class time to be counted for the day's attendance. Students should notify instructors of planned and emergency tardiness, absences, and early departures.

Although occasional absences may be unavoidable, they in no way excuse students from meeting the requirements of the courses. Absences (excused and/or unexcused) are calculated from the first class meeting following enrollment. "Excessive" absences are defined as absences totaling 15% of the scheduled class meetings. Fifteen percent translates into the following formula: for a 5 contact hour class, 15% = 12 hours of absences; 4 contact hours = 9; 3 contact hours = 7; 2 contact hours = 4; and 1 contact hour = 2. Excessive absences may result in suspension from the class.

Students who miss two consecutive weeks are suspended from class in the third week. Students with prolonged absences should either contact their instructors so that they are not suspended or officially drop the classes so that attendance is not factored into their final grades.

Health Sciences and Nursing (HS&N) students' lab and clinical attendance procedure, located in the HS&N Handbooks, differs from the general college attendance policy. Upon enrollment in HS&N courses, the attendance requirements are provided to students. Annually, students must sign that the attendance procedure has been reviewed and acknowledged.

For distance education, attendance/participation directly affects the student's success in the course. Students in a distance education course will establish an initial enrollment date by completing a course introductory activity. The introductory activity, posted in the course management system (Moodle) is to be completed by the end of the add period.

In a distance education course, attendance is assessed by completed assignments. Students not participating for two consecutive weeks or missing fifteen (15%) of the assignments (or three weeks total, whichever is greater), as determined by the instructor, will be dropped from the course. To minimize the chance of being dropped from a distance education course, it is important for students to keep their instructor informed of issues that may affect attendance/participation. Suspensions for excessive or prolonged absences result in a grade of W (Withdraw) based on the students' academic standing on the day of suspension.

The classification of absences as excused requires verification and allows students to make up missed work, in accordance with the instructors' make-up procedures, but they are still computed as absences in the 15% tabulation. Excused absences are identified as follows:

1. Personal illness or illness of dependents or spouse living in the household, if the illness requires a doctor's supervision
2. Death in the family
3. Participation in authorized college activities
4. Other situations at the discretion of the instructor
5. Religious observances

All instructors adhere to the established procedure as printed in the LCC Catalog, notify students in writing of their make-up procedures, and when possible, confer with students with excessive absences and/or refer those students to counselors. Students' grades, however, cannot be raised or lowered more than one letter grade based on excessive absences and/or attendance. This does not take into consideration the effects of students' failure to comply with instructors' make-up procedures.

Student appeals are made according to the student appeals procedures.

Students may have up to two days of absences excused by the College per academic year for the purpose of observing religious holidays that students are required by their faith to observe. In anticipation of such an event, students must contact the Dean of Student Services in writing at least two weeks prior to the expected absence. The Dean will work with the students and their instructors to ensure timely make up of class requirements missed because of the absence.

Auditing Courses

Students who wish to audit courses must register through an advisor. Although students auditing a course receive no credit, at the discretion of the instructor, they may be required to attend classes regularly, participate in class discussions, and meet other course requirements. Any student auditing a class who does not meet requirements set by the instructor is subject to suspension from that class. Students auditing a course are charged the same fee as students taking courses for credit. Prerequisite and corequisite requirements must be met in order to audit a course.

Students wishing to audit class(es) must notify their advisors at the time of registration and their instructor(s) upon entry into the class(es). **Audit cannot be changed to credit or credit to audit after the deadline for adding courses.**

Catalog of Record

Students have the option of graduating under the requirements of the catalog in effect at the time of initial enrollment as long as the student remains continuously enrolled, but students must complete requirements within ten (10) years of the catalog selected.

CEEB Advanced Placement Program

Lenoir Community College participates in the Advanced Placement Program of the College Entrance Examination Board (CEEB). Students who wish to present Advanced Placement Test Scores should have those scores sent directly to the Registrar from the College Board. Students entering a program who have demonstrated their achievement by meeting minimum scores upon taking the Advanced Placement Examinations may receive semester hour credit in the appropriate college course(s) as follows:

AP Course Title	Min. Score	LCC Course Equivalent	Sem. Credit Hours
Art History	3	ART 114 or ART 115	3
Biology	3	BIO 110	4
Biology	4	BIO 111	4
Calculus AB	3	MAT 271	4
Calculus BC	3	MAT 271	4
Calculus BC	4	MAT 271 & MAT 272	8
Chemistry I	3	CHM 151	4
Chemistry I	4	CHM 151 & CHM 152	8
Drawing	3	ART 131	3
Economics (Micro)	3	ECO 251	3
Economics (Macro)	3	ECO 252	3
English Language	3	ENG 110 or ENG 111	3
English Literature	3	ENG 111 & ENG 112	3
Government & Politics	3	POL 120	3
History (United States)	3	HIS 131	3

History (United States)	4	HIS 131 & HIS 132	6
Music Theory	3	MUS 111	3
Physics I	3	PHY 151	4
Physics C: Mechanics	3	PHY 151	4
Physics C: Electricity & Magnetism	3	PHY 152	4
Precalculus	3	MAT 171	4
Precalculus	4	MAT 171 & MAT 172	8
Psychology	3	PSY 150	3
Spanish Language or Literature	3	SPA 111	3
Spanish Language or Literature	4	SPA 111 & SPA 112	6
Statistics	3	MAT 152	4

Change of Major

Students who wish to change majors must have advisor approval. Applicants who wish to change majors prior to initial registration should contact the Office of Admissions. A change of major that is requested after the 10% point of the semester is not effective until the next term.

CLEP Placement Program

Lenoir Community College participates in the College Level Examination Program (CLEP). Contact the Registrar for information on tests accepted, scores, and course credit for CLEP. A CLEP transcript must be forwarded to the Registrar before any credit can be awarded.

CLEP Exam	Min. Score	LCC Course Equivalency	Sem. Credit Hours
CLEP American Government	50	POL 120	3
CLEP American Literature	50	ENG 232	3
CLEP Biology	50	BIO 110 or BIO 111	4
CLEP Calculus	50	MAT 271	4
CLEP Chemistry	50	CHM 151	4
CLEP College Algebra	50	MAT 171	4
CLEP College Composition	50	ENG 110 or ENG 111	3
CLEP College Composition Modular	50	ENG 110	3
CLEP College Mathematics	50	MAT 143	3
CLEP English Literature	50	ENG 241	3
CLEP Financial Accounting	50	ACC 120	4
CLEP History of the United States I: Early Colonization to 1877	50	HIS 131	3
CLEP History of the United States II: 1865 to Present	50	HIS 132	3
CLEP Human Growth and Development	50	PSY 241	3
CLEP Information Systems	50	CIS 110	3
CLEP Introductory Business Law	50	BUS 115	3
CLEP Introductory Psychology	50	PSY 150	3
CLEP Introductory Sociology	50	SOC 210	3

CLEP Precalculus	50	MAT 171	4
CLEP Principles of Macroeconomics	50	ECO 252	3
CLEP Principles of Management	50	BUS 137	3
CLEP Principles of Marketing	50	MKT 120	3
CLEP Principles of Microeconomics	50	ECO 251	3
CLEP Spanish Language: Levels 1 and 2	50	SPA 111 & SPA 112	6
CLEP Western Civilization I: Ancient Near East to 1648	50	HIS 111	3
CLEP Western Civilization II: 1648 to Present	50	HIS 112	3

College Success

Curriculum students seeking a degree or diploma are required to take ACA 111, College Student Success, or ACA 122, College Transfer Success. These courses are designed to eliminate many of the problems normally faced by new students when they first enroll at the College. Students are acquainted with the College's environment, policies, courses, staff and transfer readiness when applicable.

1. Students enrolled in certificate programs are not required to take ACA 111 or ACA 122.
2. Students who have transferred from another post-secondary institution, who have not completed a course equivalent to ACA 111 or ACA 122, are required to take either ACA 111 or ACA 122. Students are strongly encouraged to enroll in ACA 111 or ACA 122 during their first semester at the College.

Course Corequisites

A corequisite is a course or test score which must be taken simultaneously with the desired course. If a student drops or withdraws from one part of the required corequisite, then both parts must be dropped or withdrawn. For example: CHM 131 and CHM 131A—a student dropping or withdrawing from CHM 131 is required to also drop or withdraw from CHM 131A since the state corequisite for CHM 131 is CHM 131A.

Course Prerequisites

A prerequisite is a course or test score which must be met prior to entering the desired course. Students must comply with state and local requirements that courses may not be taken until all prerequisites have been met.

Exceptions to this requirement must be requested by the division dean and approved by the Vice President of Instruction and Institutional Effectiveness. Students will be required to demonstrate appropriate knowledge and skills for admission to the course by meeting the following criteria: (1) successful completion of credit by exam, (2) successful completion of a higher level or similar course; or (3) possession of a relevant and current licensure or certification.

Credit Accepted

Credit is awarded for freshman and sophomore courses completed at regionally accredited community colleges and universities provided they parallel work offered at Lenoir Community College, are applicable towards the student's program of study, and carry adequate credit. No grade

less than “C” will be accepted in any program. The Vice President of Instruction and Institutional Effectiveness must approve any credits from institution that are not regionally accredited. The maximum transferable credit from another institution and the total allowable credit from all outside sources is seventy-five percent (75%). Twenty-five percent (25%) of the credit hours or 9 credit hours (whichever is greater) required for graduation must be earned through instruction offered by Lenoir Community College. Students are advised that transfer credits and grades accepted by Lenoir Community College do not infer acceptance by other educational institutions. Students will receive evaluations of all official records submitted before the end of their first semester of curriculum enrollment.

Credit by Articulation

Lenoir Community College participates in the North Carolina High School to Community College Articulation Agreement. This is an agreement between the North Carolina Department of Public Instruction and the North Carolina Community College System. The agreement provides a seamless process that joins secondary and postsecondary Career and Technical Education (CTE) programs of study.

To receive articulated credit, students must enroll at the community college within two years of their high school graduation date and meet the following criteria:

- Final grade of B or higher in the course and
- A score of 93 or higher on the standardized CTE post assessment

High school students who enroll in a Career and College Promise pathway may earn articulated college credit as described in this agreement while enrolled in high school if the CTE articulated college credit is part of their Career and College Promise pathway.

Community college officials verify eligibility and acceptance of articulated courses listed on the high school transcript. Students may be asked to submit supporting documentation and/or demonstrate proficiency to receive credit. Colleges must follow the criteria of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) in awarding credit.

Credit by Examination

A curriculum student may petition the division dean for credit by examination. The dean coordinates with the instructor regarding the administration of the examination, which is administered in a manner appropriate to the course. The grade earned on the examination will be entered into the student's record and credits earned will be applied toward graduation requirements. A student must be currently enrolled at Lenoir Community College for credit by examination.

A student is limited to one attempt at credit by examination per course. No tuition is charged for the examination. A student may not attempt credit by examination if enrolled in the course for which the credit by examination is being attempted. This includes courses which have been dropped or withdrawn from during the current term or during the term in which the student is enrolled for the same course. Credit by examination for developmental courses is not permitted. Exceptions to this policy may be recommended by the division dean and approved by the Vice President of Instruction and Institutional Effectiveness.

Credit for Military Training

Lenoir Community College may recognize and grant credit to active military personnel, reservists, and veterans for military training and experience completed in the armed forces and work taken through the United States Armed Forces Institute. Credit granted is in accord with recommendations of the American Council on Education. Persons desiring credit for military training and experience must petition the Registrar for such credit and present authentic training records.

Active military personnel, reservists, and veterans will be awarded two hours of physical education credit for basic training upon presentation of DD-214 or other documentation.

Developmental Courses

Designated developmental courses should be completed within the first two semesters of enrollment at Lenoir Community College. Developmental courses are offered in English and math each semester to prepare students for required program courses. Advisors along with the Academic Support Center & Developmental Education Transition Coordinator can advise students concerning the need to register for and complete developmental courses.

Dismissal from a Program

If at any time during the semester it is determined that a student is not a safe and dependable practitioner in the clinic, shop, lab, or similar area, and that the problem cannot be eliminated with reasonable accommodation, the student may be dismissed from the program with the concurrence of the Dean of Student Services. The student is afforded the right of due process.

Any time during the semester a faculty member determines that a student may be dismissed from the College when the College official determines that a student:

- Expresses an articulable, imminent, and significant threat to the applicant, other individuals, college employees, or the College environment or
- Demonstrates behavior which conflicts with safety essential to the program's practice, including documented evidence used in assisting the College in making safety determinations. In addition, if at any time a health sciences faculty member determines that a student
- Presents problems in physical or emotional health which do not respond to appropriate treatment and/or counseling within a reasonable period of time or
- Demonstrates behavior which conflicts with safety essential to the nursing practice and other health sciences programs, the student may be dismissed from the program.

Under no conditions will a student possess or use any illicit substances (drugs), alcohol, or substances illegally obtained while at the College. Any student who is found to possess or is found to be a user of such substances or alcoholic beverages will be evaluated for dismissal from any program.

While in the program or on an LCC campus, a student may at any time be required to provide a urine or blood sample for testing to validate or disprove use of illicit/controlled substances/alcoholic beverages. Such testing will be at the student's expense. Failure to submit to such testing or provide body fluid samples will be interpreted as supportive of impairment. Test values indicating use of illicit/controlled substances/alcoholic beverages will be grounds for dismissal from the program.

ENG 110/MAT 110 Retake Policy

Students who take ENG 110 or MAT 110 as their first attempt at college-level English or math and do not pass will be required to successfully complete Developmental English and/or Math before retaking the course.

General Education Outcomes

Lenoir Community College has identified general education outcomes directly tied to the college's mission of meeting the personal, cultural, and professional educational needs of our students through affordable, accessible, and innovative educational programs. These outcomes were selected to provide collegiate level multi-disciplinary learning for all students that ensures breadth of knowledge in the humanities/fine arts, social/behavioral sciences, and natural science/mathematics, and does not narrowly focus on the skills, techniques, or procedures that are specific to a particular occupation or profession.

Associate degree-seeking students at LCC are required to complete general education courses as a core component of their program. The following are the six general education outcomes expected of all students:

1. Students will be able to apply knowledge of mathematics appropriate to their program of study.
2. Students will be able to apply knowledge of professional standards related to soft skills within courses in their program of study.
3. Students will be able to apply basic concepts of the social sciences to examine relationships among individuals, groups, and social structures.
4. Students will be able to create effective written and oral communication.
5. Students will be able to apply scientific principles to examine subject matter in the natural and physical universe.
6. Students will be able to understand discipline-specific knowledge in the fine arts and the relevance of the fine arts to cultural and personal growth.

In addition to the general education outcomes, the College has also identified individual program and academic and student services outcomes that are published for each program and service area on the college's website.

GPA Guardrails for Success

Lenoir Community Colleges wants to support student success. To ensure students are set up for success, and to mitigate withdrawals and potential negative repercussions with Financial Aid and completion, LCC has put in place GPA Guardrails for Success. As students meet with their Advisor to register for classes, the Advisor will help guide students in enrolling for classes, while abiding by the following guidelines:

- Students with a current LCC Cumulative GPA less than a 2.2, or with a GPA less than a 2.2 from their most recently attended institution prior to LCC, will not be enrolled in more than 9 Non-Developmental Credit Hours at any point in a semester.*
- Students with a current LCC Cumulative GPA less than a 2.8 but greater than a 2.2, or with a GPA less than a 2.8 but greater than a 2.2 from their most recently attended institution prior to LCC, will not be enrolled in greater than 12 Non-Developmental Credit Hours at any one point in a semester.*
- Traditional LCC students must hold a minimum cumulative GPA of 2.5 to be registered in a Holiday Course (HIN). Note: This does not apply to Special Credit (T90990) students.*

Students enrolled in more than the allowable limit of hours based on current or most recently attended GPA may be dropped from one or more classes at the start of the semester and rebilled. LCC understands and supports the desire for students to complete coursework successfully and on time.

Note: Curriculum Dean approval is required to enroll in more than 18 hours in a semester. (This is typically only approved for student GPAs greater than 3.0, with other factors considered.)

**Approval by the Vice President of Instruction & Institutional Effectiveness is required for enrollment in hours over the maximum allowable limit, and all outside factors will be considered.*

Grade Point Average (GPA) Calculation for Graduation

Graduation from Lenoir Community College is based on major grade point average, which includes only courses used to meet graduation requirements in a student's major. Whenever courses are repeated, only the highest attempt is counted toward graduation.

Note: Where courses are repeated, all attempts are shown on the permanent student record.

Grading System and Quality Point Average

The 4.00 quality point system is used to calculate student grade point averages. Grade point averages are computed by dividing the total number of quality points earned by the total number of semester hours attempted. The letter grades used are as follows:

A	Excellent	4 quality points per semester hour credit attempted
B	Above Average	3 quality points per semester hour credit attempted
C	Average	2 quality points per semester hour credit attempted
D	Below Average	1 quality points per semester hour credit attempted
F	Failed	0 quality points per semester hour credit attempted
P1	Passed	Passed Tier 1 of Transition Course
P2	Passed	Passed Tier 2 of Transition Course
P3	Passed	Passed Tier 3 of Transition Math Course
SA	Satisfactory	Hours are applied toward graduation but are not used in calculating the student's grade point average. This grade indicates clinical performance in health science courses, solely of a clinical nature, such as MED 116 and SUR 123.
UN	Unsatisfactory	Hours are not applied toward graduation and are not used in calculating the student's grade point average. This grade indicates clinical performance in health science courses, solely of a clinical nature, such as MED 116 and SUR 123.
AU	Audit	No Credit
CR	Credit Accepted	Hours are applied toward graduation but are not used in calculating the student's grade point average. <i>(i.e. Reverse Transfer, credit from other institutions)</i>
NC	Non-Course Credit	Given when credit is earned from some origin other than actual course work such as placement testing
W	Withdrew	Not considered credit hours attempted
WE	Withdrew Excused	Withdrawal due to COVID (Documentation from Student and Dean Approval Required)

NA	Never Attend	Given when a student registers but does not attend a course.
I	Incomplete	Given when a student has not completed the required course work but has made substantial progress and, in the opinion of the instructor, is able to fulfill the remaining requirements without reenrolling in the course. The "I" counts as credit hours attempted. Course requirements must be completed satisfactorily within the next semester (including the summer semester) or the "I" automatically becomes an "F," unless officially extended for one semester by the instructor.
P	Pass	Satisfactory completion of coursework
R	Re-enroll/Repeat	Has not met the objectives required for the course/Repeat of Transition Course is necessary
IP	In Progress	Given in developmental courses (courses numbered less than 100) when a student, in the opinion of the instructor, has made progress but has not met the objectives required for the course, and has attended class in accordance with the instructor's attendance policy. The "IP" does not count as credit hours attempted.
LA	Temporarily Late	An emergency symbol to be used by the Registrar when grades are not reported on time through no fault of the student.
NF	Forgiveness Policy	The Forgiveness Policy—The grade is not included in the cumulative GPA.
S	Requirement Satisfied	Hours are applied toward graduation but not used in calculating the student's grade point average.

Credit by Exam (CBE) grades, “**AE**,” “**BE**,” “**CE**,” “**DE**,” and “**FE**” are awarded in certain instances when approved by a division dean. An exam for CBE may be taken one time per course. Note: A maximum of 75% of credit hours for graduation may be earned by CBE for any credential.

When the grade "F," "R," "W," or "IP" is received in a course, the student must reenroll and satisfactorily complete the course requirements in order to receive credit for the course. Developmental/Transition courses are numbered 0-99, and letter grades are required. The hours attempted and grade points accumulated for developmental courses are counted in the semester and cumulative totals but do not count toward graduation requirements.

All grade changes other than "I" and "LA" must be approved by the Vice President of Instruction and Institutional Effectiveness.

Graduation

Students graduate at the close of any semester that requirements for graduation are fulfilled. Degrees, diplomas, and/or certificates are mailed as soon as possible following the end of the term. Summer and fall graduates are encouraged to participate in the formal commencement exercises held at the close of the following spring semester.

A transcript certifying completion of the degree requirements is furnished upon request at the end of a student’s final semester. Student participation in commencement exercises is encouraged.

Requirements for Graduation: General requirements for graduation in any degree, diploma, or certificate program are as follows. Refer to curriculum standard page for specific requirements.

1. All college financial obligations must be met.
2. A minimum of 25% of the credit hours or 9 credit hours (whichever is greater) required for completion of a program must have been earned through instruction offered by Lenoir Community College.
3. Required courses and electives must be completed in accordance with one of the programs listed in the catalog with a major grade point average of at least 2.00.
4. Application for graduation must be made by the deadline shown on the College calendar. Students should obtain a program evaluation (EVAL or PSPR) along with an Application for Graduation signed by their advisor and submitted to the Registrar.

NC Community College Transfer Plans

North Carolina College Transfer Guides can be found at <https://www.cfnc.org/plan-your-future/plan-for-college/transfer-student-planner/to-unc-system-institutions/transfer-guides>.

These guides assist students with determining which courses may be needed for specific North Carolina four-year Institutions upon transferring. From their first advising session, students are strongly encouraged to speak with their advisor in determining specific courses that may be needed. Understanding the NC College Transfer Guides is critical to student success both here at LCC and at the next institution the student attends. The College is committed to student success and to help make the transition to the next level of education seamless.

Non-Credit to Curriculum Credit

Lenoir Community College may provide curriculum credit for non-credit coursework on a case-by-case basis via a **Request for Evaluation of Continuing Education Non-Credit(s) to Curriculum Credit** Form. Approval by the subject matter expert (faculty), the dean of the curricular division, Vice President of Instruction and Institutional Effectiveness, and the Registrar is required. For approval of non-credit to curriculum credit, the hours of the non-credit course must be equal to or greater than the curriculum credit being granted, and the instructor of record for the non-credit course must be curriculum credentialed in the subject.

Additional awarding of non-credit to curriculum credit (i.e. student provides verification of approved current certification/licensure and work experience) is determined on a case-by-case basis, and additional documentation is needed (*see Request for Evaluation of Continuing Education Non-Credit/s to Curriculum Credit/s Form*).

Posting of Grades

As soon as the grades are recorded for each term, grades will be available through myLCC. Faculty may also post grades in a non-identifiable form in convenient places so that students may view them.

Records

Information contained in the student's permanent record is determined by the NCCCS office. The student's permanent record is composed of personal information including the student's name, address, student ID number, date of birth, and gender. Academic information included on the Permanent Student Record includes the title and number of courses taken, grades earned, hours attempted, hours earned, quality points, and grade point average by term and cumulatively. Other information includes secondary school attended, college major, graduation information, honors, membership in Phi Theta Kappa, and credits accepted from other colleges.

Student records are maintained in accordance with the Community College System Public Records Retention Schedule. Transcript, or transcribed academic records, are stored permanently in the College's database management system. They are backed up hourly to a mirror system and nightly to cloud storage.

Official Academic Record

A report of grades earned is available on myLCC. Any disputes must be appealed through the instructor within two weeks of the official date of the end of the semester. Official records, of all students' courses, credits, and grades earned are kept in the Registrar's Office. Students should maintain a record of their courses, credits, and grades each term and check from time to time to see that their records agree with those of the College. The records may also help students determine their eligibility for any activity that requires them to meet specific scholastic standards. Copies of the official records are available to students upon written request.

Transcripts

All student records are held in confidence by the College. A student may request from the Registrar's Office a transcript of his or her academic record. Transcripts shall be made available only upon request by the student. A statement authorizing release must be signed by the student before a transcript will be sent to employers or other agencies. Authorization for release of transcript forms are available in Student Services and online. There is a fee for each transcript requested.

Access to Student Education Records

Family Education Rights & Privacy Act (FERPA): Students currently or previously enrolled at the College, parents of dependent students who claim the student as an exemption defined by the Internal Revenue Code, and individuals designated via a completed FERPA Release Form have the right to inspect and review the student's education records maintained by the College or by an agent acting on the College's behalf. The College will comply with requests to review education records within a reasonable timeframe, not to exceed 45 days from the date of the request. Requests to access education records should be directed to the appropriate official custodian responsible for maintaining those records. A directory of record types, their locations, and the names of official custodians is readily available upon request through the Admissions Office.

The college may release certain directory information to the public unless a student notifies the Registrar in writing by the end of the first week of the term that they do not wish this information to be shared. Directory information may include the student's name, major field of study or program, dates of enrollment, degrees, diplomas, or certificates received, college honors, participation in officially recognized activities and sports, and weight and height if the student is a member of an athletic team. Additionally, the college designates photographs, videos, or other media containing a student's image or likeness as "limited-use directory information." This limited-use data will not be shared with external parties unless they are contractually affiliated with the College. Its use and disclosure are restricted to college-hosted or college-benefiting websites; printed materials for marketing, public relations, outreach, or press releases; college events such as athletic games, fairs, open houses, or student activities; college officials with legitimate educational interest as defined by FERPA; and officially affiliated external parties, including third-party vendors and partner institutions with a memorandum of understanding.

Any student who believes that any right pursuant to the Family Educational Rights and Privacy Act has been violated or that the college policy is not in compliance with the Act, may file a complaint

directly with the Family Educational Rights and Privacy Act Office (FERPA), Department of Health, Education and Welfare (HEW), 330 Independence Avenue S.W., Washington, D.C. 20201. Though it is not required as a condition to filing any complaint with HEW, the student is requested to discuss the grievance with the Dean of Student Services, Administration Building 140C, phone 252-527-6223, prior to filing a complaint with HEW. Strict compliance with the provisions of FERPA is the stated policy of the College. The College, through the Dean of Student Services, takes appropriate action in all cases involving a violation of the Privacy Act.

Registration

Students are urged to register on the days designated in the College calendar. Students who enter after classes have begun are at a disadvantage and are responsible for all work prior to their entrance. New and returning students should begin the process at the Office of Admissions. Continuing students should see their advisors. myLCC online registration is available for admitted students to select and register for classes for the following semester. All students except special/visiting students are required to speak to their advisor before registering online.

Repetition of Course Work

The division dean's approval is required for students to repeat courses audited or passed with a grade of "C" or better. This includes courses taken at other institutions. Students who repeat courses at Lenoir Community College will have all attempts shown on their official records, and all credit hours attempted will be computed in the cumulative grade point average. In no case will a Lenoir Community College student be allowed to enroll in the same or equivalent course(s) concurrently either here or at another institution. The required Permit to Repeat Course(s) form, available at the Registrar's Office, must be completed and returned to the Registrar's Office at the time of registration.

Satisfactory Progress Policy

To remain in good academic standing, students must maintain a satisfactory cumulative grade point average. Students who have earned a minimum GPA of 2.0 (excluding "I" grades) and maintained a cumulative 67% completion rate are considered for enrollment purposes to be making satisfactory progress. Students remain at this standing unless they fail to achieve a semester 2.0 GPA and maintain a 67% completion rate.

Students who fail to meet the requirements set forth in the Satisfactory Progress Policy are identified for academic warning. All students who fail to meet the requirements set forth in the Satisfactory Progress Policy after two semesters of enrollment are identified for academic probation. Some programs may have a more stringent policy.

Students enrolled in selected Health Sciences and Nursing programs must maintain a grade of C or above in all courses. In addition, students must demonstrate satisfactory emotional and physical health necessary to provide safe care in the clinical area.

The program chairs/lead instructors in the Health Sciences and Nursing programs notify students who are on probation. The probation is based on individual grades and policies concerning probation for Health Sciences and Nursing students.

Semester Course Load

Students taking 12 credit hours or more are considered full-time students; students with 9-11 credit hours are considered 3/4 time, and students with 6-8 credit hours are considered 1/2 time. Students with fewer than six credit hours are less than half time.

The maximum credit hours for students enrolled in AA, AATP, AFA, AGE, AS, ASTP, AAS, diploma, or certificate programs is 18 hours. Students may only enroll in more than the maximum hours with the approval of the division dean.

Special/visiting students normally will not be allowed to take more than 15 credit hours without declaring a major. Exceptions to this must be approved by the Dean of Student Services. Exceptions will be made only with sufficient justification and documentation.

Semester Hours

The unit of measurement for credit purposes is the semester hour. One semester hour represents the credit earned in a lecture course that is scheduled for one class hour per week for 16 weeks. For laboratory work, two class hours per week in the laboratory are required for a single semester hour of credit. For shop work or clinical hours, three hours in the shop or clinic per week are required for a single hour of credit. For Work-Based Learning and internships, ten hours per week are required for a single hour of credit. Generally, a student should spend two clock hours in preparation for one class hour.

Significance of Course Prefix and Numbers

Courses with numbers of 0-99 are designed for students who have not demonstrated the necessary skills to enter the first-year courses in a subject area. These courses give local credit only and do not count toward graduation.

Courses with numbers of 100-199 are freshman level; 200-299 are sophomore level. Courses are designated by a three-letter prefix which denotes the subject area. These courses are designed to fulfill requirements for all degrees, diplomas, and/or certificates.

Student Classification

- **Freshman** – A student who has earned fewer than 32 semester hours of credit
- **Sophomore** – A student who has earned 32 or more semester hours of credit
- **Full-time Student** – A student who is registered for 12 or more semester hours
- **Part-time Student** – A student who is registered fewer than 12 semester hours
- **Special/Visiting Student** – A student who is not seeking a degree

Arts and Sciences

College Transfer Programs

Lenoir Community College offers several college transfer programs. These programs include two years of courses paralleling the freshman and sophomore years at most senior colleges and universities. Students desiring to pursue an academic transfer program at Lenoir Community College will, through guidance and program advisement, enroll in courses in their program of study. By maintaining a 2.0 GPA and completing two years of a planned program of study, students will be able to transfer as juniors to most senior institutions without loss of credit or time. See the Comprehensive Articulation Agreement between the North Carolina Community College System and the University of North Carolina System in this section for further information.

Students who successfully complete a college transfer program are awarded one of several degrees by Lenoir Community College: the Associate in Arts degree, the Associate in Arts in Teacher Preparation degree, the Associate in Fine Arts in Music degree, the Associate in Fine Arts in Visual Arts degree, the Associate in Science Degree, the Associate in Science in Engineering Degree, or the Associate in Science in Teacher Preparation degree.

College Transfer Degree Requirements

General Requirements for graduation for an Associate Degree are as follows:

1. To qualify for a degree, specific course requirements must be met; however, when a student can demonstrate that specific requirements at a senior institution are in conflict with the associate degree requirements at Lenoir Community College, substitutions may be recommended by the Dean of Arts and Sciences.
2. All College financial obligations must be met.
3. A minimum of 60-61 semester hours with a program grade point average of at least 2.00 is required. Grade point average is computed as outlined in the Academic Regulations. Required courses and electives must be completed in accordance with the programs as listed in the catalog.
4. A minimum of 25% of the credit hours required for completion of a degree must be earned at Lenoir Community College.
5. Application for graduation must be made in accordance with the dates listed in the college catalog.

Foreign Language Electives for Transfer Degrees

Students who graduate from Lenoir Community College and who plan to transfer to many of the North Carolina institutions must have two units of a language other than English. These must be two units of the same second language (e.g. Spanish I and Spanish II). If these units have not been completed in high school, students will often be required to complete six (6) semester hours of the same language other than English at LCC or another institution of higher learning before being admitted to the UNC system. Students who plan to transfer should check the requirements of the receiving institution to determine if an intermediate sequence of a foreign language will be required for a particular major.

Transfer Student Responsibility

Courses should be selected on the basis of the recommended course of study of the senior institution (four-year college or university) to which the student intends to transfer. Students should review the online catalog and transfer equivalencies from transfer institutions and work

carefully with advisors in designing programs of study. If a senior institution requires additional courses which are not offered at Lenoir Community College, students should consult with their advisor early in their programs of study.

The college staff cooperates with each student in planning a transfer program; however, it is the responsibility of the student to determine what courses and credits transfer to the receiving institution. The acceptance of courses taken at Lenoir Community College is determined solely by the institution to which the student transfers.

Lenoir Community College students have little difficulty in completing their transfer satisfactorily if they follow these steps:

1. Decide early which senior institution to attend. Contact the institution for recommendations concerning appropriate courses.
2. Review online catalog and transfer equivalencies for the prospective institution and study its admissions requirements.
3. Confer with Lenoir Community College's academic advisors about transfer plans.
4. Check carefully at least two semesters prior to transferring to ensure that all necessary requirements are being met and all necessary steps have been taken.

Changes in the student's major field of study or in the choice of senior institution may delay transfer. Such changes should be made only after careful study and consultation with an advisor.

Transfer Course List

**UGETC - Indicates a Universal General Education Transfer Component Course*

Course Code	Course Name	Credits	Transfer Designation
ACA 122	College Transfer Success	1	AA/AS Required Course
ACC 120	Principles of Financial Accounting	4	Pre-Major/Elective
ACC 121	Principles of Managerial Accounting	4	Pre-Major/Elective
ART 111	Art Appreciation	3	UGETC: Hum./Fine Arts – AA/AS
ART 114	Art History Survey I	3	UGETC: Hum./Fine Arts – AA/AS
ART 115	Art History Survey II	3	UGETC: Hum./Fine Arts – AA/AS
ART 121	Two-Dimensional Design	3	Pre-Major/Elective
ART 122	Three-Dimensional Design	3	Pre-Major/Elective
ART 131	Drawing I	3	Pre-Major/Elective
ART 132	Drawing II	3	Pre-Major/Elective
ART 171	Digital Design I	3	Pre-Major/Elective
ART 215	Visual Arts Portfolio	3	Pre-Major/Elective
ART 240	Painting I	3	Pre-Major/Elective
ART 241	Painting II	3	Pre-Major/Elective
ART 264	Digital Photography	3	Pre-Major/Elective
ART 281	Sculpture I	3	Pre-Major/Elective
ART 282	Sculpture II	3	Pre-Major/Elective
ART 283	Ceramics I	3	Pre-Major/Elective
ART 284	Ceramics II	3	Pre-Major/Elective

AST 111	Descriptive Astronomy	3	UGETC: Natural Sciences – AA
AST 111A	Descriptive Astronomy Lab	1	UGETC: Natural Sciences – AA
BIO 110	Principles of Biology	4	UGETC: Natural Sciences – AA/AFA
BIO 111	General Biology I	4	UGETC: Natural Sciences – AA/AS
BIO 112	General Biology II	4	UGETC: Natural Sciences – AA/AS
BIO 163	Basic Anatomy & Physiology	5	Pre-Major/Elective
BIO 168	Anatomy & Physiology I	4	Pre-Major/Elective
BIO 169	Anatomy & Physiology II	4	Pre-Major/Elective
BIO 250	Genetics	4	Pre-Major/Elective
BIO 275	Microbiology	4	Pre-Major/Elective
BUS 110	Introduction to Business	3	Pre-Major/Elective
BUS 115	Business Law	3	Pre-Major/Elective
BUS 137	Principles of Management	3	Pre-Major/Elective
CHM 130	General, Organic, & Biochemistry	3	Pre-Major/Elective
CHM 130A	General, Organic, & Biochemistry Lab	1	Pre-Major/Elective
CHM 131	Introduction to Chemistry	3	GEN ED: Natural Sciences
CHM 131A	Introduction to Chemistry Lab	1	GEN ED: Natural Sciences
CHM 132	Organic & Biochemistry	4	GEN ED: Natural Sciences
CHM 151	General Chemistry I	4	UGETC: Natural Sciences – AA/AS
CHM 152	General Chemistry II	4	UGETC: Natural Sciences – AA/AS
CHM 251	Organic Chemistry I	4	Pre-Major/Elective
CHM 252	Organic Chemistry II	4	Pre-Major/Elective
CIS 110	Introduction to Computers	3	GEN ED: Mathematics
CJC 111	Introduction to Criminal Justice	3	Pre-Major/Elective
CJC 113	Juvenile Justice	3	Pre-Major/Elective
CJC 121	Law Enforcement Operations	3	Pre-Major/Elective
CJC 141	Corrections	3	Pre-Major/Elective
CJC 212	Ethics & Community Relations	3	Pre-Major/Elective
COM 110	Introduction to Communication	3	GEN ED: Communications
COM 231	Public Speaking	3	UGETC: Communications – AA/AS
CSC 134	C++ Programming	3	Pre-Major/Elective
CSC 151	JAVA Programming	3	Pre-Major/Elective
CTS 115	Information Systems Business Concepts	3	Pre-Major/Elective
DFT 170	Engineering Graphics	3	Pre-Major/Elective
ECO 251	Principles of Microeconomics	3	UGETC: Soc./Beh. Sci. – AA/AS
ECO 252	Principles of Macroeconomics	3	UGETC: Soc./Beh. Sci. – AA/AS
EDU 131	Child, Family, & Community	3	Pre-Major/Elective
EDU 144	Child Development I	3	Pre-Major/Elective
EDU 145	Child Development II	3	Pre-Major/Elective
EDU 216	Foundations of Education	3	Pre-Major/Elective
EDU 221	Children with Exceptionalities	3	Pre-Major/Elective

EDU 250	Teacher Licensure Preparation	3	Universal Ed. Agreement
EGR 150	Introduction to Engineering	2	Pre-Major/Elective
ENG 111	Writing & Inquiry	3	UGETC: English Comp. – AA /AS
ENG 112	Writing/Research in the Disciplines	3	UGETC: English Comp. – AA /AS
ENG 231	American Literature I	3	UGETC: Hum./Fine Arts – AA/AS
ENG 232	American Literature II	3	UGETC: Hum./Fine Arts – AA/AS
ENG 241	British Literature I	3	UGETC: Hum./Fine Arts – AA/AS
ENG 242	British Literature II	3	UGETC: Hum./Fine Arts – AA/AS
GEO 111	World Regional Geography	3	GEN ED: Soc./Beh. Sciences
HEA 110	Personal Health/Wellness	3	Pre-Major/Elective
HEA 112	First Aid & CPR	2	Pre-Major/Elective
HEA 120	Community Health	3	Pre-Major/Elective
HIS 111	World Civilizations I	3	UGETC: Soc./Beh. Sciences – AA/AS
HIS 112	World Civilizations II	3	UGETC: Soc./Beh. Sciences – AA/AS
HIS 131	American History I	3	UGETC: Soc./Beh. Sciences – AA/AS
HIS 132	American History II	3	UGETC: Soc./Beh. Sciences – AA/AS
HSE 110	Introduction to Human Services	3	Pre-Major/Elective
HUM 110	Technology & Society	3	GEN ED: Hum./Fine Arts
HUM 115	Critical Thinking	3	GEN ED: Hum./Fine Arts
MAT 143	Quantitative Literacy	3	UGETC: Math – AA
MAT 152	Statistical Methods I	4	UGETC: Math – AA
MAT 171	Precalculus Algebra	4	UGETC: Math – AA/AS
MAT 172	Precalculus Trigonometry	4	UGETC: Math – AA/AS
MAT 263	Brief Calculus	4	UGETC: Math – AS
MAT 271	Calculus I	4	UGETC: Math – AS
MAT 272	Calculus II	4	UGETC: Math – AS
MUS 110	Music Appreciation	3	UGETC: Hum./Fine Arts – AA/AS
MUS 111	Fundamentals of Music	3	Pre-Major/Elective
MUS 112	Introduction to Jazz	3	UGETC: Hum./Fine Arts – AA/AS
MUS 121	Music Theory I	3	Pre-Major/Elective
MUS 122	Music Theory II	3	Pre-Major/Elective
MUS 125	Aural Skills I	1	Pre-Major/Elective
MUS 126	Aural Skills II	1	Pre-Major/Elective
MUS 131	Chorus I	1	Pre-Major/Elective
MUS 132	Chorus II	1	Pre-Major/Elective
MUS 133	Band I	1	Pre-Major/Elective
MUS 134	Band II	1	Pre-Major/Elective
MUS 141	Ensemble I	1	Pre-Major/Elective

MUS 142	Ensemble II	1	Pre-Major/Elective
MUS 151	Class Music I	1	Pre-Major/Elective
MUS 152	Class Music II	1	Pre-Major/Elective
MUS 161	Applied Music I	2	Pre-Major/Elective
MUS 162	Applied Music II	2	Pre-Major/Elective
MUS 231	Chorus III	1	Pre-Major/Elective
MUS 232	Chorus VI	1	Pre-Major/Elective
MUS 233	Band III	1	Pre-Major/Elective
MUS 234	Band VI	1	Pre-Major/Elective
MUS 261	Applied Music III	2	Pre-Major/Elective
MUS 262	Applied Music VI	2	Pre-Major/Elective
MUS 271	Music History I	3	Pre-Major/Elective
PED	One-hour PED Activity Courses	1	Pre-Major/Elective
PED 110	Fit & Well for Life	2	Pre-Major/Elective
PED 252	Officiating/Baseball/Softball	2	Pre-Major/Elective
PED 254	Coaching Basketball	2	Pre-Major/Elective
PED 256	Coaching Baseball	2	Pre-Major/Elective
PHI 240	Introduction to Ethics	3	UGETC: Hum./Fine Arts – AA/AS
PHY 110	Conceptual Physics	3	UGETC: Natural Sciences – AA/AS
PHY 110a	Conceptual Physics Lab	1	UGETC: Natural Sciences – AA/AS
PHY 151	College Physics I	4	UGETC: Natural Sciences – AS
PHY 152	College Physics II	4	UGETC: Natural Sciences – AS
POL 120	American Government	3	UGETC: Soc./Beh. Sciences – AA/AS
PSY 150	General Psychology	3	UGETC: Soc./Beh. Sciences – AA/AS
PSY 241	Developmental Psychology	3	GEN ED: Soc./Beh. Sciences
PSY 246	Adolescent Psychology	3	Pre-Major/Elective
PSY 263	Educational Psychology	3	Pre-Major/Elective
PSY 281	Abnormal Psychology	3	GEN ED: Soc./Beh. Sciences
REL 110	World Religions	3	GEN ED: Humanities/Fine Arts
REL 111	Eastern Religions	3	GEN ED: Humanities/Fine Arts
SOC 210	Introduction to Sociology	3	UGETC: Soc./Beh. Sci. – AA/AS
SOC 213	Sociology of the Family	3	GEN ED: Soc./Beh. Sciences
SOC 220	Social Problems	3	GEN ED: Soc./Beh. Sciences
SOC 225	Social Diversity	3	GEN ED: Soc./Beh. Sciences
SOC 240	Social Psychology	3	GEN ED: Soc./Beh. Sciences
SPA 111	Elementary Spanish I	3	GEN ED: Humanities/Fine Arts
SPA 112	Elementary Spanish II	3	GEN ED: Humanities/Fine Arts
SPA 181	Spanish Lab I	1	Pre-Major/Elective
SPA 182	Spanish Lab II	1	Pre-Major/Elective
SPA 211	Intermediate Spanish I	3	GEN ED: Humanities/Fine Arts
SPA 212	Intermediate Spanish II	3	GEN ED: Humanities/Fine Arts
SPA 281	Spanish Lab III	1	Pre-Major/Elective
SPA 282	Spanish Lab VI	1	Pre-Major/Elective

College Transfer Articulation Agreements

The numerous Articulation Agreements between The University of North Carolina, Signatory Institutions of North Carolina Independent Colleges, and the North Carolina Community College System rest upon several assumptions common to successful statewide comprehensive articulation agreements. The primary assumption is that institutions recognize the professional integrity of other public post-secondary institutions that are regionally accredited for college transfer programs. All courses designated as approved for college transfer under this agreement will be taught by faculty who meet Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) credential requirements. Another assumption is that substantial commonality exists in the lower-division general education requirements and courses currently offered at all universities and community colleges for the purpose of transfer.

The General Education courses and pre-major courses offered at the institutions that comprise The University of North Carolina and the North Carolina Community College System are similar in intended outcomes and competencies, and so, transferable between institutions. The general education requirements of the receiving institutions remain in effect for all students not participating in these agreements; any upper-division general education requirements and graduation requirements remain unaffected. Institution-wide, lower-division general education requirements serve as the starting point for determining specific general education courses in each baccalaureate major. The specific lower-level courses required for each major are the subject of the pre-majors developed by joint discipline committees.

For additional articulation agreement information regarding the various articulation agreements available to NC Community College students, please refer to <https://www.nccommunitycolleges.edu/academic-programs-college-transferarticulation-agreements>.

Comprehensive Articulation Agreement (CAA) / Uniform Articulation Agreement (UAA) Transfer Credit Appeal Procedure

Step 1:

- By the last day of classes of the first semester for which admission is offered, the student must submit a CAA/UAA Transfer Credit Appeal Form along with any supporting documentation to the Director of Admission at the UNC campus to which the student has been admitted. Students first enrolling at the senior institution in a summer session must submit their appeal by the end of the subsequent fall semester.
- The student must specify on the appeal form the specific CAA language that is in contention. Appeals that lack this information will not be considered.
- The Director of Admission will review the appeal and respond in writing (email or letter) to the student within 15 business days.

Step 2:

- If the student is not satisfied with the decision of the Director of Admission, he/she may appeal on the same form to the Chief Academic Officer (Provost) of the University within 15 days of written notice of the director's decision.
- The Provost will review the appeal and respond in writing (email or letter) to the student within 15 business days of receiving the student's appeal.

Step 3:

- If the student is not satisfied with the decision of the Provost, he/she may appeal to the appropriate Transfer Advisory Committee (TAC) subcommittee, composed of the Co-chairs, a representative from the UNC General Administration, and a representative from the

NCCCS. The student must submit the appeal to the subcommittee within 15 days of the receipt of the Provost's decision. Specific addressing of this letter may be found at <https://www.nccommunitycolleges.edu/academic-programs-college-transferarticulation-agreements>.

- If a consensus is reached by the subcommittee, the student will be notified within 15 business days; if a consensus resolution is not reached, the appeal will be forwarded by the subcommittee to the full TAC within 10 business days. The TAC will review the appeal and notify the student of the final decision within 10 business days of receiving the appeal.

Degree, Diploma, and Certificate Programs

Associate in Arts Degree

Majors of Interest

Students who are interested in the College Transfer majors listed below may follow the Associate in Arts Degree program of study. Elective hours will focus on transfer major of interest and college or university requirements.

Student Services assigns academic advisors. Students are encouraged to see their advisor to ensure completion of the college transfer degree program.

- Business Administration (Transfer)
- Accounting, Economics, Finance, and Marketing
- Elementary Education
- English
- Health Education
- History
- Physical Education
- Pre-Nursing
- Psychology
- Social Science
- Secondary Education
- Sociology
- Teacher Preparation

The A10100BN is a pre-nursing program code for students whose goal is to transfer from the College and apply for a BSN at a four-year institution, taking those general education courses application to the four-year college.

Refer to the Uniform Articulation Agreements between the University of North Carolina and North Carolina Independent Colleges and Universities, and the North Carolina Community College System at <https://www.nccommunitycolleges.edu/academic-programs-college-transferarticulation-agreements>.

Associate in Arts in Business Administration Degree

Majors of Interest

Students who are interested in the College Transfer majors listed below will follow the Associate in Arts in Business Administration Degree program of study. Students will transfer to a university as a junior. Concentrations will vary among universities. Students are encouraged to meet with their assigned advisor to discuss the pathway based on their institution of transfer.

- Accounting
- Finance
- Risk Management and Insurance
- General Business
- Human Resource Management
- International Business
- Management
- Management Information Systems
- Marketing

- Operations and Supply Chain Management

The A10100BA is a preprogram code for students whose goal is to transfer to a four-year institution to pursue a Bachelor's Degree in Business.

Lenoir Community College currently holds an Articulation Agreement with East Carolina University. Students are encouraged to review the details of this articulation agreement here <https://registrar.ecu.edu/articulation-agreements/>.

Associate in Arts in Teacher Preparation Degree

Majors of Interest

Students who are interested in the College Transfer majors listed below, to pursue a career in teaching, will follow the Associate in Arts in Teacher Preparation Degree program of study. Students are encouraged to meet with their assigned advisor to ensure the appropriate General Education Electives are chosen for their pathway based on their institution of transfer. In the state of North Carolina, to become a licensed lead teacher in the K-12 education system, individuals must also obtain a bachelor's degree and pass a licensure exam.

- Elementary Education (K – 5th grades)
- Middle Grades Education (6th – 8th grades)
- High School Education (9th - 12th grades)
- Special Education
- Art/Music Education
- Teacher Assistant (transfer not required)

Refer to the Uniform Articulation Agreements between the University of North Carolina and North Carolina Independent Colleges and Universities, and the North Carolina Community College System at <https://www.nccommunitycolleges.edu/academic-programs-college-transferarticulation-agreements>.

Associate in Fine Arts in Music Degree

Majors of Interest

Students who are interested in the College Transfer majors listed below will follow the Associate in Fine Arts in Music Degree program of study. Elective hours will focus on transfer major of interest and college or university requirements.

- Composition
- Jazz Studies
- Music Education
- Music Performance
- Sacred Music

Refer to the Uniform Articulation Agreements between the University of North Carolina and North Carolina Independent Colleges and Universities, and the North Carolina Community College System at <https://www.nccommunitycolleges.edu/academic-programs-college-transferarticulation-agreements>.

Associate in Fine Arts Visual Arts Degree

Majors of Interest

Students who are interested in the College Transfer majors listed below will follow the Associate in Fine Arts in Visual Arts Degree program of study. Elective hours will focus on transfer major of interest and college or university requirements.

- Art Education
- Art History
- Digital Design
- Drawing/Painting
- Sculpture
- Digital Photography

Refer to the Uniform Articulation Agreements between the University of North Carolina and North Carolina Independent Colleges and Universities, and the North Carolina Community College System at <https://www.nccommunitycolleges.edu/academic-programs-college-transferarticulation-agreements>

Associate in Science Degree

Majors of Interest

Students who are interested in the College Transfer majors listed below will follow the Associate in Science Degree program of study. Elective hours will focus on transfer major of interest and college or university requirements.

- Biology and Biology Education
- Chemistry and Chemistry Education
- Engineering
- Mathematics
- Nursing
- Teacher Preparation
- Psychology

Refer to the Uniform Articulation Agreements between the University of North Carolina and North Carolina Independent Colleges and Universities, and the North Carolina Community College System at <https://www.nccommunitycolleges.edu/academic-programs-college-transferarticulation-agreements>.

Associate in Science Degree in Engineering

Majors of Interest

Students who are interested in transferring to a public, four-year engineering institutions in North Carolina to pursue a Baccalaureate Degree in Engineering will follow the Associate in Science in Engineering Degree (A10400AE).

Elective hours will focus on transfer major of interest and college or university requirements.

Refer to the Uniform Articulation Agreements between the University of North Carolina and North Carolina Independent Colleges and Universities, and the North Carolina Community College System at <https://www.nccommunitycolleges.edu/academic-programs-college-transferarticulation-agreements>.

Associate in Science in Teacher Preparation Degree

Majors of Interest

Students who are interested in the College Transfer majors listed below, to pursue a career in teaching, will follow the Associate in Science Teacher Preparation Degree program of study.

Students are encouraged to meet with their assigned advisor to ensure the appropriate General Education Electives are chosen for their pathway based on their institution of transfer. In the state of North Carolina, to become a licensed lead teacher in the K-12 education system, individuals must also obtain a bachelor's degree and pass a licensure exam.

- Elementary Education (K-5th grades)
- Middle Grades Education with a focus on Math or Science (6th – 8th grades)
- High School Education with a focus on Math or Science (9th – 12th grades)
- STEAM Education
- Teacher Assistant (transfer not required)

Refer to the Uniform Articulation Agreements between the University of North Carolina and North Carolina Independent Colleges and Universities, and the North Carolina Community College System at <https://www.nccommunitycolleges.edu/academic-programs-college-transferarticulation-agreements>.

Associate in Applied Science Degree, Diploma, and Certificate Programs

To qualify for the Associate in Applied Science Degree (A.A.S.) a student must complete requirements as listed for a particular program.

Communications

(Some programs may require specific courses from this group.)

- **Acceptable for A.A.S. degree programs:**
 - COM 110 – Introduction to Communication **Credits: 3**
 - COM 231 – Public Speaking **Credits: 3**
 - ENG 110 – Freshman Composition **Credits: 3**
 - ENG 111 – Writing and Inquiry **Credits: 3**
 - ENG 112 – Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences

(Some programs may require specific courses from this group.)

- **Acceptable for A.A.S. degree programs:**
 - ECO 251 – Principles of Microeconomics **Credits: 3**
 - ECO 252 – Principles of Macroeconomics **Credits: 3**
 - GEO 111 – World Regional Geography **Credits: 3**
 - HIS 111 – World Civilizations I **Credits: 3**
 - HIS 112 – World Civilizations II **Credits: 3**
 - HIS 131 – American History I **Credits: 3**
 - HIS 132 – American History II **Credits: 3**
 - POL 120 – American Government **Credits: 3**
 - PSY 150 – General Psychology **Credits: 3**
 - SOC 210 – Introduction to Sociology **Credits: 3**
 - SOC 213 – Sociology of the Family **Credits: 3**

- SOC 220 – Social Problems **Credits: 3**

Humanities/Fine Arts

(Some programs may require specific courses from this group.)

- **Acceptable for A.A.S. degree programs:**
 - ART 111 – Art Appreciation **Credits: 3**
 - ART 114 – Art History Survey I **Credits: 3**
 - ART 115 – Art History Survey II **Credits: 3**
 - ENG 231 – American Literature I **Credits: 3**
 - ENG 232 – American Literature II **Credits: 3**
 - ENG 241 – British Literature I **Credits: 3**
 - ENG 242 – British Literature II **Credits: 3**
 - HUM 110 – Technology and Society **Credits: 3**
 - HUM 115 – Critical Thinking **Credits: 3** *(cannot stand alone)*
 - MUS 110 – Music Appreciation **Credits: 3**
 - MUS 112 – Introduction to Jazz **Credits: 3**
 - PHI 240 – Introduction to Ethics **Credits: 3**

Natural Sciences/Mathematics

(Some programs may require specific courses from this group.)

- **Acceptable for A.A.S. degree programs:**
 - AST 111/111A – Descriptive Astronomy & Lab **Credits: 3/1**
 - BIO 110 – Principles of Biology **Credits: 4**
 - BIO 111 – General Biology I **Credits: 4**
 - BIO 112 – General Biology II; **Credits: 4**
 - CHM 130/130A – General, Organic, & Biochemistry & Lab **Credits: 3/1**
 - CHM 151 – General Chemistry I **Credits: 4**
 - CHM 152 – General Chemistry II **Credits: 4**
 - MAT 110 – Math Measurement & Literacy **Credits: 3**
 - MAT 121 – Algebra/Trigonometry I **Credits: 3**
 - MAT 143 – Quantitative Literacy **Credits: 3**
 - MAT 171 – Precalculus Algebra **Credits: 4**
 - MAT 172 – Precalculus Trigonometry **Credits: 4**
 - PHY 110/110A – Conceptual Physics & Lab **Credits: 3/1**
 - PHY 151 – College Physics I **Credits: 4**
 - PHY 152 – College Physics II **Credits: 4**

Electives

Students in Associate in Applied Science Degree programs may select any associate degree level course(s) to meet elective requirements. These electives should be chosen from disciplines outside the students' area of specialization.

Special Provisions for the A.A.S. Degree

Students may use Work-Based Learning internship credit under the work experience and free elective categories but may use no more than eight (8) semester hours toward graduation. Students should refer to the specific requirements of their programs as listed in the College catalog.

Associate in Applied Science Degree Programs

Technological developments have helped to produce increasingly complex and sophisticated jobs in business, health, industry, agriculture, and public service. The College provides a wide variety of opportunities in two-year programs for students to engage in technical training.

The programs offered are designed to provide a solid foundation in general education and in the specialized knowledge and skills needed for employment after graduation. Students are awarded an Associate in Applied Science degree upon completion of these programs of study.

Diploma Programs

Diploma programs have been established to prepare students for entry-level employment in fields ranging from semiprofessional to semiskilled. These programs are usually of one year or less in duration, and courses are offered in a variety of modalities. When the diploma program is a subpart of an associate degree program, the required courses will be credited to the degree program. Placement assessment and general education are required in these programs.

Certificate Programs

Certificate programs have been established to prepare students for entry-level employment in fields ranging from semiprofessional to skilled. These programs are from one semester to two semesters in duration and require placement assessment and demonstration of general education competencies. Courses are generally offered day or evening for part-time and full-time students.

Skills Certificate Programs

Skills certificate programs consist of a series of courses that prepare students for skilled or semiskilled employment opportunities. Study is primarily oriented to the development of manipulative skills and related competencies for use in securing entry-level employment. These programs do not require placement testing or completion of general education courses. To be eligible for enrollment, students must meet the admission requirements; however, to progress academically to certificate, diploma, and degree programs, students must meet the admission and enrollment requirements for certificate, diploma, and degree programs.

Associate in Arts
Associate in Arts, AA
Program Code: A10100
*(2021*03)*

This program requires a 2.2 or greater unweighted high school GPA from a College Prep Curriculum, or a placement test demonstrating placement into college-ready English and math. If either of these requirements is not met, the student will be placed into Associate in General Education – First Year (A10300-FY). *See the A10300FY – Associate in General Education-First Year Program page for more information.*

General Education Hours (31-32 SHC)

Composition (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Humanities/Fine Arts (9 SHC)

Select **three** courses from at least **two** of the following discipline areas:

Communications:

- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (9 SHC)

Select **three** courses from at least **two** of the following discipline areas:

- ECO 251 - Principles of Microeconomics **Credits: 3**
- ECO 252 - Principles of Macroeconomics **Credits: 3**
- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (3-4 SHC)

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**

- MAT 171 - Precalculus Algebra **Credits: 4**

Natural Sciences (4 SHC)

- AST 111/AST 111A - Descriptive Astronomy & Lab **Credits: 3/1**
- BIO 110 - Principles of Biology **Credits: 4**
- CHM 151 - General Chemistry I **Credits: 4**
- PHY 110/ PHY 110A - Conceptual Physics & Lab **Credits: 3/1**

Additional General Education Hours (13-14 SHC)

An additional 13-14 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

Other Required Hours (15 SHC)

Academic Transition (1 SHC)

The following course is required:

- ACA 122 - College Transfer Success **Credits: 1**

An additional 14 SHC of courses should be selected from courses classified as pre-major, elective, or general education courses within the Comprehensive Articulation Agreement. Students should select courses based on their intended major and transfer university.

Total Associate in Arts, AA: 60-61* Credits

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**One semester hour of credit may be included in a 61 SHC Associate in Arts program of study. The transfer of this hour is not guaranteed.*

Associate in Arts
Associate in Arts, AA
Semester-by-Semester Plan
*(2021*03)*

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- HEA 110 - Personal Health/Wellness **Credits: 3**
- SPA 111 - Elementary Spanish I **Credits: 3**
- Select **one** math course: *MAT 143, MAT 152, MAT 171*

Spring I

- ENG 112 - Writing/Research in the Disc **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SPA 112 - Elementary Spanish II **Credits: 3**
- Natural Sciences Course and Lab (*Prerequisites Vary*)

Summer I

- General Education Elective
- Humanities/Fine Arts Elective
- Social Behavioral Sciences Elective

Fall II

- WBL 111 - Work-Based Learning **Credits: 1** (*Optional*)
- General Education Elective
- General Education Elective
- Humanities/Fine Arts Elective
- Social/Behavioral Sciences Elective

Spring II

- COM 231 - Public Speaking **Credits: 3**
- PED 110 - Fit and Well for Life **Credits: 2**
- General Education Elective (*Prerequisites Vary*)
- Elective
- Elective

Additional Information

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Career and College Promise Pathway
Associate in Arts, AA
Program Code: P1012C
*(2021*03)*

General Education Hours (31-32 SHC)

Composition (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Humanities/Fine Arts (9 SHC)

Select **three** courses from at least **two** of the following discipline areas:

Communications:

- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (9 SHC)

Select **three** courses from at least **two** of the following discipline areas:

- ECO 251 - Principles of Microeconomics **Credits: 3**
- ECO 252 - Principles of Macroeconomics **Credits: 3**
- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (3-4 SHC)

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**

Natural Sciences (4 SHC)

- AST 111/AST 111A - Descriptive Astronomy & Lab **Credits: 3/1**
- BIO 110 - Principles of Biology **Credits: 4**

- CHM 151 - General Chemistry I **Credits:** 4
- PHY 110/ PHY 110A - Conceptual Physics & Lab **Credits:** 3/1

Other Required Hour (1 SHC)

- ACA 122 - College Transfer Success **Credits:** 1

Total Associate in Arts, CCPP: 32-33 Credits

High School Students in the CCP College Transfer Pathway Leading to the Associate in Arts must complete the entire pathway before taking additional courses in the Associate in Arts Degree.

Associate in Arts, Business Administration
Associate in Arts in Business, AA
Program Code: A10100BA
*(2021*03)*

This program requires a 2.2 or greater unweighted high school GPA from a College Prep Curriculum, or a placement test demonstrating placement into college-ready English and math. If either of these requirements is not met, the student will be placed into Associate in General Education – First Year (A10300-FY). *See the A10300FY – Associate in General Education-First Year Program page for more information.*

General Education Hours (32 SHC)

Composition (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Humanities/Fine Arts (9 SHC)

- COM 231 - Public Speaking **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Select one course from the following:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**

Social/Behavioral Sciences (9 SHC)

- ECO 251 - Principles of Microeconomics **Credits: 3**
- ECO 252 - Principles of Macroeconomics **Credits: 3**

Select one course from the following:

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (4 SHC)

- MAT 171 - Precalculus Algebra **Credits: 4**

Natural Sciences (4 SHC)

- BIO 110 - Principles of Biology **Credits: 4**

Additional General Education Hours (13 SHC)

- AST 111 - Descriptive Astronomy **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**

- SPA 111 - Elementary Spanish I **Credits: 3**

Other Required Hours (15 SHC)

- ACA 122 - College Transfer Success **Credits: 1**
- ACC 120 - Principles of Financial Accounting **Credits: 4**
- ACC 121 - Principles of Managerial Accounting **Credits: 4**
- BUS 115 - Business Law I **Credits: 3**
- HEA 110 - Personal Health/Wellness **Credits: 3**

Total Associate in Arts in Business Administration, AA: 60-61* Credits

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution

**One semester hour of credit may be included in a 61 SHC Associate in Arts program of study. The transfer of this hour is not guaranteed.*

Associate in Arts, Business Administration
Associate in Arts in Business Administration, AA
Semester-by-Semester Plan
*(2024*03)*

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- ACC 120 - Principles of Financial Accounting **Credits: 4**
- CIS 110 - Introduction to Computers **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- Humanities/Fine Arts Elective

Spring I

- ACC 121 - Principles of Managerial Accounting **Credits: 4**
- COM 231 - Public Speaking **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Summer I

- SPA 111 - Elementary Spanish I **Credits: 3**
- Social/Behavioral Science Elective

Fall II

- BIO 110 - Principles of Biology **Credits: 4**
- BUS 115 - Business Law I **Credits: 3**
- ECO 251 - Principles of Microeconomics **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**

Spring II

- AST 111 - Descriptive Astronomy **Credits: 3**
- ECO 252 - Principles of Macroeconomics **Credits: 3**
- HEA 110 - Personal Health/Wellness **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Additional Information

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Associate in Arts, Pre-Bachelor Degree Nursing

Associate in Arts in Pre-Bachelor Degree Nursing, AA

Program Code: A10100BN

*(2024*03)*

The college transfer (BSN) nursing curriculum is composed of a variety of college transfer courses designed to meet the general education needs of individuals who are continuing their education to pursue a Baccalaureate Degree in Nursing. Requirements for degrees in nursing vary according to the four-year college or university. For more information, see the Comprehensive Articulation Agreement between the North Carolina Community College System and the University of North Carolina System for further information.

This program requires a 2.2 or greater high school GPA from a College Prep Curriculum, or a placement test demonstrating placement into college-ready English 111 and math. If either of these requirements is not met, the student will be placed into Associate in General Education – First Year (A10300-FY). *See the A10300FY – Associate in General Education-First Year Program page for more information.*

General Education Hours (40 SHC)

Composition (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Humanities/Fine Arts (9 SHC)

- COM 231 - Public Speaking **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

*Select **one** course from the following:*

- ART 111 - Art Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**

Social/Behavioral Sciences (9 SHC)

- ECO 251 - Principles of Microeconomics **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (4 SHC)

- MAT 171 - Precalculus Algebra **Credits: 4**

Natural Sciences (4 SHC)

- CHM 151 - General Chemistry I **Credits: 4**

Additional General Education Hours (8 SHC)

- CHM 152 - General Chemistry II **Credits: 4**
- MAT 152 - Statistical Methods I **Credits: 4**

Other Required Hours (21 SHC)

- ACC 122 - College Transfer Success **Credits: 1**

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- BIO 169 - Anatomy and Physiology II **Credits: 4**
- BIO 275 - Microbiology **Credits: 4**
- HEA 110 - Personal Health/Wellness **Credits: 3**
- PED 110 - Fit and Well for Life **Credits: 2**
- PSY 241 - Developmental Psych **Credits: 3**

Total Associate in Arts in Pre-Bachelor Degree Nursing: 61* Credits

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**One semester hour of credit may be included in a 61 SHC Associate in Arts program of study. The transfer of this hour is not guaranteed.*

Associate in Arts, Pre-Bachelor Degree Nursing
Associate in Arts in Pre-Bachelor Degree Nursing, AA
Semester-by-Semester Plan
(2025*03)

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**
- PSY 150 - General Psychology **Credits: 3**
- Fine Arts Elective

Spring I

- MAT 152 - Statistical Methods I **Credits: 4**
- PHI 241 - Introduction to Ethics **Credits: 3**
- PSY 241 - Developmental Psychology **Credits: 3**
- Humanities/Literature/Foreign Language Elective

Summer I

- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- CHM 151 - General Chemistry I **Credits: 4**
- HEA 110 - Personal Health and Wellness **Credits: 3**

Fall II

- CHM 152 - General Chemistry II **Credits: 4**
- BIO 168 - Anatomy and Physiology I **Credits: 4**
- SOC 210 - Introduction to Sociology **Credits: 3**
- History Elective

Spring II

- BIO 169 - Anatomy and Physiology II **Credits: 4**
- BIO 275 - Microbiology **Credits: 4**
- COM 231 - Public Speaking **Credits: 3**
- PED 110 - Fit and Well for Life **Credits: 2**

Additional Information

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

The course requirements for BSN programs vary slightly depending on the university. For more information about NC university BSN program admission guidelines and specific transfer course requirements, please visit: <https://www.cfnc.org/plan-your-future/plan-for-college/transfer-student-planner/to-unc-system-institutions/transfer-guides/>

Associate in Arts, Teacher Preparation **Associate in Arts in Teacher Preparation, AATP**

Program Code: A10100T

*(2021*03)*

The Associate in Arts in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

This program requires a 2.2 or greater unweighted high school GPA from a College Prep Curriculum, or a placement test demonstrating placement into college-ready English and math. If either of these requirements is not met, the student will be placed into Associate in General Education – First Year (A10300-FY). *See the A10300FY – Associate in General Education-First Year Program page for more information.*

General Education Hours (45-46 SHC)

Composition (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Communications (3 SHC)

- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts (6 SHC)

Select **two** courses from at least **two** of the following discipline areas:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (6 SHC)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (3-4 SHC)

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Natural Sciences (4 SHC)

- BIO 110 - Principles of Biology **Credits: 4**

Additional General Education Hours (17-18 SHC)

- AST 111 - Descriptive Astronomy **Credits: 3**
- SOC 225 - Social Diversity **Credits: 3**

An additional 11-12 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university

Other Required Hours (15 SHC)

Education (14 SHC)

- EDU 187 - Teaching and Learning for All **Credits: 4****
- EDU 216 - Foundations of Education **Credits: 3**
- EDU 250 - Teacher Licensure Preparation **Credits: 3**
- EDU 279 - Literacy Develop and Instruct **Credits: 4**

Academic Transition (1 SHC)

- ACC 122 - College Transfer Success **Credits: 1**

Total Associate in Arts in Teacher Preparation, AA: 60-61* Credits

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**One semester hour of credit may be included in a 61 SHC Associate in Arts program of study. The transfer of this hour is not guaranteed.*

***Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a "B" or better may substitute this prior learning for EDU 187 Teaching and Learning for All.*

Associate in Arts, Teacher Preparation
Associate in Arts in Teacher Preparation, AATP
Semester-by-Semester Plan
*(2021*03)*

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- EDU 187 - Teaching and Learning for All **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- Humanities/Fine Arts Elective

Spring I

- EDU 216 - Foundations of Education **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
- Math Elective
- SOC 210 - Introduction to Sociology **Credits: 3**

Summer I

- BIO 110 - Principles of Biology **Credits: 4**
- EDU 250 - Teacher Licensure Preparation **Credits: 3**

Fall II

- AST 111 - Descriptive Astronomy **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- SOC 225 - Social Diversity **Credits: 3**
- General Education Elective

Spring II

- EDU 279 - Literacy Develop and Instruct **Credits: 4**
- General Education Elective
- General Education Elective
- General Education Elective
- Humanities/Fine Arts Elective

Additional Information

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Career and College Promise Pathway
Associate in Arts Teacher Preparation, AATP
Program Code: P1012T
*(2021*03)*

The CCP College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation Degree is designed for high school students who wish to begin study toward the Associate in Arts in Teacher Preparation degree and a baccalaureate degree in teaching in a non-STEM major. The Associate in Arts in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

General Education Hours (31-32 SHC)

Composition (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Communications (3 SHC)

- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts (6 SHC)

*Select **two** courses from at least **two** of the following discipline areas:*

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (6 SHC)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (3-4 SHC)

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Natural Sciences (4 SHC)

- BIO 110 - Principles of Biology **Credits: 4**

Other Required Education Hours (3 SHC)

- SOC 225 - Social Diversity **Credits: 3**

Other Required Hours (8 SHC)**Education (7 SHC)**

- EDU 187 - Teaching and Learning for All **Credits: 4***
- EDU 216 - Foundations of Education **Credits: 3**

Academic Transition (1 SHC)

- ACA 122 - College Transfer Success **Credits: 1**

Total Associate in Arts, CCPP: 39-40 Credits

High School Students in the CCP College Transfer Pathway Leading to the Associate in Arts in Teacher Preparation must complete the entire pathway before taking additional courses in the Associate in Arts in Teacher Preparation Degree.

**Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a "B" or better may substitute this prior learning for EDU 187 Teaching and Learning for All.*

Associate in Fine Arts, Music
Associate in Fine Arts Music, AFA
Program Code: A10700
*(2021*03)*

This program requires a 2.2 or greater unweighted high school GPA from a College Prep Curriculum, or a placement test demonstrating placement into college-ready English and math. If either of these requirements is not met, the student will be placed into Associate in General Education – First Year (A10300-FY). *See the A10300FY – Associate in General Education-First Year Program page for more information.*

General Education Hours (22 SHC)

Composition (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Communications and Humanities/Fine Arts (3 SHC)

- MUS 110 - Music Appreciation **Credits: 3**

Social/Behavioral Sciences (6 SHC)

- PSY 150 - General Psychology **Credits: 3**

*Choose **one** course from the following:*

- HIS 132 - American History II **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (3 SHC)

- MAT 143 - Quantitative Literacy **Credits: 3**

Natural Sciences (4 SHC)

- BIO 110 - Principles of Biology **Credits: 4**

Additional General Education Hours (3 SHC)

- MUS 112 - Introduction to Jazz **Credits: 3**

Other Required Hours (35 SHC)

Academic Transition (1 SHC)

- ACA 122 - College Transfer Success **Credits: 1**

Music Theory (8 SHC)

- MUS 121 - Music Theory I **Credits: 3**
- **and** MUS 125 - Aural Skills I **Credits: 1**
- MUS 122 - Music Theory II **Credits: 3**
- **and** MUS 126 - Aural Skills II **Credits: 1**

Applied Music (4 SHC)

- MUS 161 - Applied Music I **Credits: 2**
- MUS 162 - Applied Music II **Credits: 2**

Class Music (2 SHC)

- MUS 151 - Class Music I **Credits: 1**
- MUS 152 - Class Music II **Credits: 1**

Ensemble (2 SHC)

*Select **one** of the following sets:*

- Set 1: MUS 131 - Chorus I **Credits: 1** and MUS 132 - Chorus II **Credits: 1**
- Set 2: MUS 133 - Band I **Credits: 1** and MUS 134 - Band II **Credits: 1**

Additional Hours (Select 18 Hours from the following)

Students should select these courses based on their intended major and transfer institution.

- COM 231 - Public Speaking **Credits: 3**
- MUS 111 - Fundamentals of Music **Credits: 3**
- MUS 141 - Ensemble I **Credits: 1**
- MUS 142 - Ensemble II **Credits: 1**
- MUS 231 - Chorus III **Credits: 1**
- MUS 232 - Chorus IV **Credits: 1**
- MUS 233 - Band III **Credits: 1**
- MUS 234 - Band IV **Credits: 1**
- MUS 261 - Applied Music III **Credits: 2** and MUS 262 - Applied Music IV **Credits: 2**
- MUS 271 - Music History I **Credits: 3**
- SPA 111 - Elementary Spanish I **Credits: 3**

Total Associate in Fine Arts in Music, AFA: 60-61* Credits

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**One semester hour of credit may be included in a 61 SHC Associate in Fine Arts in Music program of study. The transfer of this hour is not guaranteed.*

Associate in Fine Arts Music, AFA
Semester-by-Semester Plan
*(2021*03)*

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 111 - Fundamentals of Music **Credits: 3**
- MUS 131 - Chorus I **Credits: 1** or MUS 133 - Band I **Credits: 1**
- MUS 161 - Applied Music I **Credits: 2**

Spring I

- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- MUS 121 - Music Theory I **Credits: 3**
- MUS 125 - Aural Skills I **Credits: 1**
- MUS 132 - Chorus II **Credits: 1** or MUS 134 - Band II **Credits: 1**
- MUS 162 - Applied Music II **Credits: 2**
- SOC 210 - Introduction to Sociology **Credits: 3**

Summer I

- BIO 110 - Principles of Biology **Credits: 4**

Fall II

- MAT 143 - Quantitative Literacy **Credits: 3**
- MUS 122 - Music Theory II **Credits: 3**
- MUS 126 - Aural Skills II **Credits: 1**
- MUS 151 - Class Music I **Credits: 1**
- MUS 231 - Chorus III **Credits: 1** or MUS 233 - Band III **Credits: 1**
- MUS 261 - Applied Music III **Credits: 2**
- SPA 111 - Elementary Spanish I **Credits: 3**

Spring II

- COM 231 - Public Speaking **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- MUS 152 - Class Music II **Credits: 1**
- MUS 232 - Chorus IV **Credits: 1** or MUS 234 - Band IV **Credits: 1**
- MUS 262 - Applied Music IV **Credits: 2**
- MUS 271 - Music History I **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Career and College Promise Pathway
Associate in Fine Arts in Music, CCPP
Program Code: P1072C
*(2020*03)*

The CCP College Transfer Pathway Leading to the Associate in Fine Arts in Music is designed for high school juniors and seniors who wish to begin study toward the Associate in Fine Arts in Music and a Baccalaureate Degree in Music.

General Education Hours (25 SHC)

English Composition (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Communications and Humanities/Fine Arts (6 SHC)

- COM 231 - Public Speaking **Credits: 3**

*Select **one** of the following courses:*

- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**

Social/Behavioral Sciences (6 SHC)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (3 SHC)

- MAT 143 - Quantitative Literacy **Credits: 3**

Natural Sciences (4 SHC)

- BIO 110 - Principles of Biology **Credits: 4**

Other Required Hours (10 SHC)

Foreign Language (3 SHC)

- SPA 111 - Elementary Spanish I **Credits: 3**

Music (4 SHC)

- MUS 111 - Fundamentals of Music **Credits: 3**
- MUS 151 - Class Music I **Credits: 1**

Ensemble (2 SHC)

*Select **one** of the following sets:*

- Set 1: MUS 131 - Chorus I **Credits: 1** and MUS 132 - Chorus II **Credits: 1**
- Set 2: MUS 133 - Band I **Credits: 1** and MUS 134 - Band II **Credits: 1**

Academic Transition (1 SHC)

- ACC 122 - College Transfer Success **Credits: 1**

Total Associate in Fine Arts in Music, CCPP: 35 Credits

High school students in the CCP College Transfer Pathway Leading to the AFA-Music must complete the entire pathway before taking additional courses in the AFA-Music Degree, with the exception of mathematics courses beyond MAT 271.

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as general education in the Comprehensive Articulation as part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit.

Associate in Fine Arts
Associate in Fine Arts in Visual Arts, AFA
Program Code: A10600
*(2025*03)*

This program requires a 2.2 or greater unweighted high school GPA from a College Prep Curriculum, or a placement test demonstrating placement into college-ready English and math. If either of these requirements is not met, the student will be placed into Associate in General Education – First Year (A10300-FY). *See the A10300FY – Associate in General Education-First Year Program page for more information.*

General Education Hours (25 SHC)

English Composition (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Communications and Humanities/Fine Arts (6 SHC)

*Select **two** courses from **two** different discipline areas.*

- COM 231 - Public Speaking **Credits: 3**
- ENG 231 - American Literature I **Credits: 3 ****
- ENG 232 - American Literature II **Credits: 3 ****
- ENG 241 - British Literature I **Credits: 3 ****
- ENG 242 - British Literature II **Credits: 3 ****
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**

Social/Behavioral Sciences (6 SHC)

*Select **two** courses from **two** different discipline areas.*

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Mathematics (3 SHC)

- MAT 143 - Quantitative Literacy **Credits: 3**

Natural Science (4 SHC)

- AST 111/ AST 111A - Descriptive Astronomy & Lab **Credits: 3/1**
- BIO 110 - Principles of Biology **Credits: 4**

Art (15 SHC)

Additional Universal General Education Transfer Courses: ART (6 SHC)

- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**

Other Required: ART (9 SHC)

- ART 121 - Two-Dimensional Design **Credits: 3**
- ART 122 - Three-Dimensional Design **Credits: 3**

- ART 131 - Drawing I **Credits: 3**

Other Required Hours (18-20 SHC)

Art Studio (15 SHC)

- ART 171 - Digital Design I **Credits: 3**
- ART 215 - Visual Arts Portfolio **Credits: 3**
- ART 240 - Painting I **Credits: 3**
- ART 264 - Digital Photography I **Credits: 3**
- ART 281 - Sculpture I **Credits: 3**
- **or** ART 283 - Ceramics I **Credits: 3**

*Select **one** course (3 SCH):*

- ART 132 - Drawing II **Credits: 3**
- ART 241 - Painting II **Credits: 3**
- ART 282 - Sculpture II **Credits: 3**
- **or** ART 284 - Ceramics II **Credits: 3**

Other Required General Education Hours (3 SHC)

- ACA 122 - College Transfer Success **Credits: 1**
- PED 110 - Fit and Well for Life **Credits: 2**

Total Associate in Fine Arts in Visual Arts, AFA: 60-61* Credits

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**One semester hour of credit may be included in a 61 SHC Associate in Fine Arts in Visual Arts program of study. The transfer of this hour is not guaranteed.*

***Required for transfer to certain institutions.*

Associate in Fine Arts, Visual Arts
Associate in Fine Arts in Visual Arts, AFA
Semester-By-Semester Plan
*(2025*03)*

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- ART 121 - Two-Dimensional Design **Credits: 3**
- ART 122 - Three-Dimensional Design **Credits: 3**
- ART 131 - Drawing I **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring I

- ART 114 - Art History Survey I **Credits: 3**
- ART 240 - Painting I **Credits: 3**
- ART 281 - Sculpture I **Credits: 3** or ART 283 - Ceramics I **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
- PED 110 - Fit and Well for Life **Credits: 2**

Summer I

- MAT 143 - Quantitative Literacy **Credits: 3**
- History Elective
- Humanities/Fine Arts Elective

Fall II

- ART 115 - Art History Survey II **Credits: 3**
- ART 264 - Digital Photography I **Credits: 3***
- COM 231 - Public Speaking **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Spring II

- ART 171 - Digital Design I **Credits: 3**
- ART 215 - Visual Arts Portfolio **Credits: 3**
- Art Studio Elective
- Natural Science Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Career and College Promise Pathway
Associate in Fine Arts in Visual Arts, CCPP
Program Code: P1062C
*(2025*03)*

The CCP College Transfer Pathway Leading to the Associate in Fine Arts in Visual Arts is designed for high school juniors and seniors who wish to begin study toward the Associate in Fine Arts in Visual Arts and a Baccalaureate Degree in Fine Arts-Visual Arts.

General Education Hours (25-26 SHC)

English Composition (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Communications and Humanities/Fine Arts (6 SHC)

- ART 111 - Art Appreciation **Credits: 3**

*Select **one** course from the following:*

- COM 231 - Public Speaking **Credits: 3**
- ENG 231 - American Literature I **Credits: 3 ****
- ENG 232 - American Literature II **Credits: 3 ****
- ENG 241 - British Literature I **Credits: 3 ****
- ENG 242 - British Literature II **Credits: 3 ****
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**

Social/Behavioral Sciences (6 SHC)

*Select **two** courses from **two** different disciplines:*

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Mathematics (3-4 SHC)

- MAT 143 - Quantitative Literacy **Credits: 3**

Natural Sciences (4 SHC)

- AST 111/ AST 111A - Descriptive Astronomy & Lab **Credits: 3/1**
- BIO 110 - Principles of Biology **Credits: 4**

Other Required Hours (7 SHC)

Art (6 SHC)

- ART 121 - Two-Dimensional Design **Credits: 3**
- ART 131 - Drawing I **Credits: 3**

Academic Transition (1 SHC)

- ACA 122 - College Transfer Success **Credits: 1**

Total Associate in Fine Arts in Visual Arts, CCPP: 32-33 Credits

High School Students in the CCP College Transfer Pathway Leading to the Associate in Fine Arts in Visual Arts must complete the entire pathway before taking additional courses in the Associate in Fine Arts Degree.

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

***Required for transfer to certain institutions.*

Associate in General Education
Associate in General Education, AGE
Program Code: A10300

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development. Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided. Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

General Education Hours (15 SHC)

The associate in general education curriculum program shall include a minimum of 15 semester hours of credit from general education curriculum courses selected from the college catalog, including six hours in communications, three hours in humanities/fine arts, three hours in social/behavioral sciences, and three hours in natural sciences or mathematics. Courses must be at the 110-199 or 210-299 level.

Other Major Hours (49-50 SHC)

Other Major Hours include additional general education and professional courses.

A maximum of 7 SHC in health, physical education, college orientation, and/or study skills may be included. Selected topics or seminar courses may be included in a program of study up to a maximum of three semester hours credit.

The following programs are Health Sciences and Nursing pre-major codes used to indicate that a student is interested in applying for a health science and nursing program in the future:

A1030N	Associate Degree Nursing
A10300DA	Dental Assisting
A10300DH	Dental Hygiene
A10300PN	Practical Nursing
A10300PS	Polysomnography
A10300RA	Radiography
A10300RB	RIBN
A10300SU	Surgical Technology
A10300EE	Elementary Education

Total Semester Hours Credit (SHC) in Program: 64-65 Credits

Associate in General Education
Associate in General Education - First Year
Program Code: A10300FY
*(2025*03)*

The Associate in General Education – First Year (A10300-FY) Pre-Program Code is designed to assist students with unweighted high school GPAs below a 2.2 in gaining the necessary foundational skills needed to be successful in the college program of their choice. Upon completion of the first semester or first year, and demonstration of a 2.2 LCC GPA, students will be advised and moved from this program to the program of their choice.

***Note:** Specific Health Sciences Programs have additional admissions requirements.*

Upon completion of the first year, students who complete these courses with an LCC GPA **less than 2.2** will be advised and permitted to move to a non-Health Sciences AAS Program. Courses in this plan satisfy many of the pre-requisites necessary for all LCC programs.

Semester I

- ACA 122 - College Transfer Success **Credits: 1**
- ENG 110 - Freshman Composition **Credits: 3**
- PED 110 - Fit and Well for Life **Credits: 2**
- Humanities/Fine Arts Elective

Semester II

- HEA 110 - Personal Health and Wellness **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- Humanities/Fine Arts Elective

Semester III*

- PED 117 - Weight Training I
- SOC 210 - Introduction to Sociology
- SPA 111 - Elementary Spanish I

**This semester is only intended for students who need additional time to successfully complete the A10300FY cohort program.*

Career and College Promise Pathway

Associate in General Education, Nursing, CCPP

Program Code: P1032C

*(2017*03)*

The Career and College Promise (CCP) AND Pathway is designed for high school juniors and seniors who wish to begin their educational studies toward the Associate in Nursing degree and a Baccalaureate degree in Nursing. The Pathway is based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse to Bachelor of Science in Nursing programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015.

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

General Education Hours (23 SHC)

English: 6 Hours

- ENG 111 - Writing and Inquiry **Credits: 3 ***
- ENG 112 - Writing/Research in the Disc **Credits: 3 ***

Social/Behavioral Sciences (6 SHC)

- PSY 150 - General Psychology **Credits: 3 ***
- PSY 241 - Developmental Psych **Credits: 3 ***

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3 ***
- ART 114 - Art History Survey I **Credits: 3 ***
- ART 115 - Art History Survey II **Credits: 3 ***
- HUM 115 - Critical Thinking **Credits: 3 ***
- MUS 110 - Music Appreciation **Credits: 3 ***
- MUS 112 - Introduction to Jazz **Credits: 3 ***

Natural Science (8 SHC)

- BIO 168 - Anatomy and Physiology I **Credits: 4 ***
- BIO 169 - Anatomy and Physiology II **Credits: 4 ***

Other Related Hours (1 SHC)

- ACA 122 - College Transfer Success **Credits: 1**

Total Associate Degree Nursing, CCPP: 24 Credits

For additional information about Blocks 2 and 3 of the Five Block Degree Plan located within the Uniform Articulation Agreement between the University of North Carolina RN to BSN please visit:

<https://www.nccommunitycolleges.edu/students/enrollment-and-registration/university-transfer/articulation-agreements/uniform-articulation-agreement-north-carolina-rn-bsn-programs/>.

High school students in the CCP Associate Degree Nursing Pathway to the Associate in General Education, Nursing, AGE (A1030N) program must complete the entire pathway before taking additional courses in the Associate in General Education, Nursing, AGE (A1030N).

**Denotes courses (23 Semester Hours of Credit) in Block 1 of the Five Block Degree Plan that are completed as part of the North Carolina Community College AAS Nursing degree.*

Associate in Science
Associate in Science, AS
Program Code: A10400
*(2022*03)*

This program requires a 2.2 or greater unweighted high school GPA from a College Prep Curriculum, or a placement test demonstrating placement into college-ready English and math. If either of these requirements is not met, the student will be placed into Associate in General Education – First Year (A10300-FY). *See the A10300FY – Associate in General Education-First Year Program page for more information.*

General Education Hours (34 SHC)

Composition (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Communication and Humanities/Fine Arts (6 SHC)

Communications (3 SHC)

- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (6 SHC)

*Select **two** courses from **two** of the following discipline areas:*

- ECO 251 - Principles of Microeconomics **Credits: 3**
- ECO 252 - Principles of Macroeconomics **Credits: 3**
- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (8 SHC)

*Select **two** courses from the following:*

- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 172 - Precalculus Trigonometry **Credits: 4**

- MAT 263 - Brief Calculus **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**

Natural Sciences (8 SHC)

*Select **one** sequence from the following:*

- BIO 111 - General Biology I **Credits: 4**
- **and** BIO 112 - General Biology II **Credits: 4**
- CHM 151 - General Chemistry I **Credits: 4**
- **and** CHM 152 - General Chemistry II **Credits: 4**
- PHY 151 - College Physics I **Credits: 4**
- **and** PHY 152 - College Physics II **Credits: 4**

Additional General Education Hours (11 SHC)

An additional 11 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select courses based on their intended major and transfer university.

Other Required Hours (15 SHC)

Academic Transition (1 SHC)

- ACA 122 - College Transfer Success **Credits: 1**

An additional 14 SHC of courses should be selected from courses classified as pre-major, elective, or general education within the Comprehensive Articulation Agreement. Students should select courses based on their intended major and transfer university.

Total Associate in Science, AS: 60-61* Credits

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

**One semester hour of credit may be included in a 61 SHC Associate in Science program of study. The transfer of this hour is not guaranteed.*

Associate in Science
Associate in Science, AS
Semester-By-Semester Plan
*(2021*03)*

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4** or MAT 271 - Calculus I **Credits: 4**
- Natural Science Course and Lab **(Sequence 1)** *(Prerequisites Vary)*

Spring I

- COM 231 - Public Speaking **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
- MAT 172 - Precalculus Trigonometry **Credits: 4** or MAT 272 - Calculus II **Credits: 4**
- Natural Science Course and Lab **(Sequence 2)** *(Prerequisites Vary)*

Summer I

- PSY 150 - General Psychology **Credits: 3**
- General Education Elective
- Social/Behavioral Sciences Elective

Fall II

- HEA 110 - Personal Health/Wellness **Credits: 3**
- WBL 111 - Work-Based Learning **Credits: 1** *(Optional)*
- Elective
- Elective
- Natural Science Course and Lab **(Sequence A)** *(Prerequisites Vary)*

Spring II

- PED 110 - Fit and Well for Life **Credits: 2**
- General Education Course
- Humanities/Fine Arts Course
- Natural Science Course and Lab **(Sequence B)** *(Prerequisites Vary)*

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Career and College Promise Pathway
Associate in Science, CCPP
Program Code: P1042C
*(2022*03)*

General Education Hours (34 SHC)

English Composition (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Communications and Humanities/Fine Arts (6 SHC)

Communication (3 SHC)

- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavioral Sciences (6 SHC)

*Select **two** courses from the following from at least **two** different disciplines:*

- ECO 251 - Principles of Microeconomics **Credits: 3**
- ECO 252 - Principles of Macroeconomics **Credits: 3**
- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (8 SHC)

*Select **two** courses from the following:*

- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 172 - Precalculus Trigonometry **Credits: 4**
- MAT 263 - Brief Calculus **Credits: 4**
- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**

Natural Sciences (8 SHC)

*Select **one** sequence from the following:*

- BIO 111 - General Biology I **Credits: 4**
- **and** BIO 112 - General Biology II **Credits: 4**
- CHM 151 - General Chemistry I **Credits: 4**
- **and** CHM 152 - General Chemistry II **Credits: 4**
- PHY 151 - College Physics I **Credits: 4**
- **and** PHY 152 - College Physics II **Credits: 4**

Other Required Hours (1 SHC)

- ACA 122 - College Transfer Success **Credits: 1**

Total Associate in Science, CCPP: 35 Credits

High School Students in the CCP College Transfer Pathway Leading to the Associate in Science must complete the entire pathway before taking additional courses in the Associate in Science Degree.

Associate in Science, Engineering
Associate in Science in Engineering
Program Code: A10400AE
*(2021*03)*

This program is intended for students desiring to transfer to a four-year institution to major in Engineering. Students completing this program will receive the initial classes needed prior to transferring.

This program requires a 2.2 or greater unweighted high school GPA from a College Prep Curriculum, or a placement test demonstrating placement into college-ready English and math. If either of these requirements is not met, the student will be placed into Associate in General Education – First Year (A10300-FY). *See the A10300FY – Associate in General Education-First Year Program page for more information.*

General Education Hours (34 SHC)

Composition (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Humanities/Fine Arts & Communication (6 SHC)

Communications (3 SHC)

- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavior Sciences (6 SHC)

Economics (3 SHC)

- ECO 251 - Principles of Microeconomics **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- HIS 131 - American History I **Credits: 3**
- HIS 132 - American History II **Credits: 3**
- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (8 SHC)

- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 172 - Precalculus Trigonometry **Credits: 4**

Natural Sciences (8 SHC)

- CHM 151 - General Chemistry I **Credits: 4**
- CHM 152 - General Chemistry II **Credits: 4**

Additional General Education Hours (11 SHC)

- HUM 110 - Technology and Society **Credits: 3**
- MAT 271 - Calculus I **Credits: 4**
- MAT 272 - Calculus II **Credits: 4**

Other Required Hours (15 SHC)

- ACA 122 - College Transfer Success **Credits: 1**
- CSC 134 - C++ Programming **Credits: 3**
- DFT 170 - Engineering Graphics **Credits: 3**
- EGR 150 - Intro to Engineering **Credits: 2**
- PED 110 - Fit and Well for Life **Credits: 2**
- PHY 151 - College Physics I **Credits: 4**

Total Associate in Science in Engineering, AS: 60-61* Credits

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to, or after, transfer to the senior institution.

To be eligible for transfer of credits under the Associate in Science, Engineering to the Bachelor of Science in Engineering, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 3.0 on a 4.0 scale. Admission to Engineering Programs is highly competitive and admission is not guaranteed.

Calculus I is the lowest level math course that will be accepted by the Engineering Programs for transfer as math credit.

**One semester hour of credit may be included in a 61 SHC Associate in Science program of study. The transfer of this hour is not guaranteed.*

Associate in Science, Engineering
Associate in Science in Engineering
Semester-By-Semester Plan
*(2021*03)*

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**
- PED 110 - Fit and Well for Life **Credits: 2**
- Humanities/Fine Arts Elective

Spring I

- ECO 251 - Principles of Microeconomics **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- MAT 172 - Precalculus Trigonometry **Credits: 4**

Summer I

- HUM 110 - Technology and Society **Credits: 3**
- MAT 271 - Calculus I **Credits: 4**
- Social/Behavioral Sciences Elective

Fall II

- CHM 151 - General Chemistry I **Credits: 4**
- MAT 272 - Calculus I **Credits: 4**
- DFT 170 - Engineering Graphics **Credits: 3**

Spring II

- CHM 152 - General Chemistry II **Credits: 4**
- CSC 134 - C++ Programming **Credits: 3**
- EGR 150 - Intro to Engineering **Credits: 2**
- PHY 151 - College Physics I **Credits: 4**

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Associate in Science, Teacher Preparation **Associate in Science in Teacher Preparation, ASTP**

Program Code: A1040T

*(2021*03)*

The Associate in Science in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

This program requires a 2.2 or greater unweighted high school GPA from a College Prep Curriculum, or a placement test demonstrating placement into college-ready English and math. If either of these requirements is not met, the student will be placed into Associate in General Education – First Year (A10300-FY). *See the A10300FY – Associate in General Education-First Year Program page for more information.*

General Education Hours (45 SHC)

Composition (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Communications (3 SHC)

- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavior Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (8 SHC)

- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 172 - Precalculus Trigonometry **Credits: 4**

Natural Sciences (8 SHC)

*Select **one** sequence from the following:*

- BIO 111 - General Biology I **Credits: 4**
- **and** BIO 112 - General Biology II **Credits: 4**
- CHM 151 - General Chemistry I **Credits: 4**
- **and** CHM 152 - General Chemistry II **Credits: 4**
- PHY 151 - College Physics I **Credits: 4**
- **and** PHY 152 - College Physics II **Credits: 4**

Other Required General Education Hours (14 SHC)

- SOC 225 - Social Diversity **Credits: 3**

An additional 11-12 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university

Other Required Hours (15 SHC)

Education (14 SHC)

- EDU 187 - Teaching and Learning for All **Credits: 4****
- EDU 216 - Foundations of Education **Credits: 3**
- EDU 250 - Teacher Licensure Preparation **Credits: 3**
- EDU 279 - Literacy Develop and Instruct **Credits: 4**

Academic Transition (1 SHC)

- ACA 122 - College Transfer Success **Credits: 1**

Total Associate in Science in Teacher Preparation, AS: 60-61* Credits

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to, or after, transfer to the senior institution.

**One semester hour of credit may be included in a 61 SHC Associate in Science program of study. The transfer of this hour is not guaranteed.*

***Students who have completed Teacher Cadet or Teaching as a Profession courses in high school with a "B" or better may substitute that course for EDU 187 Teaching and Learning for All.*

Associate in Science, Teacher Preparation
Associate in Science in Teacher Preparation, ASTP
Semester-By-Semester Plan
*(2024*03)*

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- EDU 187 - Teaching and Learning for All **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Spring I

- EDU 216 - Foundations of Education **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
- MAT 172 - Precalculus Trigonometry **Credits: 4**
- SOC 210 - Introduction to Sociology **Credits: 3**

Summer I

- COM 231 - Public Speaking **Credits: 3**
- EDU 250 - Teacher Licensure Preparation **Credits: 3**
- Humanities/Fine Arts Elective

Fall II

- BIO 111 - General Biology I **Credits: 4**
- SOC 225 - Social Diversity **Credits: 3**
- General Education Elective
- General Education Elective

Spring II

- BIO 112 - General Biology II **Credits: 4**
- EDU 279 - Literacy Develop and Instruct **Credits: 4**
- General Education Elective
- General Education Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Career and College Promise Pathway

Associate in Science in Teacher Preparation, CCPP

Program Code: P1042T

*(2021*03)*

The CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation is designed for high school students who wish to begin study toward the Associate in Science in Teacher Preparation degree and a baccalaureate degree in teaching in a STEM or technical major.

The Associate in Science in Teacher Preparation degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic computer use.

The Comprehensive Articulation Agreement (CAA) and the Independent Comprehensive Articulation Agreement (ICAA) enables North Carolina community college graduates of two-year associate in science programs who are admitted to constituent institutions of The University of North Carolina and to Signatory Institutions of North Carolina Independent Colleges and Universities to transfer with junior status.

Community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status. Courses may also transfer through bilateral agreements between institutions.

General Education Hours (34 SHC)

English Composition (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Communications (3 SHC)

- COM 231 - Public Speaking **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ART 115 - Art History Survey II **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Social/Behavior Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Mathematics (8 SHC)

- MAT 171 - Precalculus Algebra **Credits: 4**
- MAT 172 - Precalculus Trigonometry **Credits: 4**

Natural Sciences (8 SHC)

*Select **one** sequence from the following:*

- BIO 111 - General Biology I **Credits: 4**
- **and** BIO 112 - General Biology II **Credits: 4**
- CHM 151 - General Chemistry I **Credits: 4**
- **and** CHM 152 - General Chemistry II **Credits: 4**
- PHY 151 - College Physics I **Credits: 4**
- **and** PHY 152 - College Physics II **Credits: 4**

Other Required General Education Hours (3 SHC)

- SOC 225 - Social Diversity **Credits: 3**

Other Required Hours (8 SHC)

Education (7 SHC)

- EDU 187 - Teaching and Learning for All **Credits: 4 ***
- EDU 216 - Foundations of Education **Credits: 3**

Academic Transition (1 SHC)

- ACA 122 - College Transfer Success **Credits: 1**

Total Associate in Science in Teacher Preparation, CCPP: 42 Credits

High School Students in the CCP College Transfer Pathway Leading to the Associate in Science in Teacher Preparation Degree must complete the entire pathway before taking additional courses in the Associate in Science in Teacher Preparation Degree with the exception of mathematics courses beyond MAT 271.

**Students who have completed Teacher Cadet or Teaching as a Profession courses in in high school with a "B" or better may substitute that course for EDU 187 Teaching and Learning for All. High school faculty must meet transfer level qualifications as established by SACSCOC or other accrediting body.*

Accounting and Finance

Associate in Applied Science, AAS

Program Code: A25800
*(2024*03)*

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

The following certificates are offered in the Accounting and Finance program:

- Accounting Essential Certificate, CTE
- Accounting and Finance Bookkeeping Certificate, CTE
- Small Business Accounting Certificate, CTE

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

General Education Hours (15-16 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- ECO 251 - Principles of Microeconomics **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (3-4 SHC)

- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (51 SHC)

Technical Core (23 SHC)

- ACC 120 – Principles of Financial Accounting **Credits: 4**
- ACC 121 - Principles of Managerial Accounting **Credits: 4**
- BUS 115 - Business Law I **Credits: 3**
- BUS 225 - Business Finance **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- ECO 252 - Principles of Macroeconomics **Credits: 3**

Required Subject Areas (9 SHC)

- ACC 131 - Federal Income Taxes **Credits: 3**
- ACC 140 - Payroll Accounting **Credits: 2**
- ACC 220 - Intermediate Accounting I **Credits: 4**

Other Major Hours (19 SHC)

Required (1 SHC)

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required (15 SHC)

- ACC 150 - Accounting Software Appl **Credits: 2**
- ACC 215 - Ethics in Accounting **Credits: 3**
- ACC 221 - Intermediate Acct II **Credits: 4**
- ACC 225 - Cost Accounting **Credits: 3**
- BUS 270 - Professional Development **Credits: 3**

Select 3 SHC from the following:

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 121 - Business Math **Credits: 3**
- BUS 125 - Personal Finance **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 112 - Work-Based Learning I **Credits: 2**
- WBL 121 - Work-Based Learning II **Credits: 1**
- WBL 122 - Work-Based Learning II **Credits: 2**

Total Accounting and Finance, AAS: 66-67 Credits

Accounting and Finance
Accounting and Finance, AAS
Semester-By-Semester Plan
*(2024*03)*

Fall I

- ACA 111/ACA 122 - College Student/Transfer Success **Credits: 1**
- ACC 120 - Principles of Financial Accounting **Credits: 4**
- BUS 270 - Professional Development **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring I

- ACC 121 - Principles of Managerial Accounting **Credits: 4**
- ACC 140 - Payroll Accounting **Credits: 2**
- ACC 150 - Accounting Software Appl **Credits: 2**
- CTS 130 - Spreadsheet **Credits: 3**
- ECO 252 - Principles of Macroeconomics **Credits: 3**

Accounting and Finance Bookkeeping Certificate

Summer I

- BUS 115 - Business Law I **Credits: 3**
- Humanities/Fine Arts Elective
- Math/Natural Sciences Elective

Fall II

- ACC 131 - Federal Income Taxes **Credits: 3**
- ACC 215 - Ethics in Accounting **Credits: 3**
- ACC 220 - Intermediate Accounting I **Credits: 4**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
- Program Elective

Small Business Accounting Certificate
Accounting Essential Certificate

Spring II

- ACC 221 - Intermediate Acct II **Credits: 4**
- ACC 225 - Cost Accounting **Credits: 3**
- BUS 225 - Business Finance **Credits: 3**
- ECO 251 - Principles of Microeconomics **Credits: 3**

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Accounting and Finance
Accounting Essential Certificate, CTE
Program Code: C25800C2 | (CTE) C25800H2*
*(2018*03)*

Major Hours (14 SHC)

Technical Core: (11 SHC)

- ACC 120 - Principles of Financial Accounting **Credits: 4**
- ACC 121 - Principles of Managerial Accounting **Credits: 4**
- ECO 252 - Principles of Macroeconomics **Credits: 3**

Required Subject Areas (3 SHC)

- ACC 131 - Federal Income Taxes **Credits: 3**

Total Accounting Essential Certificate: 14 Credits

**This certificate has been identified as a pathway for high school students participating in Career and College Promise initiative.*

Accounting and Finance
Small Business Accounting Certificate, CTE
Program Code: C25800C1 | (CTE) C25800H1*
*(2024*03)*

Major Hours (15 SHC)

Technical Core (8 SHC)

- ACC 120 - Principles of Financial Accounting **Credits: 4**
- ACC 121 - Principles of Managerial Accounting **Credits: 4**

Required Subject Areas (5 SHC)

- ACC 131 - Federal Income Taxes **Credits: 3**
- ACC 140 - Payroll Accounting **Credits: 2**

Other Major Hours (2 SHC)

- ACC 150 - Accounting Software Applications **Credits: 2**

Total Small Business Accounting Certificate: 15 Credits

**This certificate has been identified as a pathway for high school students participating in Career and College Promise initiative*

Accounting and Finance
Accounting and Finance Bookkeeping Certificate, CTE
Program Code: C25800C3 | (CTE) C25800H3*
*(2024*03)*

Major Hours (14 SHC)

Technical Core (7 SHC)

- ACC 120 - Principles of Financial Accounting **Credits: 4**
- CTS 130 - Spreadsheet **Credits: 3**

Required Subject Areas (2 SHC)

- ACC 140 - Payroll Accounting **Credits: 2**

Other Major Hours (5 SHC)

- ACC 150 - Accounting Software Appl **Credits: 2**
- BUS 270 - Professional Development **Credits: 3**

Total Accounting & Finance Bookkeeping Certificate: 14 Credits

**This certificate has been identified as a pathway for high school students participating in Career and College Promise initiative.*

Agriculture Education

Associate in Applied Science, AAS

Program Code: A15330
*(2024*03)*

Agribusiness Systems Pathway

This curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Agriculture Education: A program that is designed to provide students with agriculture and education foundation courses. Course work focuses on the foundational aspects of agriculture and education theory. Students will be introduced to classroom theory and management as well as soil, plant, and animal science. This curriculum will provide students with the knowledge and skills to be eligible to become extension agents, farm management specialists, 4-H specialists, crop service representatives, agri-tourism tour guides or work in agriculture sales, or environmental community education programs. Successful completion of the program will provide students with an opportunity to articulate their coursework to university programs in Agriculture Education.

General Education Hours (16 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- ECO 251 - Principles of Microeconomics **Credits: 3**
- HIS 111 - World Civilizations I **Credits: 3**
- HIS 112 - World Civilizations II **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**

Math/Natural Sciences (4 SHC)

- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (49 SHC)

Technical Core (16 SHC)

- AGR 121 - Biological Pest Management **Credits: 3**
- AGR 139 - Intro to Sustainable Ag **Credits: 3**
- AGR 170 - Soil Science **Credits: 3**
- AGR 214 - Agricultural Marketing **Credits: 3**
- ANS 110 - Animal Science **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**

Program Major (15 SHC)

- AGR 110 - Agricultural Economics **Credits: 3**
- AGR 160 - Plant Science **Credits: 3**
- AGR 212 - Farm Business Management **Credits: 3**
- EDU 163 - Classroom Management and Instruction **Credits: 3**
- EDU 216 - Foundations of Education **Credits: 3**

Other Major Hours (18 SHC)

Required Hours (9 SHC)

- AGR 220 - Ag Mechanization **Credits: 3**
- ANS 111 - Sustainable Livestock Mgt **Credits: 3**
- ANS 115 - Animal Feeds & Nutrition **Credits: 3**

Select 9 SHC from the following:

- AGR 265 - Organic Crop Prod: Spring **Credits: 3**
- ANS 130 - Poultry Production **Credits: 3**
- ANS 140 - Swine Production **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- WBL 121 - Work-Based Learning II **Credits: 1**
- WBL 122 - Work-Based Learning II **Credits: 2**

Other Required Hours (1 SHC)

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Total Agriculture Education, AAS: 66 Credits

Agriculture Education
Agriculture Education, AAS
Semester-By-Semester Plan
*(2024*03)*

Fall I

- ACA 111/ACA 122 - College Student Success/Transfer
- AGR 139 - Intro to Sustainable Ag **Credits: 3**
- AGR 160 - Plant Science **Credits: 3**
- AGR 170 - Soil Science **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Spring I

- AGR 110 - Agricultural Economics **Credits: 3**
- ANS 110 - Animal Science **Credits: 3**
- ANS 111 - Sustainable Livestock Mgt **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- Program Elective

Summer I

- AGR 121 - Biological Pest Management **Credits: 3**
- AGR 214 - Agricultural Marketing **Credits: 3**
- Humanities/Fine Arts Elective

Fall II

- EDU 163 - Classroom Management and Instruction **Credits: 3**
- EDU 216 - Foundations of Education **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- Program Elective

Spring II

- AGR 212 - Farm Business Management **Credits: 3**
- AGR 220 - Ag Mechanization **Credits: 3**
- ANS 115 - Animal Feeds & Nutrition **Credits: 3**
- Program Elective
- Social/Behavior Sciences

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Associate Degree Nursing, LPN to ADN, & Paramedic to ADN Associate in Applied Science, AAS

Program Codes: A45110* / A45110PN (LPN to ADN)** / A45110PB (Paramedic to ADN)***
(2019*03)

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended industrial, and community health care facilities.

This is a competitive admissions program, and acceptance is not guaranteed. Applicants are accepted for admission based on required criterion and individual applications. To be eligible to apply for the AAS, Associate Degree Nursing program, students must meet the following minimum prerequisite requirements.

Minimum MATH Prerequisite Requirements:

An applicant must have completed **ONE** of the following before receiving the applicant packet:

- An unweighted high school GPA of 2.8 or higher from a College Prep Curriculum
- A grade of “P” for DMA 010-080
- A grade of “C” or higher for MAT 080
- Completion of Transitions Math through Tier 3
- A grade of “C” or higher in MAT 035
- Placement test scores that demonstrate mastery of MAT 035

Students who have completed a college approved Math course such as ***MAT-121, MAT-122, MAT-141, MAT-143, MAT-151, MAT-152, MAT-161, MAT-171, MAT-263, or MAT-271*** (*with grade of C or better*) may meet the math requirement.

ANATOMY & PHYSIOLOGY Prerequisite Requirements:

- Successful completion of BIO-168 & BIO-169 (*with grade of C or better*)
 - BIO-168 – must be completed by end of fall semester in order to apply to the ADN program
 - BIO-169 – must be complete before or during the spring semester prior to enrollment. Proof of enrollment is required when submitting the Health Sciences application.

General Education Hours (26 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Social/Behavioral Sciences (6 SHC)

- PSY 150 - General Psychology **Credits: 3**
- PSY 241 - Developmental Psych **Credits: 3**

Humanities/Fine Arts (6 SHC)

- HUM 115 - Critical Thinking **Credits: 3**

Select 3 SHC from the following:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Natural Science/Mathematics (8 SHC)

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- BIO 169 - Anatomy and Physiology II **Credits: 4**

Major Hours (50 SHC)

Core (43 SHC)

- NUR 111** - Intro to Health Concepts **Credits: 8 *****
- NUR 112** - Health-Illness Concepts **Credits: 5 *****
- NUR 113 - Family Health Concepts **Credits: 5**
- NUR 114 - Holistic Health Concepts **Credits: 5 *****
- NUR 211 - Health Care Concepts **Credits: 5 *****
- NUR 212 - Health System Concepts **Credits: 5**
- NUR 213 - Complex Health Concepts **Credits: 10**

Other Major Hours (7 SHC)

Required (1 SHC)

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required (6 SHC)

- BIO 275 - Microbiology **Credits: 4**
- NUR 117** - Pharmacology **Credits: 2 *****

Total Associate Degree Nursing, AAS: 76 Credits

All Health Sciences and Nursing students must make grades of "A," "B," "C," or "SA" on all applicable course work to progress each semester and graduate from the program.

****A45110RB** indicates student is participating in the Regionally Increasing Baccalaureate Nurses (RIBN) Program.*

*****LPN to ADN Transition** students are given credit for NUR 111, NUR 112, and NUR 117 (15 SHC) after provisional acceptance into the ADN program. A copy of the current unrestricted license to practice as a LPN in North Carolina must be on file in the Registrar's Office.*

******Paramedic to ADN Transition** is designed for the Paramedic to complete the ADN program. All general education courses listed to be prerequisites to NUR 215. After provisional acceptance into the Paramedic to ADN Program, and upon successful completion of NUR 215 Paramedic/RN Bridge Concepts course, credit will be given for NUR 111, NUR 112, NUR 114, NUR117, and NUR 211 (25 SHC). A copy of the current unrestricted National and NC certifications to practice in NC must be on file in the Registrar's Office. After successful completion of NUR 215, the students in A45110PB will transition to A45110 major.*

Associate Degree Nursing
Associate Degree Nursing, AAS
Semester-By-Semester Plan
(2025*03)

Associate in General Education: Pre-Nursing (A1030N)

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- BIO 168 - Anatomy & Physiology I **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- HUM 115 - Critical Thinking **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Complete **Intent to Apply** (Opens the Tuesday following Labor Day holiday) after BIO-168 has been successfully completed.

Spring I

- BIO 169 Anatomy & Physiology II **Credits: 4**
- ENG 112 Writing/Research in the Disciplines **Credits: 3**
- PSY 241 Developmental Psychology **Credits: 3**
- Humanities/Fine Arts Elective

Intent to Apply – closes mid-January

Application and Checklist – due end of January.

Students notified regarding acceptance – by end of March.

Summer I

- BIO 275 Microbiology **Credits: 4**

Associate Degree Nursing (A45110)

Fall I

- NUR 111 Intro to Health Concepts **Credits: 8***
- NUR 117 Pharmacology **Credits: 2***

Spring I

- NUR 112 Health-Illness Concepts **Credits: 5***
- NUR 211 Health Care Concepts **Credits: 5****

Summer I

- NUR 114 Holistic Health Concepts **Credits: 5**

Fall II

- NUR 113 Family Health Concepts **Credits: 5**
- NUR 212 Health System Concepts **Credits: 5**

Spring II

- NUR 213 Complex Health Concepts **Credits:** 10

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as Math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.

**LPN Transition students are given credit for these courses. A copy of their current unrestricted license to practice in North Carolina must be on file in Registrar's Office.*

***Generally, LPN's accepted into ADN Transition begin the 8-week NUR 211 course. Note: BIO 168 (4 SHC) and BIO 169 (4 SHC) must be completed prior to enrollment in the LPN to ADN Transition Program.*

LPN to ADN Transition **Associate Degree Nursing, AAS** **Semester-By-Semester Plan** *(2025*03)*

This is a competitive admissions program, and acceptance is not guaranteed. Applicants are accepted for admission based on required criterion and individual applications. To be eligible to apply for the LPN to AND Transition program, students must meet the following minimum prerequisite requirements.

Minimum MATH Prerequisite Requirements:

An applicant must have completed **ONE** of the following before receiving the applicant packet:

- An unweighted high school GPA of 2.8 or higher from a College Prep Curriculum
- A grade of “P” for DMA 010-080
- A grade of “C” or higher for MAT 080
- Completion of Transitions Math through Tier 3
- A grade of “C” or higher in MAT 035
- Placement test scores that demonstrate mastery of MAT 035

Students who have completed a college approved Math course such as ***MAT-121, MAT-122, MAT-141, MAT-143, MAT-151, MAT-152, MAT-161, MAT-171, MAT-263, or MAT-271*** (with grade of C or better) may meet the math requirement.

Prerequisite Requirements:

- Verification of a current unencumbered license to practice in NC as an LPN
- Successful completion of math requirements
- Successful completion of BIO-168 & BIO-169 (with grade of C or better)
- Successful completion of PSY-150 (with grade of C or better)

Associate in General Education: Pre-LPN to ADN Transition (A10300PN)

Fall I

- ACA 122 College Transfer Success **Credits: 1**
- ENG 111 Writing and Inquiry **Credits: 3***
- BIO 168 Anatomy & Physiology I **Credits: 4**
- PSY 150 General Psychology **Credits: 3**
- HUM 115 Critical Thinking **Credits: 3****
- Humanities/Fine Arts Elective**

Spring I

- BIO 169 Anatomy & Physiology II **Credits: 4**
- ENG 112 Writing/Research in the Disciplines **Credits: 3****
- PSY 241 Developmental Psychology **Credits: 3***
- BIO 275 Microbiology **Credits: 4****

Complete ***Intent to Apply*** – opens the Tuesday following Labor Day holiday

Intent to Apply – closes late October

Application and Checklist – due early November
Take **Math-Pharmacology exam** – November
Students notified regarding provisional acceptance – December/January

**Can be taken at the same time as NUR 211 if not previously taken*

***Can be taken with respective NUS courses as noted in the catalog if not previously taken*

LPN to ADN Transition (A45110)

Spring I

- NUR 211 Healthcare Concepts **Credits: 5***
- ENG 111 Writing & Inquiry **Credits: 3**
- PSY 241 Developmental Psychology **Credits: 3**

**Second 8-week course – must be accepted into PN to ADN program*

Summer I

- NUR 114 Holistic Health Concepts **Credits: 5**
- HUM 115 Critical Thinking **Credits: 3**

Fall II

- NUR 113 Family Health Concepts **Credits: 5**
- NUR 212 Health System Concepts **Credits: 5**
- BIO 275 Microbiology **Credits: 4**

Spring II

- NUR 213 Complex Health Concepts **Credits: 10**
- ENG 112 Writing/Research in the Disciplines **Credits: 3**
- Humanities/Fine Arts Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as Math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.

Paramedic to ADN
Associate Degree Nursing, AAS
Semester-By-Semester Plan
*(2025*03)*

This is a competitive admissions program, and acceptance is not guaranteed. Applicants are accepted for admission based on required criterion and individual applications. To be eligible to apply for the Paramedic to ADN program, students must meet the following minimum prerequisite requirements.

- Valid, unrestricted National Registry of Emergency Medical Technicians – Paramedic certification (NREMT-P) and a current, unrestricted North Carolina EMT Paramedic certification.
- Minimum of one year of EMT Paramedic work experience
- All listed ADN general education courses must be completed
- GPA of 2.5 or higher for LCC’s ADN general education required courses
- Grade of ‘C’ or higher in all required courses

Minimum MATH Prerequisite Requirements:

An applicant must have completed **ONE** of the following before receiving the applicant packet:

- An unweighted high school GPA of 2.8 or higher from a College Prep Curriculum
- A grade of “P” for DMA 010-080
- A grade of “C” or higher for MAT 080
- Completion of Transitions Math through Tier 3
- A grade of “C” or higher in MAT 035
- Placement test scores that demonstrate mastery of MAT 035

Students who have completed a college approved Math course such as ***MAT-121, MAT-122, MAT-141, MAT-143, MAT-151, MAT-152, MAT-161, MAT-171, MAT-263, or MAT-271*** (with grade of C or better) may meet the math requirement.

Associate in General Education: Pre-Paramedic to ADN Transition
(A10300PB)

Fall I

- ACA 122 College Transfer Success **Credits: 1**
- ENG 111 Writing and Inquiry **Credits: 3**
- BIO 168 Anatomy & Physiology I **Credits: 4**
- PSY 150 General Psychology **Credits: 3**
- HUM 115 Critical Thinking **Credits: 3**

Spring I

- BIO 169 Anatomy & Physiology II **Credits: 4**
- ENG 112 Writing/Research in the Disciplines **Credits: 3**
- PSY 241 Developmental Psychology **Credits: 3**
- BIO 275 Microbiology **Credits: 4**

- Humanities/Fine Arts Elective

*All listed ADN general education requirements must be completed in order to submit **Intent to Apply**.*

***Intent to Apply** – closes mid-January*

***Application and Checklist** – due end of January*

Students notified regarding provisional acceptance – end of March.

Summer I

***AFTER** provisional acceptance:*

- NUR 215 Paramedic/RN Bridge Concepts **Credits: 6**

Paramedic to Associate Degree Nursing (A45110PB)

Fall I

- NUR 113 Family Health Concepts **Credits: 5**
- NUR 212 Health Systems Concepts **Credits: 5**

Spring I

- NUR 213 Complex Health Concepts **Credits: 10**

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as Math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.

Automotive Systems Technology

Associate in Applied Science, AAS

Program Code: A60160
*(2024*03)*

Pathway: Mobile Equipment Maintenance and Repair

Curriculum in the Mobile Equipment Maintenance and Repair pathway prepare individuals for employment as entry-level transportation service technicians. The program provides an introduction to transportation industry careers and increases student awareness of the diverse technologies associated with this dynamic and challenging field. Course work may include transportation systems theory, braking systems, climate control, design parameters, drive trains, electrical/electronic systems, engine repair, engine performance, environmental regulations, materials, product finish, safety, steering/suspension, transmission/transaxles, and sustainable transportation, depending on the program major area chosen. Graduates of this pathway should be prepared to take professional licensure exams, which correspond to certain programs of study, and to enter careers as entry-level technicians in the transportation industry.

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

General Education Hours (15-16 SHC)

English/Communication (6 SHC)

- COM 110 - Introduction to Communication **Credits: 3**
- ENG 110 - Freshman Composition **Credits: 3**
- **OR**
- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- ECO 251 - Principles of Microeconomics **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (3-4 SHC)

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (50 SHC)

Technical Core (15 SHC)

- TRN 110 - Intro to Transport Technology **Credits: 2**
- TRN 111 - Chassis Maintenance/Light Repair **Credits: 4**
- TRN 120 - Basic Transportation Electricity **Credits: 5**
- TRN 140 - Transportation Climate Control **Credits: 2**
- TRN 170 - PC Skills for Transportation **Credits: 2**

Program Major (12 SHC)

- AUT 116 - Engine Repair **Credits: 3**
- AUT 141 - Suspension & Steering Sys **Credits: 3**
- AUT 151 - Brake Systems **Credits: 3**
- AUT 181 - Engine Performance 1 **Credits: 3**

Other Major Hours (22 SHC)

Required Hours (18 SHC)

- TRN 112 - Powertrain Maintenance/Light Repair **Credits: 4**
- AUT 116A - Engine Repair Lab **Credits: 1**
- TRN 120A - Basic Transportation Electrical Lab **Credits: 1**
- TRN 140A - Transportation Climate Control Lab **Credits: 2**
- AUT 141A - Suspension & Steering Lab **Credits: 1**
- TRN 145 - Adv Transportation Electronics **Credits: 3**
- AUT 151A - Brakes Systems Lab **Credits: 1**
- AUT 181A - Engine Performance I Lab **Credits: 1**
- AUT 221 - Auto Transmission/Transaxles **Credits: 3**
- AUT 221A - Auto Transmission/Transaxles Lab **Credits: 1**

Select 4 SHC from the following:

- AUT 113 - Automotive Servicing I **Credits: 2**
- AUT 213 - Automotive Servicing 2 **Credits: 2**
- ATT 125 - Hybrid-Electric Transmissions **Credits: 4**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 112 - Work-Based Learning I **Credits: 2**
- WBL 121 - Work-Based Learning II **Credits: 1**
- WBL 122 - Work-Based Learning II **Credits: 2**

Other Required Hour (1 SHC)

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Total Automotive Systems Technology, AAS: 65-66 Credits

Automotive Systems Technology
Automotive Systems Technology, AAS
Semester-By-Semester Plan
*(2025*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 111 - Chassis Maintenance/Light Repair **Credits: 4**
- TRN 112 - Powertrain Maintenance/Light Repair **Credits: 4**
- TRN 140 - Transportation Climate Control **Credits: 2**
- TRN 140A - Transportation Climate Control Lab **Credits: 2**

General Automotive Servicing Certificate, CTE

Spring I

- ENG 110 - Freshman Composition **Credits: 3**
- **or** ENG 111 - Writing and Inquiry **Credits: 3**
- AUT 116 - Engine Repair **Credits: 3**
- AUT 116A - Engine Repair Lab **Credits: 1**
- AUT 141 - Suspension & Steering Sys **Credits: 3**
- AUT 141A - Suspension & Steering Lab **Credits: 1**
- AUT 151 - Brake Systems **Credits: 3**
- AUT 151A - Brakes Systems Lab **Credits: 1**

Basic Automotive Skills Certificate
Automotive Skills Certificate, CTE

Summer I

- TRN 120 - Basic Transportation Electricity **Credits: 5**
- TRN 120A - Basic Transportation Electrical Lab **Credits: 1**
- TRN 170 - PC Skills for Transportation **Credits: 2**
- Math/Natural Sciences Elective

Fall II

- AUT 113 - Automotive Servicing I **Credits: 2**
- TRN 145 - Adv Transportation Electronics **Credits: 3**
- AUT 181 - Engine Performance 1 **Credits: 3**
- AUT 181A - Engine Performance 1 Lab **Credits: 1**
- Program Elective
 - ATT 125 - Hybrid-Electric Trans **Credits: 4***
- Social/Behavioral Sciences Elective

Engine Performance Certificate
**Auto Electronics Certificate*

Spring II

- COM 110 - Introduction to Communication
- **or** ENG 112 Writing/Research in the Disciplines **Credits: 3**
- AUT 213 - Automotive Servicing 2 **Credits: 2**

- AUT 221 - Auto Transmission/Transaxles **Credits: 3**
- AUT 221A - Auto Transmission/Transaxles Lab **Credits: 1**
- Humanities/Fine Arts Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Automotive Systems Technology Automotive Systems Technology Diploma

Program Code: D60160D

*(2024*03)*

General Education Hours (6-7 SHC)

English/Communication (3 SHC)

- COM 110 - Introduction to Communication **Credits: 3**
- ENG 110 - Freshman Composition **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Select 3-4 SHC from the following:

Social/Behavioral Sciences:

- POL 120 - American Government **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts Elective:

- ART 111 - Art Appreciation **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**

Mathematics:

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (40 SHC)

Technical Core (9 SHC)

- TRN 110 - Intro to Transport Tech **Credits: 2**
- TRN 120 - Basic Transportation Electricity **Credits: 5**
- TRN 140 - Transportation Climate Control **Credits: 2**

Program Major (12 SHC)

- AUT 116 - Engine Repair **Credits: 3**
- AUT 141 - Suspension & Steering Sys **Credits: 3**
- AUT 151 - Brake Systems **Credits: 3**
- AUT 181 - Engine Performance 1 **Credits: 3**

Other Major Hours (19 SHC)

Required Hours (15 SHC)

- ATT 125 - Hybrid-Electric Trans **Credits: 4**
- AUT 116A - Engine Repair Lab **Credits: 1**
- AUT 141A - Suspension & Steering Lab **Credits: 1**
- AUT 151A - Brakes Systems Lab **Credits: 1**
- AUT 181A - Engine Performance 1 Lab **Credits: 1**
- TRN 111 - Chassis Maintenance/Light Repair **Credits: 4**
- TRN 120A - Basic Transportation Electrical Lab **Credits: 1**

- TRN 140A - Transportation Climate Control Lab **Credits: 2**

Select 4 SHC from the following:

- AUT 113 - Automotive Servicing I **Credits: 2**
- AUT 213 - Automotive Servicing 2 **Credits: 2**
- WBL 112 - Work-Based Learning I **Credits: 2**
- WBL 122 - Work-Based Learning II **Credits: 2**

Other Required Hour (1 SHC)

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Total Automotive Systems Technology Diploma: 47-48 Credits

Automotive Systems Technology

Auto Electronics Certificate

Program Code: C60160C3

*(2018*03)*

Major Hours (13 SHC)

Technical Core (8 SHC)

- TRN 120 - Basic Transportation Electricity **Credits: 5**
- TRN 145 - Adv Transportation Electronics **Credits: 3**

Other Major Hours (5 SHC)

- ATT 125 - Hybrid-Electric Trans **Credits: 4**
- TRN 120A - Basic Transportation Electrical Lab **Credits: 1**

Total Auto Electronics Certificate: 13 Credits

Automotive Systems Technology
Automotive Skills Certificate, CTE
Program Code: C60160K2 | (CTE) C60160H2*
*(2018*03)*

Major Hours (15 SHC)

Technical Core (2 SHC)

- TRN 140 - Transportation Climate Control **Credits: 2**

Program Major (9 SHC)

- AUT 116 - Engine Repair **Credits: 3**
- AUT 141 - Suspension & Steering Sys **Credits: 3**
- AUT 151 - Brake Systems **Credits: 3**

Other Major Hours (4 SHC)

- AUT 116A - Engine Repair Lab **Credits: 1**
- AUT 151A - Brakes Systems Lab **Credits: 1**
- TRN 140A - Transportation Climate Control Lab **Credits: 2**

Total Automotive Skills Certificate: 15 Credits

**This certificate has been identified as a pathway for high school students participating in Career and College Promise initiative.*

Automotive Systems Technology
Basic Automotive Certificate
Program Code: C60160C2
*(2019*03)*

Major Hours (12 SHC)

Program Major (9 SHC)

- AUT 116 - Engine Repair **Credits: 3**
- AUT 141 - Suspension & Steering Sys **Credits: 3**
- AUT 151 - Brake Systems **Credits: 3**

Other Major Hours (3 SHC)

- AUT 116A - Engine Repair Lab **Credits: 1**
- AUT 141A - Suspension & Steering Lab **Credits: 1**
- AUT 151A - Brakes Systems Lab **Credits: 1**

Total Basic Automotive Certificate: 12 Credits

**This certificate has been identified as a pathway for high school students participating in Career and College Promise initiative.*

**Automotive Systems Technology
Engine Performance Certificate
Program Code: C60160C4
(2018*03)**

Major Hours (14 SHC)

Technical Core (5 SHC)

- TRN 120 - Basic Transportation Electricity **Credits: 5**

Program Major (7 SHC)

- AUT 116 - Engine Repair **Credits: 3**
- AUT 181 - Engine Performance 1 **Credits: 3**
- AUT 181A - Engine Performance 1 Lab **Credits: 1**

Other Major Hours (2 SHC)

- AUT 116A - Engine Repair Lab **Credits: 1**
- TRN 120A - Basic Transportation Electrical Lab **Credits: 1**

Total Engine Performance Certificate: 14 Credits

**Automotive Systems Technology
General Automotive Servicing, CTE
Program Code: C60160K1 | (CTE) C60160H1*
(2018*03)**

Major Hours (12 SHC)

Technical Core (2 SHC)

- TRN 140 - Transportation Climate Control **Credits: 2**

Other Major Hours (10 SHC)

- TRN 111 - Chassis Maintenance/Light Repair **Credits: 4**
- TRN 112 - Powertrain Maintenance/Light Repair **Credits: 4**
- TRN 140A - Transportation Climate Control Lab **Credits: 2**

Total General Automotive Servicing Certificate: 12 Credits

**This certificate has been identified as a pathway for high school students participating in Career and College Promise initiative.*

Aviation Management & Career Pilot Technology

Aviation Management, AAS

Program Code: A60180M

*(2024*03)*

The Aviation Management and Career Pilot Technology curriculum prepares individuals for a variety of aviation and aviation-related careers including the commercial airlines, general aviation, the aerospace industry, the military, unmanned aircraft systems industries, and state and federal aviation organizations.

Course work includes fundamentals of flight, aerodynamics, aircraft performance, meteorology, navigation, federal regulations, aviation management, unmanned aircraft systems, and instrument and commercial ground training, flight and simulator training, and entrepreneurship or business management training.

Graduates may earn a commercial pilot certificate with an instrument rating, specialize in aviation management or in unmanned air systems, and may find employment as commercial, corporate, and military pilots, fixed base operators and airport managers, as pilots or technicians in the unmanned aircraft systems industry, or as flight instructors, and flight dispatchers.

General Education Hours (15-16 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- ECO 251 - Principles of Microeconomics **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (3-4 SHC)

- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (54 SHC)

Technical Core (11 SHC)

- AER 110 - Air Navigation **Credits: 3**
- AER 111 - Aviation Meteorology **Credits: 3**

- AER 112 - Aviation Laws and FARs **Credits: 2**
- AER 150 - Private Pilot Flight Theory **Credits: 3**

Required Subject Areas (12 SHC)

- AER 114 - Aviation Management **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**

Select one:

- BUS 152 - Human Relations **Credits: 3**
- BUS 153 - Human Resource Management **Credits: 3**

Other Major Hours (31 SHC)

Required Hours (27 SHC)

Required (1 SHC)

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required (26 SHC)

- AER 113 - History of Aviation **Credits: 2**
- AER 160 - Instrument Flight Theory **Credits: 3**
- AER 170 - Commercial Flight Theory **Credits: 3**
- AER 211 - Air Traffic Control **Credits: 2**
- AER 213 - Avionics **Credits: 2**
- AER 215 - Flight Safety **Credits: 3**
- AER 216 - Engines & Systems **Credits: 3**
- AER 217 - Air Transportation **Credits: 3**
- AER 218 - Human Factors in Aviation **Credits: 2**
- CIS 110 - Introduction to Computers **Credits: 3**

Select 4 SHC from the following:

- AER 115 - Instrument Flight Simulator **Credits: 2**
- AER 116 - Private Pilot Flight Simulator **Credits: 2**
- BUS 230 - Small Business Management **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- PHY 131 - Physics-Mechanics **Credits: 4**
- UAS 110 - Intro to UAS Operations **Credits: 3**
- UAS 111 - Unmanned Aircraft Systems **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 112 - Work-Based Learning I **Credits: 2**

Total Aviation Management, AAS: 69-70 Credits

Aviation Management & Career Pilot Technology
Aviation Management & Career Pilot, AAS
Semester-By-Semester Plan
*(2024*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- AER 110 - Air Navigation **Credits: 3**
- AER 113 - History of Aviation **Credits: 2**
- AER 114 - Aviation Management **Credits: 3**
- AER 116 - Private Pilot Flight Simulator **Credits: 2**
- AER 150 - Private Pilot Flight Theory **Credits: 3**
- AER 215 - Flight Safety **Credits: 3**

Spring I

- AER 111 - Aviation Meteorology **Credits: 3**
- AER 112 - Aviation Laws and FARs **Credits: 2**
- AER 160 - Instrument Flight Theory **Credits: 3**
- AER 211 - Air Traffic Control **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**

Summer I

- AER 217 - Air Transportation **Credits: 3**
- AER 218 - Human Factors in Aviation **Credits: 2**
- BUS 137- Principles of Management **Credits: 3**
- Math Elective

Fall II

- AER 115 – Instrument Flight Simulator **Credits: 2**
- AER 170 - Commercial Flight Theory **Credits: 3**
- ART 111 - Art Appreciation **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**
- BUS 152 - Human Relations **Credits: 3**

Spring II

- AER 213 - Avionics **Credits: 2**
- AER 216 - Engines and Systems **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- ECO 251 - Microeconomics **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Aviation Management & Career Pilot Technology
Aviation Management Diploma
Program Code: D60180D1
*(2019*03)*

General Education Hours (6-7 SHC)

English (3 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**

Math/Natural Sciences (3-4 SHC)

- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (35 SHC)

Technical Core (11 SHC)

- AER 110 - Air Navigation **Credits: 3**
- AER 111 - Aviation Meteorology **Credits: 3**
- AER 112 - Aviation Laws and FARs **Credits: 2**
- AER 150 - Private Pilot Flight Theory **Credits: 3**

Required Subject Areas (12 SHC)

- AER 114 - Aviation Management **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**

Select one:

- BUS 152 - Human Relations **Credits: 3**
- BUS 153 - Human Resource Management **Credits: 3**

Other Major Hours (12 SHC)

Required Hours (1 SHC)

- ACA 122 - College Transfer Success **Credits: 1**
- ACA 111 - College Student Success **Credits: 1**

Select 11 SHC from the following:

- AER 113 - History of Aviation **Credits: 2**
- AER 160 - Instrument Flight Theory **Credits: 3**
- AER 170 - Commercial Flight Theory **Credits: 3**
- BUS 230 - Small Business Management **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 112 - Work-Based Learning I **Credits: 2**

Total Aviation Management Diploma: 41-42 Credits

Aviation Management & Career Pilot Technology

Aviation Management Certificate

Program Code: C60180C5

*(2016*03)*

Major Hours (13 SHC)

Technical Core (2 SHC)

- AER 112 - Aviation Laws and FARs **Credits: 2**

Required Subject Areas (3 SHC)

- AER 114 - Aviation Management **Credits: 3**

Other Major Hours (8 SHC)

- AER 113 - History of Aviation **Credits: 2**
- AER 215 - Flight Safety **Credits: 3**
- AER 217 - Air Transportation **Credits: 3**

Total Aviation Management Certificate: 13 Credits

Aviation Management & Career Pilot Technology

Career Pilot Manned, AAS

Program Code: A60180CP

(2024*03)

The Aviation Management and Career Pilot Technology curriculum prepares individuals for a variety of aviation and aviation-related careers including the commercial airlines, general aviation, the aerospace industry, the military, unmanned aircraft systems industries, and state and federal aviation organizations.

Course work includes fundamentals of flight, aerodynamics, aircraft performance, meteorology, navigation, federal regulations, aviation management, unmanned aircraft systems, and instrument and commercial ground training, flight and simulator training, and entrepreneurship or business management training.

Graduates may earn a commercial pilot certificate with an instrument rating, specialize in aviation management or in unmanned air systems, and may find employment as commercial, corporate, and military pilots, fixed base operators and airport managers, as pilots or technicians in the unmanned air systems industry, or as flight instructors, and flight dispatchers.

Pre-Admission Requirement: AER 151 - Flight-Private Pilot **Credits:** 1*

**Flight training is provided by independent flight schools that meet the student's geographical and financial needs. Upon completion of applicable FAA ratings and 25 percent of the credit hours required for the degree completed at Lenoir Community College, credit will be awarded for AER 151, AER 161, and AER 171.*

General Education Hours (15-16 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits:** 3
- ENG 112 - Writing/Research in the Disc **Credits:** 3

Social/Behavioral Sciences (3 SHC)

- ECO 251 - Principles of Microeconomics **Credits:** 3

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits:** 3
- ART 114 - Art History Survey I **Credits:** 3
- ENG 231 - American Literature I **Credits:** 3
- ENG 232 - American Literature II **Credits:** 3
- ENG 241 - British Literature I **Credits:** 3
- ENG 242 - British Literature II **Credits:** 3
- MUS 110 - Music Appreciation **Credits:** 3
- MUS 112 - Introduction to Jazz **Credits:** 3
- PHI 240 - Introduction to Ethics **Credits:** 3

Math/Natural Sciences (3-4 SHC)

- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (51 SHC)

Technical Core (11 SHC)

- AER 110 - Air Navigation **Credits: 3**
- AER 111 - Aviation Meteorology **Credits: 3**
- AER 112 - Aviation Laws and FARs **Credits: 2**
- AER 150 - Private Pilot Flight Theory **Credits: 3**

Required Subject Area (12 SHC)

- AER 151 - Flight-Private Pilot **Credits: 1***
- AER 160 - Instrument Flight Theory **Credits: 3**
- AER 161 - Flight-Instrument Pilot **Credits: 2**
- AER 170 - Commercial Flight Theory **Credits: 3**
- AER 171 - Flight-Commercial Pilot **Credits: 3**

Other Major Hours (28 SHC)

Required Hours (24 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 23 SHC

- AER 113 - History of Aviation **Credits: 2**
- AER 114 - Aviation Management **Credits: 3**
- AER 211 - Air Traffic Control **Credits: 2**
- AER 213 - Avionics **Credits: 2**
- AER 215 - Flight Safety **Credits: 3**
- AER 216 - Engines & Systems **Credits: 3**
- AER 217 - Air Transportation **Credits: 3**
- AER 218 - Human Factors in Aviation **Credits: 2**
- CIS 110 - Introduction to Computers **Credits: 3**

Select 4 SHC from the following:

- AER 115 - Instrument Flight Simulator **Credits: 2**
- AER 116 - Private Pilot Flight Simulator **Credits: 2**
- BUS 152 - Human Relations **Credits: 3**
- BUS 153 - Human Resource Management **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- PHY 131 - Physics-Mechanics **Credits: 4**
- UAS 110 - Intro to UAS Operations **Credits: 3**
- UAS 111 - Unmanned Aircraft Systems **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 112 - Work-Based Learning I **Credits: 2**

Total Career Pilot Manned, AAS: 66-67 Credits

Aviation Management & Career Pilot Technology
Career Pilot Manned, AAS
Semester-By-Semester Plan
*(2024*03)*

***Pre-Admission Requirement: AER 151 - Flight-Private Pilot Credits: 1**

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- AER 110 - Air Navigation **Credits: 3**
- AER 113 - History of Aviation **Credits: 2**
- AER 114 - Aviation Management **Credits: 3**
- AER 150 - Private Pilot Flight Theory **Credits: 3**
- AER 215 - Flight Safety **Credits: 3**

Spring I

- AER 111 - Aviation Meteorology **Credits: 3**
- AER 112 - Aviation Laws and FARs **Credits: 2**
- AER 160 - Instrument Flight Theory **Credits: 3**
- AER 211 - Air Traffic Control **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**

Summer I

- AER 161 - Flight-Instrument **Credits: 2**
- AER 217 - Air Transportation **Credits: 3**
- AER 218 - Human Factors in Aviation **Credits: 2**
- Math Elective

Fall II

- AER 115 - Instrument Flight Simulator **Credits: 2**
- AER 170 - Commercial Flight Theory **Credits: 3**
- AER 171 - Flight-Commercial Pilot **Credits: 3**
- ECO 251 - Principles of Microeconomics **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
- Humanities/Fine Arts Elective

Spring II

- AER 213 - Avionics **Credits: 3**
- AER 216 - Engines & Systems **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- UAS 111 - Unmanned Aircraft Systems **Credits: 3**

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time

needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Aviation Management & Career Pilot Technology

Manned Pilot, AAS

Program Code: A60180P

*(2024*03)*

The Aviation Management and Career Pilot Technology curriculum prepares individuals for a variety of aviation and aviation-related careers including the commercial airlines, general aviation, the aerospace industry, the military, unmanned aircraft systems industries, and state and federal aviation organizations.

Course work includes fundamentals of flight, aerodynamics, aircraft performance, meteorology, navigation, federal regulations, aviation management, unmanned aircraft systems, and instrument and commercial ground training, flight and simulator training, and entrepreneurship or business management training.

Graduates may earn a commercial pilot certificate with an instrument rating, specialize in aviation management or in unmanned air systems, and may find employment as commercial, corporate, and military pilots, fixed base operators and airport managers, as pilots or technicians in the unmanned air systems industry, or as flight instructors, and flight dispatchers.

Pre-Admission Requirement: AER 151 - Flight-Private Pilot **Credits:** 1*

**Flight training is provided by independent flight schools that meet the student's geographical and financial needs. Upon completion of applicable FAA ratings and 25 percent of the credit hours required for the degree completed at Lenoir Community College, credit will be awarded for AER 151, AER 161, and AER 171.*

General Education Hours (15-16 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits:** 3
- ENG 112 - Writing/Research in the Disc **Credits:** 3

Social/Behavioral Sciences (3 SHC)

- ECO 251 - Principles of Microeconomics **Credits:** 3

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits:** 3
- ART 114 - Art History Survey I **Credits:** 3
- ENG 231 - American Literature I **Credits:** 3
- ENG 232 - American Literature II **Credits:** 3
- ENG 241 - British Literature I **Credits:** 3
- ENG 242 - British Literature II **Credits:** 3
- MUS 110 - Music Appreciation **Credits:** 3
- MUS 112 - Introduction to Jazz **Credits:** 3
- PHI 240 - Introduction to Ethics **Credits:** 3

Math/Natural Sciences (3-4 SHC)

- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (51 SHC)

Technical Core (11 SHC)

- AER 110 - Air Navigation **Credits: 3**
- AER 111 - Aviation Meteorology **Credits: 3**
- AER 112 - Aviation Laws and FARs **Credits: 2**
- AER 150 - Private Pilot Flight Theory **Credits: 3**

Required Subject Areas (12 SHC)

- AER 151 - Flight-Private Pilot **Credits: 1**
- AER 160 - Instrument Flight Theory **Credits: 3**
- AER 161 - Flight-Instrument Pilot **Credits: 2**
- AER 170 - Commercial Flight Theory **Credits: 3**
- AER 171 - Flight-Commercial Pilot **Credits: 3**

Other Major Hours (28 SHC)

Required Hours (24 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 23 SHC

- AER 113 - History of Aviation **Credits: 2**
- AER 114 - Aviation Management **Credits: 3**
- AER 211 - Air Traffic Control **Credits: 2**
- AER 213 - Avionics **Credits: 2**
- AER 215 - Flight Safety **Credits: 3**
- AER 216 - Engines & Systems **Credits: 3**
- AER 217 - Air Transportation **Credits: 3**
- AER 218 - Human Factors in Aviation **Credits: 2**
- CIS 110 - Introduction to Computers **Credits: 3**

Select 4 SHC from the following:

- AER 115 - Instrument Flight Simulator **Credits: 2**
- AER 116 - Private Pilot Flight Simulator **Credits: 2**
- BUS 152 - Human Relations **Credits: 3**
- BUS 153 - Human Resource Management **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- PHY 131 - Physics-Mechanics **Credits: 4**
- UAS 110 - Intro to UAS Operations **Credits: 3**
- UAS 111 - Unmanned Aircraft Systems **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 112 - Work-Based Learning I **Credits: 2**

Total Manned Pilot, AAS: 66-67 Credits

Aviation Management & Career Pilot Technology

Manned Pilot, AAS Semester-By-Semester Plan (2024*03)

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- AER 110 - Air Navigation **Credits: 3**
- AER 113 - History of Aviation **Credits: 2**
- AER 114 - Aviation Management **Credits: 3**
- AER 150 - Private Pilot Flight Theory **Credits: 3**
- AER 151 - Flight private Pilot **Credits: 1**
- AER 215 - Flight Safety **Credits: 3**

Spring I

- AER 111 - Aviation Meteorology **Credits: 3**
- AER 112 - Aviation Laws and FARs **Credits: 2**
- AER 160 - Instrument Flight Theory **Credits: 3**
- AER 211 - Air Traffic Control **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**

Summer I

- AER 161 - Flight-Instrument **Credits: 2**
- AER 217 - Air Transportation **Credits: 3**
- AER 218 - Human Factors in Aviation **Credits: 2**
- Math Elective

Fall II

- AER 115 - Instrument Flight Simulator **Credits: 2**
- AER 170 - Commercial Flight Theory **Credits: 3**
- AER 171 - Flight-Commercial Pilot **Credits: 3**
- ART 111 - Art Appreciation **Credits: 3**
- ECO 251 - Principles of Microeconomics **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Spring II

- AER 213 - Avionics **Credits: 3**
- AER 216 - Engines & Systems **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- UAS 111 - Unmanned Aircraft Systems **Credits: 3**

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time

needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Aviation Management & Career Pilot Technology

Manned Pilot Diploma

Program Code: D60180D2

*(2017*03)*

General Education Hours (6-7 SHC)

English (3 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**

Math/Natural Sciences (3-4 SHC)

- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (34 SHC)

Technical Core (11 SHC)

- AER 110 - Air Navigation **Credits: 3**
- AER 111 - Aviation Meteorology **Credits: 3**
- AER 112 - Aviation Laws and FARs **Credits: 2**
- AER 150 - Private Pilot Flight Theory **Credits: 3**

Required Subject Areas (12 SHC)

- AER 151 - Flight-Private Pilot **Credits: 1**
- AER 160 - Instrument Flight Theory **Credits: 3**
- AER 161 - Flight-Instrument Pilot **Credits: 2**
- AER 170 - Commercial Flight Theory **Credits: 3**
- AER 171 - Flight-Commercial Pilot **Credits: 3**

Other Major Hours (11 SHC)

- AER 113 - History of Aviation **Credits: 2**
- AER 114 - Aviation Management **Credits: 3**
- AER 215 - Flight Safety **Credits: 3**
- AER 216 - Engines & Systems **Credits: 3**

Other Required Hour (1 SHC)

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Total Manned Pilot Diploma: 41-42 Credits

Aviation Management & Career Pilot Technology

Private Pilot Essentials Certificate, CTE

Program Code: C60180C4 | (CTE) C60180H4*
*(2018*03)*

Major Hours (12 SHC)

Technical Core (9 SHC)

- AER 110 - Air Navigation **Credits: 3**
- AER 111 - Aviation Meteorology **Credits: 3**
- AER 150 - Private Pilot Flight Theory **Credits: 3**

Other Major Hours (3 SHC)

- AER 114 - Aviation Management **Credits: 3**

Total Private Pilot Essentials Certificate: 12 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Aviation Management & Career Pilot Technology

Pilot Unmanned Aircraft Systems, AAS

Program Code: A60180U

*(2024*03)*

The Aviation Management and Career Pilot Technology curriculum prepares individuals for a variety of aviation and aviation-related careers including the commercial airlines, general aviation, the aerospace industry, the military, unmanned aircraft systems industries, and state and federal aviation organizations.

Course work includes fundamentals of flight, aerodynamics, aircraft performance, meteorology, navigation, federal regulations, aviation management, unmanned aircraft systems, and instrument and commercial ground training, flight and simulator training, and entrepreneurship or business management training.

Graduates may earn a commercial pilot certificate with an instrument rating, specialize in aviation management or in unmanned air systems, and may find employment as commercial, corporate, and military pilots, fixed base operators and airport managers, as pilots or technicians in the unmanned aircraft systems industry, or as flight instructors, and flight dispatchers.

General Education Hours (15-16 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- ECO 251 - Principles of Microeconomics **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (3-4 SHC)

- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (52 SHC)

Technical Core (11 SHC)

- AER 110 - Air Navigation **Credits: 3**

- AER 111 - Aviation Meteorology **Credits: 3**
- AER 112 - Aviation Laws and FARs **Credits: 2**
- AER 150 - Private Pilot Flight Theory **Credits: 3**

Required Subject Areas (12 SHC)

- UAS 110 - Intro to UAS Operations **Credits: 3**
- UAS 150 - UAS Flight Simulation **Credits: 3**
- UAS 152 - Remote UAS Sensing & Control **Credits: 3**
- UAS 230 - UAS Aerial Photo Surveys **Credits: 3**

Other Major Hours (29 SHC)

Required Hours (25 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 24 SHC

- AER 113 - History of Aviation **Credits: 2**
- AER 160 - Instrument Flight Theory **Credits: 3**
- AER 170 - Commercial Flight Theory **Credits: 3**
- AER 211 - Air Traffic Control **Credits: 2**
- AER 217 - Air Transportation **Credits: 3**
- AER 218 - Human Factors in Aviation **Credits: 2**
- CIS 110 - Introduction to Computers **Credits: 3**
- UAS 111 - Unmanned Aircraft Systems **Credits: 3**
- UAS 112 - UAS Communications/Telemetry **Credits: 3**

Select 4 SHC from the following:

- AER 115 - Instrument Flight Simulator **Credits: 2**
- AER 116 - Private Pilot Flight Simulator **Credits: 2**
- AER 213 - Avionics **Credits: 2**
- AER 215 - Flight Safety **Credits: 3**
- BUS 153 - Human Resource Management **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- DBA 110 - Database Concepts **Credits: 3**
- PHY 131 - Physics-Mechanics **Credits: 4**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 112 - Work-Based Learning I **Credits: 2**

Total Pilot Unmanned Aircraft Systems, AAS: 67-68 Credits

Aviation Management & Career Pilot Technology
Pilot Unmanned Aircraft Systems, AAS
Semester-By-Semester Plan
*(2024*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- AER 110 - Air Navigation **Credits: 3**
- AER 113 - History of Aviation **Credits: 2**
- AER 150 - Private Pilot Flight Theory **Credits: 3**
- UAS 110 - Introduction to UAS Operations **Credits: 3**

Spring I

- AER 111 - Aviation Meteorology **Credits: 3**
- AER 112 - Aviation Laws and FARs **Credits: 2**
- AER 160 - Instrument Flight Theory **Credits: 3**
- AER 211 - Air Traffic Control **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3**
- UAS 111 - Unmanned Aircraft Systems **Credits: 3**

Summer I

- AER 217 - Air Transportation **Credits: 3**
- AER 218 - Human Factors in Aviation **Credits: 2**
- UAS 150 - UAS Flight Simulation **Credits: 3**
- UAS 152 - Remote Sensing & Control **Credits: 3**

Fall II

- AER 115 - Instrument Flight Simulator **Credits: 2**
- AER 116 - Private Pilot Flight Simulator **Credits: 2**
- AER 170 - Commercial Flight Theory **Credits: 3**
- ENG 112 - Writing/Research in the Disc **Credits: 3**
- Math Elective
- UAS 112 - UAS Communications/Telemetry **Credits: 3**

Spring II

- ART 111 - Art Appreciation **Credits: 3**
- BUS 152 - Human Resource Management **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- ECO 251 - Microeconomics **Credits: 3**
- UAS 230 - Aerial Photo Surveys **Credits: 3**

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Aviation Management & Career Pilot Technology Pilot Unmanned Aircraft Systems Diploma

Program Code: D60180D3
*(2019*03)*

General Education Hours (6-7 SHC)

English (3 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**

Math/Natural Sciences (3-4 SHC)

- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (36 SHC)

Technical Core (11 SHC)

- AER 110 - Air Navigation **Credits: 3**
- AER 111 - Aviation Meteorology **Credits: 3**
- AER 112 - Aviation Laws and FARs **Credits: 2**
- AER 150 - Private Pilot Flight Theory **Credits: 3**

Required Subject Areas (6 SHC)

- UAS 110 - Intro to UAS Operations **Credits: 3**
- UAS 150 - UAS Flight Simulation **Credits: 3**

Other Major Hours (19 SHC)

Required Hours (7 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 6 SHC

- UAS 111 - Unmanned Aircraft Systems **Credits: 3**
- UAS 112 - UAS Communications/Telemetry **Credits: 3**

Select 12 SHC selected from the following:

- AER 113 - History of Aviation **Credits: 2**
- AER 160 - Instrument Flight Theory **Credits: 3**
- AER 170 - Commercial Flight Theory **Credits: 3**
- AER 211 - Air Traffic Control **Credits: 2**
- AER 217 - Air Transportation **Credits: 3**
- AER 218 - Human Factors in Aviation **Credits: 2**
- BUS 230 - Small Business Management **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 112 - Work-Based Learning I **Credits: 2**

Total Pilot Unmanned Aircraft Systems Diploma: 42-43 Credits

Aviation Management & Career Pilot Technology
Pilot Unmanned Aircraft Systems Certificate
Program Code: C60180C6
*(2016*03)*

Major Hours (14 SHC)

Technical Core (2 SHC)

- AER 112 - Aviation Laws and FARs **Credits: 2**

Required Subject Areas (6 SHC)

- UAS 110 - Intro to UAS Operations **Credits: 3**
- UAS 150 - UAS Flight Simulation **Credits: 3**

Other Major Hours (6 SHC)

- UAS 111 - Unmanned Aircraft Systems **Credits: 3**
- UAS 112 - UAS Communications/Telemetry **Credits: 3**

Total Pilot Unmanned Aircraft Systems Certificate: 14 Credits

Aviation Systems Technology

Aviation Systems Technology, AAS

Program Code: A60200

*(2025*03)*

Pending FAA approval

The Associate in Applied Science Aviation Systems Technology program provides individuals with the knowledge and skills to qualify as an FAA-certificated Aviation Maintenance Technician (AMT) in airframe and/or powerplant. The curriculum is approved by the Federal Aviation Administration (FAA) under 14 CFR Part 147, which governs aviation maintenance schools.

Course works includes aviation mathematics, FAA regulations, basic electricity, aircraft drawings; aircraft structures, systems, and components; aircraft engines, theory, systems, and components; and engine inspections and maintenance.

Employment opportunities exist as entry-level mechanics with air carriers, manufacturers, repair stations, fixed base operators, flight schools, and government aviation operations.

General Education Hours (15-16 SHC)

English (6 SHC)

- COM 110 - Introduction to Communication **Credits: 3**
 - ENG 110 - Freshman Composition **Credits: 3**
- OR**
- ENG 111 - Writing and Inquiry **Credits: 3**
 - ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (3-4 SHC)

- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 3**

Major Hours (74 SHC)

Technical Core (73 SHC)

- AVI 110 - Aviation Maintenance-Gen. **Credits: 15**
- AVI 120 - Airframe Maintenance I **Credits: 12**
- AVI 130 - Airframe Maintenance II **Credits: 9**
- AVI 230 - Airframe Maintenance III **Credits: 7**
- AVI 240 - Powerplant Maintenance I **Credits: 6**
- AVI 250 - Powerplant Maintenance II **Credits: 15**
- AVI 260 - Powerplant Maintenance III **Credits: 9**

Other Required Hours (1 SHC)

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Total Aviation Systems Technology, AAS: 89-90 Credits

Aviation Systems Technology
Aviation Systems Technology, AAS
Semester-By-Semester Plan
*(2025*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- AVI 110 - Aviation Maintenance-Gen. **Credits: 15**
- ENG 110 - Freshman Composition **Credits: 3 or**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring I

- AVI 120 - Airframe Maintenance I **Credits: 12**
- Social/Behavioral Science Elective
- COM 110 - Introduction to Communication **Credits: 3 or**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Summer I

- MAT 171 - Precalculus Algebra **Credits: 4**
- AVI 130 Airframe Maintenance II **Credits: 9**

Fall II

- AVI 230 - Airframe Maintenance III **Credits: 7**
- AVI 240 - Powerplant Maintenance I **Credits: 6**
- Humanities/Fine Arts Elective

Spring II

- AVI 250 - Powerplant Maintenance II **Credits: 15**

Summer II

- AVI 260 - Powerplant Maintenance III **Credits: 9**

Aviation Systems Technology
Aviation Airframe Maintenance Diploma
Program Code: D60200A
*(2025*03)*

General Education Hours (6 SHC)

English (3 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 110 - English Composition **Credits: 3**

Math (3 SHC)

- MAT 121 Algebra/Trigonometry **Credits: 3**

Major Hours (43 SHC)

Core (42 SHC)

- AVI 110 - Aviation Maintenance-Gen. **Credits: 15**
- AVI 120 - Airframe Maintenance I **Credits: 12**
- AVI 130 - Airframe Maintenance II **Credits: 9**
- AVI 230 - Airframe Maintenance III **Credits: 7**

Other Required Hours (1 SHC)

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Total Aviation Airframe Maintenance Diploma: 50 Credits

Aviation Systems Technology
Aviation Powerplant Maintenance Diploma
Program Code: D60200P
*(2025*03)*
Pending FAA Approval

General Education Hours (6 SHC)

English (3 SHC)

- ENG 110 - English Composition **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Math (3 SHC)

- MAT 121 Algebra/Trigonometry **Credits: 3**

Major Hours (43 SHC)

Core (42 SHC)

- AVI 110 - Aviation Maintenance-Gen. **Credits: 15**
- AVI 240 - Powerplant Maintenance I **Credits: 6**
- AVI 250 - Powerplant Maintenance II **Credits: 15**
- AVI 260 - Powerplant Maintenance III **Credits: 9**

Other Required Hours (1 SHC)

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Total Aviation Powerplant Maintenance Diploma: 50 Credits

Basic Law Enforcement Training Basic Law Enforcement Training Certificate

Program Code: C55120

*(2024*03)*

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

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

Students must successfully complete and pass all units of study to receive a certificate.

Major Hours (37 SHC)

- LET 110 - Basic Law Enforcement BLET **Credits: 37**

Total Basic Law Enforcement Training Certificate: 37 Credits

Students successfully completing a Basic Law Enforcement Training course since 1985 accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for CJC 131 - Criminal Law, CJC 132 - Court Procedure & Evidence, CJC 221 - Investigative Principles, and CJC 231 - Constitutional Law toward the Associate in Applied Science degree in Criminal Justice Technology.

Business Administration

General Business Administration, AAS

Program Code: A25120
*(2024*03)*

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. The following certificates are offered in the Business Administration program:

- Accounting Essential Certificate
- Small Business Accounting Certificate
- Business Administration Essential Certificate
- Entrepreneurship Certificate
- Marketing Essential Certificate

Students may choose electives that support a program concentration and help complete Certificates while earning the AAS degree.

- **Accounting Concentration** – Take ACC 131, ACC 140, and ACC 150 to earn the AAS degree plus the Accounting Essential and Small Business Accounting Certificates.
- **Entrepreneurship Concentration** – Take BUS 230 and two additional electives to earn the AAS degree plus the Entrepreneurship Certificate.
- **Marketing Concentration** – Take MKT 121, MKT 123, and MKT 232 to earn the AAS degree plus the Marketing Essential Certificate.

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.

General Education Hours (15-16 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- ECO 251 - Principles of Microeconomics **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (3-4 SHC)

- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (52 SHC)

Technical Core (22 SHC)

- ACC 120 - Principles of Financial Accounting **Credits: 4**
- BUS 110 - Introduction to Business **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- ECO 252 - Principles of Macroeconomics **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**

Required Subject Areas (12 SHC)

- BUS 116 - Business Law II **Credits: 3**
- BUS 121 - Business Math **Credits: 3**
- BUS 240 - Business Ethics **Credits: 3**
- BUS 270 - Professional Development **Credits: 3**

Other Major Hours (18 SHC)

Required Hours (11 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 10 SHC

- ACC 121 - Principles of Managerial Accounting **Credits: 4**
- BUS 153 - Human Resource Management **Credits: 3**
- BUS 225 - Business Finance **Credits: 3**

Select 7 SHC from the following:

- ACC 131 - Federal Income Taxes **Credits: 3**
- ACC 140 - Payroll Accounting **Credits: 2**
- ACC 150 - Accounting Software Appl **Credits: 2**
- BUS 125 - Personal Finance **Credits: 3**
- BUS 152 - Human Relations **Credits: 3**
- BUS 230 - Small Business Management **Credits: 3**
- MKT 121 - Retailing **Credits: 3**
- MKT 123 - Fundamentals of Selling **Credits: 3**
- MKT 232 - Social Media Marketing **Credits: 3**
- WBL 110 - World of Work **Credits: 1**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 112 - Work-Based Learning I **Credits: 2**

Total General Business Administration, AAS: 67-68 Credits

Business Administration
General Business Administration, AAS
Semester-By-Semester Plan: Accounting Concentration
*(2024*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- ACC 120 - Principles of Financial Accounting **Credits: 4**
- BUS 110 - Introduction to Business **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**

Spring I

- ACC 121 - Principles of Managerial Accounting **Credits: 4**
- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- BUS 240 - Business Ethics **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**

Business Administration Essential Certificate

Summer I

- ECO 251 - Principles of Microeconomics **Credits: 3**
- Humanities/Fine Arts Elective
- Math/Natural Sciences Elective

Fall II

- ACC 131 - Federal Income Taxes **Credits: 3**
- BUS 121 - Business Math **Credits: 3**
- BUS 153 - Human Resource Management **Credits: 3**
- ECO 252 - Principles of Macroeconomics **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Accounting Essential Certificate

Spring II

- ACC 140 – Payroll Accounting Taxes **Credits: 2**
- ACC 150 – Accounting Software Applications **Credits: 2**
- BUS 116 - Business Law II **Credits: 3**
- BUS 225 - Business Finance **Credits: 3**
- BUS 270 - Professional Development **Credits: 3**

Small Business Accounting Certificate

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Business Administration
General Business Administration, AAS
Semester-By-Semester Plan: Business Concentration
*(2024*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- ACC 120 - Principles of Financial Accounting **Credits: 4**
- BUS 110 - Introduction to Business **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**

Spring I

- ACC 121 - Principles of Managerial Accounting **Credits: 4**
- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- BUS 240 - Business Ethics **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**

Business Administration Essential Certificate

Summer I

- Humanities/Fine Arts Elective
- Math/Natural Sciences Elective
- Program Elective: *BUS 230 - Small Business Management Credits: 3***

Fall II

- BUS 121 - Business Math **Credits: 3**
- BUS 153 - Human Resource Management **Credits: 3**
- ECO 252 - Principles of Macroeconomics **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- Program Elective: *ACC 131 - Federal Income Taxes Credits: 3**

****Accounting Essential Certificate***

Spring II

- BUS 116 - Business Law II **Credits: 3**
- BUS 225 - Business Finance **Credits: 3**
- BUS 270 - Professional Development **Credits: 3**
- ECO 251 - Principles of Microeconomics **Credits: 3**
- Program Elective

*****Entrepreneurship Certificate***

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Business Administration
General Business Administration, AAS
Semester-By-Semester Plan: Entrepreneurship Concentration
*(2024*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- ACC 120 - Principles of Financial Accounting **Credits: 4**
- BUS 110 - Introduction to Business **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**

Spring I

- ACC 121 - Principles of Managerial Accounting **Credits: 4**
- BUS 115 - Business Law I **Credits: 3**
- BUS 240 - Business Ethics **Credits: 3**
- BUS 270 - Professional Development **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**

Summer I

- BUS 137 - Principles of Management **Credits: 3**
- BUS 230 - Small Business Management **Credits: 3**
- Math/Natural Sciences Elective

Business Administration Essential Certificate
Entrepreneurship Certificate

Fall II

- BUS 121 - Business Math **Credits: 3**
- BUS 153 - Human Resource Management **Credits: 3**
- ECO 252 - Principles of Macroeconomics **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- Program Elective: *ACC 131 - Federal Income Taxes* **Credits: 3***

****Accounting Essential Certificate***

Spring II

- BUS 116 - Business Law II **Credits: 3**
- BUS 225 - Business Finance **Credits: 3**
- ECO 251 - Principles of Microeconomics **Credits: 3**
- Humanities/Fine Arts Elective
- Program Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Business Administration
General Business Administration, AAS
Semester-By-Semester Plan: Marketing Concentration
*(2024*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- ACC 120 - Principles of Financial Accounting **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**
- MKT 121 - Retailing **Credits: 3**

Spring I

- ACC 121 - Principles of Managerial Accounting **Credits: 4**
- BUS 110 - Introduction to Business **Credits: 3**
- BUS 240 - Business Ethics **Credits: 3**
- MKT 123 - Fundamentals of Selling **Credits: 3**
- MKT 232 - Social Media Marketing **Credits: 3**

Marketing Essential Certificate

Summer I

- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**
- Math/Natural Sciences Elective

Business Administration Essential Certificate

Fall II

- BUS 121 - Business Math **Credits: 3**
- BUS 153 - Human Resource Management **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3**
- ECO 251 - Principles of Microeconomics **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Spring II

- BUS 116 - Business Law II **Credits: 3**
- BUS 225 - Business Finance **Credits: 3**
- BUS 270 - Professional Development **Credits: 3**
- ECO 252 - Principles of Macroeconomics **Credits: 3**
- Humanities/Fine Arts Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Business Administration
Business Administration Essential Certificate, CTE
Program Code: C25120C3 | (CTE) C25120H3*
*(2019*03)*

Major Hours (12 SHC)

Technical Core (9 SHC)

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**

Other Major Hours (3 SHC)

- BUS 240 - Business Ethics **Credits: 3**

Total Business Administration Essential Certificate: 12 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Business Administration
Entrepreneurship Certificate, CTE
Program Code: C25120C4 | (CTE) C25120H4*
*(2024*03)*

Major Hours (17 SHC)

Technical Core (13 SHC)

- ACC 120 - Principles of Financial Accounting **Credits: 4**
- BUS 110 - Introduction to Business **Credits: 3**
- BUS 115 - Business Law I **Credits: 3**
- MKT 120 - Principles of Marketing **Credits: 3**

Other Major Hours (4 SHC)

- BUS 230 - Small Business Management **Credits: 3**
- WBL 110 - World of Work **Credits: 1**

Total Entrepreneurship Certificate: 17 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Business Administration
Marketing Essential Certificate, CTE
Program Code: C25120C6 | (CTE) C25120H6*
*(2024*03)*

Major Hours (12 SHC)

Technical Core (9 SHC)

- MKT 120 - Principles of Marketing **Credits: 3**
- MKT 121 - Retailing **Credits: 3**
- MKT 123 - Fundamentals of Selling **Credits: 3**

Other Major Hours (3 SHC)

- MKT 232 - Social Media Marketing **Credits: 3**

Total Marketing Essential Certificate: 12 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Career & Technical Teacher Education

Career & Technical Teacher Education, AAS

Program Code: A55320

*(2025*03)*

The Career and Technical Teacher Education Program curriculum is designed for individuals skilled and experienced in a trade or technical specialty who would like to receive an associate degree in preparation for teaching or other purposes.

Course work is designed to supplement previous education, training, and/or experience the individual has already attained.

Graduates of the program may find employment as instructors in the field of occupational education.

General Education Hours (15-16 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (3-4 SHC)

- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (50 SHC)

Required Courses (12 SHC)

- EDU 161 - Introduction to Exceptional Children **Credits: 3**
- EDU 176 - Occupational Analysis & Course Development **Credits: 3**
- EDU 177 - Instructional Methods **Credits: 3**
- EDU 281 - Instructional Strategies in Reading & Writing **Credits: 3**

Other Major Hours (38 SHC)

- CIS 110 - Introduction to Computers **Credits: 3**

- EDU 163 - Classroom Management and Instruction **Credits: 3**
- EDU 271 - Educational Technology **Credits: 3**

Formal training and/or work experience within the specialty area(s) **Credits: 29*

Other Major Hours (1 SHC)

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Total Career and Technical Education Associate, AAS: 65-66 Credits

**Formal training includes 29 SHC of courses from major requirements of Diploma and Associate in Applied Science Degree programs currently offered by the College. 0-8 SHC of which may be completed through cooperative work experience.*

Career & Technical Teacher Education Career & Technical Teacher Education Certificate

Program Code: C55320

*(2025*03)*

Major Hours (12 SHC)

- EDU 161 - Introduction to Exceptional Children **Credits: 3**
- EDU 176 - Occupational Analysis Course Development **Credits: 3**
- EDU 177 - Instructional Methods **Credits: 3**
- EDU 281 - Instructional Strategies in Reading & Writing **Credits: 3**

Total Teaching Certificate: 18 Credits

Cosmetology
Associate in Applied Science, AAS
Program Code: A55140
*(2025*03)*

The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multi-cultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

General Education Hours (15 SHC)

English (6 SHC)

- COM 110 - Introduction to Communication **Credits: 3**
- ENG 110 - Freshman Composition **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**

Math/Natural Sciences (3 SHC)

- AST 111 - Descriptive Astronomy **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Hours (50 SHC)

Required Courses (32 SHC)

- COS 111 - Cosmetology Concepts I **Credits: 4**
- COS 112 - Salon I **Credits: 8**
- COS 113 - Cosmetology Concepts II **Credits: 4**
- COS 114 - Salon II **Credits: 8**
- COS 115 - Cosmetology Concepts III **Credits: 4**
- COS 116 - Salon III **Credits: 4**

Required Subject Area (2 SHC)

- COS 117 - Cosmetology Concepts IV **Credits: 2**

Other Major Hours (16 SHC)

- ACA 111 - College Student Success **Credits: 1**
- CIS 110 - Introduction to Computers **Credits: 2**
- COS 118 - Salon IV **Credits: 7**
- SPA 111 - Elementary Spanish I **Credits: 3**
- BUS 230 - Small Business Management **Credits: 3 or**
- MKT 120 - Principles of Marketing **Credits: 3**

Total Cosmetology, AAS: 66 Credits

Cosmetology
Cosmetology, AAS
Semester-By-Semester Plan
*(2025*03)*

Fall I

- ACA 111 - College Student Success **Credits: 1**
- COS 111 - Cosmetology Concepts I **Credits: 4**
- COS 112 - Salon I **Credits: 8**
- ENG 110 - Freshman Composition **Credits: 3**

Spring I

- COM 110 - Introduction to Communication **Credits: 3**
- COS 113 - Cosmetology Concepts II **Credits: 4**
- COS 114 - Salon II **Credits: 8**

Summer I

- CIS 110 - Introduction to Computers **Credits: 3**
- COS 115 - Cosmetology Concepts III **Credits: 4**
- COS 116 - Salon III **Credits: 4**
- BUS 230 - Small Business Management **Credits: 3**
- **or** MKT 120 - Principles of Marketing **Credits: 3**

Fall II

- COS 118 - Salon IV **Credits: 7**
- COS 117 - Cosmetology Concepts IV **Credits: 2**
- Social/Behavioral Sciences Elective

Spring II

- SPA 111 - Elementary Spanish I **Credits: 3**
- Humanities/Fine Arts Elective
- Math/Natural Sciences Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Cosmetology
Cosmetology Diploma
Program Code: D55140
*(2025*03)*

For a cosmetologist license, a student must have clocked 1500 hours of a cosmetology curriculum at an accredited school approved by the North Carolina Board of Cosmetic Art Examiners. This education includes both written and practical coursework to prepare for your career.

Note: Students may complete courses without clocking all 1500 hours; therefore, additional courses may be required to fulfill the 1500 hours.

General Education Hours (6 SHC)

Select two courses from the following:

- COM 110 - Introduction to Communication **Credits: 3**
- ENG 110 - Freshman Composition **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Hours (42 SHC)

Required Courses (32 SHC)

- COS 111 - Cosmetology Concepts **Credits: 4**
- COS 112 - Salon I **Credits: 8**
- COS 113 - Cosmetology Concepts II **Credits: 4**
- COS 114 - Salon II **Credits: 8**
- COS 115 - Cosmetology Concepts III **Credits: 4**
- COS 116 - Salon III **Credits: 4**

Required Subject Area (2 SHC)

- COS 117 - Cosmetology Concepts IV **Credits: 2**

Other Major Hours (8 SHC)

- ACA 111 - College Student Success **Credits: 1**
- COS 118 - Salon IV **Credits: 7**

Total Cosmetology Diploma: 48 Credits

Cosmetology
Cosmetology Skills Certificate
Program Code: C55140K1
*(2021*03)*

Major Hours (34 SHC)

Required Courses (32 SHC)

- COS 111 - Cosmetology Concepts I **Credits: 4**
- COS 112 - Salon I **Credits: 8**
- COS 113 - Cosmetology Concepts II **Credits: 4**
- COS 114 - Salon II **Credits: 8**
- COS 115 - Cosmetology Concepts III **Credits: 4**
- COS 116 - Salon III **Credits: 4**

Required Subject Area (2 SHC)

- COS 117 - Cosmetology Concepts IV **Credits: 2**

Total Cosmetology Skills Certificate: 34 Credits

Criminal Justice Technology
Associate in Applied Science, AAS
Program Code: A55180
*(2021*03)*

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Students successfully completing the following certificates, issued by the North Carolina Criminal Justice Education and Training Standards Commission will receive credit for the listed courses:

- **Intermediate Law Enforcement Certificate:** CJC 111 - Intro to Criminal Justice, and CJC 113 - Juvenile Justice, toward the Associate in Applied Science Degree in Criminal Justice Technology.
- **Advanced Law Enforcement Certificate:** CJC 111 - Intro to Criminal Justice, CJC 113 - Juvenile Justice, CJC 121 - Law Enforcement Operations, and CJC 141 - Corrections, toward the Associate in Applied Science Degree in Criminal Justice Technology.

Students successfully completing the **Basic Correctional Officer Training class and final exam to be certified by the North Carolina Criminal Justice Education and Training Standards Commission will receive credit for CJC 141 - Corrections**, toward the Associate in Applied Science degree in Criminal Justice Technology.

General Education Hours (19-20 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**

- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Natural Sciences (4 SHC)

- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**

Mathematics (3-4 SHC)

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (50-51 SHC)

Technical Core (22 SHC)

- CJC 111 - Intro to Criminal Justice **Credits: 3**
- CJC 112 - Criminology **Credits: 3**
- CJC 113 - Juvenile Justice **Credits: 3**
- CJC 131 - Criminal Law **Credits: 3**
- CJC 212 - Ethics & Comm Relations **Credits: 3**
- CJC 221 - Investigative Principles **Credits: 4**
- CJC 231 - Constitutional Law **Credits: 3**

Other Major Hours (28-29 SHC)

Required Hours (22 SHC)

- ACA 122 - College Transfer Success **Credits: 1**
- CJC 121 - Law Enforcement Operations **Credits: 3**
- CJC 132 - Court Procedure & Evidence **Credits: 3**
- CJC 141 - Corrections **Credits: 3**
- CJC 222 - Criminalistics **Credits: 3**
- CJC 232 - Civil Liability **Credits: 3**
- POL 120 - American Government **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Select 6-7 SHC from the following:

- CIS 110 - Introduction to Computers **Credits: 3**
- CJC 161 - Introduction to Homeland Security **Credits: 3**
- CJC 214 - Victimology **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- SPA 111 - Elementary Spanish I **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**

Total Criminal Justice Technology, AAS: 69-71 Credits

Criminal Justice Technology
Criminal Justice Technology, AAS
Semester-By-Semester Plan
*(2024*03)*

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- CJC 111 - Intro to Criminal Justice **Credits: 3**
- CJC 132 - Court Procedure & Evidence **Credits: 3**
- CJC 141 - Corrections **Credits: 3**
- Math Elective

Spring I

- CJC 113 - Juvenile Justice **Credits: 3**
- CJC 121 - Law Enforcement Operations **Credits: 3**
- CJC 131 - Criminal Law **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- Humanities/Fine Arts Elective

Summer I

- CJC 222 - Criminalistics **Credits: 3**
- CJC 232 - Civil Liability **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Fall II

- Science Elective
- CJC 212 - Ethics and Comm Relations **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- Program Elective

Spring II

- CJC 112 - Criminology **Credits: 3**
- CJC 221 - Investigative Principles **Credits: 4**
- CJC 231 - Constitutional Law **Credits: 3**
- POL 120 - American Government **Credits: 3**
- Program Elective
- **Optional:** WBL 111

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Criminal Justice Technology
Criminal Justice Technology Certificate, CTE
Program Code: C55180C | (CTE) C55180H*
*(2024*03)*

Major Hours (12 SHC)

Required Courses (6 SHC)

- CJC 111 - Intro to Criminal Justice **Credits: 3**
- CJC 113 - Juvenile Justice **Credits: 3**

Other Major Hours (6 SHC)

- CJC 121 - Law Enforcement Operations **Credits: 3**
- CJC 141 - Corrections **Credits: 3**

Total Criminal Justice Technology Certificate: 12 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Culinary Arts
Associate in Applied Science, AAS
Program Code: A55150
*(2024*03)*

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

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde-manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification is available to graduates. With experience, graduates may advance to positions such as sous-chef, executive chef, or food service manager.

General Education Hours (15-16 SHC)

English (6 SHC)

- COM 110 - Introduction to Communication **Credits: 3**
- ENG 110 - Freshman Composition **Credits: 3**
- OR**
- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- REL 110 - World Religions **Credits: 3**

Math/Natural Sciences (3-4 SHC)

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (61 SHC)

Required Courses (21 SHC)

- CUL 110 - Sanitation & Safety **Credits: 2**
- CUL 140 - Culinary Skills I **Credits: 5**
- CUL 160 - Baking I **Credits: 3**

- CUL 170 - Garde Manger I **Credits: 3**
- CUL 240 - Culinary Skills II **Credits: 5**
- HRM 245 - Human Resource Management-Hosp **Credits: 3**

Required Subject Areas (9 SHC)

- CUL 112 - Nutrition for Foodservice **Credits: 3**
- CUL 120 - Purchasing **Credits: 2**
- CUL 135 - Food & Beverage Service **Credits: 2**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 121 - Work-Based Learning II **Credits: 1**

Other Major Hours (29 SHC)

Required Hours (20 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 19 SHC

- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- CUL 112A - Nutrition for Foodservice Lab **Credits: 1**
- CUL 120A - Purchasing Lab **Credits: 1**
- CUL 135A - Food & Beverage Serv Lab **Credits: 1**
- CUL 230 - Global Cuisines **Credits: 5**
- CUL 230A - Global Cuisines Lab **Credits: 1**
- CUL 260 - Baking II **Credits: 3**
- CUL 270 - Garde Manger II **Credits: 3**
- HRM 160 - Info Systems for Hosp **Credits: 3**

Select 9 SHC from the following:

- CUL 275 - Catering Cuisine **Credits: 5**
- CUL 283 - Farm-To-Table **Credits: 5**
- HRM 215 - Restaurant Management **Credits: 3**
- HRM 215A - Restaurant Management Lab **Credits: 1**

Total Culinary Arts, AAS: 74-75 Credits

Culinary Arts
Culinary Arts, AAS
Semester-By-Semester Plan
*(2024*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- CUL 110/110A - Sanitation & Safety & Lab **Credits: 2/1**
- CUL 140 - Culinary Skills I **Credits: 5**
- CUL 160 - Baking I **Credits: 3**
- CUL 170 - Garde Manger I **Credits: 3**

Spring I

- CUL 240 - Culinary Skills II **Credits: 5**
- CUL 260 - Baking II **Credits: 3**
- CUL 270 - Garde Manger II **Credits: 3**
- HRM 215 - Restaurant Management **Credits: 3**
- HRM 245 - Human Resource Management-Hospitality **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**

Summer I

- CUL 275 - Catering Cuisine **Credits: 5**
- English Elective
- Math Elective

Fall II

- CUL 112/112A - Nutrition for Foodservice & Lab **Credits: 3/1**
- CUL 120/120A - Purchasing & Lab **Credits: 2/1**
- CUL 135/135A - Food & Beverage Service & Lab **Credits: 2/1**
- HRM 160 - Info Systems for Hosp **Credits: 3**

Spring II

- English/Communications Elective
- CUL 230/230A - Global Cuisines & Lab **Credits: 5/1**
- PSY 150 - General Psychology **Credits: 3**
- WBL 121 - Work-Based Learning II **Credits: 1**
- Humanities/Fine Arts Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Culinary Arts
Culinary Arts Diploma
Program Code: D55150D1
*(2024*03)*

General Education Hours (6 SHC)

English (3 SHC)

- COM 110 - Introduction to Communication **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**

Major Hours (34 SHC)

Required Courses (18 SHC)

- CUL 110 - Sanitation & Safety **Credits: 2**
- CUL 140 - Culinary Skills I **Credits: 5**
- CUL 160 - Baking I **Credits: 3**
- CUL 240 - Culinary Skills II **Credits: 5**
- HRM 245 - Human Resource Management-Hosp **Credits: 3**

Required Subject Areas (7 SHC)

- CUL 112 - Nutrition for Foodservice **Credits: 3**
- CUL 120 - Purchasing **Credits: 2**
- CUL 135 - Food & Beverage Service **Credits: 2**

Other Major Hours (9 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 8 SHC

- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- CUL 112A - Nutrition for Foodservice Lab **Credits: 1**
- CUL 120A - Purchasing Lab **Credits: 1**
- CUL 135A - Food & Beverage Serv Lab **Credits: 1**
- HRM 215 - Restaurant Management **Credits: 3**
- HRM 215A - Restaurant Management Lab **Credits: 1**

Total Culinary Arts Diploma: 40 Credits

Culinary Arts
Culinary Arts Essential Skills Certificate, CTE
Program Code: C55150K2 | (CTE) C55150H2*
*(2017*03)*

Major Hours (16 SHC)

Required Courses (5 SHC)

- CUL 110 - Sanitation & Safety **Credits: 2**
- HRM 245 - Human Resource Management-Hosp **Credits: 3**

Required Subject Areas (7 SHC)

- CUL 112 - Nutrition for Foodservice **Credits: 3**
- CUL 120 - Purchasing **Credits: 2**
- CUL 135 - Food & Beverage Service **Credits: 2**

Other Major Hours (4 SHC)

- CUL 110A - Sanitation & Safety Lab **Credits: 1**
- CUL 112A - Nutrition for Foodservice Lab **Credits: 1**
- CUL 120A - Purchasing Lab **Credits: 1**
- CUL 135A - Food & Beverage Serv Lab **Credits: 1**

Total Culinary Arts Essential Skills Certificate: 16 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

**Dental Assisting
Dental Assisting Diploma
Program Code: D45240
(2021*03)**

Program is offered through an Instructional Service Agreement with Wayne Community College.

Interested students are encouraged to contact a counselor in the Office of Admissions to obtain information about the program.

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

This is a competitive admissions program, and acceptance is not guaranteed. Applicants are accepted for admission based on required criterion and individual applications. To be eligible to apply for the Dental Assisting program, students must meet the following minimum prerequisite requirements.

- An ACT/SAT score from within the past 10 years (*optional*)

Minimum MATH Prerequisite Requirements:

An applicant must have completed **ONE** of the following before receiving the applicant packet:

- An unweighted high school GPA of 2.8 or higher from a College Prep Curriculum
- A grade of “P” for DMA 010-080
- A grade of “C” or higher for MAT 080
- Completion of Transitions Math through Tier 3
- A grade of “C” or higher in MAT 035
- Placement test scores that demonstrate mastery of MAT 035

Students who have completed a college approved Math course such as ***MAT-121, MAT-122, MAT-141, MAT-143, MAT-151, MAT-152, MAT-161, MAT-171, MAT-263, or MAT-271*** (*with grade of C or better*) may meet the math requirement.

Minimum Anatomy & Physiology Prerequisite Requirements:

- Successful completion of BIO-163 **OR** BIO-168 & BIO-169 (*with grade of C or better*)

General Education Hours (6 SHC)

English (3 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**

Major Hours (42 SHC)

Required Courses (34 Hours)

- DEN 101 - Preclinical Procedures **Credits: 7 ***
- DEN 102 - Dental Materials Credits 4 *
- DEN 103 - Dental Sciences **Credits: 2 ***
- DEN 104 - Dental Health Education **Credits: 3 ***
- DEN 105 - Practice Management **Credits: 2 ***
- DEN 106 - Clinical Practice I **Credits: 6 ***
- DEN 107 - Clinical Practice II **Credits: 5 ***
- DEN 111 - Infection/Hazard Control **Credits: 2 ***
- DEN 112 - Dental Radiography **Credits: 3 ***

Required Subject Areas (2 SHC)

- DEN 100 - Basic Orofacial Anatomy **Credits: 2 ***

Other Major Hours (6 SHC)

Select one of the following courses:

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Select one of the following options:

- BIO 163 - Basic Anatomy & Physiology **Credits: 5**
OR
- BIO 168 - Anatomy and Physiology I **Credits: 4**
- **and** BIO 169 - Anatomy and Physiology II **Credits: 4**

Total Dental Assisting Diploma: 48 Credits

All General Education courses may be taken at Lenoir Community College. The Diploma in Dental Assisting will be awarded by WCC upon successful completion of all requirements.

**DEN Courses must be completed through Wayne Community College.*

**Dental Assisting
Dental Assisting Diploma
Semester-By-Semester Plan
(2025*03)**

Associate in General Education: Pre-Dental Assisting (A10300DA)

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- Anatomy & Physiology Elective(s)

*Complete **Intent to Apply** – Opens the Tuesday following Labor Day holiday*

Spring I

- ENG 111 - Writing and Inquiry **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

***Intent to Apply** – closes mid-January*

***Application and Checklist** – due to LCC mid-March*

*Application submissions to **WCC's Dental Assisting program due mid-April**; students will be notified by WCC if they have been accepted to the Dental Assisting Diploma program.*

**Dental Assisting Diploma (D45240)
Classes taken at Wayne Community College**

Fall I

- DEN 100 - Basic Orofacial Anatomy **Credits: 2**
- DEN 101 - Preclinical Procedures **Credits: 7**
- DEN 102 - Dental Materials **Credits: 4**
- DEN 111 - Infection/Hazard Control **Credits: 2**

Spring I

- DEN 103 - Dental Sciences **Credits: 2**
- DEN 104 - Dental Health Education **Credits: 3**
- DEN 105 - Practice Management **Credits: 2**
- DEN 106 - Clinical Practice I **Credits: 6**
- DEN 112 - Dental Radiology **Credits: 3**

Summer I

- DEN 107 - Clinical Practice II (5)

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Dental Hygiene
Associate in Applied Science, AAS
Program Code: A45260
*(2023*03)*

Program is offered through an Instructional Service Agreement with Wayne Community College.

Interested students are encouraged to contact a counselor in the Office of Admissions to obtain information about the program.

The Dental Hygiene curriculum provides individuals with the knowledge and skills to access, plan, implement, and evaluate dental hygiene care for the individual and the community. Students will learn to prepare the operatory, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

Graduates of this program may be eligible to take national and state/regional examinations for licensure which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

This is a competitive admissions program, and acceptance is not guaranteed. Applicants are accepted for admission based on required criterion and individual applications. To be eligible to apply for the Dental Hygiene program, students must meet the following minimum prerequisite requirements.

Minimum MATH Prerequisite Requirements:

An applicant must have completed **ONE** of the following before receiving the applicant packet:

- An unweighted high school GPA of 2.8 or higher from a College Prep Curriculum
- A grade of “P” for DMA 010-080
- A grade of “C” or higher for MAT 080
- Completion of Transitions Math through Tier 3
- A grade of “C” or higher in MAT 035
- Placement test scores that demonstrate mastery of MAT 035

Students who have completed a college approved Math course such as ***MAT-121, MAT-122, MAT-141, MAT-143, MAT-151, MAT-152, MAT-161, MAT-171, MAT-263, or MAT-271*** (*with grade of C or better*) may meet the math requirement.

Minimum Anatomy & Physiology Prerequisite Requirements:

- Successful completion of BIO-163 **OR** BIO-168 & BIO-169 (*with grade of C or better*)

General Education Hours (16 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- SOC 240 - Social Psychology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (4 SHC)

- CHM 130 - General, Organic, & Biochemistry **Credits: 3**
- CHM 130A - General, Organic, & Biochemistry Lab **Credits: 1**

*Students must meet **math** proficiency with one of the following:*

- Have an unweighted final high school GPA of 2.8 or higher within 10 years from the program start date (GED/HiSET/CCRG)
- Meet appropriate scores on placement test within 10 years from the program start date (ACT/SAT/CPT/Asset/Compass/NCDAP/NROC/Accuplacer) NROC Tier 1 MAT 002
- Complete a College level math class with a "C" or better (MAT 110, 115, 121, 122, 140, 143, 151, 152, 161, 171, 172, 263, 271, 272, 273, 285)
- Provide proof of completion of an associates degree or higher

Major Hours (57-58 SHC)

Required Courses (48 SHC)

- DEN 110 - Orofacial Anatomy **Credits: 3 ***
- DEN 111 - Infection/Hazard Control **Credits: 2 ***
- DEN 112 - Dental Radiography **Credits: 3 ***
- DEN 120 - Dental Hygiene Preclinic Lecture **Credits: 2 ***
- DEN 121 - Dental Hygiene Preclinical Lab **Credits: 2 ***
- DEN 123 - Nutrition/Dental Health **Credits: 2 ***
- DEN 124 - Periodontology **Credits: 2 ***
- DEN 125 - Dental Emergencies **Credits: 1 ***
- DEN 130 - Dental Hygiene Theory I **Credits: 2 ***
- DEN 131 - Dental Hygiene Clinic I **Credits: 3 ***
- DEN 140 - Dental Hygiene Theory II **Credits: 2 ***
- DEN 141 - Dental Hygiene Clinic II **Credits: 2 ***
- DEN 220 - Dental Hygiene Theory III **Credits: 2 ***
- DEN 221 - Dental Hygiene Clinic III **Credits: 4 ***
- DEN 222 - General & Oral Pathology **Credits: 2 ***
- DEN 223 - Dental Pharmacology **Credits: 2 ***
- DEN 224 - Materials and Procedures **Credits: 2 ***
- DEN 230 - Dental Hygiene Theory IV **Credits: 1 ***

- DEN 231 - Dental Hygiene Clinic IV **Credits: 4 ***
- DEN 232 - Community Dental Health **Credits: 3 ***
- DEN 233 - Professional Development **Credits: 2 ***

Required Subject Areas (8-9 SHC)

- BIO 163 - Basic Anatomy & Physiology I **Credits: 5**
- BIO 175 General Microbiology **Credits: 3 ****
- **or** BIO - 275 Microbiology **Credits: 4 ****

Other Major Hours (1 SHC)

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Total Dental Hygiene, AAS: 73-74 Credits

Students may take ACA 111 or ACA 122, BIO 163, BIO 275, CHM 130 and CHM 130A, ENG 111 and ENG 112, and Humanities/Fine Arts Elective at Lenoir Community College. The Associate in Applied Science Degree in Dental Hygiene will be awarded by Wayne Community College upon successful completion of all requirements.

**DEN Courses must be completed through Wayne Community College.*

***Students may take BIO 275 at Lenoir Community College.*

Dental Hygiene
Dental Hygiene, AAS
Semester-By-Semester Plan
(2025*03)

Students must meet prerequisite requirements of Wayne Community College.

Associate in General Education: Pre-Dental Hygiene (A10300DH)

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- BIO 163 - Basic Anatomy & Physiology **Credits: 5**
- ENG 111 - Writing and Inquiry **Credits: 3**
- SOC 240 - Social Psychology **Credits: 3**

*Complete **Intent to Apply** – Opens the Tuesday following Labor Day holiday*

Spring I

- BIO 275 - Microbiology **Credits: 4**
- CHM 130 - General, Organic, & Biochemistry **Credits: 3**
- CHM 130A - General, Organic, & Biochemistry Lab **Credits: 1**
- COM 231 - Public Speaking **Credits: 3**
- Humanities/Fine Arts Elective

***Intent to Apply** – closes mid-January*

***Application and Checklist** – due to LCC mid-March*

*Application submissions to **WCC's Dental Hygiene program due mid-April** (LCC advisor will help finalize submission). Students will be notified by WCC if they have been accepted to the Dental Hygiene program.*

Summer I

BIO 275 - Microbiology **Credits: 4**

Associate Degree Dental Hygiene (A45260)

Classes taken at Wayne Community College

Fall I

- DEN 110 - Orofacial Anatomy **Credits: 3**
- DEN 111 - Infection/Hazard Control **Credits: 2**
- DEN 112 - Dental Radiography **Credits: 3**
- DEN 120 - Dental Hygiene Preclinic Lecture **Credits: 2**
- DEN 121 - Dental Hygiene Preclinical Lab **Credits: 2**
- DEN 125 - Dental Emergencies **Credits: 1**

Spring I

- DEN 123 - Nutrition/Dental Health **Credits: 2**

- DEN 124 - Periodontology **Credits: 2**
- DEN 130 - Dental Hygiene Theory I **Credits: 2**
- DEN 131 - Dental Hygiene Clinic I **Credits: 3**
- DEN 223 - Dental Pharmacology **Credits: 2**

Summer I

- DEN 140 - Dental Hygiene Theory II **Credits: 2**
- DEN 141 - Dental Hygiene Clinic II **Credits: 2**

Fall II

- DEN 220 - Dental Hygiene Theory III **Credits: 2**
- DEN 221 - Dental Hygiene Clinic III **Credits: 4**
- DEN 222 - General & Oral Pathology **Credits: 2**
- DEN 224 - Materials and Procedures **Credits: 2**

Spring II

- DEN 230 - Dental Hygiene Theory IV **Credits: 1**
- DEN 231 - Dental Hygiene Clinic IV **Credits: 4**
- DEN 232 - Community Dental Health **Credits: 3**
- DEN 233 - Professional Development **Credits: 2**

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Early Childhood Education
Associate in Applied Science, AAS
Program Code: A55220A
*(2018*03)*

Teaching/Training Pathway

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

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

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

Early Childhood Education: A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use of developmentally effective approaches in collaboration with other early childhood professionals. Potentials course work includes instruction in all areas of child development such as motional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

General Education Hours (15 SHC)

English (6 SHC)

- COM 231 - Public Speaking **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**

Math/Natural Sciences (3 SHC)

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**

Major Hours (53 SHC)

Technical Core (29 SHC)

- EDU 119 - Intro to Early Child Education **Credits: 4**

- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 151 - Creative Activities **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**
- EDU 221 - Children with Exceptionalities **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3**
- EDU 280 - Language/Literacy Experiences **Credits: 3**
- EDU 284 - Early Child Capstone Practicum **Credits: 4**

Child Development (6 SHC)

- EDU 144 - Child Development I **Credits: 3**
- EDU 145 - Child Development II **Credits: 3**

Other Major Hours (18 SHC)

Required (12 SHC)

- EDU 259 - Curriculum Planning **Credits: 3**
- EDU 282 - Early Childhood Literature **Credits: 3**
- EDU 235 - School-Age Develop & Programs **Credits: 3**
- EDU 251 - Exploration Activities **Credits: 3**

Select 6 SHC from the following:

- EDU 216 - Foundations of Education **Credits: 3**
- EDU 250 - Teacher Licensure Preparation **Credits: 3**
- EDU 261 - Early Childhood Admin I **Credits: 3**
- EDU 262 - Early Childhood Admin II **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Other Required Hours (1 SHC)

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Total Early Childhood Education, AAS: 69 Credits

Early Childhood Education
Early Childhood Education, AAS
Semester-By-Semester Plan
*(2018*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- EDU 119 - Intro to Early Child Education **Credits: 4**
- EDU 144 - Child Development I **Credits: 3**
- EDU 151 - Creative Activities **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring I

- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 145 - Child Development II **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**
- EDU 282 - Early Childhood Literature **Credits: 3**
- Math Elective

Summer I

- COM 231 - Public Speaking **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Fall II

- EDU 221 - Children with Exceptionalities **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3**
- EDU 235 - School-Age Develop & Programs **Credits: 3**
- EDU 280 - Language/Literacy Experiences **Credits: 3**
- Program Elective

Spring II

- EDU 251 - Exploration Activities **Credits: 3**
- EDU 259 - Curriculum Planning **Credits: 3**
- EDU 284 - Early Child Capstone Practicum **Credits: 4**
- Humanities/Fine Arts Elective
- Program Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Early Childhood Education
Early Education Non-Licensure Transfer, AAS
Program Code: A55220NL
*(2019*03)*

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

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

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Lenoir Community College graduates will also be able to transfer credits toward a baccalaureate degree in early childhood education or child development program at a UNC System institution.

General Education Hours (22 SHC)

English (9 SHC)

- COM 231 - Public Speaking **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**

Math/Natural Sciences (7 SHC)

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**
- MAT 143 - Quantitative Literacy **Credits: 3**

Major Hours (49 SHC)

Technical Core (29 SHC)

- EDU 119 - Intro to Early Child Education **Credits: 4**
- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 151 - Creative Activities **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**
- EDU 221 - Children with Exceptionalities **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3**

- EDU 280 - Language/Literacy Experiences **Credits: 3**
- EDU 284 - Early Child Capstone Practicum **Credits: 4**

Child Development (6 SHC)

- EDU 144 - Child Development I **Credits: 3**
- EDU 145 - Child Development II **Credits: 3**

Transfer Specialty Area (6 SHC)

- EDU 261 - Early Childhood Admin I **Credits: 3**
- EDU 262 - Early Childhood Admin II **Credits: 3**

Other Major Hours (8 SHC)

- ACA 122 - College Transfer Success **Credits: 1**
- BIO 110 - Principles of Biology **Credits: 4**
- PSY 150 - General Psychology **Credits: 3**

Total Early Education Non-Licensure Transfer, AAS: 71 Credits

Early Childhood Education
Early Education Non-Licensure Transfer, AAS
Semester-By-Semester Plan
*(2019*03)*

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- EDU 119 - Intro to Early Child Education **Credits: 4**
- EDU 144 - Child Development I **Credits: 3**
- EDU 151 - Creative Activities **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring I

- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 145 - Child Development II **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**

Summer I

- COM 231 - Public Speaking **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- Humanities/Fine Arts Elective

Fall II

- BIO 110 - Principles of Biology **Credits: 4**
- EDU 221 - Children with Exceptionalities **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3**
- EDU 261 - Early Childhood Admin I **Credits: 3**
- EDU 280 - Language/Literacy Experiences **Credits: 3**

Spring II

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**
- EDU 262 - Early Childhood Admin II **Credits: 3**
- EDU 284 - Early Child Capstone Practicum **Credits: 4**
- PSY 150 - General Psychology **Credits: 3**

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Early Childhood Education
Birth to Kindergarten (B-K) Licensure Transfer, AAS
Program Code: A55220BK
*(2019*03)*

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

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

Graduates will be able to transfer credits earned at Lenoir Community College toward a baccalaureate degree in an early childhood education program at a UNC System institution for the purpose of obtaining teacher licensure in the area of Birth through Kindergarten.

General Education Hours (22 SHC)

English (9 SHC)

- COM 231 - Public Speaking **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**

Math/Natural Sciences (7 SHC)

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**
- MAT 143 - Quantitative Literacy **Credits: 3**

Major Hours (49 SHC)

Technical Core (29 SHC)

- EDU 119 - Intro to Early Child Education **Credits: 4**
- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 151 - Creative Activities **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**
- EDU 221 - Children with Exceptionalities **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3**
- EDU 280 - Language/Literacy Experiences **Credits: 3**
- EDU 284 - Early Child Capstone Practicum **Credits: 4**

Child Development (6 SHC)

- EDU 144 - Child Development I **Credits: 3**
- EDU 145 - Child Development II **Credits: 3**

Transfer Specialty Area (6 SHC)

- EDU 216 - Foundations of Education **Credits: 3**
- EDU 250 - Teacher Licensure Preparation **Credits: 3**

Other Major Hours (8 SHC)

- ACA 122 - College Transfer Success **Credits: 1**
- BIO 110 - Principles of Biology **Credits: 4**
- PSY 150 - General Psychology **Credits: 3**

Total Birth to Kindergarten (B-K) Licensure Transfer, AAS: 71 Credits

Early Childhood Education
Birth to Kindergarten (B-K) Licensure Transfer, AAS
Semester-By-Semester Plan
*(2019*03)*

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- EDU 119 - Intro to Early Child Education **Credits: 4**
- EDU 144 - Child Development I **Credits: 3**
- EDU 151 - Creative Activities **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring I

- EDU 145 - Child Development II **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**
- EDU 216 - Foundations of Education **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**

Summer I

- EDU 250 - Teacher Licensure Preparation **Credits: 3**
- EDU 131 - Child, Family, and Community **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Fall II

- BIO 110 - Principles of Biology **Credits: 4**
- COM 231 - Public Speaking **Credits: 3**
- EDU 221 - Children with Exceptionalities **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3**
- EDU 280 - Language/Literacy Experiences **Credits: 3**

Spring II

- AST 111 - Descriptive Astronomy **Credits: 3**
- AST 111A - Descriptive Astronomy Lab **Credits: 1**
- EDU 284 - Early Child Capstone Practicum **Credits: 4**
- PSY 150 - General Psychology **Credits: 3**
- Humanities/Fine Arts Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Early Childhood Education Administrator Skills Certificate

Program Code: C55220K2

*(2017*03)*

This curriculum prepares individuals pursuing administrating roles in diverse child care settings to effectively work with children, families and teachers. The certificate is composed of learning opportunities in developmental theories, competency and evidence-based professional knowledge, administrative skills and leadership qualities.

Course work includes foundations in early childhood education, physical/nutritional needs of young children, safety issues in the care of young children; communication and leadership skills with teachers, families and children; programming and staffing, budgeting/financial management and marketing, and rules and regulations of early childhood programs.

Employment opportunities include entrepreneurship and/or management of child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start and Head Start programs, and other programs.

Major Hours (16 SHC)

Technical Core (10 SHC)

- EDU 119 - Intro to Early Child Educ **Credits:** 4

Select 6 SHC from the following:

- EDU 131 - Child, Family, and Community **Credits:** 3
- EDU 146 - Child Guidance **Credits:** 3
- EDU 151 - Creative Activities **Credits:** 3
- EDU 153 - Health, Safety and Nutrition **Credits:** 3

Other Major Hours (6 SHC)

- EDU 261 - Early Childhood Admin I **Credits:** 3
- EDU 262 - Early Childhood Admin II **Credits:** 3

Total Administrator Skills Certificate: 16 Credits

Early Childhood Education Infant/Toddler Care Certificate

Program Code: C55290

*(2017*03)*

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Course work includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

Major Hours (16 SHC)

- EDU 119 - Intro to Early Child Education **Credits: 4**
- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 144 - Child Development I **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**
- EDU 234 - Infants, Toddlers, and Twos **Credits: 3**

Total Infant/Toddler Care Certificate: 16 Credits

Early Childhood Education
Early Childhood Preschool Certificate, CTE
Program Code: C55860 | (CTE) C55860H1*
*(2017*03)*

This curriculum prepares individuals to work with preschool age children (3-5) in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with preschool children.

Course work includes child growth and development, physical/nutritional needs of preschool children, safety issues in the care of preschool children, care and guidance, communication skills with families and children, design and implementation of appropriate curriculum, and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate preschool 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 other preschool programs.

Major Hours (16 SHC)

- EDU 119 - Intro to Early Child Education **Credits: 4**
- EDU 131 - Child, Family, and Community **Credits: 3**
- EDU 145 - Child Development II **Credits: 3**
- EDU 146 - Child Guidance **Credits: 3**
- EDU 153 - Health, Safety and Nutrition **Credits: 3**

Total Early Childhood Preschool Certificate: 16 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Early Childhood Education
Special Needs Certificate
Program Code: C55220C5
*(2018*03)*

Major Hours (16 SHC)

Technical Core (10 SHC)

- EDU 119 - Intro to Early Child Education **Credits: 4**
- EDU 221 - Children with Exceptionalities **Credits: 3**
- EDU 280 - Language/Literacy Experiences **Credits: 3**

Child Development (6 SHC)

- EDU 144 - Child Development I **Credits: 3**
- EDU 145 - Child Development II **Credits: 3**

Total Special Needs Certificate: 16 Credits

Elementary Education

Elementary Education Residency Licensure Certificate

Program Code: C55490
*(2023*03)*

The Elementary Education Residency Certificate curriculum provides a course of study leading to the development of the general pedagogical competencies needed to become certified to teach by the North Carolina Department of Public Instruction.

Course work includes learning theory, instructional/educational technology, diverse learners, school policies and procedures, expectations and responsibilities of educators, teaching strategies/methods for specific content/specialty areas, formative/summative assessment, data informed practice, and classroom organization/management to enhance learning.

Graduates should meet general pedagogical competencies and demonstrate effective teaching practices. Additional requirements, such as pre-service training, passing the state required assessments, and the criteria included in the North Carolina Teacher Evaluation System, are required for licensure.

Criteria for Admission

The Residency Licensure program is designed for college graduates who hold a bachelor's degree in a non-education field and desire to become an elementary education teacher.

For admission into the program, the candidate must:

- Complete an electronic application through the College Foundation of North Carolina (CFNC) for Lenoir Community College admittance.
- Be a U.S. citizen, or eligible for employment.
- Have completed a bachelor's degree with a 2.7 GPA or higher.
- Have completed 24 hours of coursework in the requested licensure area or passed the North Carolina State Board of Education (NCSBE) required content area examination(s) for the requested licensure area.
- Submit transcripts.
- Be employed by a local LEA.
- Have completed professional development training required by the LEA.

Major Hours (18 SHC)

- EDU 270 - Effective Instructional Environment **Credits: 2**
- EDU 272 - Technology, Data, and Assess **Credits: 3**
- EDU 277 - Integrated CU Instructional Strategies: Math/Science **Credits: 3**
- EDU 278 - Integrated CU Instructional Strategies: Soc Stu/ELA **Credits: 3**
- EDU 279 - Literacy Develop and Instruction **Credits: 4**
- EDU 283 - Educator Preparation Practicum **Credits: 3**

Total Elementary Education Residency Licensure Certificate: 18 Credits

Emergency Medical Science
Emergency Medical Science - Bridging, AAS
Program Code: A45340B
*(2025*03)*

The Emergency Medical Science Bridging program was developed to allow currently certified, non-degree Paramedics to earn a two-year Associate of Applied Science Degree in Emergency Medical Science. A total of 45 transfer hours will be awarded to certified EMT-Paramedics who have completed at least 25 percent of their EMS course hours through LCC's Continuing Education/Workforce Development division. Curriculum credit for a certified EMT-Paramedic will not be awarded to students who have not completed 25 percent of their coursework through LCC. Admission requirements must be met prior to matriculation.

Students are required to complete at minimum 25 percent of the curriculum portion of the program requirements at LCC as mandated by SACSCOC, and each student will receive an individualized education plan to ensure this requirement is met.

General Education Hours (19 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (7 SHC)

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- MAT 110 - Math Measurement & Literacy **Credits: 3 or**
- MAT 143 - Quantitative Literacy **Credits: 3**

Major Hours (16 SHC)

Require Course (9 SHC)

- EMS 110 - EMT **Credits: 9**

Required Subject Area (4 SHC)

- BIO 169 - Anatomy and Physiology II **Credits: 4**

Other Major Hours (3 SHC)

- EMS 235 - EMS Management **Credits: 2**
- ACA 111 - College Student Success **Credits: 1**
- **or** ACA 122 - College Transfer Success **Credits: 1**

Total General Education and Major Hours: 35 Credits

Total Transfer Hours: 36 Credits

Total Emergency Medical Science - Bridging, AAS: 71 Credits

All Emergency Medical Science students must make grades of "A," "B," or "C" on all Major Courses to graduate from the program.

Emergency Medical Science
Emergency Medical Science - Bridging, AAS
Semester-By-Semester Plan
*(2025*03)*

Semester I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- BIO 168 - Anatomy and Physiology I **Credits: 4**
- ENG 111 - Writing and Inquiry **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- Humanities/Fine Arts Elective

Semester II

- BIO 169 - Anatomy & Physiology II **Credits: 4**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- EMS 235 - EMS Management **Credits: 2**
- Math Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

General Occupational Technology
Associate in Applied Science, AAS
Program Code: A55280
*(2017*03)*

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree, diploma, or certificate by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from associate degree-level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities. All courses must be taken from approved AAS programs.

Course and Hour Requirements:

General Education

Degree programs must contain a minimum of 15 semester hours including at least one course from each of the following areas: humanities/fine arts, social/behavioral sciences, and natural sciences/mathematics. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.

Core Hours

The subject/course core is comprised of subject areas and/or specific courses which are required for each curriculum program. A diploma program offered under an approved A.A.S. program standard or a certificate which is the highest credential level awarded under an approved A.A.S. program standard must include a minimum of 12 semester hours credit derived from the subject/course core of the A.A.S. program. Degree programs must contain a minimum of 18 semester hours of core classes. A.A.S., diploma, and certificate programs must include courses which offer specific job knowledge and skills.

Other Program Hours

Degree programs must include a minimum of 31 SHC from a combination of Major Hours for curriculums approved to be offered by the College. A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied science program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of 8 semester hours of credit; in diploma programs up to a maximum of 4 semester hours of credit; and in certificate programs up to a maximum of 2 semester hours of credit.

Restricted, unique, or free-elective courses may not be included as other required hours.

Total General Occupational Technology, AAS: 64-76 Credits

Graphic Arts & Imaging Technology

Associate in Applied Science, AAS

Program Code: A30180

(2024*03)

The Graphic Arts and Imaging Technology curriculum is designed to provide students with knowledge and skills necessary for employment in the printing, publishing, packaging, and related industries. Students will receive hands-on training in computer publishing, imaging technology, offset lithography, screen printing, and emerging printing technologies. Training may also include flexography, graphic design, and multimedia. Graduates should qualify for career opportunities within the printing and publishing industries.

General Education Hours (15-16 SHC)

English (6 SHC)

- COM 110 - Introduction to Communication **Credits: 3**
 - ENG 110 - Freshman Composition **Credits: 3**
- OR**
- ENG 111 - Writing and Inquiry **Credits: 3**
 - ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**

Math/Natural Sciences (3-4 SHC)

- AST 111 - Descriptive Astronomy **Credits: 3**
- BIO 110 - Principles of Biology **Credits: 4**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Hours (54 SHC)

Required Courses (20 SHC)

- GRA 121 - Graphic Arts I **Credits: 4**
- GRA 221 - Graphic Arts II **Credits: 4**
- GRA 151 - Computer Graphics I **Credits: 2**
- GRA 152 - Computer Graphics II **Credits: 2**
- GRA 255 - Image Manipulation I **Credits: 2**
- GRA 256 - Image Manipulation II **Credits: 2**
- GRD 141 - Graphic Design I **Credits: 4**

Other Major Hours (34 SHC)

Required Hours (29 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 28 SHC

- GRA 110 - Graphic Arts Orientation **Credits: 2**
- GRA 153 - Computer Graphics III **Credits: 2**
- GRA 154 - Computer Graphics IV **Credits: 2**
- GRA 222 - Graphic Arts III **Credits: 4**
- GRD 142 - Graphic Design II **Credits: 4**
- GRD 167 - Digital Photography I **Credits: 3**
- GRD 265 - Digital Print Production **Credits: 3**
- GRD 271 - Multimedia and Video I **Credits: 2**
- GRD 273 - New Media Design Communication **Credits: 2**
- GRD 280 - Portfolio Design **Credits: 4**

Select 5 SHC from the following:

- GRD 168 - Digital Photography II **Credits: 3**
- PRN 155 - Screen Printing I **Credits: 2**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 112 - Work-Based Learning I **Credits: 2**

Total Graphic Arts and Imaging Technology, AAS: 69-70 Credits

Graphic Arts & Imaging Technology

Graphic Arts & Imaging Technology, AAS

Semester-By-Semester Plan

*(2024*03)*

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- GRA 110 - Graphic Arts Orientation **Credits: 2**
- GRA 121 - Graphic Arts I **Credits: 4**
- GRA 151 - Computer Graphics I **Credits: 2**
- GRD 141 - Graphic Design I **Credits: 4**

Spring I

- ENG 111 - Writing and Inquiry **Credits: 3**
- GRA 152 - Computer Graphics II **Credits: 2**
- GRA 221 - Graphic Arts II **Credits: 4**
- GRA 255 - Image Manipulation I **Credits: 2**
- GRD 142 - Graphic Design II **Credits: 4**

Summer I

- ART 111 - Art Appreciation **Credits: 3**
- GRD 167 - Digital Photography I **Credits: 3**
- GRD 168 - Digital Photography II **Credits: 3**
- PRN 155 - Screen Printing I **Credits: 2**

Fall II

- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- GRA 153 - Computer Graphics III **Credits: 2**
- GRA 222 - Graphic Arts III **Credits: 4**
- GRA 256 - Image Manipulation II **Credits: 2**
- GRD 271 - Multimedia and Video I **Credits: 2**
- Math/Natural Sciences Elective

Spring II

- GRA 154 - Computer Graphics IV **Credits: 2**
- GRD 265 - Digital Print Production **Credits: 3**
- GRD 273 - New Media Design Communication **Credits: 2**
- GRD 280 - Portfolio Design **Credits: 4**
- Social/Behavioral Sciences Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Graphic Arts and Imaging Technology
Digital Photography and Design Certificate, CTE
Program Code: C30180C7 | (CTE) C30180H7*
*(2018*03)*

Major Hours (14 SHC)

Required Course (4 SHC)

- GRD 141 - Graphic Design I **Credits: 4**

Other Major Hours (10 SHC)

- GRD 142 - Graphic Design II **Credits: 4**
- GRD 167 - Digital Photography I **Credits: 3**
- GRD 168 - Digital Photography II **Credits: 3**

Total Digital Photography and Design Certificate: 14 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Graphic Design
Associate in Applied Science, AAS
Program Code: A30100
*(2024*03)*

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

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

Graduates should qualify for employment opportunities with design, branding, advertising agencies, signage and printing companies, organizations with in-house marketing operations, freelance work, and entrepreneurial opportunities.

General Education Hours (15-16 SHC)

English (6 SHC)

- COM 110 - Introduction to Communication **Credits: 3**
- ENG 110 - Freshman Composition **Credits: 3**
- OR**
- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**

Math/Natural Sciences (3-4 SHC)

- AST 111 - Descriptive Astronomy **Credits: 3**
- BIO 110 - Principles of Biology **Credits: 4**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Hours (53 SHC)

Required Hours (7 SHC)

- GRD 110 - Typography I **Credits: 3**
- GRD 280 - Portfolio Design **Credits: 4**

Required Subject Areas (16 SHC)

- GRA 151 - Computer Graphics I **Credits: 2**
- GRA 152 - Computer Graphics II **Credits: 2**
- GRD 141 - Graphic Design I **Credits: 4**
- GRD 142 - Graphic Design II **Credits: 4**

- GRD 241 - Graphic Design III **Credits: 4**

Other Major Hours (30 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 29 SHC

- GRA 121 - Graphic Arts I **Credits: 4**
- GRA 153 - Computer Graphics III **Credits: 2**
- GRA 154 - Computer Graphics IV **Credits: 2**
- GRA 221 - Graphic Arts II **Credits: 4**
- GRD 121 - Drawing Fundamentals I **Credits: 2**
- GRD 167 - Digital Photography I **Credits: 3**
- GRD 168 - Digital Photography II **Credits: 3**
- GRD 230 - Technical Illustration **Credits: 2**
- GRD 265 - Digital Print Production **Credits: 3**
- GRD 271 - Multimedia and Video I **Credits: 2**
- GRD 272 - Multimedia and Video II **Credits: 2**

Total Graphic Design, AAS: 68-69 Credits

Graphic Design
Graphic Design, AAS
Semester-By-Semester Plan
*(2024*03)*

Fall I

- ACA 111 - College Student Success **Credits: 1**
- GRA 121 - Graphic Arts I **Credits: 4**
- GRA 151 - Computer Graphics I **Credits: 2**
- GRD 121 - Drawing Fundamentals I **Credits: 2**
- GRD 141 - Graphic Design I **Credits: 4**

Spring I

- ENG 111 - Writing and Inquiry **Credits: 3**
- GRA 152 - Computer Graphics II **Credits: 2**
- GRA 221 - Graphic Arts II **Credits: 4**
- GRD 142 - Graphic Design II **Credits: 4**
- GRD 230 - Technical Illustration **Credits: 2**

Summer

- ART 111 - Art Appreciation **Credits: 3**
- GRD 110 - Typography I **Credits: 3**
- GRD 167 - Digital Photography I **Credits: 3**
- GRD 168 - Digital Photography II **Credits: 3**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Fall II

- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- GRA 153 - Computer Graphics III **Credits: 2**
- GRD 241 - Graphic Design III **Credits: 4**
- GRD 271 - Multimedia and Video I **Credits: 2**
- PSY 150 - General Psychology **Credits: 3**

Spring II

- GRA 154 - Computer Graphics IV **Credits: 2**
- GRD 265 - Digital Print Production **Credits: 3**
- GRD 272 - Multimedia and Video II **Credits: 2**
- GRD 280 - Portfolio Design **Credits: 4**

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Graphic Design
Graphic and Digital Design Certificate, CTE
Program Code: C30100C1 | (CTE) C30100H1*
*(2024*03)*

Major Hours (16 SHC)

Required Subject Areas (12 SHC)

- GRA 151 - Computer Graphics I **Credits: 2**
- GRA 152 - Computer Graphics II **Credits: 2**
- GRD 141 - Graphic Design I **Credits: 4**
- GRD 142 - Graphic Design II **Credits: 4**

Other Major Hours (4 SHC)

- GRD 121 - Drawing Fundamentals I **Credits: 2**
- GRD 230 - Technical Illustration **Credits: 2**

Total Graphic and Digital Design Certificate: 16 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Gunsmithing Gunsmithing Diploma

Program Code: D30200D
(2024*03)

The Gunsmithing curriculum is designed to provide the student with the required skills needed to refurbish metal and wood as applicable to firearms, to diagnose malfunctions for repair, and to accomplish more complex custom gunsmithing tasks. Course work includes manufacturing of tools used in the gunsmithing trade, restoration of firearms, stock making, barrel work, repair work, and custom work. The student will accomplish this work by performing actual gunsmithing tasks in a hands-on environment. Graduates should qualify as a professional gunsmith, able to complete any task in general gunsmithing.

Prospective students must be 18 years old and possess a valid NC Concealed Handgun Permit OR complete a background check online with Castle Branch prior to being admitted to the program.

General Education Hours (6 SHC)

English (3 SHC)

- COM 110 - Introduction to Communication **Credits: 3**

Math/Natural Science (3 SHC)

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Hours (41 SHC)

Required Courses (12 SHC)

- GSM 111 - Gunsmithing I **Credits: 6**
- GSM 120 - Gunsmithing Tools **Credits: 6**

Other Major Hours (29 SHC)

- ACA 111 - College Student Success **Credits: 1**
- GSM 125 - Barrel Fitting/Alteration **Credits: 6**
- GSM 127 - General Repair **Credits: 6**
- GSM 225 - Gunmetal Refinishing **Credits: 6**
- GSM 230 - Handgun Technology **Credits: 5**
- MEC 111 - Machine Processes I **Credits: 3**
- WLD 112 - Basic Welding Processes **Credits: 2**

Total Gunsmithing Diploma: 47 Credits

Gunsmithing
Gunsmithing, Diploma
Semester-By-Semester Plan
*(2024*03)*

Fall I

- ACA 111 - College Student Success **Credits: 1**
- GSM 111 - Gunsmithing I **Credits: 6**
- MEC 111 - Machine Processes I **Credits: 3**
- WLD 112 - Basic Welding Processes I **Credits: 3**

Spring I

- GSM 120 - Gunsmithing Tools **Credits: 6**
- GSM 125 - Barrel Fitting/Alteration **Credits: 6**
- GSM 127 - General Repair **Credits: 6**

Summer I

- GSM 225 - Gunmetal Refinishing **Credits: 6**
- GSM 230 - Handgun Technology **Credits: 5**

Fall II

- COM 110 - Introduction to Communication **Credits: 3**
- MAT 110 - Math Measurement & Literacy: **3**

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Gunsmithing
Basic Gunsmithing Skills Certificate, CTE
Program Code: C30200K1 | (CTE) C30200H1*
*(2017*03)*

Major Hours (15 SHC)

Required Course (6 SHC)

- GSM 111 - Gunsmithing I **Credits: 6**

Other Major Hours (9 SHC)

- GSM 127 - General Repair **Credits: 6**
- MEC 111 - Machine Processes I **Credits: 3**

Total Basic Gunsmithing Skills Certificate: 15 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Gunsmithing
Advanced Gunsmithing Skills Certificate
Program Code: C30200K2
*(2024*03)*

Major Hours (12 SHC)

Required Course (6 SHC)

- GSM 120 - Gunsmithing Tools **Credits: 6**

Other Major Hours (11 SHC)

- GSM 225 - Gunsmithing Refinishing **Credits: 6**
- GSM 230 - Handgun Technology **Credits: 5**

Total Advanced Gunsmithing Skills Certificate: 17 Credits

Healthcare Management Technology
Associate in Applied Science, AAS
Program Code: A25200
*(2025*03)*

Program is offered through an Instructional Service Agreement with Pitt Community College.

The Healthcare Management Technology curriculum is designed to prepare students for employment in healthcare business and financial operations. Students will gain a comprehensive understanding of the application of management principles to the healthcare environment.

The curriculum places emphasis on planning, organizing, directing, and controlling tasks related to healthcare organizational objectives including the legal and ethical environment. Emphasis is placed on the development of effective communication, managerial, and supervisory skills.

Graduates may find employment in healthcare settings including hospitals, medical offices, clinics, long-term care facilities, and insurance companies. Graduates are eligible to sit for the Certified Patient Account Manager (CPAM) and the Certified Manager of Patient Accounts (CMPA).

General Education Hours (15-16 SHC)

English (3 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**

Communication (3 SHC)

- COM 231 - Public Speaking **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- ECO 251 - Principles of Microeconomics **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- MUS 110 - Music Appreciation **Credits: 3**

Math/Natural Sciences: (3-4 SHC)

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 152 - Statistical Methods I **Credits: 4**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (57 SHC)

Technical Core (26 SHC)

- ACC 120 - Principles of Financial Accounting **Credits: 4**
- ACC 121 - Principles of Managerial Accounting **Credits: 4**
- CIS 110 - Introduction to Computers **Credits: 3**
- **or** OST 137 - Office Applications I **Credits: 3**
- MED 121 - Medical Terminology I **Credits: 3**
- **or** OST 141 - Medical Office Terms I **Credits: 3**

- MED 122 - Medical Terminology II **Credits: 3**
- or OST 142 - Medical Office Terms II **Credits: 3**
- **HMT 110 - Introduction to Healthcare Management Credits: 3 ***
- **HMT 210 - Medical Insurance Credits: 3 ***
- **HMT 215 - Legal Aspects of Healthcare Administration Credits: 3 ***

Required Subject Area (12 SHC)

- BUS 110 - Introduction to Business **Credits: 3**
- **BUS 151 - People Skills Credits: 3 ***
- **HMT 212 - Mgt of Healthcare Organizations Credits: 3 ***
- **HMT 225 - Practice Management Simulations Credits: 3 ***

Other Major Hours (19 SHC)

Select one of the following courses:

- ACC 140 - Payroll Accounting **Credits: 2**
- ACC 150 - Accounting Software Applications **Credits: 2**

Required:

- ACA 122 - College Transfer Success **Credits: 1**
- BUS 121 - Business Math **Credits: 3**
- BUS 153 - Human Resource Management **Credits: 3**
- CTS 130 - Spreadsheets **Credits: 3**
- OST 171 - Intro. To Virtual Office **Credits: 3**
- or OST 263 - Healthcare Customer Relations **Credits: 3**
- **HMT 220 - Healthcare Financial Management Credits: 4***

Total Healthcare Management Technology, AAS: 72-73 Credits

**A minimum of 22 SHC must be completed through Pitt Community College including the following courses: BUS 151, HMT 110, HMT 210, HMT 215, HMT 212, HMT 220, and HMT 225. The Associate in Applied Science Degree in Healthcare Management Technology will be awarded by Pitt Community College upon successful completion of all requirements.*

Healthcare Management Technology
Associate in Applied Science, AAS
Semester-By-Semester Plan
(2025*03)

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- ACC 120 - Principles of Financial Accounting **Credits: 4**
- BUS 121 - Business Math **Credits: 3**
- BUS 153 - Human Resource Management **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- MED 121 - Medical Terms. I **Credits: 3** or OST 141 - Medical Office Terms I **Credits: 3**

Spring I

- ACC 121 - Principles of Managerial Accounting **Credits: 4**
- ACC 140 - Payroll Accounting **Credits: 2** or ACC 150 - Accounting Software Apps. **Credits: 2**
- CIS 110 - Introduction to Computers **Credits: 3** or OST 137 - Office Applications I **Credits: 3**
- CTS 130 - Spreadsheets **Credits: 3**
- MED 122 - Medical Terms. II **Credits: 3** or OST 142 - Medical Office Terms II **Credits: 3**
- OST 171 - Intro. to Virtual Office **Credits: 3** or OST 263 - Healthcare Customer Relations **Credits: 3**

Summer I

- BUS 110 - Introduction to Business **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- Math/Natural Sciences Elective

Fall II

- COM 231 - Public Speaking **Credits: 3**
- **HMT 110 - Intro to Healthcare Mgt Credits: 3 ***
- **HMT 210 - Medical Insurance Credits: 3 ***
- **HMT 215 - Legal Aspects of Healthcare Admin Credits: 3***
- Social/Behavioral Sciences Elective

Spring II

- **BUS 151 - People Skills Credits: 3 ***
- **HMT 212 - Management of Healthcare Organizations Credits: 3 ***
- **HMT 220 - Healthcare Financial Management Credits: 4 ***
- **HMT 225 - Practice Management Simulations Credits: 3 ***

**Classes to be taken at Pitt Community College*

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Industrial Systems Technology

Computer-Integrated Machining Track, AAS

Program Code: A50240M*
(2025*03)

Industrial Maintenance Track, AAS

Program Code: A50240I*
(2025*03)

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems. Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these systems will be emphasized and additional advanced course work may be offered. Graduates should qualify for employment as maintenance technicians in high-tech manufacturing and rapid-manufacturing industries and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for industrial maintenance certification examinations.

Computer-Integrated Machining Track: Upon completion of this curriculum should be able to apply analytical, creative, and innovative skills to take a production idea from concept through design, development, and production, resulting in a finished product.

Industrial Maintenance Track: Upon completion of this curriculum, graduates should be able to work independently or as part of a team to safely install, inspect, diagnose, repair, and maintain industrial process and support equipment.

General Education Hours (15-16 SHC)

English (6 SHC)

- COM 110 - Introduction to Communication **Credits:** 3
- ENG 110 - Freshman Composition **Credits:** 3

OR

- ENG 111 - Writing and Inquiry **Credits:** 3
- ENG 112 - Writing/Research in the Disciplines **Credits:** 3

Humanities/Fine Arts (3 SHC)

- HUM 110 - Technology and Society **Credits:** 3
- PHI 240 - Introduction to Ethics **Credits:** 3

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits:** 3

Math/Natural Sciences (3-4 SHC)

- MAT 121 - Algebra/Trigonometry I **Credits:** 3
- MAT 171 - Precalculus Algebra I **Credits:** 4

Major Hours (53-54 SHC)

Technical Core (18 SHC)

- BPR 111 - Print Reading **Credits: 2**
- ELC 111 - Introduction to Electricity **Credits: 3**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- ISC 121 - Environmental Health & Safety **Credits: 3**
- MEC 111 - Machine Processes I **Credits: 3**
- MNT 110 - Introduction to Maintenance Procedures **Credits: 2**
- WLD 112 - Basic Welding Processes **Credits: 2**

Required Subject Area (12 SHC)

- ELC 128 - Introduction to PLC **Credits: 3**
- MAC 121 - Introduction to CNC **Credits: 2**
- MAC 248 - Production Procedures **Credits: 2**
- MEC 145 - Manufacturing Materials I **Credits: 3**
- MNT 240 - Industrial Equipment Troubleshooting **Credits: 2**

Other Major Hours (23-24 SHC)

Select **ONE** Track:

Computer-Integrated Machining Track, A50240M (23 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 22 SHC

- MAC 122 - CNC Turning **Credits: 2**
- MAC 124 - CNC Milling **Credits: 2**
- MAC 171 - Measure/Material & Safety **Credits: 1**
- MAC 222 - Advanced CNC Turning **Credits: 2**
- MAC 224 - Advanced CNC Milling **Credits: 2**
- MAC 228 - Advanced CNC Processes **Credits: 3**
- MAC 231 - CAM: CNC Turning **Credits: 3**
- MAC 232 - CAM: CNC Milling **Credits: 3**
- MAC 234 - Adv Multi-Axis Machining **Credits: 3**
- MAC 247 - Production Tooling **Credits: 2**

Industrial Maintenance Track, A50240I (24 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 23 SHC

- ATR 211 - Robot Programming **Credits: 3**
- ELC 117 - Motors and Controls **Credits: 4**
- ELC 228 - PLC Applications **Credits: 4**
- ISC 222 - Project Planning/Control **Credits: 2**
- MNT 111 - Maintenance Practices **Credits: 3**
- MNT 220 - Rigging and Moving **Credits: 2**
- MNT 222 - Industrial Systems Schematics **Credits: 2**
- MNT 263 - Electrical-Pneumatic Components **Credits: 4**

Total Industrial Systems Technology, AAS: 68-70 Credits

Industrial Systems Technology
Computer-Integrated Machining Track, AAS
Semester-By-Semester Plan
*(2025*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- BPR 111 - Print Reading **Credits: 2**
- ISC 121 - Environmental Health & Safety **Credits: 3**
- MAC 248 - Production Procedures **Credits: 2**
- MEC 111 - Machine Processes I **Credits: 3**
- MNT 110 - Introduction to Maintenance Procedures **Credits: 2**

Spring I

- ELC 111 - Introduction to Electricity **Credits: 3**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- MEC 145 - Manufacturing Materials I **Credits: 3**
- WLD 112 - Basic Welding Processes **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3** or ENG 110 - English Composition **Credits: 3**

Summer I

- ELC 128 - Introduction to PLC **Credits: 3**
- MAC 247 - Production Tooling **Credits: 2**
- MNT 240 - Industrial Equipment Troubleshooting **Credits: 2**
- Math Elective

Fall II

- MAC 122 - CNC Turning **Credits: 2**
- MAC 124 - CNC Milling **Credits: 2**
- MAC 171 - Measure/Material & Safety **Credits: 1**
- MAC 222 - Advanced CNC Turning **Credits: 2**
- MAC 224 - Advanced CNC Milling **Credits: 2**
- PSY 150 - General Psychology **Credits: 3**
- ENG 112 - Writing/Research in the Disc. **Credits: 3** or COM 110 - Intro. to Comm. **Credits: 3**

Spring II

- HUM 110 - Technology and Society **Credits: 3**
- MAC 228 - Advanced CNC Processes **Credits: 3**
- MAC 231 - CAM: CNC Turning **Credits: 3**
- MAC 232 - CAM: CNC Milling **Credits: 3**
- MAC 234 - Adv Multi-Axis Machining **Credits: 3**

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Industrial Systems Technology
Industrial Maintenance Track, AAS
Semester-By-Semester Plan
*(2025*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- BPR 111 - Print Reading **Credits: 2**
- ISC 121 - Environmental Health & Safety **Credits: 3**
- MAC 248 - Production Procedures **Credits: 2**
- MEC 111 - Machine Processes I **Credits: 3**
- MNT 110 - Introduction to Maintenance Procedures **Credits: 2**

Spring I

- ELC 111 - Introduction to Electricity **Credits: 3**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- MEC 145 - Manufacturing Materials I **Credits: 3**
- WLD 112 - Basic Welding Processes **Credits: 2**
- ENG 111 - Writing and Inquiry **Credits: 3** or ENG 110 - English Composition **Credits: 3**

Summer I

- ELC 128 - Introduction to PLC **Credits: 3**
- ISC 222 - Project Planning/Control **Credits: 2**
- MAC 121 - Introduction to CNC **Credits: 2**
- Math Elective
- MNT 240 - Industrial Equipment Troubleshooting **Credits: 2**

Fall II

- ELC 228 - PLC Applications **Credits:**
- MNT 111 - Maintenance Practices **Credits: 3**
- MNT 220 - Rigging and Moving **Credits: 2**
- MNT 222 - Industrial Systems Schematics **Credits: 2**
- PSY 150 - General Psychology **Credits: 3**
- ENG 112 - Writing/Research in the Disc. **Credits: 3** or COM 110 – Intro. to Comm. **Credits: 3**

Spring II

- ATR 211 - Robot Programming **Credits: 3**
- ELC 117 - Motors and Controls **Credits: 4**
- HUM 110 - Technology and Society **Credits: 3**
- MNT 263 - Electrical-Pneumatic Components **Credits: 4**

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Industrial Systems Technology

CNC Machinist Certificate

Program Code: C50240C9

*(2024*03)*

Major Hours (12 SHC)

Required Subject Area (2 SHC)

- MAC 121 - Introduction to CNC **Credits: 2**

Other Major Hours (10 SHC)

- MAC 122 - CNC Turning **Credits: 2**
- MAC 124 - CNC Milling **Credits: 2**
- MAC 231 - CAM: CNC Turning **Credits: 3**
- MAC 232 - CAM: CNC Milling **Credits: 3**

Total CNC Machinist Certificate: 12 Credits

Industrial Systems Technology

Electrical Technician Certificate

Program Code: C50240C8

*(2024*03)*

Major Hours (14 SHC)

Technical Core (3 SHC)

- ELC 111 - Introduction to Electricity **Credits: 3**

Required Subject Area (4 SHC)

- ELC 117 - Motors and Controls **Credits: 4**

Other Major Hours (7 SHC)

- ELC 128 - Introduction to PLC **Credits: 3**
- ELC 228 - PLC Applications **Credits: 4**

Total Electrical Technician Certificate: 14 Credits

Industrial Systems Technology
Industrial System Technology Certificate, CTE
Program Code: C50240C7 | (CTE) C50240H7*
*(2024*03)*

Major Hours (12 SHC)

Technical Core (10 SHC)

- BPR 111 - Print Reading **Credits: 2**
- ISC 121 - Environmental Health & Safety **Credits: 3**
- MEC 111 - Machine Processes I **Credits: 3**
- MNT 110 - Introduction to Maintenance Procedures **Credits: 2**

Required Subject Area (2 SHC)

- MAC 248 - Production Procedures **Credits: 2**

Total Industrial Systems Technology Certificate: 12 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Industrial Systems Technology
Maintenance Technician Certificate
Program Code: C50240CD
*(2024*03)*

Major Hours (16 SHC)

Technical Core (8 SHC)

- ELC 111 - Introduction to Electricity **Credits: 3**
- HYD 110 - Hydraulics/Pneumatics I **Credits: 3**
- MNT 110 - Introduction to Maintenance Procedures **Credits: 2**

Required Subject Area (3 SHC)

- ELC 128 - Introduction to PLC **Credits: 3**

Other Major Hours (3 SHC)

- MNT 111 - Maintenance Practices **Credits: 3**

Total Maintenance Technician Certificate: 16 Credits

Information Technology

Information Systems, AAS

Program Code: A25590P
(2024*03)

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

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

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

General Education Hours (15-16 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**

Select one:

- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (3-4 SHC)

- MAT 110 - Math Measurement & Literacy **Credits: 3**

- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (55 SHC)

Technical Core (12 SHC)

- CIS 110 - Introduction to Computers **Credits: 3**
- CTI 110 - Web, Program, & Database Foundation **Credits: 3**
- CTI 120 - Network & Security Foundation **Credits: 3**
- CTS 115 - Information Systems Business Concepts **Credits: 3**

Required Subject Area (12 SHC)

- CTS 130 - Spreadsheet **Credits: 3**
- CTS 220 - Advanced Hard/Software Support **Credits: 3**
- CTS 240 - Project Management **Credits: 3**
- NOS 120 - Linux/UNIX Single User **Credits: 3**

Other Major Hours (31 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 21 SHC

- CCT 110 - Introduction to Cyber Crime **Credits: 3**
- CSC 121 - Python Programming **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- CTS 288 - Professional Practices in IT **Credits: 3**
- NOS 110 - Operating System Concepts **Credits: 3**
- NOS 130 - Windows Single User **Credits: 3**
- NOS 230 - Windows Administration I **Credits: 3**

Select 9 SHC from the following (maximum 3 SHC of WBL):

- CSC 134 - C++ Programming **Credits: 3**
- CSC 151 - JAVA Programming **Credits: 3**
- CTI 141 - Cloud & Storage Concepts **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**
- WEB 151 - Mobile Application Development I **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 112 - Work-Based Learning I **Credits: 2**
- WBL 121 - Work-Based Learning II **Credits: 1**
- WBL 122 - Work-Based Learning II **Credits: 2**
- WBL 131 - Work-Based Learning III **Credits: 1**

Total Information Systems, AAS: 70-71 Credits

Information Technology
Information Systems, AAS
Semester-By-Semester Plan
*(2024*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- CIS 110 - Introduction to Computers **Credits: 3**
- CTI 110 – IT Foundations **Credits: 3**
- CTS 115 - Information Systems Business Concepts **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- Math Elective

Spring I

- CTI 120 - Network & Security Foundations **Credits: 3**
- CTS 220 - Advanced Hard/Software Support **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- NOS 110 - Operating System Concepts **Credits: 3**
- NOS 120 – Linux Single User **Credits: 3**

Summer I

- CCT 110 - Introduction to Cyber Crime **Credits: 3**
- CTI 141 - Cloud & Storage Concepts **Credits: 3**
- Humanities/Fine Arts Elective

Fall II

- COM 231 - Public Speaking **Credits: 3**
- **or** ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**
- NOS 130 - Windows Single User **Credits: 3**
- Social/Behavioral Sciences Elective

Spring II

- CSC 121 - Python Programming **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- CTS 240 - Project Management **Credits: 3**
- CTS 288 - Professional Practices in IT **Credits: 3**
- NOS 230 - Windows Administration I **Credits: 3**

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Information Technology
Information Systems Diploma
Program Code: D25590
*(2020*03)*

General Education Hours (6 SHC)

English (3 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Major Hours (37 SHC)

Technical Core (12 SHC)

- CIS 110 - Introduction to Computers **Credits: 3**
- CTI 110 - Web, Program, & Database Foundations **Credits: 3**
- CTI 120 - Network & Security Foundations **Credits: 3**
- CTS 115 - Information Systems Business Concepts **Credits: 3**

Required Subject Area (12 SHC)

- CTS 130 - Spreadsheet **Credits: 3**
- CTS 220 - Advanced Hard/Software Support **Credits: 3**
- CTS 240 - Project Management **Credits: 3**
- NOS 120 - Linux Single User **Credits: 3**

Other Major Hours (13 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 12 SHC

- CCT 110 - Introduction to Cyber Crime **Credits: 3**
- CSC 121 - Python Programming **Credits: 3**
- CTS 120 - Hardware/Software Support **Credits: 3**
- NOS 130 - Windows Single User **Credits: 3**

Total Information Systems Diploma: 43 Credits

Information Technology
Information Systems Certificate, CTE
Program Code: C25590C1 | (CTE) C25590H1*
*(2024*03)*

Major Hours (12 SHC)

Technical Core (6 SHC)

- CIS 110 - Introduction to Computers **Credits: 3**
- CTI 120 - Network & Security Foundations **Credits: 3**

Other Major Hours (6 SHC)

- NOS 120 - Linux Single User **Credits: 3**
- NOS 130 - Windows Single User **Credits: 3**

Total Information Systems Certificate: 12 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Information Technology
Software Developer Foundations Certificate, CTE
Program Code: C25590CA | (CTE) C25590HA*
*(2020*03)*

Major Hours (15 SHC)

Technical Core (3 SHC)

- CIS 110 - Introduction to Computers **Credits: 3**

Other Major Hours (12 SHC)

- CSC 121 - Python Programming **Credits: 3**
- CSC 134 - C++ Programming **Credits: 3**
- CSC 151 - JAVA Programming **Credits: 3**
- WEB 151 - Mobile Application Development I **Credits: 3**

Total Software Developer Foundations Certificate: 15 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Information Technology
Hardware/Software Support Certificate, CTE
Program Code: C25590CB | (CTE) C25590HB*
*(2024*03)*

Major Hours (15 SHC)

Technical Core (6 SHC)

- CIS 110 - Introduction to Computers **Credits: 3**
- CTI 120 - Network & Security Foundations **Credits: 3**

Required Subject Area (6 SHC)

- CTS 120 - Hardware/Software Support **Credits: 3**
- CTS 220 - Adv Hard/Software Support **Credits: 3**

Other Major Hours (3 SHC)

- NOS 110 - Operating System Concepts **Credits: 3**

Total Hardware/Software Support Certificate: 15 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Information Technology
Network Management, AAS
Program Code: A25590B
*(2024*03)*

General Education Hours: (15-16 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**

Select one:

- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- HUM 110 - Technology and Society **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (3-4 SHC)

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- MAT 143 - Quantitative Literacy **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (49 SHC)

Technical Core (12 SHC)

- CIS 110 - Introduction to Computers **Credits: 3**
- CTI 110 - IT Foundations **Credits: 3**
- CTI 120 - Network & Security Foundations **Credits: 3**
- CTS 115 - Information Systems Business Concepts **Credits: 3**

Required Subject Area (12 SHC)

- CTI 141 - Cloud & Storage Concepts **Credits: 3**
- NET 125 - Introduction to Networks **Credits: 3**
- NET 126 - Switching & Routing **Credits: 3**
- NOS 120 - Linux Single User **Credits: 3**

Other Major Hours (25 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 24 SHC

- CCT 110 - Introduction to Cyber Crime **Credits: 3**
- CSC 121 - Python Programming **Credits: 3**
- CTS 240 - Project Management **Credits: 3**
- NET 225 – Enterprise Networking **Credits: 3**
- NOS 130 - Windows Single User **Credits: 3**
- NOS 230 - Windows Administration I **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**

Select 3 SHC from the following:

- CTS 288 - Professional Practices in IT **Credits: 3**

OR

Select 3 SHC of WBL

- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 112 - Work-Based Learning I **Credits: 2**
- WBL 121 - Work-Based Learning II **Credits: 1**
- WBL 122 - Work-Based Learning II **Credits: 2**
- WBL 131 - Work-Based Learning III **Credits: 1**

Total Network Management, AAS: 64-65 Credits

Information Technology
Network Management, AAS
Semester-By-Semester Plan
*(2024*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- CIS 110 - Introduction to Computers **Credits: 3**
- CTI 110 - Web, Program, & Database Foundations **Credits: 3**
- Math Elective
- NET 125 - Introduction to Networks **Credits: 3**

Spring I

- CTI 120 - Network & Security Foundations **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- NET 126 - Switching & Routing **Credits: 3**
- NOS 120 - Linux Single User **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**

Summer I

- CCT 110 - Introduction to Cyber Crime **Credits: 3**
- COM 231 - Public Speaking **Credits: 3**
- **or** ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- CTI 141 - Cloud & Storage Concepts **Credits: 3**

Fall II

- CTS 115 - Information Systems Business Concepts **Credits: 3**
- NET 225 - Enterprise Networking **Credits: 3**
- NOS 130 - Windows Single User **Credits: 3**
- Social/Behavioral Sciences Elective

Spring II

- CSC 121 - Python Programming **Credits: 3**
- CTS 240 - Project Management **Credits: 3**
- CTS 288 - Professional Practices in IT **Credits: 3**
- NOS 230 - Windows Administration I **Credits: 3**
- Humanities/Fine Arts Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Information Technology
Routing and Switching Certificate, CTE
Program Code: C25590C8 | (CTE) C25590H8*
*(2024*03)*

Major Hours (12 SHC)

Technical Core (6 SHC)

- NET 125 - Introduction to Networks **Credits: 3**
- NET 126 - Switching & Routing **Credits: 3**

Other Major Hours (6 SHC)

- NET 225 - Enterprise Networking **Credits: 3**
- SEC 110 - Security Concepts **Credits: 3**

Total Routing and Switching Certificate: 12 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Medical Assisting
Associate in Applied Science, AAS
Program Code: A45400
*(2023*03)*

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

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

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

This program requires a 2.2 or greater unweighted high school GPA from a College Prep Curriculum, or a placement test demonstrating placement into college-ready English and math. If either of these requirements is not met, the student will be placed into Associate in General Education – First Year (A10300-FY). *See the A10300FY – Associate in General Education-First Year Program page for more information.*

To be eligible to apply for the Medical Assisting program, students must meet the following minimum prerequisite requirements.

General Education Hours (15 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**

Humanities/Fine Arts Elective (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Natural Sciences/Math (3 SHC)

Students are required to demonstrate competency in MAT 003 Tier 2 prior to applying to the program.

- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Major Hours (57 SHC)

Core (32 SHC)

Required Hours (20 SHC)

- MED 110 - Orientation to Medical Assisting **Credits: 1**
- MED 130 - Administrative Office Procedures I **Credits: 2**
- MED 131 - Administrative Office Procedures II **Credits: 2**
- MED 140 - Exam Room Procedures I **Credits: 5**
- MED 150 - Laboratory Procedures I **Credits: 5**
- MED 260 - MED Clinical Practicum **Credits: 5**

Required Subject Area (12 SHC)

- MED 116 - Introduction to Anatomy & Physiology **Credits: 4**
- MED 118 - Medical Law and Ethics **Credits: 2**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Other Major Hours (25 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 24 SHC

- CIS 110 - Introduction to Computers **Credits: 3**
- MED 183 - Electronic Medical Records I **Credits: 5**
- MED 230 - Administrative Office Procedures III **Credits: 2**
- MED 240 - Exam Room Procedures II **Credits: 5**
- MED 262 - Clinical Perspectives **Credits: 1**
- MED 264 - Medical Assisting Overview **Credits: 2**
- MED 270 - Symptomatology **Credits: 3**
- MED 272 - Drug Therapy **Credits: 3**

Total Medical Assisting, AAS: 72 Credits

All Health Sciences and Nursing students must make grades of "A," "B," "C," or "SA" on all applicable course work to progress each semester and graduate from the program.

The Medical Assisting Program is approved by the North Carolina Community College System and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP at 9355 - 113th Street, North, #7709, Seminole, FL 33775; Telephone Number 727-210-2350; www.caahep.org) in conjunction with the Medical Assisting Education Review Board (MAERB at 2339 N. California Avenue, #47138, Chicago, IL 60647; Telephone Number 312-392-0155; www.maerb.org).

Medical Assisting
Medical Assisting Diploma
Program Code: D45400
*(2023*03)*

General Education Hours (6 SHC)

English (3 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**

Major Hours (39 SHC)

Core (38 SHC)

- MED 110 - Orientation to Medical Assisting **Credits: 1**
- MED 116 - Introduction to Anatomy & Physiology **Credits: 4**
- MED 118 - Medical Law and Ethics **Credits: 2**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**
- MED 130 - Administrative Office Procedures I **Credits: 2**
- MED 131 - Administrative Office Procedures II **Credits: 2**
- MED 140 - Exam Room Procedures I **Credits: 5**
- MED 150 - Laboratory Procedures I **Credits: 5**
- MED 260 - MED Clinical Practicum **Credits: 5**
- MED 262 - Clinical Perspectives **Credits: 1**
- MED 264 - Medical Assisting Overview **Credits: 2**
- MED 270 - Symptomatology **Credits: 3**

Other Major Hours (1 SHC)

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Total Medical Assisting, Diploma: 45 Credits

All Health Sciences and Nursing students must make grades of "A," "B," "C," or "SA" on all applicable course work to progress each semester and graduate from the program.

The Medical Assisting Program is approved by the North Carolina Community College System and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP at 9355 - 113th Street, North, #7709, Seminole, FL 33775; Telephone Number 727-210-2350; www.caahep.org) in conjunction with the Medical Assisting Education Review Board (MAERB at 2339 N. California Avenue, #47138, Chicago, IL 60647; Telephone Number 312-392-0155; www.maerb.org).

Medical Assisting
Medical Assisting, AAS
Semester-By-Semester Plan
*(2025*03)*

Medical Assisting Diploma (D45400)

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- MED 110 - Orientation to Medical Assisting **Credits: 1**
- MED 116 - Introduction to Anatomy & Physiology **Credits: 4**
 - *Alternative Course: BIO 163*
- MED 118 - Medical Law & Ethics **Credits: 2**
- MED 121 - Medical Office Terminology I **Credits: 3***
- MED 122 - Medical Office Terminology II **Credits: 3***
- MED 130 - Administrative Office Procedures I **Credits: 2**

Spring I

- MED 131 - Administrative Office Procedures II **Credits: 2**
- MED 140 - Exam Room Procedures I **Credits: 5**
- MED 150 - Laboratory Procedures I **Credits: 5**
- MED 270 - Symptomatology **Credits: 3**

Summer I

- ENG 111 - Writing and Inquiry **Credits: 3**
- MED 260 - MED Clinical Practicum **Credits: 5**
- MED 262 - Clinical Perspectives **Credits: 1**
- MED 264 - Medical Assisting Overview **Credits: 2**
- PSY 150 - General Psychology **Credits: 3**

**8-week courses*

Certificate Options

*Optional: **CIS-110** – Intro to Computers (3) = completion of Medical Assisting Skills Certificate (CCP Students); Students who complete this certificate are not eligible to sit for the American Association of Medical Assistants Certification Exam*

*Optional: **CIS-110 & MED-183** – Electronic Medical Records (5) = completion of Medical Scribe Certificate; Must be certified or registered Medical Assistant (CMA, RMA, CCMA) or currently enrolled Medical Assisting student to be eligible to take courses toward Medical Scribe certificate.*

Medical Assisting, AAS (A45400)

Completion as Certified Medical Assistant (CMA) or Registered Medical Assistant (RMA)

Fall II

- MAT 121 - Algebra/Trigonometry **Credits: 3**
- CIS 110 - Introduction to Computers **Credits: 3***

- MED 240 - Exam Room Procedures II **Credits: 5**
- MED 272 - Drug Therapy **Credits: 3**

**Completion of Medical Assisting Skills Certificate*

Spring II

- MED 230 - Administrative Office Procedures II **Credits: 2**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- MED 183 - Electronic Medical Records **Credits: 5****
- Humanities/Fine Arts Elective

***Completion of Medical Scribe Certificate*

Additional Information

Please note that this is a semester-by-semester course of study. Any developmental courses such as Math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.

Medical Assisting
Medical Assisting Skills Certificate, CTE
Program Code: C45400C | (CTE) C45400H*
*(2023*03)*

Major Hours (16 SHC)

Core (7 SHC)

- MED 110 - Orientation to Medical Assisting **Credits: 1**
- MED 116 - Introduction to Anatomy & Physiology **Credits: 4**
- MED 118 - Medical Law and Ethics **Credits: 2**

Required Subject Area (6 SHC)

- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Other Major Hours (3 SHC)

- CIS 110 - Introduction to Computers **Credits:3**

Total Medical Assisting Skills Certificate: 16 Credits

Upon completion of this certificate, the student is not eligible to sit for the American Association of Medical Assistants' Certification Examination. However, the student who meets the admission requirements may apply to the Associate in Applied Science- Medical Assisting Program.

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Medical Assisting
Medical Scribe Certificate
Program Code: C45400C1
*(2023*03)*

Major Hours (16 SHC)

Core (8 SHC)

- MED 118 - Medical Law and Ethics **Credits: 2**
- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Other Major Hours (8 SHC)

- CIS 110 - Introduction to Computers **Credits: 3**
- MED 183 - Electronic Medical Records I **Credits: 5**

Total Medical Scribe Certificate: 16 Credits

Students must be a Certified Medical Assistant (CMA, CCMA), a Registered Medical Assistant (RMA), or a currently enrolled Medical Assisting student to be eligible to take courses toward Medical Scribe Certificate.

Medical Office Administration
General Medical Office Administration, AAS
Medical Billing & Coding, AAS

Program Code: A25310

*(2023*03)*

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents.

Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Course work in the Medical Office Administration - **General Medical Office track** will include medical terminology; information systems; office management; office finance; healthcare customer relations; medical insurance and billing; electronic health records; records management; legal and ethical issues; document formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Course work in the Medical Office Administration - **Medical Billing and Coding track** will include medical insurance, billing and coding; virtual office; medical terminology; information systems; office management; healthcare customer relations; electronic health records; records management; legal and ethical issues; document formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

General Education Hours (15 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- ECO 251 - Principles of Microeconomics **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**

- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (3 SHC)

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Hours (36 SHC)

Technical Core (24 SHC)

- OST 134 - Text Entry & Formatting **Credits: 3**
- OST 137 - Office Applications I **Credits: 3**
- OST 141 - Medical Office Terms I **Credits: 3**
- OST 142 - Medical Office Terms II **Credits: 3**
- OST 148 - Medical Insurance & Billing **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**
- OST 164 - Office Editing **Credits: 3**
- OST 289 - Office Administration Capstone **Credits: 3**

Required Subject Area Tracks (12 SHC)

Select **ONE** Track from the following:

General Medical Office Administration Track (12 SHC)

- OST 122 - Office Computations **Credits: 3**
- OST 263 - Healthcare Customer Relations **Credits: 3**
- OST 280 - Electronic Health Records **Credits: 3**
- OST 286 - Professional Development **Credits: 3**

Medical Billing and Coding Track (12 SHC)

- OST 247 - Procedure Coding **Credits: 3**
- OST 248 - Diagnostic Coding **Credits: 3**
- OST 250 - Long-Term Care Coding **Credits: 3**
- OST 260 - Advanced Coding Methodologies **Credits: 3**

Other Major Hours (17 SHC)

Required Hours (5 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 4 SHC

- OST 136 - Word Processing **Credits: 3**
- WBL 110 - World of Work **Credits: 1**

Select **ONE** Track from the following:

General Medical Office Administration Track (12 SHC)

Required Hours (9 SHC)

- CTS 130 – Spreadsheets **Credits: 3**
- OST 145 - Social Media for Office Professionals **Credits: 3**
- OST 153 - Office Finance Solutions **Credits: 3**

Select 3 SHC from the following:

- OST 181 - Office Procedures **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 112 - Work-Based Learning I **Credits: 2**
- WBL 121 - Work-Based Learning II **Credits: 1**
- WBL 131 - Work-Based Learning III **Credits: 1**

Medical Billing and Coding Track (12 SHC)

Required Hours (9 SHC)

- OST 171 - Introduction to Virtual Office **Credits: 3**
- OST 263 - Healthcare Customer Relations **Credits: 3**
- OST 280 - Electronic Health Records **Credits: 3**

Select 3 SHC from the following:

- OST 286 - Professional Development **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 112 - Work-Based Learning I **Credits: 2**
- WBL 121 - Work-Based Learning II **Credits: 1**
- WBL 131 - Work-Based Learning III **Credits: 1**

Total Medical Office Administration, AAS: 68 Credits

Medical Office Administration, AAS
General Medical Office Administration
Semester-By-Semester Plan
*(2023*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- CTS 130 - Spreadsheets **Credits: 3**
- OST 137 - Office Applications I **Credits: 3**
- OST 141 - Medical Office Terms I **Credits: 3**
- OST 142 - Medical Office Terms II **Credits: 3**
- OST 148 - Medical Insurance & Billing **Credits: 3**

Spring I

- ENG 111 - Writing and Inquiry **Credits: 3**
- OST 134 - Text Entry & Formatting **Credits: 3**
- OST 145 - Social Media for Office Professionals **Credits: 3**
- OST 280 - Electronic Health Records **Credits: 3**
- WBL 110 - World of Work **Credits: 1**

Summer I

- OST 136 - Word Processing **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**
- OST 164 - Office Editing **Credits: 3**

Fall II

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- OST 153 - Office Finance Solutions **Credits: 3**
- OST 263 - Healthcare Customer Relations **Credits: 3**
- Program Elective
- Social/Behavioral Sciences Elective

Spring II

- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- OST 122 - Office Computations **Credits: 3**
- OST 286 - Professional Development **Credits: 3**
- OST 289 - Office Administration Capstone **Credits: 3**
- Humanities/Fine Arts Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Medical Office Administration, AAS
Medical Billing and Coding
Semester-By-Semester Plan
*(2023*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- OST 136 - Work Processing **Credits: 3**
- OST 141 - Medical Office Terms I **Credits: 3**
- OST 142 - Medical Office Terms II **Credits: 3**
- OST 148 - Medical Insurance & Billing **Credits: 3**
- WBL 110 - World of Work **Credits: 1**

Spring I

- ENG 111 - Writing and Inquiry **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**
- OST 164 - Office Editing **Credits: 3**
- OST 247 - Procedure Coding **Credits: 3**
- OST 248 - Diagnostic Coding **Credits: 3**

Summer I

- OST 134 - Text Entry & Formatting **Credits: 3**
- OST 137 - Office Applications I **Credits: 3**
- Program Elective

Fall II

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- OST 250 - Long-Term Care Coding **Credits: 3**
- OST 260 - Adv Coding Methodologies **Credits: 3**
- OST 263 - Healthcare Customer Relations **Credits: 3**
- Social/Behavioral Sciences Elective

Spring II

- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- OST 171 - Introduction to Virtual Office **Credits: 3**
- OST 280 - Electronic Health Records **Credits: 3**
- OST 289 - Office Administration Capstone **Credits: 3**
- Humanities/Fine Arts Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Medical Office Administration
Medical Coding, Billing, & Insurance Certificate, CTE
Program Code: C25310C1 | (CTE) C25310H1*
*(2021*03)*

Medical billers and coders play a critical role in the healthcare system by handling the administrative processes related to patient records and insurance claims. Medical coders take the descriptions of medical procedures, diagnoses, and treatments from healthcare providers and use common coding systems including ICD-10 (International Classification of Diseases), CPT (Current Procedural Terminology), and HCPCS (Healthcare Common Procedure Coding System) to translate the descriptions into standardized codes. These codes are used for healthcare billing, insurance claims, and statistical data.

A medical biller uses the codes provided by the coder to create accurate bills or claims for services rendered; they submit claims to insurance companies or government programs (e.g., Medicare, Medicaid) for payment; they follow up on claims and if claims are denied or underpaid, the biller may need to resubmit or appeal the claim, ensuring that the healthcare provider receives payment. In addition to working with insurance companies, they may also generate bills directly for patients, track payments, and manage accounts. Medical coders and billers may work in hospitals, medical offices and clinics, insurance companies, nursing homes, government agencies, or remote work-from-home.

Major Hours (16 SHC)

Core (9 SHC)

- OST 141 - Medical Office Terms I **Credits: 3**
- OST 142 - Medical Office Terms II **Credits: 3**
- OST 148 - Medical Insurance & Billing **Credits: 3**

Required Subject Area (6 SHC)

- OST 247 - Procedure Coding **Credits: 3**
- OST 248 - Diagnostic Coding **Credits: 3**

Other Major Hours (1 SHC)

- WBL 110 - World of Work **Credits: 1**

Total Medical Coding, Billing, & Insurance Certificate: 16 Credits

**This Certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Medical Office Administration
Medical Records Certificate, CTE
Program Code: C25310C4 | (CTE) C25310H4*
*(2023*03)*

Medical Records Clerks work in various healthcare settings where the management and organization of patient records are essential. They are often employed in hospitals, outpatient clinics, and physician's offices, where they ensure that patient records are accurately maintained and easily accessible for healthcare providers. Medical records clerks are also employed in nursing homes maintaining the records of residents, including their medical histories, medications, and care plans. Other areas that they may work are government agencies, insurance companies, and research institutions.

Major Hours (16 SHC)

Core (12 SHC)

- OST 137 - Office Applications I **Credits: 3**
- OST 141 - Medical Office Terms I **Credits: 3**
- OST 148 - Medical Insurance & Billing **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**

Other Major Hours (4 SHC)

- CTS 130 - Spreadsheets **Credits: 3**
- WBL 110 - World of Work **Credits: 1**

Total Medical Records Certificate: 16 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Medical Office Administration
Medical Administrative Assistant Certificate, CTE
Program Code: C25310C6 | (CTE) C25310H6*
*(2021*03)*

The MAA curriculum prepares students for employment in medical and other health-care related offices in the areas of Patient Services Representative, Medical Office Assistant/Specialist, Medical Receptionist, Medical Billing Specialist, Referral Coordinator, and other various job opportunities related to medical administrative assistant.

Throughout the MAA program, students gain knowledge in medical terminology, medical insurance and billing, electronic health records, medical-legal issues, and Microsoft Office applications. After completion, students may sit for the Certified Medical Administrative Assistant (CMAA) exam. The CMAA is an industry-recognized credential which allows students to have a competitive edge in the job market.

Major Hours (18 SHC)

Technical Core (15 SHC)

- OST 137 - Office Applications I **Credits: 3**
- OST 141 - Medical Office Terms I **Credits: 3**
- OST 142 - Medical Office Terms II **Credits: 3**
- OST 148 - Medical Insurance & Billing **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**

Other Major Hours (3 SHC)

- OST 280 - Electronic Health Records **Credits: 3**

Total Medical Administrative Assistant Certificate: 18 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Medical Office Administration
Patient Services Representative Certificate, CTE
Program Code: C25310C5 | (CTE) C25310H5*
*(2021*03)*

Patient Services Representatives (PSRs) are often employed in the admissions or front desk areas of hospitals and medical offices, where they help with patient registration, appointment scheduling, patient check-ins and check-outs, manage patient records and participate in coordination of care. PSRs may also work in customer service roles for health insurance companies, helping patients understand their benefits and navigate the healthcare system.

Major Hours (16 SHC)

Technical Core (15 SHC)

- OST 134 - Text Entry & Formatting **Credits: 3**
- OST 137 - Office Applications I **Credits: 3**
- OST 141 - Medical Office Terms I **Credits: 3**
- OST 148 - Medical Insurance & Billing **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**

Other Major Hours (1 SHC)

- WBL 110 - World of Work **Credits: 1**

Total Patient Services Representative Certificate: 16 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Office Management

Office Management, AAS / Legal Assistant, AAS

Program Code: A25370
*(2021*03)*

The Office Management curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software. Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum. Graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Office Management Track: Coursework includes office ethics, finance, keyboarding, document formatting, virtual office, office management, software applications, communication, customer service, and office procedures. Prepares students for administrative roles in business settings.

Legal Assistant Track: Coursework includes legal terminology, legal office procedures, document formatting, office management, software applications, communication, file organization, and preparation for hearings and meetings. Prepares students for administrative roles in legal settings.

General Education Hours (15 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- ECO 251 - Principles of Microeconomics **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (3 SHC)

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Hours (50 SHC)

Technical Core (15 SHC)

- OST 134 - Text Entry & Formatting **Credits: 3**
- OST 137 - Office Applications I **Credits: 3**
- OST 164 - Office Editing **Credits: 3**
- OST 181 - Office Procedures **Credits: 3**
- OST 289 - Office Admin Capstone **Credits: 3**

Required Subject Area Tracks (9 SHC)

*Select **ONE** Track from the following:*

Office Management Track (9 SHC)

- OST 122 - Office Computations **Credits: 3**
- OST 136 - Word Processing **Credits: 3**
- OST 159 - Office Ethics **Credits: 3**

Legal Assistant Track (9 SHC)

- BUS 115 - Business Law I **Credits: 3**
- OST 155 - Legal Terminology **Credits: 3**
- OST 156 - Legal Office Procedures **Credits: 3**

Other Major Hours (26 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 16 SHC

- CTS 130 - Spreadsheets **Credits: 3**
- OST 145 - Social Media for Office Prof **Credits: 3**
- OST 153 - Office Finance Solutions **Credits: 3**
- OST 162 - Executive Terminology **Credits: 3**
- OST 171 - Intro to Virtual Office **Credits: 3**
- WBL 110 - World of Work **Credits: 1**

Other Major Hours Track (9 SHC)

*Select **ONE** Track from the following:*

Office Management Track (6 SHC)

- BUS 110 - Introduction to Business **Credits: 3**
- BUS 137 - Principles of Management **Credits: 3**

Legal Assistant Track (6 SHC)

- OST 149 - Medical Legal Issues **Credits: 3**
- OST 251 - Legal Document Formatting **Credits: 3**

*Select **3 SHC** from the following:*

- OST 286 - Professional Development **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 112 - Work-Based Learning I **Credits: 2**
- WBL 121 - Work-Based Learning II **Credits: 1**
- WBL 122 - Work-Based Learning II **Credits: 2**
- WBL 131 - Work-Based Learning III **Credits: 1**

Total Office Management, AAS: 65 Credits

Office Management, AAS
Office Management
Semester-By-Semester Plan
*(2021*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- BUS 110 - Introduction to Business **Credits: 3**
- OST 134 - Text Entry & Formatting **Credits: 3**
- OST 162 - Executive Terminology **Credits: 3**
- OST 164 - Office Editing **Credits: 3**
- WBL 110 - World of Work **Credits: 3**

Spring I

- ENG 111 - Writing and Inquiry **Credits: 3**
- OST 122 - Office Computations **Credits: 3**
- OST 136 - Word Processing **Credits: 3**
- OST 137 - Office Applications I **Credits: 3**
- OST 159 - Office Ethics **Credits: 3**

Summer I

- OST 145 - Social Media for Office Prof **Credits: 3**
- Program Elective

Fall II

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- OST 153 - Office Finance Solutions **Credits: 3**
- OST 171 - Intro. To Virtual Office **Credits: 3**
- OST 181 - Office Procedures **Credits: 3**
- Social/Behavioral Sciences Elective

Spring II

- BUS 137 - Principles of Management **Credits: 3**
- CTS 130 - Spreadsheet **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- OST 289 - Office Admin Capstone **Credits: 3**
- Humanities/Fine Arts Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Office Management, AAS
Legal Assistant
Semester-By-Semester Plan
*(2021*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- OST 134 - Text Entry & Formatting **Credits: 3**
- OST 155 - Legal Terminology **Credits: 3**
- OST 162 - Executive Terminology **Credits: 3**
- OST 164 - Office Editing **Credits: 3**
- WBL 110 - World of Work **Credits: 3**

Spring I

- BUS 115 - Business Law I **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**
- OST 136 - Word Processing **Credits: 3**
- OST 137 - Office Applications I **Credits: 3**
- OST 156 - Legal Office Procedures **Credits: 3**

Summer I

- OST 145 - Social Media for Office Prof **Credits: 3**
- Program Elective

Fall II

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- OST 149 - Medical Legal Issues **Credits: 3**
- OST 153 - Office Finance Solutions **Credits: 3**
- OST 171 - Intro. To Virtual Office **Credits: 3**
- Social/Behavioral Sciences Elective

Spring II

- CTS 130 - Spreadsheet **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- OST 251 - Legal Doc. Formatting **Credits: 3**
- OST 289 - Office Admin Capstone **Credits: 3**
- Humanities/Fine Arts Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Office Management
Office Administration Certificate, CTE
Program Code: C25370C4 | (CTE) C25370H4*
*(2023*03)*

The Office Administration Certificate prepares a student for employment as the key role in ensuring the smooth operation of an office. Their duties typically include answering phones and routing them to the appropriate person and taking messages as needed; managing correspondence to include drafting, reviewing, and sending emails, letters, and other forms of communication; scheduling appointments, meetings, and travel arrangements for staff; filing and document management; data entry; ordering and maintaining the inventory of office supplies; greeting visitors, clients, and guests, and directing them to the appropriate person or department; preparing documents, reports, and presentations as requested by staff or management; event coordination; and basic bookkeeping.

Major Hours (16 SHC)

Core (12 SHC)

Technical Core (9 SHC)

- OST 137 - Office Applications I **Credits: 3**
- OST 164 - Office Editing **Credits: 3**
- OST 181 - Office Procedures **Credits: 3**

Required Subject Area (3 SHC)

- CTS 130 – Spreadsheets **Credits: 3**

Other Major Hours (4 SHC)

- OST 136 - Word Processing **Credits: 3**
- WBL 110 - World of Work **Credits: 1**

Total Office Administration Certificate: 16 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Office Management
Office Management Certificate, CTE
Program Code: C25370C6 | (CTE) C25370H6*
*(2021*03)*

The Office Management Certificate is designed to validate the skills and knowledge required to effectively manage and oversee the operations of an office. This certificate is beneficial for individuals looking to advance their careers in administrative roles, such as Office Managers, Administrative Assistants, or Executive Assistants. Employees in this role typically have a basic knowledge of budgeting, invoicing, expense tracking, and financial reporting relevant to office operations. They may also handle human resource tasks such as recruitment, employee onboarding, payroll processing, and performance management. They are typically responsible for office ethics and compliance with legal standards in an office environment.

Major Hours (16 SHC)

Technical Core (3 SHC)

- OST 137 - Office Applications I **Credits: 3**

Required Subject Area (6 SHC)

- OST 159 - Office Ethics **Credits: 3**
- OST 181 - Office Procedures **Credits: 3**

Other Major Hours (7 SHC)

- BUS 137 - Principles of Management **Credits: 3**
- OST 153 - Office Finance Solutions **Credits: 3**
- WBL 110 - World of Work **Credits: 1**

Total Office Management Certificate: 16 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Office Management
Legal Assistant Certificate, CTE
Program Code: C25370C7 | (CTE) C25370H7 *
*(2021*03)*

A Legal Assistant provides support to lawyers and legal teams by performing a variety of tasks that vary depending on the size of the law firm or the area of law they work in. Legal Assistants must have a strong understanding of legal terminology and processes, excellent organizational skills, and the ability to handle sensitive and confidential information. While they do not provide legal advice, their work is crucial in helping lawyers prepare for cases and manage their workload efficiently. Job duties of a Legal Assistant may include conducting legal research that are relevant to a case; drafting legal documents such as contracts, wills, pleadings, briefs, and assisting in the preparation of trial or hearing documents; case management; assisting with communication between clients and lawyers; scheduling hearings, depositions, and trials; performing administrative tasks such as answering phones, managing schedules, and handling correspondence; maintaining databases and document management systems; assisting with trial preparation; assisting with billing clients for legal services and managing invoices.

Major Hours (16 SHC)

Technical Core (6 SHC)

- OST 134 - Text Entry & Formatting **Credits: 3**
- OST 164 - Office Editing **Credits: 3**

Required Subject Area (6 SHC)

- OST 155 - Legal Terminology **Credits: 3**
- OST 156 - Legal Office Procedures **Credits: 3**

Other Major Hours (4 SHC)

- OST 251 - Legal Doc. Formatting **Credits: 3**
- WBL 110 - World of Work **Credits: 1**

Total Legal Assistant Certificate: 16 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Office Management
Virtual Office Certificate, CTE
Program Code: C25370C5 | (CTE) C25370H5*
*(2022*03)*

A Virtual Office Assistant is a professional who provides administrative, technical, or creative support to clients remotely, typically from a home office. The role of a Virtual Assistant can vary widely depending on the client's needs. Virtual Office Assistants provide administrative support by managing emails, scheduling, data entry, customer service, social media management including content creation, financial tasks, project management, and technical support.

Major Hours (16 SHC)

Technical Core (6 SHC)

- OST 134 - Text Entry and Formatting **Credits: 3**
- OST 137 - Office Applications **Credits: 3**

Other Major Hours (10 SHC)

- OST 145 - Social Media for Office Prof **Credits: 3**
- OST 162 - Executive Terminology **Credits: 3**
- OST 171 - Intro. To Virtual Office **Credits: 3**
- WBL 110 - World of Work **Credits: 1**

Total Virtual Office Certificate: 16 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Polysomnography (Sleep & Neurology)

Associate in Applied Science, AAS

Program Code: A45670
(2021*03)

The Polysomnography curriculum prepares individuals, working in conjunction with a physician, to perform and interpret sleep studies and to provide comprehensive clinical evaluations that are required for the diagnosis of sleep related disorders. Students should acquire the knowledge and skills necessary to perform sleep studies, including recording and interpreting events observed during sleep. Treatment of sleep related disorders and patient education focused on healthy sleep habits will also be discussed. Graduates of accredited programs may be eligible to apply to take the examination offered by the Board of Registered Polysomnographic Technologists. Employment opportunities may be found in hospitals and freestanding sleep centers.

This is a competitive admissions program, and acceptance is not guaranteed. Applicants are accepted for admission based on required criterion and individual applications. To be eligible to apply for the AAS, Associate Degree Polysomnography program, students must meet the following minimum prerequisite requirements.

Minimum MATH Prerequisite Requirements:

An applicant must have completed **ONE** of the following before receiving the applicant packet:

- An unweighted high school GPA of 2.8 or higher from a College Prep Curriculum
- A grade of "P" for DMA 010-080
- A grade of "C" or higher for MAT 080
- Completion of Transitions Math through Tier 3
- A grade of "C" or higher in MAT 035
- Placement test scores that demonstrate mastery of MAT 035

Students who have completed a college approved Math course such as **MAT-121, MAT-122, MAT-141, MAT-143, MAT-151, MAT-152, MAT-161, MAT-171, MAT-263, or MAT-271** (with grade of C or better) may meet the math requirement.

General Education Hours (19 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- COM 231 - Public Speaking **Credits: 3**

Select **ONE** of the following:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**

- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (4 SHC)

- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (52 SHC)

Core (25 SHC)

Required Hours (22 SHC)

- PSG 110 - Intro to Polysomnography **Credits: 4 ***
- PSG 111 - Neuro/Cardiopulmonary A & P **Credits: 4 ***
- PSG 210 - Polysomnography I **Credits: 7**
- PSG 211 - Polysomnography II **Credits: 7**

Required Subject Area (3 SHC)

- PSG 113 - PSG Instrumentation **Credits: 3**

Other Major Hours (27 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 26 SHC

- BIO 163 - Basic Anatomy & Physiology **Credits: 5**
- CIS 110 - Introduction to Computers **Credits: 3**
- MED 118 - Medical Law and Ethics **Credits: 2 ***
- MED 121 - Medical Terminology I **Credits: 3 ***
- PSG 112 - PSG Fundamentals **Credits: 3 ***
- PSG 114 - PSG Clinical Education I **Credits: 3 ***
- PSG 212 - Infant/Pediatric PSG **Credits: 4**
- PSG 213 - Case Study/Exam Review **Credits: 1 ***
- PSG 214 - PSG Clinical Apps I **Credits: 1 ***
- PSG 215 - PSG Clinical Apps II **Credits: 1 ***

Total Polysomnography, AAS: 71 Credits

All Health Sciences and Nursing students must make grades of "A," "B," "C," or "SA" on all applicable course work to progress each semester and graduate from the program. The Polysomnography Associate Degree Program is approved by the North Carolina Community College System and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP at 9355 – 113th Street, North, #7709, Seminole, FL 33775; Telephone Number 727-210-2350; www.caahep.org) in conjunction with the Committee on Accreditation for Polysomnographic Technologist Education (CoA PSG).

**RPSGT Transition students are given credit for these PSG courses. A copy of their current unrestricted license/credential to practice must be on file in Registrar's Office. All other PSG courses may be taken as credit by exam. Credit by exam will follow the college's process for each applicable course.*

Polysomnography
Polysomnography, AAS
Semester-By-Semester Plan
(2025*03)

Associate in General Education: Pre-Polysomnography (A10300PS)

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- BIO 163 - Basic Anatomy and Physiology **Credits: 5**
- MED 121 - Medical Terminology I **Credits: 3**

Complete Intent to Apply – opens the Tuesday following Labor Day holiday

Spring I

- CIS 110 - Introduction to Computers **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**
- COM 231 - Public Speaking **Credits: 3**
- MED 118 - Medical Law and Ethics **Credits: 2**

Intent to Apply – closes mid-January

Application and Checklist – due end of January

Students will be notified regarding acceptance – end of March.

Summer I

- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- Humanities/Fine Arts Elective

Associate of Applied Science: Polysomnography (A45670)

Fall I

- PSG 110 - Introduction to Polysomnography **Credits: 4**
- PSG 112 – PSG Fundamentals **Credits: 3***

Spring I

- PSG 111 - Neuro/Cardiopulmonary Anatomy & Physiology **Credits: 4**
- PSG 113 - PSG Instrumentation **Credits: 3**
- PSG 214 - PSG Clinical Apps I **Credits: 1***

Summer I

- PSG 114 - PSG Clinical Education I **Credits: 3**
- PSG 215 - PSG Clinical Apps II **Credits: 1**

Fall II

- PSG 210 - Polysomnography I **Credits: 7**

- PSG 212 - Infant/Pediatric PSG **Credits:** 4

Spring II

- PSG 211 - Polysomnography II **Credits:** 7
- PSG 213 Case Study/Exam Review **Credits:** 1

Additional Information:

Please note that this is a semester-by-semester course of study. Any developmental courses such as Math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.

**RPSGT Transition students are given credit for these PSG courses. A copy of their current unrestricted license/credential to practice must be on file in Registrar's Office. All other PSG courses may be taken as credit by exam. Credit by exam will follow the college's process for each applicable course.*

Polysomnography
Polysomnography - Transition, AAS
Program Code: A45670T
*(2021*03)*

Registered Polysomnographic Technologist (RPSGT) to AAS in PSG Transition: The Polysomnography curriculum prepares individuals, working in conjunction with a physician, to perform and interpret sleep studies and to provide comprehensive clinical evaluations that are required for the diagnosis of sleep related disorders.

Students should acquire the knowledge and skills necessary to perform sleep studies, including recording and interpreting events observed during sleep. Treatment of sleep related disorders and patient education focused on healthy sleep habits will also be discussed.

The RPSGT to AAS in PSG Transition program is designed for current unrestricted Registered Polysomnographic Technologists (RPSGT) to complete the Associate in Applied Science Polysomnography Degree.

Applicants must meet the minimum admissions requirements, which includes submitting a current RPSGT certificate/license/credential. Students are required to complete at minimum 25 percent of the program requirements at LCC as mandated by SACSCOC, and each student will receive an individualized education plan to ensure this requirement is met.

Applicants have the opportunity to complete selected PSG courses via credit by exam (see College Catalog), and PSG faculty will administer the exams related to this process. In the event a student is unsuccessful in the credit by exam process, the student may choose to complete the program by enrolling in the next available cohort on campus.

Additionally, applicants may submit previous college work to be evaluated for possible transfer credits. Upon completion graduates are eligible to apply for advanced 2+2 baccalaureate programs. Applicants can apply at any time throughout the year to the PSG Department.

To be eligible to apply for the AAS, Associate Degree Polysomnography -Transition program, students must meet the following minimum prerequisite requirements.

- Valid, unrestricted National Registry Credential of Registered Polysomnographic Technologist (RPSGT)
- This program requires a 2.2 or greater high school GPA from a College Prep Curriculum, or a placement test demonstrating placement into college-ready English 111 and math. If either of these requirements is not met, the student will be placed into Associate in General Education – First Year (A10300-FY). *See the A10300FY – Associate in General Education-First Year Program page for more information.*

General Education Hours (19 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits:** 3
- ENG 112 - Writing/Research in the Disciplines **Credits:** 3

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**

Humanities/Fine Arts (6 SHC)

- COM 231 - Public Speaking **Credits: 3**

*Select **ONE** of the following:*

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (4 SHC)

- MAT 171 Precalculus Algebra **Credits: 4**

Major Hours (52 SHC)

Core (25 SHC)

Required Hours (22 SHC)

- PSG 110 - Intro to Polysomnography **Credits: 4 ***
- PSG 111 - Neuro/Cardiopulmonary A & P **Credits: 4 ***
- PSG 210 - Polysomnography I **Credits: 7**
- PSG 211 - Polysomnography II **Credits: 7**

Required Subject Area (3 SHC)

- PSG 113 - PSG Instrumentation **Credits: 3 ***

Other Major Hours (27 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 26 SHC

- BIO 163 - Basic Anatomy & Physiology **Credits: 5**
- CIS 110 - Introduction to Computers **Credits: 3**
- MED 118 - Medical Law and Ethics **Credits: 2 ***
- MED 121 - Medical Terminology I **Credits: 3 ***
- PSG 112 - PSG Fundamentals **Credits: 3 ***
- PSG 114 - PSG Clinical Education I **Credits: 3 ***
- PSG 212 - Infant/Pediatric PSG **Credits: 4**
- PSG 213 - Case Study/Exam Review **Credits: 1***
- PSG 214 - PSG Clinical Apps I **Credits: 1 ***
- PSG 215 - PSG Clinical Apps II **Credits: 1 ***

Total Polysomnography - Transition, AAS: 71 Credits

All Health Sciences and Nursing students must make grades of "A", "B", "C", or "SA" on all program courses to graduate from the program. The Polysomnography Associate Degree Program is approved by the North Carolina Community College System and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP at 9355 - 113th Street, North, #7709, Seminole, FL 33775; Telephone Number 727-210-2350; www.caahep.org) in conjunction with the Committee on Accreditation for Polysomnographic Technologist Education (CoA PSG).

**RPSGT Transition students are given credit for these PSG courses. A copy of their current unrestricted license/credential to practice must be on file in Registrar's Office. All other PSG courses may be taken as credit by exam. Credit by exam will follow the college's process for each applicable course.*

Polysomnography
Polysomnography - Transition, AAS
Semester-By-Semester Plan
(2025*03)

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1 (R)**
- BIO 163 - Basic Anatomy and Physiology **Credits: 5 (R)**
- MED 121 - Medical Terminology I **Credits: 3***
- PSG 110 - Introduction to Polysomnography **Credits: 4***
- PSG 112 - PSG Fundamentals **Credits: 3***

Spring I

- CIS 110 - Introduction to Computers **Credits: 3 (R)**
- MAT 171 - Precalculus Algebra **Credits: 4 (R)**
- PSG 111 - Neuro/Cardiopulmonary Anatomy & Physiology **Credits: 4***
- PSG 113 - PSG Instrumentation **Credits: 3***
- PSG 214 - PSG Clinical Apps I **Credits: 1***

Summer I

- ENG 111 - Writing and Inquiry **Credits: 3 (R)**
- COM 231 - Public Speaking **Credits: 3 (C)**
- PSY 150 - General Psychology **Credits: 3 (R)**
- PSG 114 - PSG Clinical Education I **Credits: 3***
- PSG 215 - PSG Clinical Apps II **Credits: 1***

Fall II

- ENG 112 - Writing/Research Disciplines **Credits: 3**
- MED 118 - Medical Law and Ethics **Credits: 2***
- PSG 210 - Polysomnography I **Credits: 7 (C)**
- PSG 212 - Infant/Pediatric PSG **Credits: 4 (C)**

Spring II

- Humanities/Fine Arts Elective **(R)**
- PSG 211 - Polysomnography II **Credits: 7 (C)**
- PSG 213 Case Study/Exam Review **Credits: 1***

Additional Information:

Please note that this is a semester-by-semester course of study. Any developmental courses such as Math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.

**Credits given based on RPSGT student's existing license. Must be on file in the Registrar's Office.*

(R) Required course

(C) Credit by exam option

Practical Nursing
Practical Nursing Diploma
Program Code: D45660
*(2019*03)*

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

This is a competitive admissions program, and acceptance is not guaranteed. Applicants are accepted for admission based on required criterion and individual applications. To be eligible to apply for the Practical Nursing Diploma program, students must meet the following minimum prerequisite requirements.

Minimum MATH Prerequisite Requirements:

An applicant must have completed **ONE** of the following before receiving the applicant packet:

- An unweighted high school GPA of 2.8 or higher from a College Prep Curriculum
- A grade of "P" for DMA 010-080
- A grade of "C" or higher for MAT 080
- Completion of Transitions Math through Tier 3
- A grade of "C" or higher in MAT 035
- Placement test scores that demonstrate mastery of MAT 035

Students who have completed a college approved Math course such as **MAT-121, MAT-122, MAT-141, MAT-143, MAT-151, MAT-152, MAT-161, MAT-171, MAT-263, or MAT-271** (*with grade of C or better*) may meet the math requirement.

Minimum ANATOMY & PHYSIOLOGY Prerequisite Requirements:

- Successful completion of BIO-168 & BIO-169 (*with grade of C or better*) within five years of admission
 - **BIO-168** – *must be completed by end of fall semester in order to apply to the PN program*
 - **BIO-169** – *must be complete before or during the spring semester prior to enrollment. Proof of enrollment is required when submitting the Health Sciences application.*

General Education Hours (14 SHC)

English (3 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**

Natural Science/Math (8 SHC)

- BIO 168 - Anatomy and Physiology I **Credits: 4**
- BIO 169 - Anatomy and Physiology II **Credits: 4**

Major Hours (31 SHC)**Core (30 SHC)**

- NUR 101 - Practical Nursing I **Credits: 11**
- NUR 102 - Practical Nursing II **Credits: 10**
- NUR 103 - Practical Nursing III **Credits: 9**

Other Major Hours (1 SHC)

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Total Practical Nursing Diploma: 45 Credits

All Health Sciences and Nursing students must make grades of "A," "B," "C," or "SA" on all applicable course work to progress each semester and graduate from the program.

Practical Nursing
Practical Nursing, Diploma
Semester-By-Semester Plan
*(2025*03)*

Associate in General Education: Pre-Practical Nursing (A10300PN)

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1***
- ENG 111 - Writing and Inquiry **Credits: 3***
- BIO 168 - Anatomy and Physiology I **Credits: 4**

Complete Intent to Apply – opens the Tuesday following Labor Day holiday

Spring I

- PSY 150 - General Psychology **Credits: 3***
- BIO 169 - Anatomy and Physiology II **Credits: 4**

Intent to Apply – closes mid-January

Application and Checklist – due end of January

Students will be notified regarding acceptance – end of March.

**Can be taken with respective NUR courses as noted in the catalog if not previously taken*

Practical Nursing Diploma (D45660)

Fall I

- NUR 101 - Practical Nursing I **Credits: 11**
- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- PSY 150 - General Psychology **Credits: 3**

Spring I

- NUR 102 - Practical Nursing II **Credits: 10**
- ENG 111 - Writing and Inquiry **Credits: 3**

Summer I

- NUR 103 - Practical Nursing III **Credits: 9**

Additional Information:

Please note that this is a semester-by-semester course of study. Any developmental courses such as Math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.

Practical Nursing
Licensed Practical Nursing Refresher Certificate
Program Code: C45390
*(2017*03)*

The Licensed Practical Nurse Refresher curriculum provides a refresher course for individuals previously licensed as Practical Nurses and who are ineligible for reentry into nursing practice due to a lapse in licensure for five or more years.

Individuals entering this curriculum must have been previously licensed as a Practical Nurse.

Course work includes common medical-surgical conditions and nursing approaches to their management, including mental health principles, pharmacological concepts, and safe clinical nursing practice.

Graduates will be eligible to apply for reinstatement of licensure by the North Carolina Board of Nursing. Employment opportunities include hospitals, long term care facilities, clinics, physicians' offices, industry and community health agencies.

Major Hours (12 SHC)

Core (12 SHC)

- NUR 107 - LPN Refresher **Credits: 12**

Total Licensed Practical Nursing Refresher Certificate: 12 Credits

Radiography

Associate in Applied Science, AAS

Program Code: A45700
*(2024*03)*

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

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates maybe employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

This is a competitive admissions program, and acceptance is not guaranteed. Applicants are accepted for admission based on required criterion and individual applications. To be eligible to apply for the AAS, Radiography program, students must meet the following minimum prerequisite requirements.

Minimum MATH Prerequisite Requirements:

An applicant must have completed **ONE** of the following before receiving the applicant packet:

- An unweighted high school GPA of 2.8 or higher from a College Prep Curriculum
- A grade of "P" for DMA 010-080
- A grade of "C" or higher for MAT 080
- Completion of Transitions Math through Tier 3
- A grade of "C" or higher in MAT 035
- Placement test scores that demonstrate mastery of MAT 035

Students who have completed a college approved Math course such as ***MAT-121, MAT-122, MAT-141, MAT-143, MAT-151, MAT-152, MAT-161, MAT-171, MAT-263, or MAT-271*** (with grade of "C" or better) may meet the math requirement.

Biology: If BIO 163 has not been completed with a "C" or higher within 5 years of admission, the applicant must complete BIO 163 before or during the spring semester prior to enrollment. Proof of enrollment is required when submitting the Health Sciences application.

General Education Hours (21 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (9 SHC)

- BIO 163 - Basic Anatomy & Physiology **Credits: 5**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (51 SHC)

Core (50 SHC)

- RAD 110 - Rad Intro & Patient Care **Credits: 3**
- RAD 111 - RAD Procedures I **Credits: 4**
- RAD 112 - RAD Procedures II **Credits: 4**
- RAD 121 - Image Production I **Credits: 3**
- RAD 122 - Image Production II **Credits: 2**
- RAD 141 - Radiation Safety **Credits: 2**
- RAD 151 - RAD Clinical Ed I **Credits: 2**
- RAD 161 - RAD Clinical Ed II **Credits: 5**
- RAD 171 - RAD Clinical Ed III **Credits: 3**
- RAD 211 - RAD Procedures III **Credits: 3**
- RAD 231 - Image Production III **Credits: 2**
- RAD 251 - RAD Clinical Ed IV **Credits: 7**
- RAD 261 - RAD Clinical Ed V **Credits: 7**
- RAD 271 - Radiography Capstone **Credits: 3**

Other Major Hour (1 SHC)

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Total Radiography, AAS: 72 Credits

All Health Sciences and Nursing students must make grades of "A," "B," "C," or "SA" on all applicable course work to progress each semester and graduate from the program.

The Radiography Associate Degree in Applied Science is approved by the North Carolina Community College System and is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT at 20 N. Wacker Drive, Suite 2850, Chicago, IL 60606-3182; Telephone Number 312-704-5300; www.jrcert.org).

Radiography
Radiography, AAS
Semester-By-Semester Plan
*(2025*03)*

Associate in General Education: Pre-Radiography (A10300RA)

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- BIO 163 - Basic Anatomy and Physiology I **Credits: 5**
- Humanities/Fine Arts Elective

Complete Intent to Apply – opens the Tuesday following Labor Day holiday

Spring I

- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**
- PSY 150 - General Psychology **Credits: 3**

Intent to Apply – closes mid-January

Application and Checklist – due end of January

Students will be notified regarding acceptance – end of March.

Associate of Applied Science - Radiography (A45700)

Fall I

- RAD 110 - Rad Intro & Patient Care **Credits: 3**
- RAD 111 - RAD Procedures I **Credits: 4**
- RAD 151 - RAD Clinical Ed. I **Credits: 2**

Spring I

- RAD 121 - Image Production I **Credits: 3**
- RAD 112 - RAD Procedures II **Credits: 4**
- RAD 161 - RAD Clinical Ed II **Credits: 5**

Summer I

- RAD 122 - Image Production II **Credits: 2**
- RAD 141 - Radiation Safety **Credits: 2**
- RAD 171 - RAD Clinical Ed III **Credits: 3**

Fall II

- RAD 211 - RAD Procedures III **Credits: 3**
- RAD 231 - Image Production III **Credits: 2**
- RAD 251 - RAD Clinical Ed IV **Credits: 7**

Spring II

- RAD 261 - RAD Clinical Ed V **Credits:** 7
- RAD 271 - Radiography Capstone **Credits:** 3

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Social and Human Services
Associate in Applied Science, AAS
Program Code: A45380
*(2025*03)*

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

Coursework includes the development of professional knowledge, skills, and values in human services. Opportunities for experiential learning allow students to apply knowledge and skills learned in the classroom.

Graduates should qualify for positions in government, private, and nonprofit social and human services agencies. Graduates may choose to transfer and continue their education at a variety of colleges and universities.

General Education Hours (15-16 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Natural Sciences/Math (3-4 SHC)

- BIO 110 - Principles of Biology **Credits: 4**
- BIO 111 - General Biology I **Credits: 4**
- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Hours (50 SHC)

Technical Core (21 SHC)

- HSE 110 - Introduction to Human Services **Credits: 3**
- HSE 123 - Interviewing Techniques for Human Services **Credits: 3**
- HSE 210 - Diversity and Ethics Trends **Credits: 3**

- HSE 212 - Group Dynamics **Credits: 3**
- HSE 220 - Case Management **Credits: 3**
- HSE 223 - Counseling Theories and Skills **Credits: 3**
- HSE 225 - Crisis Intervention & Principles **Credits: 3**

Required Subject Areas (12 SHC)

*Select **ONE SUBJECT AREA** from the following:*

General Social and Human Services

- SAB 110 Intro to Addiction & Recovery Studies **Credits: 3**
- SAB 135 Addictive Process **Credits: 3**
- SAB 210 Addiction and Recovery Counseling **Credits: 3**
- HSE 255 Health Problems & Prevention **Credits: 3**

Social Services

- SWK 110 Introduction to Social Work **Credits: 3**
- SWK 113 Cultural Competency & Diversity **Credits: 3**
- SWK 115 Community Resources **Credits: 3**
- SWK 220 Ethical Considerations in Social Work **Credits: 3**

Other Major Hours (17 SHC)

- ACA 122 College Transfer Success **Credits: 1**
- COM 231 Public Speaking **Credits: 3**
- PSY 150 General Psychology **Credits: 3**
- PSY 241 Developmental Psychology **Credits: 3**
- PSY 281 Abnormal Psychology **Credits: 3**
- WBL 111 Work-Based Learning I **Credits: 1**
- WBL 115 Work-Based Learning Seminar I **Credits: 1**
- WBL 121 Work-Based Learning II **Credits: 1**
- WBL 125 Work-Based Learning Seminar II **Credits: 1**

Total Social and Human Services, AAS: 65-66 Credits

Social and Human Services

Social and Human Services, AAS, General Track

Semester-By-Semester Plan

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- HSE 110 - Intro to Human Services **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- HSE 212 - Group Dynamics **Credits: 3**

Spring I

- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- HSE 123 - Interviewing Techniques for Human Services **Credits: 3**
- HSE 210 - Diversity and Ethics Trends **Credits: 3**
- HSE 223 - Counseling Theories and Skills **Credits: 3**
- HSE 255 - Health Problems & Prevention **Credits: 3**

Summer I

- COM 231 - Public Speaking **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- Humanities/Fine Arts Elective

Fall II

- PSY 241 - Developmental Psychology **Credits: 3**
- HSE 220 - Case Management **Credits: 3**
- HSE 225 - Crisis Intervention & Principles **Credits: 3**
- SAB 110 - Introduction to Addiction & Recovery Studies **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 115 - Work-Based Learning Seminar I **Credits: 1**

Spring II

- PSY 281 - Abnormal Psychology **Credits: 3**
- SAB 135 - Addictive Process **Credits: 3**
- SAB 210 - Addiction and Recovery Counseling **Credits: 3**
- WBL 121 - Work-Based Learning II **Credits: 1**
- WBL 125 - Work-Based Learning Seminar II **Credits: 1**
- Math/Natural Science Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Social and Human Services
Social and Human Services, AAS, Social Services Track
Semester-By-Semester Plan
*(2025*03)*

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- HSE 110 - Intro to Human Services **Credits: 3**
- HSE 212 - Group Dynamics **Credits: 3**
- SWK 110 - Introduction to Social Work **Credits: 3**

Spring I

- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**
- HSE 123 - Interviewing Techniques for Human Services **Credits: 3**
- HSE 223 - Counseling Theories and Skills **Credits: 3**
- Humanities/Fine Arts Elective

Summer I

- SWK 113 - Cultural Competency & Diversity **Credits: 3**
- SWK 115 - Community Resources **Credits: 3**
- SWK 220 - Ethical Considerations in Social Work **Credits: 3**

Fall II

- PSY 241 - Developmental Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**
- HSE 220 - Case Management **Credits: 3**
- HSE 225 - Crisis Intervention & Principles **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 115 - Work-Based Learning Seminar I **Credits: 1**

Spring II

- COM 231 - Public Speaking **Credits: 3**
- HSE 210 - Diversity and Ethics Trends **Credits: 3**
- PSY 281 - Abnormal Psychology **Credits: 3**
- WBL 121 - Work-Based Learning II **Credits: 1**
- WBL 125 - Work-Based Learning Seminar II **Credits: 1**
- Math/Natural Science Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any developmental courses such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regards to the timelines of various course offerings.

Social and Human Services
Social and Human Services, Diploma
Program Code: D45380D
*(2025*03)*

General Education Hours (6 SHC)

English: 3 Hours

- ENG 111 - Writing and Inquiry **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- SOC 210 - Introduction to Sociology **Credits: 3**

Major Hours (36 SHC)

Technical Core (18 SHC)

- HSE 110 - Introduction to Human Services **Credits: 3**
- HSE 123 - Interviewing Techniques for Human Services **Credits: 3**
- HSE 210 - Diversity and Ethics Trends **Credits: 3**
- HSE 212 - Group Dynamics **Credits: 3**
- HSE 220 - Case Management **Credits: 3**
- HSE 223 - Counseling Theories and Skills **Credits: 3**

Required Subject Areas (12 SHC)

*Select **ONE SUBJECT AREA** from the following:*

General Social and Human Services

- SAB 110 Intro to Addiction & Recovery Studies **Credits: 3**
- SAB 135 Addictive Process **Credits: 3**
- SAB 210 Addiction and Recovery Counseling **Credits: 3**
- HSE 225 Crisis Intervention and Principles **Credits: 3**

Social Services

- SWK 110 Introduction to Social Work **Credits: 3**
- SWK 113 Cultural Competency & Diversity **Credits: 3**
- SWK 115 Community Resources **Credits: 3**
- SWK 220 Ethical Considerations in Social Work **Credits: 3**

Other Major Hours (6 SHC)

- ACA 122 College Transfer Success **Credits: 1**
- PSY 150 General Psychology **Credits: 3**
- WBL 111 Work-Based Learning I **Credits: 1**
- WBL 115 Work-Based Learning Seminar I **Credits: 1**

Total Social and Human Services, AAS: 42 Credits

Social and Human Services
General Social and Human Services Certificate, CTE
Program Code: C45380H*
*(2025*03)*

Major Hours (12 SHC)

Core (9 SHC)

- HSE 110 - Introduction to Human Services **Credits: 3**
- HSE 123 - Interviewing Techniques for Human Services **Credits: 3**
- HSE 212 - Group Dynamics **Credits: 3**

Other Major Hours (3 SHC)

- SWK 110 - Introduction to Social Work

Total General Social and Human Services Certificate: 12 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Social and Human Services
Substance Abuse Certificate
Program Code: C45380
*(2025*03)*

Major Hours (18 SHC)

Core (6 SHC)

- HSE 212 - Group Dynamics **Credits: 3**
- HSE 225 - Crisis Intervention and Principles **Credits: 3**

Concentration Hours (9 SHC)

- SAB 110 - Intro to Addiction & Recovery Studies **Credits: 3**
- SAB 135 - Addictive Process **Credits: 3**
- SAB 210 - Addiction and Recovery Counseling **Credits: 3**

Other Major Hours (3 SHC)

- PSY 150 - General Psychology **Credits: 3**

Total Substance Abuse Certificate: 18 Credits

Surgical Technology
Associate in Applied Science, AAS
Program Code: A45740
*(2021*03)*

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

The Surgical Technology program goal is: “To prepare entry-level Surgical Technologists who are competent in the cognitive (knowledge), psychomotor (skills), and affective (behavior) learning domains to enter the profession.” (ARCSTSA)

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four-week period prior to or after graduation.

This is a competitive admissions program, and acceptance is not guaranteed. Applicants are accepted for admission based on required criterion and individual applications. To be eligible to apply for the AAS, Surgical Technology program, students must meet the following minimum prerequisite requirements.

Minimum MATH Prerequisite Requirements:

An applicant must have completed **ONE** of the following before receiving the applicant packet:

- An unweighted high school GPA of 2.8 or higher from a College Prep Curriculum
- A grade of “P” for DMA 010-080
- A grade of “C” or higher for MAT 080
- Completion of Transitions Math through Tier 3
- A grade of “C” or higher in MAT 035
- Placement test scores that demonstrate mastery of MAT 035

Students who have completed a college approved Math course such as ***MAT-121, MAT-122, MAT-141, MAT-143, MAT-151, MAT-152, MAT-161, MAT-171, MAT-263, or MAT-271*** (with grade of *C or better*) may meet the math requirement.

General Education Hours (18 SHC)

English (6 SHC)

- COM 231 - Public Speaking **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**

Humanities/Fine Arts (6 SHC)

- HUM 115 - Critical Thinking **Credits: 3**

Select 3 SHC from the following:

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Natural Sciences/Math (3 SHC)

Students are required to demonstrate competency in MAT 003, Tier 2 prior to enrollment in this curriculum.

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Hours (50 SHC)

Core (37 SHC)

- SUR 110 - Intro to Surgical Technology **Credits: 3**
- SUR 111 - Perioperative Patient Care **Credits: 7**
- SUR 122 - Surgical Procedures I **Credits: 6**
- SUR 123 - Sur Clinical Practice I **Credits: 7**
- SUR 134 - Surgical Procedures II **Credits: 5**
- SUR 135 - SUR Clinical Practice II **Credits: 4**
- SUR 137 - Professional Success Prep **Credits: 1**
- SUR 210 - Advanced SUR Clinical Practice **Credits: 2**
- SUR 211 - Advanced Theoretical Concepts **Credits: 2**

Other Major Hours (13 SHC)

- ACA 122 - College Transfer Success **Credits: 1**
- BIO 163 - Basic Anatomy & Physiology **Credits: 5**
- BIO 275 - Microbiology **Credits: 4**
- MED 121 - Medical Terminology I **Credits: 3**

Total Surgical Technology, AAS: 68 Credits

All Health Sciences and Nursing students must make grades of "A," "B," "C," or "SA" on all applicable course work to progress each semester and graduate from the program.

The Surgical Technology Program is approved by the North Carolina Community College System and is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP at 9355 - 113th Street, North, #7709, Seminole, FL 33775; Telephone Number 727-210-2350; www.caahep.org) in conjunction with the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA).

Surgical Technology
Surgical Technology, AAS
Semester-By-Semester Plan
(2025*03)

Associate in General Education: Pre-Surgical Technology (A10300SU)

Fall I

- ACA 122 - College Transfer Success **Credits: 1**
- ENG 111 - Writing and Inquiry **Credits: 3**
- BIO 163 - Basic Anatomy and Physiology I **Credits: 5**
- MED 121 - Medical Terminology I **Credits: 3**

Complete Intent to Apply – opens the Tuesday following Labor Day holiday

Spring I

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- BIO 275 - Microbiology **Credits: 4**
- HUM 115 - Critical Thinking **Credits: 3**
- PSY 150 - General Psychology **Credits: 3**

Intent to Apply – closes mid-January

Application and Checklist – due end of January

Students will be notified regarding acceptance – end of March

Summer I

- COM 231 - Public Speaking **Credits: 3**
- Humanities/Fine Arts Elective

Associate in Applied Science: Surgical Technology (A45740)

Fall I

- SUR 110 - Intro to Surgical Technology **Credits: 3**
- SUR 111 - Perioperative Patient Care **Credits: 7**

Spring I

- SUR 122 - Surgical Procedures I **Credits: 6**
- SUR 123 - Sur Clinical Practice I **Credits: 7**

Summer I

- SUR 134 - Surgical Procedures II **Credits: 5**
- SUR 135 - SUR Clinical Practice II **Credits: 4**

Fall II

- SUR 210 - Advanced SUR Clinical Practice **Credits: 2**
- SUR 211 - Advanced Theoretical Concepts **Credits: 2**

Spring II

- SUR 137 - Professional Success Prep **Credits:** 1

Additional Information:

Please note that this is a semester-by-semester course of study. Any developmental course such as math and English that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.

Sustainable Agriculture

Associate in Applied Science, AAS

Program Code: A15410
*(2024*03)*

This curriculum is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture.

Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Sustainable Agriculture: This curriculum focuses on agricultural principles and practices that, over the long term, enhance environmental quality, make efficient use of nonrenewable resources, integrate natural biological cycles and controls, and are economically viable and socially responsible; and that may prepare individuals to apply this knowledge to the solution of agricultural and environmental problems. Potential course work includes instruction in principles of agroecology, crop and soil sciences, entomology, horticulture, animal science, weed science and management, soil fertility and nutrient cycling, applied ecology, agricultural economics, and rangeland ecology and watershed management.

General Education Hours (15-16 SHC)

English (6 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Science (3 SHC)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (3-4 SHC)

- BIO 110 - Principles of Biology **Credits: 4**

- MAT 121 - Algebra/Trigonometry I **Credits: 3**
- MAT 171 - Precalculus Algebra **Credits: 4**

Major Hours (52 SHC)

Technical Core (16 SHC)

- AGR 121 - Biological Pest Management **Credits: 3**
- AGR 139 - Intro to Sustainable Ag **Credits: 3**
- AGR 170 - Soil Science **Credits: 3**
- AGR 214 - Agricultural Marketing **Credits: 3**
- ANS 110 - Animal Science **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**

Program Major (14 SHC)

Required: 3 SHC

- AGR 110 - Agricultural Economics **Credits: 3**
- AGR 112 - Agri Records & Accounting **Credits: 3**

Required: 11 SHC

- AGR 111 - Basic Farm Maintenance **Credits: 2**
- AGR 160 - Plant Science **Credits: 3**
- AGR 212 - Farm Business Management **Credits: 3**
- AGR 265 - Organic Crop Prod: Spring **Credits: 3**

Other Major Hours (22 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Select 21 SHC from the following:

- AGR 213 - Ag Law & Finance **Credits: 3**
- AGR 220 - Ag Mechanization **Credits: 3**
- AGR 265 - Organic Crop Prod: Spring **Credits: 3**
- ANS 111 - Sustainable Livestock Mgt **Credits: 3**
- ANS 115 - Animal Feeds & Nutrition **Credits: 3**
- ANS 130 - Poultry Production **Credits: 3**
- ANS 140 - Swine Production **Credits: 3**
- BUS 110 - Introduction to Business
- HOR 142 - Fruit & Vegetable Prod **Credits: 2**
- WBL 121 - Work-Based Learning II **Credits: 1**
- WBL 122 - Work-Based Learning II **Credits: 2**

Total Sustainable Agriculture, AAS: 67-68 Credits

Sustainable Agriculture
Sustainable Agriculture, AAS
Semester-By-Semester Plan
*(2024*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- AGR 139 - Intro to Sustainable Ag **Credits: 3**
- AGR 160 - Plant Science **Credits: 3**
- ANS 110 - Animal Science **Credits: 3**
- ENG 111 - Writing and Inquiry **Credits: 3**

Spring I

- AGR 111 - Basic Farm Maintenance **Credits: 2**
- AGR 212 - Farm Business Management **Credits: 3**
- ANS 111 - Sustainable Livestock Mgt **Credits: 3**
- ANS 115 - Animal Feeds & Nutrition **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**
- HOR 142 - Fruit & Vegetable Prod **Credits: 2**

Summer I

- AGR 121 - Biological Pest Management **Credits: 3**
- AGR 213 - Ag Law & Finance **Credits: 3**
- AGR 214 - Agricultural Marketing **Credits: 3**
- Social/Behavioral Sciences Elective

Fall II

- AGR 170 - Soil Science **Credits: 3**
- ANS 130 - Poultry Production **Credits: 3**
- ANS 140 - Swine Production **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**
- Math/Natural Sciences Elective

Spring II

- AGR 110 - Agricultural Economics **Credits: 3**
- **or** AGR 112 - Agri Records & Accounting **Credits: 3**
- AGR 220 - Ag Mechanization **Credits: 3**
- AGR 265 - Organic Crop Prod: Spring **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- Humanities/Fine Arts Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any English and Math developmental courses that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.

Sustainable Agriculture
Sustainable Agriculture Diploma
Program Code: D15410D
*(2019*03)*

General Education Hours (6 SHC)

English (3 SHC)

- ENG 111 - Writing and Inquiry **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Major Hours (31 SHC)

Technical Core (16 SHC)

- AGR 121 - Biological Pest Management **Credits: 3**
- AGR 139 - Intro to Sustainable Ag **Credits: 3**
- AGR 170 - Soil Science **Credits: 3**
- AGR 214 - Agricultural Marketing **Credits: 3**
- ANS 110 - Animal Science **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**

Program Major (11 SHC)

- AGR 111 - Basic Farm Maintenance **Credits: 2**
- AGR 160 - Plant Science **Credits: 3**
- AGR 212 - Farm Business Management **Credits: 3**
- AGR 265 - Organic Crop Prod: Spring **Credits: 3**

Other Major Hours (4 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 3 SHC

- ANS 111 - Sustainable Livestock Mgt **Credits: 3**

Total Sustainable Agriculture Diploma: 37 Credits

Sustainable Agriculture
Basic Sustainable Agriculture Certificate, CTE
Program Code: C15410C1 | (CTE) C15410H1*
*(2018*03)*

Major Hours (12 SHC)

Technical Core (9 SHC)

- AGR 139 - Intro to Sustainable Ag **Credits: 3**
- AGR 170 - Soil Science **Credits: 3**
- ANS 110 - Animal Science **Credits: 3**

Program Major (3 SHC)

- AGR 160 - Plant Science **Credits: 3**

Total Basic Sustainable Agriculture Certificate: 12 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Sustainable Agriculture
Ag Business Certificate, CTE
Program Code: C15410C2 | (CTE) C15410H2*
*(2024*03)*

Major Hours (15 SHC)

Technical Core (6 SHC)

- AGR 139 - Intro to Sustainable Ag **Credits: 3**
- AGR 214 - Agriculture Marketing **Credits: 3**

Program Major (3 SHC)

- AGR 212 - Farm Business Management **Credits: 3**

Other Major Hours (6 SHC)

- AGR 213 - Ag Law & Finance **Credits: 3**
- BUS 110 - Introduction to Business **Credits: 3**

Total Ag Business Certificate: 15 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Welding Technology
Associate in Applied Science, AAS
Program Code: A50420
*(2025*03)*

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Graduates of the Welding Technology curriculum may be employed as entry level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

General Education Hours (15 SHC)

English (6 SHC)

- COM 110 - Introduction to Communication **Credits: 3**
- ENG 110 - Freshman Composition **Credits: 3**

OR

- ENG 111 - Writing and Inquiry **Credits: 3**
- ENG 112 - Writing/Research in the Disciplines **Credits: 3**

Social/Behavioral Sciences (3 SHC)

- PSY 150 - General Psychology **Credits: 3**
- SOC 210 - Introduction to Sociology **Credits: 3**

Humanities/Fine Arts (3 SHC)

- ART 111 - Art Appreciation **Credits: 3**
- ART 114 - Art History Survey I **Credits: 3**
- ENG 231 - American Literature I **Credits: 3**
- ENG 232 - American Literature II **Credits: 3**
- ENG 241 - British Literature I **Credits: 3**
- ENG 242 - British Literature II **Credits: 3**
- MUS 110 - Music Appreciation **Credits: 3**
- MUS 112 - Introduction to Jazz **Credits: 3**
- PHI 240 - Introduction to Ethics **Credits: 3**

Math/Natural Sciences (3 SHC)

- MAT 110 - Math Measurement & Literacy **Credits: 3**
- MAT 121 - Algebra/Trigonometry I **Credits: 3**

Major Hours (53 SHC)

Technical Core (18 SHC)

- WLD 110 - Cutting Processes **Credits: 2**
- WLD 115 - SMAW (Stick) Plate **Credits: 5**
- WLD 121 - GMAW (MIG) FCAW/Plate **Credits: 4**
- WLD 131 - GTAW (TIG) Plate **Credits: 4**
- WLD 141 - Symbols & Specifications **Credits: 3**

Other Major Hours (35 SHC)

Required: 1 SHC

- ACA 111 - College Student Success **Credits: 1**
- ACA 122 - College Transfer Success **Credits: 1**

Required: 24 SHC

- BPR 111 - Print Reading **Credits: 2**
- MEC 111 - Machine Processes I **Credits: 3**
- WLD 116 - SMAW (stick) Plate/Pipe **Credits: 4**
- WLD 122 - GMAW (MIG) Plate/Pipe **Credits: 3**
- WLD 132 - GTAW (TIG) Plate/Pipe **Credits: 3**
- WLD 143 - Welding Metallurgy **Credits: 2**
- WLD 215 - SMAW (stick) Pipe **Credits: 4**
- WLD 231 - GTAW (TIG) Pipe **Credits: 3**

Select 10 SHC from the following:

- DFT 151 - CAD I **Credits: 3**
- WBL 111 - Work-Based Learning I **Credits: 1**
- WBL 112 - Work-Based Learning I **Credits: 2**
- WBL 121 - Work-Based Learning II **Credits: 1**
- WBL 122 - Work-Based Learning II **Credits: 2**
- WLD 112 - Basic Welding Processes **Credits: 2**
- WLD 151 - Fabrication I **Credits: 4**
- WLD 251 - Fabrication II **Credits: 3**
- WLD 262 - Inspection & Testing **Credits: 3**

Total Welding Technology, AAS: 68 Credits

Welding Technology

Welding Technology, AAS

Semester-By-Semester Plan

*(2025*03)*

Fall I

- ACA 111/122 - College Student/Transfer Success **Credits: 1**
- Math Elective
- WLD 110 - Cutting Processes **Credits: 2**
- WLD 115 - SMAW (Stick) Plate **Credits: 5**
- WLD 143 - Welding Metallurgy **Credits: 2**

Spring I

- COM 110 - Introduction to Communication **Credits: 3**
- ENG 110 - Freshman Composition **Credits: 3**
- WLD 116 - SMAW (stick) Plate/Pipe **Credits: 4**
- WLD 121 - GMAW (MIG) FCAW/Plate **Credits: 4**
- WLD 131 - GTAW (TIG) Plate **Credits: 4**

Summer I

- MEC 111 - Machine Processes I **Credits: 3**
- WLD 132 - GTAW (TIG) Plate/Pipe **Credits: 3**
- Program Elective

Fall II

- BPR 111 - Print Reading **Credits: 2**
- WLD 122 - GMAW (MIG) Plate/Pipe **Credits: 3**
- WLD 141 - Symbols & Specifications **Credits: 3**
- WLD 231 - GTAW (TIG) Pipe **Credits: 3**
- Humanities/Fine Arts Elective
- Program Elective

Spring II

- Social/Behavioral Science Elective
- WLD 215 - SMAW (stick) Pipe **Credits: 4**
- WLD 262 - Inspection & Testing **Credits: 3**
- Program Elective

Additional Information:

Please note that this is a possible semester-by-semester course of study. Any English and Math developmental courses that are necessary for student placement could extend the time needed for completion. In such cases, graduation may be extended by one or more semester(s). Other delays might be experienced in regard to the timelines of various course offerings.

Welding Technology
Welding Technology Diploma, CTE
Program Code: D50420D | (CTE) D50420H*
*(2019*03)*

General Education Hours (6 SHC)

English (3 SHC)

- ENG 110 - Freshman Composition **Credits: 3**

Math/Natural Sciences (3 SHC)

- MAT 110 - Math Measurement & Literacy **Credits: 3**

Major Hours (33 SHC)

Technical Core (18 SHC)

- WLD 110 - Cutting Processes **Credits: 2**
- WLD 115 - SMAW (Stick) Plate **Credits: 5**
- WLD 121 - GMAW (MIG) FCAW/Plate **Credits: 4**
- WLD 131 - GTAW (TIG) Plate **Credits: 4**
- WLD 141 - Symbols & Specifications **Credits: 3**

Other Major Hours (15 SHC)

- ACA 111 - College Student Success **Credits: 1**
- BPR 111 - Print Reading **Credits: 2**
- WLD 116 - SMAW (stick) Plate/Pipe **Credits: 4**
- WLD 132 - GTAW (TIG) Plate/Pipe **Credits: 3**
- WLD 143 - Welding Metallurgy **Credits: 2**
- WLD 262 - Inspection & Testing **Credits: 3**

Total Welding Technology Diploma: 39 Credits

**This diploma has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Welding Technology
Basic Welding Skills Certificate

Program Code: C50420K5

*(2018*03)*

Major Hours: 14 Hours

Technical Core: 14 Hours

- WLD 110 - Cutting Processes **Credits: 2**
- WLD 115 - SMAW (Stick) Plate **Credits: 5**
- WLD 131 - GTAW (TIG) Plate **Credits: 4**
- WLD 141 - Symbols & Specifications **Credits: 3**

Total Basic Welding Skills Certificate: 14 Credits

Welding Technology
Intermediate Welding Skills Certificate, CTE

Program Code: C50420K4 | (CTE) C50420H4*

*(2019*03)*

Major Hours (16 SHC)

Technical Core (16 SHC)

- WLD 115 - SMAW (Stick) Plate **Credits: 5**
- WLD 121 - GMAW (MIG) FCAW/Plate **Credits: 4**
- WLD 131 - GTAW (TIG) Plate **Credits: 4**
- WLD 141 - Symbols & Specifications **Credits: 3**

Total Intermediate Welding Skills Certificate: 16 Credits

**This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.*

Welding Technology
GMAW (MIG) Welding Skills Certificate
Program Code: C50420K3
*(2019*03)*

Major Hours (13 SHC)

Technical Core (7 SHC)

- WLD 121 - GMAW (MIG) FCAW/Plate **Credits: 4**
- WLD 141 - Symbols & Specifications **Credits: 3**

Other Major Hours (6 SHC)

- WLD 122 - GMAW (MIG) Plate/Pipe **Credits: 3**
- WLD 262 - Inspection & Testing **Credits: 3**

Total GMAW (MIG) Welding Skills Certificate: 13 Credits

Welding Technology
GTAW (TIG) Welding Skills Certificate
Program Code: C50420K2
*(2019*03)*

Major Hours (13 SHC)

Technical Core (7 SHC)

- WLD 131 - GTAW (TIG) Plate **Credits: 4**
- WLD 141 - Symbols & Specifications **Credits: 3**

Other Major Hours (6 SHC)

- WLD 132 - GTAW (TIG) Plate/Pipe **Credits: 3**
- WLD 231 - GTAW (TIG) Pipe **Credits: 3**

Total GTAW (TIG) Welding Skills Certificate: 13 Credits

Welding Technology
SMAW (Stick) Welding Skills Certificate
Program Code: C50420K1
*(2019*03)*

Major Hours (14 SHC)

Technical Core (10 SHC)

- WLD 110 - Cutting Processes **Credits: 2**
- WLD 115 - SMAW (Stick) Plate **Credits: 5**
- WLD 141 - Symbols & Specifications **Credits: 3**

Other Major Hours (4 SHC)

- WLD 116 - SMAW (stick) Plate/Pipe **Credits: 4**

Total SMAW (Stick) Welding Skills Certificate: 14 Credits

Course Numbering and Course Substitutions

Course Numbering

Courses at Lenoir Community College are selected from the Combined Course Library (CCL) of the North Carolina Community College System.

1. All preparatory and developmental courses are indicated by a three-letter prefix and numbered less than 100. These courses are not transferable. (Example: BIO 094)
2. All freshman degree level courses are indicated by a three-letter prefix and are numbered 100-199. (Example: MAT 121)
3. All sophomore degree level courses are indicated by a three-letter prefix and are numbered 200- 299. (Example: MAT 263)
4. Selected courses are divided into segments (A, B, C, etc.) for scheduling convenience. Credit for a divided course will be given upon successful completion of all segments.
5. Prerequisites are listed as either "state" or "local" depending upon whether they are required by the North Carolina Community College System (State) or Lenoir Community College (Local).

Course Substitutions

Below is a list of approved course substitutions. Any other course substitutions require the approval of the division dean and the Vice President of Instruction and Institutional Effectiveness.

Required Course	Approved Substitution
ACA 111	ACA 122*
BIO 110	BIO 111
BIO 163	BIO 168 and BIO 169 (sequence)
BUS 152	SOC 210*
CIS 111	CIS 110*
ENG 110	ENG 111
ENG 112	ENG 114
MAT 110	MAT 143 or MAT 171

**Approved substitutions for AAS only. AA, AS, and other transfer programs may require additional documentation.*

Course Descriptions

Academic Related

ACA 111 - College Student Success

Credits: 1

Class: 1

Prerequisite(s): *None*

Corequisite(s): *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 122 - College Transfer Success

Credits: 1

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

Accounting

ACC 120 - Principles of Financial Accounting

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

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

ACC 121 - Principles of Managerial Accounting

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *State – ACC 120*

Corequisite(s): *None*

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

ACC 131 - Federal Income Taxes

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax

returns for individuals, partnerships, and corporations.

ACC 140 - Payroll Accounting

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *State – Take one: ACC 115 or ACC 120*

Corequisite(s): *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 using appropriate technology.

ACC 150 - Accounting Software

Applications

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *State – Take one: ACC 115 or ACC 120*

Corequisite(s): *None*

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 215 - Ethics in Accounting

Credits: 3

Class: 3

Prerequisite(s): *State – ACC 121*

Corequisite(s): *None*

This course introduces students to professional codes of conduct and ethics adopted by professional associations and state licensing boards for accountants, auditors, and fraud examiners. Topics include

research and discussion of selected historical and contemporary ethical cases and issues as they relate to accounting and business. Upon completion, students should be able to apply codes, interpret facts and circumstances, as they relate to accounting firms and business activities.

ACC 220 - Intermediate Accounting I

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *State – ACC 120*

Corequisite(s): *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 extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

ACC 221 - Intermediate Accounting II

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *State – ACC 220*

Corequisite(s): *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

Credits: 3

Class: 3

Prerequisite(s): *State – ACC 121*

Corequisite(s): *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.

Aerospace and Flight Training

AER 110 - Air Navigation

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the basic elements of air navigation, fundamentals of pilotage and dead reckoning, and the use of a plotter, computer, and aerial charts. Topics include pilotage, dead reckoning, radio navigation, LORAN, Global Positioning Systems, and the use of FAA publications. Upon completion, students should be able to interpret aeronautical charts and apply navigational principles.

AER 111 - Aviation Meteorology

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the atmosphere, interpretation and measurement of meteorological elements, and the effects of such on aircraft operations and performance. Topics include heat exchanges in the atmosphere; temperature, pressure, stability, clouds, air masses, fronts, and thunderstorms; and the use and interpretation of weather data. Upon completion, students should be able to analyze weather data for flight planning and safe flying.

AER 112 - Aviation Laws and FARs

Credits: 2

Class: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an in-depth study of the state, federal, and international regulations forming the structure of aviation law. Emphasis is placed on Federal Aviation Regulations Parts 61, 91, and 135 with additional emphasis on legal issues in aviation law. Upon completion, students should be able to apply legal principles and interpret federal air regulations.

AER 113 - History of Aviation

Credits: 2

Class: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides a historical survey of the efforts of manned-flight. Topics include the development of aircraft, milestones in aviation, noted pioneers, and the socioeconomic impact of flight upon modern civilization. Upon completion, students should be able to demonstrate an understanding of the advancements that aviation has accrued for society and contemporary changes in aviation.

AER 114 - Aviation Management

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers operation of a flight department on a cost-effective basis and analysis of profit and loss statements. Topics include flight operations costs, aircraft acquisition analysis and cost comparisons, costs versus revenue, and break-even points. Upon completion, students should be able to calculate cost of flight operations and apply monthly and annual budget analysis.

AER 115 - Instrument Flight Simulator

Credits: 2

Class: 1

Lab: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers classroom and instrument flight training in a FAA-approved flight

simulator. Emphasis is placed on Instrument Flight Rules (IFR) equipment, tracking, approach and navigation procedures, to include holding and missed approaches. Upon completion, students should be able to plan and execute an IFR flight and smoothly transition to instrument training in an actual aircraft.

AER 116 – Private Pilot Flight Simulator

Credits: 2

Class: 1

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides classroom and hands-on simulator training needed to support FAA Private Pilot Certificate qualification requirements. Topics include introduction to checklists, flight procedures, radio procedures, ground and flight maneuvers that include; take-offs, climbs, level flight, turns, glides, stalls, slow flight, descents, slips, landings, emergency procedures, cross country planning, and navigation. Upon completion, students should be able to log their simulator training time, transition to Private Pilot training in an actual aircraft, and successfully meet all FAA requirements for Private Pilot Certification.

AER 150 - Private Pilot Flight Theory

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the aeronautical knowledge required to meet the Federal Aviation Administration regulations for private pilot certification. Topics include the principles of flight, the flight environment, basic aircraft systems and performance, basic meteorology and weather data interpretation, and FAA regulations. Upon completion, students should be able to demonstrate the competencies required for the FAA written examination for a private pilot certificate.

AER 151 - Flight-Private Pilot

Credits: 1

Lab: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides the hands-on training needed to qualify for a Federal Aviation Administration private pilot certificate. Topics include flight maneuvers (ground procedures, take-offs, climbs, level flight, turns, glides, stalls, slow flight, descents, slips, landings, emergency procedures) and cross-country planning and navigation. Upon completion, students should be able to demonstrate the competencies required for the flight test practical exam for the private pilot certificate.

AER 160 - Instrument Flight Theory

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the required aeronautical knowledge of the Federal Aviation Administration Regulation Instrument Ground School. Topics include a study of instruments, systems, instrument flight charts, instrument flight planning, approach procedures, and the IFR regulations. Upon completion, students should be able to demonstrate the competencies required to complete the FAA written examination for an instrument rating.

AER 161 - Flight-Instrument Pilot

Credits: 2

Lab: 6

Prerequisite(s): *State – AER 151*

Corequisite(s): *None*

This course covers instruction and training in instrument flight planning including IFR navigation, VOR, ILS, ADF, and compliance with ATC procedures. Emphasis is placed on approach and navigation procedures, including holding and missed approaches, and development of skill in executing in route and approach procedures. Upon completion, students should be able to plan and execute

an IFR flight and demonstrate competencies required for the FAA instrument pilot flight exam.

AER 170 - Commercial Flight Theory

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers advanced aircraft control, cross-country operations, and other topics required for the FAA commercial pilot written exam. Emphasis is placed on the principles of aircraft performance and operation, take-off performance, cruise performance, descent and landing performance, and weight and balance computations. Upon completion, students should be able to demonstrate commercial pilot skills and competence in the materials required for the FAA written commercial pilot examination.

AER 171 - Flight-Commercial Pilot

Credits: 3

Lab: 6

Prerequisite(s): *State – AER 151*

Corequisite(s): *None*

This course provides the hands-on training needed to qualify for a Federal Aviation Administration commercial pilot certificate. Topics include flight instruction in advanced precision maneuvers, maximum performance take-off and landings, emergency procedures, operation of complex aircraft, aircraft performance, and range and fuel planning. Upon completion, students should be able to demonstrate competence in the areas of the flight test practical exam for the commercial pilot certificate.

AER 211 - Air Traffic Control

Credits: 2

Class: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides a detailed analysis of all aspects of air traffic control. Emphasis is placed on an in-depth analysis of air traffic

control, including utilization of the air traffic environment based on the pilot's and controller's perspective. Upon completion, students should be able to operate an aircraft within the national airspace system under FAA air traffic control.

AER 213 - Avionics

Credits: 2

Class: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers standard navigational and communications equipment and theory. Emphasis is placed on aviation radio spectrum, VHF omnirange, ILS, ADF, transponders, weather radar, flight directors, and autopilots. Upon completion, students should be able to utilize VOR, ADF, ILS, GPS, flight directors, HSI's, and autopilots in the flight environment.

AER 215 - Flight Safety

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the basic procedures and practices of aircraft accident prevention, accident investigation, and reporting. Topics include a comprehensive review of federal regulations pertinent to aviation safety and analyses of actual aviation accident cases and their causes. Upon completion, students should be able to demonstrate an understanding and respect for specific personal factors such as attitude, motivation, and skill related to flight safety.

AER 216 - Engines & Systems

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces piston and turbine aircraft engines and associated systems. Topics include aircraft hydraulic, pneumatic, electrical, air conditioning, and pressurization systems along with the theory of engine

operations, including power and thrust computations. Upon completion, students should be able to apply principles of engine and systems operation.

AER 217 - Air Transportation

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the development and present status of the air transportation system. Topics include federal legislation, characteristics and classification of air carriers, development of the air traffic control system, and the organization and function of the FAA. Upon completion, students should be able to relate the knowledge acquired to career development.

AER 218 - Human Factors in Aviation

Credits: 2

Class: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course analyzes interpersonal relationships in the cockpit and related psychological factors that affect pilot performance and efficiency during flight operations. Topics include cockpit management, judgment, aircraft and flight crew coordination and control, physiological factors, responsibility, and decision-making capabilities. Upon completion, students should be able to apply work-proven routines to stress management, crew responsibility, and the team concept in the cockpit.

Agriculture

AGR 110 - Agricultural Economics

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an introduction to basic economic principles in agriculture. Topics include supply and demand, the role of agriculture in the economy, economic

systems, and micro- and macroeconomics. Upon completion, students should be able to explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules.

AGR 111 - Basic Farm Maintenance

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment.

AGR 112 - Agricultural Records & Accounting

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers principles involved in establishing, maintaining, and analyzing livestock and farm records. Topics include computerized livestock and farm records, net worth statements, and income and cash flow statements. Upon completion, students should be able to develop a production record keeping system, calculate performance efficiencies, and establish production goals.

AGR 121 - Biological Pest Management

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course will emphasize the building and maintaining of healthy soil, plant and insect biological cycles as the key to pest and disease management. Course content includes study of major pests and diseases, including structure, life cycle, and favored hosts; and

biological and least toxic methods of chemical control. Upon completion, students will be able to identify and recommend methods of prevention and control of selected insects and diseases.

AGR 139 - Introduction to Sustainable Agriculture

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.

AGR 160 - Plant Science

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the basic principles of botany that pertain to agricultural production. Emphasis is placed on the anatomy and physiology of flowering plants. Upon completion, students should be able to identify and explain plant systems.

AGR 170 - Soil Science

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and

properly amend soils/media according to sustainable practices.

AGR 212 - Farm Business Management

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget.

AGR 213 - Agricultural Law & Finance

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry.

AGR 214 - Agricultural Marketing

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product.

AGR 220 - Agricultural Mechanization

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course is a study of farm machinery and agricultural equipment. Topics include selection and operation of tractors, materials handling equipment, tillage and harvesting equipment, and irrigation systems. Upon completion, students should be able to identify equipment parts and explain the basic principles of machinery operation and management.

AGR 265 - Organic Crop Production:

Spring

Credits: 3

Class: 2 Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course includes a study of spring organic crop production practices, including vegetables, cut flowers, and culinary and medicinal herbs. Topics include variety selection, production methods, and record keeping procedures for certification. Upon completion, students will be able to demonstrate a knowledge of organic crop production appropriate for the spring season.

Alternative Transportation Technology

ATT 125 - Hybrid-Electric Trans.

Credits: 4

Class: 2 Lab: 4

Prerequisite(s): *State – TRN 120*

Corequisite(s): *None*

This course covers the theory and operation of hybrid-electric drive vehicles. Topics include maintenance, diagnostics, repair and safety procedures for electrically propelled and hybrid vehicles. Upon completion, students should be able to perform diagnostics, maintenance and repair hybrid-electric drive vehicles.

Animal Science

ANS 110 - Animal Science

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally.

ANS 111 - Sustainable Livestock Management

Credits: 3

Class: 2 Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the integration of livestock as part of a sustainable farming system, with emphasis on small-scale production for niche markets and pasture. The course will cover appropriate breed selection, nutrition and living requirements for livestock such as goats, hogs, sheep, poultry, and bees. Upon completion, students will recognize appropriate breeds for their farm needs and demonstrate knowledge of small-scale livestock production.

ANS 115 - Animal Feeds & Nutrition

Credits: 3

Class: 2 Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the fundamentals of animal feeding and nutrition. Topics include nutrient requirements, digestion, feed formulation, and classification. Upon completion, students should be able to demonstrate knowledge of nutritional requirements and feeding practices of farm animals.

ANS 130 - Poultry Production

Credits: 3

Class: 2 Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an introduction to the poultry industry. Topics include anatomy and physiology, reproduction, incubation, environmental issues, and husbandry. Upon completion, students should be able to demonstrate a basic understanding of poultry production and the economic and environmental impact of the poultry industry locally, regionally, state-wide, and internationally.

ANS 140 - Swine Production

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an introduction to the swine industry. Topics include basic skills for breeding, farrowing, nursery, environmental issues, and grower/finisher. Upon completion, students should be able to demonstrate a basic understanding of swine production practices and the economic and environmental impact of the swine industry locally, regionally, state-wide, and internationally.

Art

ART 111 - Art Appreciation

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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 for transfer under the CAA/ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

ART 114 - Art History Survey I

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA/ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

ART 115 - Art History Survey II

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. *This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

ART 121 - Two-Dimensional Design

Credits: 3

Lab: 6

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has*

been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.

ART 122 - Three-Dimensional Design

Credits: 3

Lab: 6

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

ART 131 - Drawing I

Credits: 3

Lab: 6

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

ART 132 - Drawing II

Credits: 3

Lab: 6

Prerequisite(s): *State – ART 131*

Corequisite(s): *None*

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved for*

transfer under the CAA/ICAA as a pre-major and/or elective course requirement.

ART 171 – Digital Design I

Credits: 3

Lab: 6

Prerequisite(s): *None*

Corequisite(s): *None*

This course is designed to introduce students to the elements and principles of design through the use of digital software. Emphasis is placed on developing composition and design skills using vector, raster, and time-based media. Upon completion, students should be able to identify and use tools in digital software, understand and utilize digital and artistic vocabulary, and employ the principles and elements of design to create artwork using digital means. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

ART 215 - Visual Arts Portfolio

Credits: 3

Lab: 6

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the organization of a comprehensive body of work designed to showcase the visual artist's competencies in selected media and is intended for college transfer or professional advancement. Emphasis includes preparation for gallery exhibition, creation of a digital portfolio, and development of materials associated with best practices for showcasing artistic works, skills, and experience. Upon completion, students should be able to display a professional arrangement of work designed for entry into an advanced visual arts program, application for employment, or presentation of juried gallery exhibitions. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

ART 240 - Painting I

Credits: 3

Lab: 6

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

ART 241 - Painting II

Credits: 3

Lab: 6

Prerequisite(s): *State – ART 240*

Corequisite(s): *None*

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

ART 264 – Digital Photography I

Credits: 3

Lab: 6

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

ART 281 - Sculpture I

Credits: 3

Lab: 6

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

ART 282 - Sculpture II

Credits: 3

Lab: 6

Prerequisite(s): *State – ART 281*

Corequisite(s): *None*

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

ART 283 - Ceramics I

Credits: 3

Lab: 6

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved for transfer under*

the CAA/ICAA as a pre-major and/or elective course requirement.

ART 284 - Ceramics II

Credits: 3

Lab: 6

Prerequisite(s): *State – ART 283*

Corequisite(s): *None*

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

Astronomy

AST 111 - Descriptive Astronomy

Credits: 3

Class: 3

Prerequisite(s): *Local – DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110*

Corequisite(s): *None*

This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved for transfer under the CAA/ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

AST 111A - Descriptive Astronomy Lab

Credits: 1

Lab: 2

Prerequisite(s): *Local – DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110*

Corequisite(s): *State – AST 111*

The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide

practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved for transfer under the CAA/ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

Automation & Robotics

ATR 211 - Robot Programming

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *State – CIS 110 or CIS 111*

Corequisite(s): *None*

This course provides the operational characteristics of robots and programming in their respective languages. Topics include robot programming, teach pendants, PLC integration, operator interfaces, the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots.

Automotive

AUT 113 - Automotive Servicing I

Credits: 2

Lab: 6

Prerequisite(s): *None*

Corequisite(s): *None*

This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

AUT 116 - Engine Repair

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *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, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 116A - Engine Repair Lab

Credits: 1

Lab: 3

Prerequisite(s): *None*

Corequisite(s): *State – AUT 116*

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

AUT 141 - Suspension & Steering Systems

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *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 steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

AUT 141A - Suspension & Steering Lab

Credits: 1

Lab: 3

Prerequisite(s): *None*

Corequisite(s): *State – AUT 141*

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair ties, and balance wheels.

AUT 151 - Brake Systems

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *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, hydraboost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 151A - Brakes Systems Lab

Credits: 1

Lab: 3

Prerequisite(s): *None*

Corequisite(s): *State – AUT 151*

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

AUT 181 - Engine Performance 1

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related drivability problems using appropriate test equipment/service information.

AUT 181A - Engine Performance 1 Lab

Credits: 1

Lab: 3

Prerequisite(s): *None*

Corequisite(s): *State – AUT 181*

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related drivability problems using appropriate test equipment/service information.

AUT 213 - Automotive Servicing 2

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course is a lab used as an alternative to co-op placement. Emphasis is placed on shop operations, troubleshooting, testing, adjusting, repairing, and replacing components using appropriate test equipment and service information. Upon

completion, students should be able to perform a variety of automotive repairs using proper service procedures and to operate appropriate equipment.

AUT 221 – Auto

Transmissions/Transaxles

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *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, diagnose and repair automatic drive trains.

AUT 221A – Auto

Transmissions/Transaxles Lab

Credits: 1

Lab: 3

Prerequisite(s): *None*

Corequisite(s): *State – AUT 221*

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

Aviation Maintenance

AVI 110 – Aviation Maintenance - General

Credits: 15

Class: 10 **Lab:** 15

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces general subjects related to all aspects of aircraft maintenance. Topics include mechanic

privileges/limitations; math and physics; basic electricity; aircraft drawings; maintenance forms; fluid lines/fittings; weight and balance; corrosion control; and ground operations. Upon completion, students should be prepared to pass the FAA knowledge, oral, and practical exams for the general portion of the mechanic's certificate with either the airframe or powerplant ratings.

AVI 120 – Airframe Maintenance I

Credits: 12

Class: 6 **Lab:** 18

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers airframe structures, systems, and components with an emphasis on the different types of aircraft construction and repair methods. Topics include aircraft non-metallic (composite), sheet metal, and wood structures; welding; covering and finishes (dope and fabric); assembly and rigging; and communication and navigation systems. Students should gain the knowledge and skills in these areas to prepare them for the airframe rating for the FAA mechanic's certificate.

AVI 130 – Airframe Maintenance II

Credits: 9

Class: 6 **Lab:** 9

Prerequisite(s): *None*

Corequisite(s): *None*

This course deals entirely with airframe systems and components. Topics include aircraft electrical, hydraulic, pneumatic, landing gear, position, warning, and fuel systems. Upon completion of the course, the student should be prepared to pass the applicable portions of the knowledge, oral, and practical tests of the airframe rating for the FAA mechanic's certificate.

AVI 230 – Airframe Maintenance III

Credits: 7

Class: 4 **Lab:** 9

Prerequisite(s): *None*

Corequisite(s): *None*

In this final course of the airframe series, the emphasis is on systems and components, culminating with the airframe inspection portion of the course. In addition to the inspection aspects, instrument, cabin environmental control, fire protection, and ice and rain control systems are covered. The student should be prepared to take the applicable portions of the written, oral, and practical examination for the airframe rating on the FAA mechanic's certificate.

AVI 240 – Powerplant Maintenance I

Credits: 6

Class: 3 **Lab:** 9

Prerequisite(s): *None*

Corequisite(s): *None*

This first course in the powerplant series covers theoretical and practical aspects of the two major types of aircraft propulsion systems, piston and jet engines. Auxiliary power units are also covered, including their relationship to the systems they operate. Upon completion, the student should be knowledgeable of aircraft engines to include maintenance and operation at the level required by the FAA to qualify for a powerplant rating on a mechanic's certificate.

AVI 250 – Powerplant Maintenance II

Credits: 15

Class: 10 **Lab:** 15

Prerequisite(s): *None*

Corequisite(s): *None*

This course emphasizes engine systems and components. Topics include engine instruments and fire protection, electrical, lubrication, fuel, ignition, starting, and fuel metering systems. Students completing this course should be capable of passing appropriate portions of the FAA knowledge, oral, and practical tests for the powerplant rating.

AVI 260 – Powerplant Maintenance III

Credits: 9

Class: 5 **Lab:** 12

Prerequisite(s): *None*

Corequisite(s): *None*

This final course of the powerplant series covers engine systems and components; propellers and unducted fans; and induction, airflow, cooling, exhaust, and reverser systems. The course culminates with engine inspections. The student should be prepared to pass the applicable portions of the knowledge, oral, and practical exams for the powerplant rating at the completion of this course.

Biology

BIO 094 - Concepts of Human Biology

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *Local – DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 025, or ENG 110*

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 110 - Principles of Biology

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *Local – DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110*

Corequisite(s): *None*

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *This course has been approved for transfer under the CAA/ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

BIO 111 - General Biology I

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *Local – DMA 010-030, or BSP 4003-T1, or MAT 003-T1, or MAT 025, or MAT 035, or MAT 110; and DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110*

Corequisite(s): *None*

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved for transfer under the CAA/ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

BIO 112 - General Biology II

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *State – BIO 111*

Corequisite(s): *None*

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved for transfer under the CAA/ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

BIO 163 - Basic Anatomy & Physiology

Credits: 5

Class: 4 **Lab:** 2

Prerequisite(s): *Local – DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110*

Corequisite(s): *None*

This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body

systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

BIO 168 - Anatomy and Physiology I

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *Local – DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 025, or ENG 110; and one of the following: High School Chemistry with a "C" or better, or BIO 094, or BIO 110, or BIO 111, or BIO 163, or CHM 090, or CHM 094, or CHM 130, or CHM 151*

Corequisite(s): *None*

This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

BIO 169 - Anatomy and Physiology II

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *State – BIO 168*

Corequisite(s): *None*

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships.

This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.

BIO 250 - Genetics

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *State – BIO 112*

Corequisite(s): *None*

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, and patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

BIO 275 - Microbiology

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *State – BIO 111, BIO 163, BIO 165, or BIO 168*

Corequisite(s): *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 for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

Blueprint Reading

BPR 111 - Print Reading

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

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

Business

BUS 110 - Introduction to Business

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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 for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

BUS 115 - Business Law I

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

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

BUS 116 - Business Law II

Credits: 3

Class: 3

Prerequisite(s): *State – BUS 115*

Corequisite(s): *None*

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

BUS 121 - Business Math

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

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

BUS 125 - Personal Finance

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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 137 - Principles of Management

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

BUS 152 - Human Relations

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.

BUS 153 - Human Resource Management

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *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

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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 270 - Professional Development

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

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

Chemistry

CHM 130 - Gen, Org, & Biochemistry

Credits: 3

Class: 3

Prerequisite(s): *Local*, Take one set – **Set 1:** DMA 010-050; and DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110; **Set 2:** MAT 003-T2; and DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110; **Set 3:** MAT 021, or MAT 043, or MAT 052, or MAT 071; and DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110; **Set 4:** BSP 4003-T2; and DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110; **Set 5:** MAT 025, or MAT 035; and DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110; **Set 6:** MAT 110; and DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110

Corequisite(s): *Local* – CHM 130A

This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

CHM 130A - Gen, Org, & Biochemistry Lab

Credits: 1

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *State* – CHM 130

This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. *This course has been*

approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.

CHM 131 - Introduction to Chemistry

Credits: 3

Class: 3

Prerequisite(s): *Local*, Take one set – **Set 1:** DMA 010-050; and DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110; **Set 2:** MAT 003-T2; and DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110; **Set 3:** MAT 021, or MAT 043, or MAT 052, or MAT 071; and DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110; **Set 4:** BSP 4003-T2; and DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110; **Set 5:** MAT 025, or MAT 035; and DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110; **Set 6:** MAT 110; and DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110

Corequisite(s): *Local* – CHM 131A

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 for transfer under the CAA/ICAA as a general education course in Natural Science.*

CHM 131A - Intro to Chemistry Lab

Credits: 1

Lab: 3

Prerequisite(s): *None*

Corequisite(s): *State* – 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 for transfer under the*

CAA/ICAA as a general education course in Natural Science.

CHM 132 - Organic and Biochemistry

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *State, Take One Set – Set 1: CHM 131 and CHM 131A; Set 2: CHM 151*

Corequisite(s): *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 for transfer under the CAA/ICAA as a general education course in Natural Science.*

CHM 151 - General Chemistry I

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *Local – ENG 111 and MAT 121, or MAT 143, or MAT 152, or MAT 171*

Corequisite(s): *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 for transfer under the CAA/ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

CHM 152 - General Chemistry II

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *State – CHM 151*

Corequisite(s): *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 complexions. 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 for transfer under the CAA/ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

CHM 251 - Organic Chemistry I

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *State – CHM 152*

Corequisite(s): *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 for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

CHM 252 - Organic Chemistry II

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *State – CHM 251*

Corequisite(s): *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 for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

Communication

COM 110 - Introduction to Communication

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. *This course has been approved for transfer under the CAA/ICAA as a general education course in Communication.*

COM 231 - Public Speaking

Credits: 3

Class: 3

Prerequisite(s): *Local – DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110*

Corequisite(s): *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 for*

transfer under the CAA/ICAA as a general education course in Communication.

Computer Information Technology

CTS 115 - Information Systems Business Concepts

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision-making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

CTS 120 - Hardware/Software Support

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130 - Spreadsheet

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *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.

CTS 220 - Advanced Hard/Software Support

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *State – CTS 120*

Corequisite(s): *None*

This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventive maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventive maintenance, and maintain basic networking on personal computers.

CTS 240 - Project Management

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

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

CTS 288 - Professional Practices in IT

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides students with the business skills needed for success in the information technology field. Topics include portfolio development, resume design, interviewing techniques and professional practices. Upon completion, students should be able to prepare themselves and their work for a career in the information technology field.

Computer Science

CSC 121 - Python Programming

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs.

CSC 134 - C++ Programming

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

CSC 151 - JAVA Programming

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

Computer Technology Integration

CTI 110 - IT Foundations

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an introduction to technology concepts and current trends in IT. Topics include foundational concepts across various IT domains such as, but not limited to, artificial intelligence, database fundamentals, programming principles, and web development. Upon completion, students should be able to demonstrate knowledge in core IT areas and apply skills critical for their academic and professional success.

CTI 120 - Network & Security Foundation

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

CTI 141 - Cloud & Storage Concepts

Credits: 3

Class: 1 **Lab:** 4

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems.

Cosmetology

COS 111 - Cosmetology Concepts I

Credits: 4

Class: 4

Prerequisite(s): *None*

Corequisite(s): *State – 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

Credits: 8

Lab: 24

Prerequisite(s): *None*

Corequisite(s): *State – 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

Credits: 4

Class: 4

Prerequisite(s): *State – COS 111 and COS 112*

Corequisite(s): *Local – 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

Credits: 8

Lab: 24

Prerequisite(s): *State – COS 111 and COS 112*

Corequisite(s): *Local – 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

Credits: 4

Class: 4

Prerequisite(s): *State – COS 111 and COS 112*

Corequisite(s): *Local – 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

Credits: 4

Lab: 12

Prerequisite(s): *State – COS 111 and COS 112*

Corequisite(s): *Local – 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

Credits: 2

Class: 2

Prerequisite(s): *State – COS 111 and COS 112*

Corequisite(s): *None*

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

Credits: 7

Lab: 21

Prerequisite(s): *State – COS 111 and COS 112*

Corequisite(s): *None*

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.

Criminal Justice

CJC 111 - Intro to Criminal Justice

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to

define and describe the major system components and their interrelationships and evaluate career options. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

CJC 112 - Criminology

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

CJC 113 - Juvenile Justice

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

CJC 121 - Law Enforcement Operations

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon

completion, students should be able to explain theories, practices, and issues related to law enforcement operations. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

CJC 131 - Criminal Law

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

CJC 132 - Court Procedure & Evidence

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

CJC 141 - Corrections

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

CJC 161 - Introduction to Homeland Security

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the historical, organizational and practical aspects of Homeland Security. Topics include a historic overview, definitions and concepts, organizational structure, communications, technology, mitigation, prevention and preparedness, response and recovery, and the future of Homeland Security. Upon completion, students should be able to explain essential characteristics of terrorism and Homeland Security, and define roles, functions and interdependency between agencies.

CJC 212 - Ethics & Community Relations

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice

situations. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

CJC 214 - Victimology

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

CJC 221 - Investigative Principles

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

CJC 222 - Criminalistics

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students

should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

CJC 231 - Constitutional Law

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

CJC 232 - Civil Liability

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

Culinary

CUL 110 - Sanitation & Safety

Credits: 2

Class: 2

Prerequisite(s): *None*

Corequisite(s): *Local – CUL 110A*

This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon

completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.

CUL 110A - Sanitation & Safety Lab

Credits: 1

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *State – CUL 110*

This course provides a laboratory experience for enhancing student skill in the basic principles of sanitation and safety. Emphasis is placed on personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.

CUL 112 - Nutrition for Foodservice

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *Local – CUL 112A*

This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

CUL 112A - Nutrition for Foodservice Lab

Credits: 1

Lab: 3

Prerequisite(s): *None*

Corequisite(s): *State – CUL 112*

This course provides a laboratory experience for enhancing student skills in the principles of nutrition and its relationship to the foodservice industry. Emphasis is placed on personal nutrition fundamentals, weight

management/exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

CUL 120 – Purchasing

Credits: 2

Class: 2

Prerequisite(s): *None*

Corequisite(s): *Local – CUL 120A*

This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product.

CUL 120A - Purchasing Lab

Credits: 1

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *State – CUL 120*

This course provides a laboratory experience for enhancing student skills in purchasing for foodservice operations. Emphasis is placed on practical experiences in yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to demonstrate practical applications of purchasing within the hospitality industry.

CUL 135 - Food & Beverage Service

Credits: 2

Class: 2

Prerequisite(s): *None*

Corequisite(s): *Local – CUL 135A*

This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of

guests, dining room setup, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages.

CUL 135A - Food & Beverage Service Lab

Credits: 1

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *State – CUL 135*

This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages.

CUL 140 - Culinary Skills I

Credits: 5

Class: 2 **Lab:** 6

Prerequisite(s): *None*

Corequisite(s): *State – CUL 110*

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

CUL 160 - Baking I

Credits: 3

Class: 1 **Lab:** 4

Prerequisite(s): *State – CUL 110*

Corequisite(s): *None*

This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.

CUL 170 - Garde Manger I

Credits: 3

Class: 1 **Lab:** 4

Prerequisite(s): *State – CUL 110*

Corequisite(s): *None*

This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to lay out a basic cold food display and exhibit an understanding of the cold kitchen and its related terminology.

CUL 230 - Global Cuisines

Credits: 5

Class: 1 **Lab:** 8

Prerequisite(s): *State – CUL 110 and CUL 140*

Corequisite(s): *Local – CUL 230A*

This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus.

CUL 230A - Global Cuisines Lab

Credits: 1

Lab: 3

Prerequisite(s): *State – CUL 110 and CUL 140*

Corequisite(s): *State – CUL 230*

This course provides a laboratory experience for enhancing student skills with cuisines

from around the world. Emphasis is placed on production of global cuisines based on historical and geographical influences, ingredients, customs, and cooking techniques. Upon completion, students should be able to exhibit an understanding of the culinary practices and techniques of specific countries.

CUL 240 - Culinary Skills II

Credits: 5

Class: 1 **Lab:** 8

Prerequisite(s): *State – CUL 110 and CUL 140*

Corequisite(s): *None*

This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

CUL 260 - Baking II

Credits: 3

Class: 1 **Lab:** 4

Prerequisite(s): *State – CUL 110 and CUL 160*

Corequisite(s): *None*

This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills.

CUL 270 - Garde Manger II

Credits: 3

Class: 1 **Lab:** 4

Prerequisite(s): *State – CUL 110, CUL 140, and CUL 170*

Corequisite(s): *None*

This course is designed to further students' knowledge in basic cold food preparation techniques and pantry production. Topics include pâtés, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate showpieces.

CUL 275 - Catering Cuisine

Credits: 5

Class: 1 **Lab:** 8

Prerequisite(s): *State – CUL 110, CUL 140, and CUL 240*

Corequisite(s): *None*

This course covers the sequential steps to successful catering that include sales, client needs, menu planning, purchasing, costing, event pricing, staffing and sanitation concerns. Emphasis is placed on new culinary competencies and skills specific to catering preparation, presentation, and customer service. Upon completion, students should be able to demonstrate proficiency in the successful design and execution of various types of catering events.

CUL 283 - Farm-To-Table

Credits: 5

Class: 2 **Lab:** 6

Prerequisite(s): *State – CUL 110 and CUL 140*

Corequisite(s): *None*

This course introduces students to the cooperation between sustainable farmers and foodservice operations. Emphasis is placed on environmental relationships, including how foods are grown, processed, and distributed, as well as related implications on quality and sustainability. Upon completion, students should be able to demonstrate an understanding of environmental stewardship and its impact on cuisine.

Cyber Crime Technology

CCT 110 - Introduction to Cyber Crime

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the private and public domains. Upon completion, students should be able to accurately describe and define cyber crime activities and select an appropriate response to deal with the problem.

Database Management Technology

DBA 110 - Database Concepts

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.

Drafting

DFT 151 - CAD I

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

DFT 170 - Engineering Graphics

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

Economics

ECO 251 - Principles of Microeconomics

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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 for transfer under the CAA/ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

ECO 252 - Principles of Macroeconomics

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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 for transfer under the CAA/ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

Education

EDU 119 - Intro to Early Child Education

Credits: 4

Class: 4

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the foundations of culturally responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability diverse children and their families in inclusive settings, and design a personal career/professional development plan.

EDU 131 - Child, Family, and Community

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

EDU 144 - Child Development I

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

EDU 145 - Child Development II

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

EDU 146 - Child Guidance

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship

between children's social, emotional and cognitive development.

EDU 151 - Creative Activities

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces developmentally supportive, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

EDU 153 - Health, Safety and Nutrition

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers promotions and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments.

EDU 161 - Introduction to Exceptional Children

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers children with exceptionalities as lifelong learners within the context of the community, school and family. Emphasis is placed on inclusion, legal, social/political, environmental, and cultural issues relating to the teaching of children with exceptionalities. Upon completion, students should be able to demonstrate knowledge of identification processes, inclusive techniques, and professional practices and attitudes.

EDU 163 - Classroom Management and Instruction

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course examines classroom management and evidence-based instructional strategies that create supportive learning environments to provide developmentally appropriate guidance for school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, ongoing systematic observation, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and high-quality instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 176 - Occupational Analysis & Course Development

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the principles and techniques of analyzing occupations to select suitable competencies and teaching methods for learning activities. Topics include occupational analysis, instructional methods, competency identification, and curriculum writing. Upon completion, students should be able to identify competencies, organize instructional materials, and select appropriate instructional methods.

EDU 177 - Instructional Methods

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers instructional methods in technical education with emphasis on competency-based instruction. Topics include writing objectives, industrial methods, and determining learning styles. Upon completion, students should be able to select and demonstrate the use of a variety of instructional methods.

EDU 187 - Teaching and Learning for All

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as

defined by state and national professional teaching standards.

EDU 216 - Foundations of Education

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

EDU 221 - Children with Exceptionalities

Credits: 3

Class: 3

Prerequisite(s): *State – EDU-144 and EDU-145*

Corequisite(s): *None*

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with

best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

EDU 234 - Infants, Toddlers, and Twos

Credits: 3

Class: 3

Prerequisite(s): *State – EDU 144*

Corequisite(s): *None*

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, positive early learning experiences, supporting and engaging diverse families, providing safe, warm and nurturing interactions, and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability diverse children birth to 36 months.

EDU 235 - School-Age Develop & Programs

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques and program development. Upon completion, students should be able to discuss developmental principles for culturally, linguistically, and ability diverse children ages five to twelve and plan implement developmentally appropriate programs and activities.

EDU 250 - Teacher Licensure

Preparation

Credits: 3

Class: 3

Prerequisite(s): *State, Take One Set – Set 1:*

ENG 111 and MAT 143; Set 2: ENG 111 and

MAT 152; Set 3: ENG 111 and MAT 171

Corequisite(s): *None*

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution.

Topics include entry level teacher licensure exam preparation, performance-based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology-based portfolio assessment, and secondary admissions processes to the school of education at a senior institution. *This course has been approved for transfer in the Universal Ed Agreement.*

EDU 251 - Exploration Activities

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers fundamental concepts in the content areas of science, technology, engineering, math, and social studies through investigative experiences aligned with NC Foundations for Early Learning and Development. Emphasis is placed on exploring fundamental concepts, scope and sequence, and teaching strategies to engage each child through play and open-ended discovery in indoor/outdoor environments. Upon completion, students should be able to understand major concepts in each content area and implement developmentally appropriate, culturally responsive, equitable,

and inclusive experiences for all young children.

EDU 259 - Curriculum Planning

Credits: 3

Class: 3

Prerequisite(s): *State – EDU-119*

Corequisite(s): *None*

This course is designed to focus on using content knowledge to build developmentally effective approaches for culturally/linguistically/ability diverse young children. Topics include components of curriculum, a variety of curriculum models, authentic observation and assessment, and planning developmentally appropriate experiences aligned with the NC Foundations for Early Learning and Development. Upon completion, students should be able to understand, evaluate, and use curriculum to plan for individual/group needs.

EDU 261 - Early Childhood Administration I

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *State – EDU-119*

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures.

EDU 262 - Early Childhood Administration II

Credits: 3

Class: 3

Prerequisite(s): *State – EDU-119 and EDU-261*

Corequisite(s): *None*

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.

EDU 270 – Effective Instructional Environment

Credits: 2

Class: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course is designed to provide learners with the knowledge and skills to create, manage, and assess effective instructional environments, learning attitudes, and behaviors for today's diverse learning population. Topics include organizing the learning environment, fostering positive learning attitudes, supporting healthy stakeholder partnerships, engaging students using effective differentiated instruction, guiding, and managing student behaviors, and assessing student progress. Upon completion of this course, learners will demonstrate effective dispositions of the professional educator that include managing schedules, spaces, and resources, promoting supportive learning mindsets, engaging students with diverse instructional strategies, guiding student behaviors to maximize both the instructional and social climate, and analyzing and effectively responding to student progress.

EDU 271 - Educational Technology

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the appropriate and ethical use of technology that is inclusive of digital and analog materials/tools to enhance teaching and learning in all educational settings. Emphasis is placed on the developmentally appropriate use of technology with children, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication with families. Upon completion, student should be able to demonstrate professional and ethical implementation of various modes of technology in culturally responsive and equitable ways to support diverse children, families and communities.

EDU 272- Technology, Data, and Assessment

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course is designed to provide students with the knowledge and skills to utilize digital instructional technologies and technology-based assessment, formative and summative assessments, data to inform practice, and ethical practices for technology and assessment. Upon completion, students will be able to demonstrate effective integration of educational technology into classroom practice, appropriate use of technology-based assessments, and practical application of data to inform educational planning and interventions.

EDU 277 – Integrated CU Instruction: Math/Science

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course is designed to provide learners with the content knowledge, instructional methods/materials, and assessment techniques needed to provide research-based math and science K – 12 instruction. Topics

include essential math and science concepts and skills, developmentally appropriate pedagogy, culturally responsive instruction, standards-based outcomes, technology enhanced lesson planning, formative/summative assessments, research-learners will be able to plan, implement, assess and reflect on developmentally appropriate math and science instruction aligned to the NC Standard Course of Study, other professional and national standards.

EDU 278 – Integrated CU Instruction: Social Studies/ELA

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course is designed to provide learners with the content knowledge, instructional methods/materials, and assessment techniques needed to provide research-based social studies and ELA K -12 instruction. Topics include essential social studies and ELA concepts and skills, developmentally appropriate pedagogy, culturally responsive instruction, standards-based outcomes, technology enhanced lesson planning, formative/summative assessments, research-based interventions, authentic learning experiences, and reflective practice. Upon completion, learners will be able to plan, implement, assess, and reflect on developmentally appropriate social studies and ELA instruction aligned to the NC Standard Course of Study, other professional and national standards.

EDU 279 - Literacy Development and Instruction

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-

based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards. *This course has been approved for transfer in the Universal Ed Agreement.*

EDU 280 - Language/Literacy Experiences

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse.

EDU 281 - Instructional Strategies/Reading & Writing

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade 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 school-age literacy experiences as related to the North Carolina Standard Course of Study.

EDU 282 - Early Childhood Literature

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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 for children who are culturally, linguistically, and ability diverse.

EDU 283 - Educator Preparation Practicum

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course is designed to allow learners to demonstrate acquired skills and competencies in a developmentally appropriate learning environment. Topics include dispositions of effective teachers, portfolio assessment development, reflective practice, teaching methods, assessment strategies, and professional practices based on state and national Teaching Standards. Upon completion, learners should be able to provide a portfolio assessment with evidence of ethical/professional standards, respect for a diverse population in learning

environments, content knowledge, appropriate guidance intervention, and grade level technology enhanced lesson planning/assessments through practices in the classroom environment.

EDU 284 - Early Child Capstone Practicum

Credits: 4

Class: 1 **Lab:** 9

Prerequisite(s): *State, Take One Set – Set 1: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151; Set 2: EDU 119, PSY 244, PSY 245, EDU 146, and EDU 151; Set 3: EDU 119, PSY 245, EDU 144, EDU 146, and EDU 151; Set 4: EDU 119, PSY 244, EDU 145, EDU 146, and EDU 151*

Corequisite(s): *None*

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments.

Electricity

ELC 111 - Introduction to Electricity

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *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 117 - Motors and Controls

Credits: 4

Class: 2 **Lab:** 6

Prerequisite(s): *None*

Corequisite(s): *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 - Introduction to PLC

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *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 understand basic PLC systems and create simple programs.

Emergency Medical Science

EMS 110 - EMT

Credits: 9

Class: 6 **Lab:** 6 **Clinic:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students

should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

EMS 122 - EMS Clinical Practicum I

Credits: 1

Clinic: 3

Prerequisite(s): *State – EMS 110*

Corequisite(s): *State – EMS 130*

This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills.

EMS 125 - EMS Instructor Methodology

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.

EMS 130 - Pharmacology

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *State – EMS 110*

Corequisite(s): *State – EMS 122*

This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

EMS 131 - Advanced Airway Management

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *State – EMS 110*

Corequisite(s): *None*

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics include respiratory anatomy and physiology, airway/ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 140 - Rescue Scene Management

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

EMS 160 - Cardiology I

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *State – EMS 110*

Corequisite(s): *None*

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

EMS 220 - Cardiology II

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *State – EMS 122, EMS 130, and EMS 160*

Corequisite(s): *None*

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, application and interpretation of advanced electrocardiography utilizing the twelve-lead ECG, cardiac pharmacology, and patient care. Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.

EMS 221 - EMS Clinical Practicum II

Credits: 2

Clinic: 6

Prerequisite(s): *State – EMS 122 and EMS 130*

Corequisite(s): *None*

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 231 - EMS Clinical Practicum III

Credits: 3

Clinic: 9

Prerequisite(s): *State – EMS 130 and EMS 221*

Corequisite(s): *None*

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 - EMS Management

Credits: 2

Class: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course stresses the principles of managing a modern emergency medical

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

EMS 240 - Patients with Special Challenges

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *State – EMS 122 and EMS 130*

Corequisite(s): *None*

This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

EMS 241 - EMS Clinical Practicum IV

Credits: 4

Clinic: 12

Prerequisite(s): *State – EMS 130 and EMS 231*

Corequisite(s): *None*

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250 - Medical Emergencies

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *State – EMS 122 and EMS 130*

Corequisite(s): *None*

This course provides an in-depth study of medical conditions frequently encountered in

the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

EMS 260 - Trauma Emergencies

Credits: 2

Class: 1 Lab: 3

Prerequisite(s): *State – EMS 122 and EMS 130*

Corequisite(s): *None*

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

EMS 270 - Life Span Emergencies

Credits: 4

Class: 3 Lab: 3

Prerequisite(s): *State – EMS 122 and EMS 130*

Corequisite(s): *None*

This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

EMS 280 - EMS Bridging Course

Credits: 3

Class: 2 Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Emphasis is placed on patient assessment, advanced electrocardiography utilizing the twelve-lead ECG, advanced pharmacology, the appropriate intervention and treatment of multi-system injuries/disorders, ethics, and NC laws and rules. Upon completion, students should be able to perform advanced patient assessment and practice skills.

EMS 285 - EMS Capstone

Credits: 2

Class: 1 Lab: 3

Prerequisite(s): *State – EMS 220, EMS 250, and EMS 260*

Corequisite(s): *None*

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

Engineering

EGR 150 - Introduction to Engineering

Credits: 2

Class: 1 Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and

computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

English

ENG 025 - College English Skills

Credits: 3

Class: 3

Prerequisites: *None*

Corequisites: *None*

This course provides the skills necessary for success in college English courses. Topics include reading and writing processes and strategies, such as critical thinking, text analysis, idea development, and application of writing conventions. Upon completion, students should be able to analyze readings and produce unified, coherent, well-developed paragraphs and essays using appropriate document design and standard written English while developing positive academic habits, learning strategies, and a growth mindset.

ENG 110 - Freshman Composition

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers.

ENG 111 - Writing and Inquiry

Credits: 3

Class: 3

Prerequisite(s): *Local – DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 011, or ENG 025, or ENG 110*

Corequisite(s): *None*

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved for transfer under the CAA/ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

ENG 112 - Writing/Research in the Disciplines

Credits: 3

Class: 3

Prerequisite(s): *State – ENG 111*

Corequisite(s): *None*

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. *This course has been approved for transfer under the CAA/ICAA as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

ENG 231 - American Literature I

Credits: 3

Class: 3

Prerequisite(s): *State – ENG 112, or ENG 113, or ENG 114*

Corequisite(s): *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 analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA/ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

ENG 232 - American Literature II

Credits: 3

Class: 3

Prerequisite(s): *State – ENG 112, or ENG 113, or ENG 114*

Corequisite(s): *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 analyze and interpret literary works in their historical and cultural contexts. *This course has been approved for transfer under the CAA/ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

ENG 241 - British Literature I

Credits: 3

Class: 3

Prerequisite(s): *State – ENG 112, or ENG 113, or ENG 114*

Corequisite(s): *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 for transfer under the CAA/ICAA as a general*

education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

ENG 242 - British Literature II

Credits: 3

Class: 3

Prerequisite(s): *State – ENG 112, or ENG 113, or ENG 114*

Corequisite(s): *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 for transfer under the CAA/ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

Graphic Arts

GRA 110 - Graphic Arts Orientation

Credits: 2

Class: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the history, development, and commercial applications of the major printing processes. Topics include offset lithography, screen printing, intaglio, relief printing, and emerging technologies. Upon completion, students should be able to demonstrate an understanding of the major characteristics, advantages, and disadvantages of each process.

GRA 121 - Graphic Arts I

Credits: 4

Class: 2 **Lab:** 4

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces terminology, tools and materials, procedures, and equipment used in graphic arts production. Topics include copy

preparation and pre-press production relative to printing. Upon completion, students should be able to demonstrate an understanding of graphic arts production.

GRA 151 - Computer Graphics I

Credits: 2

Class: 1 Lab: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the use of hardware and software for production and design in graphic arts. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration, and imaging for production. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool.

GRA 152 - Computer Graphics II

Credits: 2

Class: 1 Lab: 3

Prerequisite(s): *State - GRA 151*

Corequisite(s): *None*

This course covers advanced design and layout concepts utilizing illustration, page layout, and imaging software in graphic arts. Emphasis is placed on enhancing and developing the skills that were introduced in GRA 151. Upon completion, students should be able to select and utilize appropriate software for design and layout solutions.

GRA 153 - Computer Graphics III

Credits: 2

Class: 1 Lab: 3

Prerequisite(s): *State - GRA 152*

Corequisite(s): *None*

This course is a continuation of GRA 152. Emphasis is placed on advanced computer graphics hardware and software applications. Upon completion, students should be able to demonstrate competence in selection and utilization of appropriate software for specialized applications.

GRA 154 - Computer Graphics IV

Credits: 2

Class: 1 Lab: 3

Prerequisite(s): *State - GRA 153*

Corequisite(s): *None*

This course is a continuation of GRA 153. Emphasis is placed on advanced techniques using a variety of hardware and software applications to produce complex projects. Upon completion, students should be able to use electronic document production tools.

GRA 221 - Graphic Arts II

Credits: 4

Class: 2 Lab: 4

Prerequisite(s): *State - GRA 121 and GRA 151*

Corequisite(s): *None*

This course is a continuation of GRA 121. Topics include multi-color image preparation, prepress production, control of close/hairline register in image assembly and press operation, and post-press procedures. Upon completion, students should be able to demonstrate competence in all phases of graphic arts production.

GRA 222 - Graphic Arts III

Credits: 4

Class: 2 Lab: 4

Prerequisite(s): *State - GRA 221 and GRA 152*

Corequisite(s): *None*

This course is a continuation of GRA 221. Topics include advanced electronic pre-press, press operation, and post-press procedures. Upon completion, students should be able to demonstrate competence in all phases of advanced graphic arts production.

GRA 255 - Image Manipulation I

Credits: 2

Class: 1 Lab: 3

Prerequisite(s): *State - GRA 151 and GRD 151*

Corequisite(s): *None*

This course covers applications associated with electronic image manipulation, including color correction, color separation, special effects, and image conversion. Topics include image capturing hardware, image-processing software, and output options. Upon

completion, students should be able to utilize hardware and software to acquire, manipulate, and output images to satisfy design and production.

GRA 256 - Image Manipulation II

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *State – GRA 255*

Corequisite(s): *None*

This course covers electronic color separation and its relationship to multi-color printing. Topics include color theory, separation, color matching, proofing, and output of process and spot color images. Upon completion, students should be able to use hardware and image processing software to produce color separations and proofs for various printing processes.

Graphic Design

GRD 110 - Typography I

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *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 121 - Drawing Fundamentals I

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces skills using basic drawing techniques and media in graphic design. Emphasis is placed on using design principles, media applications, spatial considerations, and drawing styles. Upon completion, students should be able to use

drawing for conceptualization, visual communication, and graphic simplification.

GRD 141 - Graphic Design I

Credits: 4

Class: 2 **Lab:** 4

Prerequisite(s): *None*

Corequisite(s): *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 to projects.

GRD 142 - Graphic Design II

Credits: 4

Class: 2 **Lab:** 4

Prerequisite(s): *State – GRD 141, or ART 121*

Corequisite(s): *None*

This course covers the application of graphic design principles. Topics include creation of various designs, such as branding, advertisements, and publication design. Upon completion, students should be able to apply design principles and develop design solutions.

GRD 167 – Digital Photography I

Credits: 3

Class: 1 **Lab:** 4

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces basic camera operations. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, digital imaging, correction, and output. Upon completion, students should be able to produce digital photography with acceptable technical and compositional quality.

GRD 168 – Digital Photography II

Credits: 3

Class: 1 **Lab:** 4

Prerequisite(s): *None*

Corequisite(s): *None*

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

GRD 230 - Technical Illustration

Credits: 2

Class: 1 Lab: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces technical and industrial illustration techniques. Topics include orthographic, isometric, linear perspective, and exploded views. Upon completion, students should be able to demonstrate competence in using vector image software to create technical and industrial illustrations.

GRD 241 - Graphic Design III

Credits: 4

Class: 2 Lab: 4

Prerequisite(s): *State – GRD 142*

Corequisite(s): *None*

This course is an advanced exploration of various techniques and media for graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

GRD 265 - Digital Print Production

Credits: 3

Class: 1 Lab: 4

Prerequisite(s): *State – GRD 151, or GRA 151*

Corequisite(s): *None*

This course covers preparation of digital files for output and reproduction. Emphasis is placed on output options, separations, color proofing, and cost and design considerations. Upon completion, students should be able to prepare files and select appropriate output methods for design solutions.

GRD 271 - Multimedia and Video I

Credits: 2

Class: 1 Lab: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the fundamentals of multimedia and video production. Emphasis is placed on topics such as storyboarding, scripting, animation, motion graphics, digital audio/video, and copyright issues. Upon completion, students should be able to produce multimedia and video solutions.

GRD 272 - Multimedia and Video II

Credits: 2

Class: 1 Lab: 3

Prerequisite(s): *State – GRD 271*

Corequisite(s): *None*

This course is designed to be a continuation of GRD 271. Emphasis is placed on topics such as advanced animation, advanced video production, data visualization and motion graphics, social media, image optimization, post-production techniques, and new media design. Upon completion, students should be able to produce complex multimedia and video solutions.

GRD 273 - New Media Design

Communication

Credits: 2

Class: 1 Lab: 3

Prerequisite(s): *State – GRD-142 and GRD-271*

Corequisite(s): *None*

This course is designed to cover new media visual design communication, as well as computer-related interactivity production for implementation and presentation. Topics include graphic design for user interactivity, data visualization and motion graphics, social media, digital imaging for user content, mobile devices, and global information services, and creative direction for imaging, 2D and 3D modeling media design solutions. Upon completion, students should be able to design and produce various complex media with computer software imaging technologies that enable digital interactivity as well as

motion graphics for global information services.

GRD 280 - Portfolio Design

Credits: 4

Class: 2 **Lab:** 4

Prerequisite(s): *State – GRD 142*

Corequisite(s): *None*

This course covers the organization and presentation of a design portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present a portfolio and related self-promotional materials.

Gunsmithing

GSM 111 - Gunsmithing I

Credits: 6

Class: 2 **Lab:** 12

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces hand tools, blueprints, and basic machine tools used in gunsmithing. Emphasis is placed on safety and the completion of projects from blueprints using hand and machine tools. Upon completion, students should be able to read and work from blueprints using hand tools and make basic machine tool setups.

GSM 120 - Gunsmithing Tools

Credits: 6

Class: 2 **Lab:** 12

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the manufacture of tools used in the gunsmithing trade. Emphasis is placed on the production of tools used for gunsmithing from working drawings. Upon completion, students should be able to use blueprints to produce tools and fixtures for use in gunsmithing.

GSM 125 - Barrel Fitting/Alteration

Credits: 6

Class: 3 **Lab:** 9

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers custom barrel fitting, chambering, and action alterations. Emphasis is placed on safety and completion of custom-barreled actions using hand and machine tools and welding equipment. Upon completion, students should be able to perform alterations to various firearms, including custom-barreled actions, recoil pads, and choke tubes.

GSM 127 - General Repair

Credits: 6

Class: 3 **Lab:** 9

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the design and function of firearms, sight mounting, and basic reloading of ammunition. Emphasis is placed on safety and the completion of repair projects using hand and machine tools and the furnace. Upon completion, students should be able to diagnose and correct basic malfunctions, produce and fix simple parts, choose and install sights, and perform basic reloading skills.

GSM 225 - Gunmetal Refinishing

Credits: 6

Class: 2 **Lab:** 12

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces gun metal finishes. Topics include metal polishing and the finishing of steel, aluminum, and castings using hand tools and buffing equipment. Upon completion, students should be able to caustic blue, rust blue, anodize, parkerize, and color-case harden gunmetal.

GSM 230 - Handgun Technology

Credits: 5

Class: 2 **Lab:** 9

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the design, function, and customizing of handguns. Emphasis is placed on repairs and custom alterations. Upon completion, students should be able to perform repairs on revolvers and semi-automatic pistols and customize handguns.

Health

HEA 110 - Personal Health/Wellness

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

HEA 112 - First Aid & CPR

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *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. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

HEA 120 - Community Health

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides information about contemporary community health and school hygiene issues. Topics include health

education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

History

HIS 111 - World Civilizations I

Credits: 3

Class: 3

Prerequisite(s): *Local – DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110*

Corequisite(s): *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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

HIS 112 - World Civilizations II

Credits: 3

Class: 3

Prerequisite(s): *Local – DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110*

Corequisite(s): *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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

HIS 131 - American History I

Credits: 3

Class: 3

Prerequisite(s): *Local – DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110*

Corequisite(s): *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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

HIS 132 - American History II

Credits: 3

Class: 3

Prerequisite(s): *Local – DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110*

Corequisite(s): *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 for transfer under the CAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

Horticulture

HOR 112 - Landscape Design I

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *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 (encouraged use of native plants and discouraged use of invasive species). Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices.

HOR 114 - Landscape Construction

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features.

HOR 116 - Landscape Management I

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers information and skills necessary to analyze a property and develop a management schedule. Emphasis is placed on property measurement, plant condition, analysis of client needs, and plant culture needs. Upon completion, students should be able to analyze a property, develop management schedules, and implement practices based on client needs.

HOR 124 - Nursery Operations

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers nursery site and crop selection, cultural practices, and production and marketing methods. Topics include site considerations, water availability, equipment, irrigation, fertilization, containers, media, and pest control. Upon completion, students

should be able to design and implement a nursery operation and grow and harvest nursery crops.

HOR 134 - Greenhouse Operations

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities.

Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops.

HOR 142 - Fruit & Vegetable

Production

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the principles and techniques of growing fruits and field-grown vegetables. Topics include site selection, proper varietal selection, nutritional values, cultural techniques, harvesting and marketing, and insect and disease control. Upon completion, students should be able to demonstrate and understanding of the principles related to the production of selected fruits and vegetables.

HOR 162 - Applied Plant Science

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students

should be able to apply the basic principles of botany to horticulture.

HOR 166 - Soils & Fertilizers

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the physical and chemical properties of soils and soil fertility and management. Topics include soil formation; classification; physical, chemical, and biological properties (including microorganisms); testing; and fertilizer application. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

HOR 168 - Plant Propagation

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

HOR 217 - Landscape Management II

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *State – HOR 110, or HOR 116*

Corequisite(s): *None*

This course provides additional opportunities to design plans, write contracts, and present proposals. Emphasis is placed on the development, pricing, and presentation of proposals and additional exploration of cultural applications. Upon completion, students should be able to analyze a property, develop a management plan, and price and present that plan.

HOR 245 - Horticulture Specialty Crops

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *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.

HOR 253 - Horticulture Turfgrass

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *State – HOR 162, or HOR 166*

Corequisite(s): *None*

This course covers information and skill development necessary to establish and manage landscape turfgrasses. Topics include grass identification, establishment, cultural requirements, application of control products, fertilization, and overseeding techniques. Upon completion, students should be able to analyze a landscape site and determine those cultural and physical activities needed to establish or manage a quality turf.

HOR 271 - Garden Center Management

Credits: 2

Class: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the retail marketing of gardening products and services through mass market and independent garden centers. Topics include garden center layout, customer relations, market choice, product lines, vendors, and the relationship with the broader horticultural community. Upon completion, students should be able to demonstrate an understanding of the principles and practices of the retail garden center.

HOR 273 - Horticulture Management & Marketing

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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.

Hotel & Restaurant Management

HRM 160 - Informational Systems for Hospitality

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers current technology and technological issues for the future as they apply to the hospitality industry. Emphasis is placed on the effect of technology on e-commerce, human resources, menu management, and hospitality management systems. Upon completion, students will be able to demonstrate competence in utilizing contemporary information application systems in a hospitality setting.

HRM 215 - Restaurant Management

Credits: 3

Class: 3

Prerequisite(s): *State – CUL 135*

Corequisite(s): *None*

This course provides an overview of the responsibilities and activities encountered in managing a food and beverage operation. Topics include planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant.

HRM 215A - Restaurant Management Lab

Credits: 1

Lab: 2

Prerequisite(s): *State – CUL 135, or HRM 124*

Corequisite(s): *State – HRM 215*

This course provides a laboratory experience for enhancing student skills in the responsibilities and activities encountered in managing a food and beverage operation. Emphasis is placed on practical applications of planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate a basic proficiency in restaurant management operations which may include overseeing and execution of production and service.

HRM 245 - Human Resource Management-Hospitality

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

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

Human Services

HSE 110 - Introduction to Human Services

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.

This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.

HSE 123 - Interviewing Techniques for Human Services

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the purpose, structure, focus, and techniques utilized in effective interviewing. Emphasis is placed on observing, attending, listening, responding, summarizing, and documenting with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to facilitate the helping relationship.

HSE 210 - Diversity and Ethics Trends

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course is designed to provide students with an in-depth understanding of the role of diversity and ethical considerations within the human services profession. Emphasis is placed on the knowledge and skills in the evolving landscape of human services. Upon completion, students should be able to apply ethical decision-making, demonstrate an understanding of diverse perspectives, and identify current trends in the human services field.

HSE 212 - Group Dynamics

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the concepts of group processes and group dynamics. Emphasis is placed on essential tools for understanding, participating in, and contributing to group processes. Upon completion, students should be able to identify and explain how people are influenced by their interactions in group settings and facilitate various groups.

HSE 220 - Case Management

Credits: 3

Class: 2

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers a variety of tasks associated with professional case management. Topics include needs assessment, service planning, referral procedures, documentation, follow-up, and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

HSE 223 - Counseling Theories and Skills

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an in-depth exploration of foundational theories and practical techniques essential for those working in diverse human services settings. Emphasis is placed on self-awareness, problem-solving, decision-making, and personal growth. Upon completion, students should be able to apply these theories to real-life scenarios, and develop professional skills crucial for fostering supportive relationships in various settings.

HSE 225 - Crisis & Intervention

Principles

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the types of crises and the principles of intervention. Emphasis is placed on identifying culturally competent techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond effectively.

HSE 255 - Health Problems & Prevention

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course surveys a range of health problems and issues, including the development of prevention strategies. Topics include teen pregnancy, HIV/AIDS, tuberculosis, communicable diseases, professional burnout, substance abuse, and sexually transmitted diseases. Upon completion, students should be able to identify health issues and demonstrate prevention strategies.

Humanities

HUM 110 - Technology and Society

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved for transfer under the CAA/ICAA as a general education course in Humanities/Fine Arts.*

HUM 115 - Critical Thinking

Credits: 3

Class: 3

Prerequisite(s): *Local – DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 025, or ENG 110*

Corequisite(s): *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 controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved for transfer under the CAA/ICAA as a general education course in Humanities/Fine Arts.*

Hydraulics

HYD 110 - Hydraulics/Pneumatics I

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *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.

Industrial Science

ISC 121 - Environmental Health & Safety

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers workplace environmental, health, and safety concepts. Emphasis is placed on managing the implementation and

enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

ISC 136 – Productive Analysis I

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers modern methods of measuring, analyzing, and improving productivity. Topics include methods analysis, standardized practices, process analysis, and human factors. Upon completion, students should be able to apply productivity improvement techniques.

ISC 222 - Project Planning/Control

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers how to plan, schedule and control projects typical in manufacturing and service industries. Topics include fundamental project management concepts and hands-on computer application experience with process flow charting and PERT/CPM project managers. Upon completion, students should be able to plan, schedule and control projects using state-of-the-art computer application programs.

Information Systems

CIS 110 - Introduction to Computers

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion,

students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved for transfer under the CAA/ICAA as a general education course in Mathematics (Quantitative).*

CIS 111 - Basic PC Literacy

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

Information Systems Security

SEC 110 - Security Concepts

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

Law Enforcement Training

LET 110 – Basic Law Enforcement

BLET

Credits: 37

Class: 28

Lab: 27

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the basic knowledge and skills needed for entry-level employment as a law enforcement officer in North Carolina as required by the Criminal Justice Education and Training Standards Commission and the Sheriffs' Education and Training Standards Commission. Topics include Commission-mandated content specific to law enforcement in North Carolina, criminal investigations, traffic enforcement/investigations, patrol techniques, crisis intervention, communication and de-escalation skills, interviews and interrogations, criminal and constitutional law, court procedures, civil process, ethical problem solving, and officer wellness. Upon completion, students should be able to demonstrate competence in the content required for the state comprehensive certification examination administered by the NC Department of Justice.

Machining

MAC 121 - Introduction to CNC

Credits: 2

Class: 2

Prerequisite(s): *None*

Corequisite(s): *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

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *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

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *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 171 - Measure/Material & Safety

Credits: 1

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces precision measuring instruments, process control and adjustment, inspection, material handling and workplace safety. Topics include properly identifying and handling various measurement instruments and materials, process control, adjustment and improvement, personal protective equipment (PPE) and OSHA safety regulations. Upon completion, students should be able to safely demonstrate effective measurement techniques, identify and handle various materials, and explain safe industry practices.

MAC 222 - Advanced CNC Turning

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *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 228 - Advanced CNC Processes

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

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

MAC 224 - Advanced CNC Milling

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *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 - CAM: CNC Turning

Credits: 3

Class: 1 **Lab:** 4

Prerequisite(s): *None*

Corequisite(s): *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, including machine selection, tool selection, operational sequence, speed, feed, and cutting depth.

MAC 232 - CAM: CNC Milling

Credits: 3

Class: 1 **Lab:** 4

Prerequisite(s): *None*

Corequisite(s): *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.

MAC 234 - Advanced Multi-Axis Machining

Credits: 3

Class: 2 Lab: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course includes multi-axis machining using machining centers with multi-axis capabilities. Emphasis is placed on generation of machining center input with a CAM system and setup of pallet changer and rotary system for multi-axis machining fixtures. Upon completion, students should be able to convert CAD to output for multi-axis machining centers, including tooling, setup, and debugging processes.

MAC 247 - Production Tooling

Credits: 2

Class: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides advanced study in tooling currently utilized in the production of metal parts. Emphasis is placed on the proper use of tooling used on CNC and other production machine tools. Upon completion, students should be able to choose proper tool grades based on manufacturing requirements and troubleshoot carbide tooling problems.

MAC 248 – Production Procedures

Credits: 2

Class: 1 Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers product planning and control and scheduling and routing of operations. Topics include cost-effective production methods, dimensional and statistical quality control, and the tooling and machines required for production. Upon completion, students should be able to plan, set up, and produce cost-effective quality machined parts.

Maintenance

MNT 110 - Introduction to Maintenance Procedures

Credits: 2

Class: 1 Lab: 3

Prerequisite(s): *None*

Corequisite(s): *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

Credits: 3

Class: 2 Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, 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.

MNT 220 – Rigging and Moving

Credits: 2

Class: 1 Lab: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the principles of safe rigging practices for handling, placing, installing, and moving heavy machinery and equipment. Topics include safety, weight and dimensional estimation, positioning of equipment slings, rollers, jacks, levers, dollies, ropes, chains, padding, and other related topics. Upon completion, students should be able to safely relocate and set up equipment using accepted rigging practices.

MNT 222 – Industrial Systems Schematics

Credits: 2

Class: 1 Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the reading and drawing of schematics and diagrams. Emphasis is placed on water and gas plumbing, hydraulic and pneumatic circuits, electrical circuits, and welding diagrams. Upon completion, students should be able to interpret and construct industrial schematics and diagrams.

MNT 240 - Industrial Equipment Troubleshooting

Credits: 2

Class: 1 Lab: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

MNT 263 – Electro-Pneumatic Components

Credits: 4

Class: 2 Lab: 4

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces principles and practical applications of electrical/pneumatic control systems and primary control devices incorporated in those systems. Emphasis is placed on reading and interpreting ladder diagrams, building control circuits, and troubleshooting valves, switches, and sensors. Upon completion, students should be able to design, build, and troubleshoot basic electro-pneumatic control systems. Upon completion, students should be able to troubleshoot and repair industrial equipment.

Marketing and Retailing

MKT 120 - Principles of Marketing

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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 123 - Fundamentals of Selling

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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 232 – Social Media Marketing

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

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

Math

MAT 025 - Concepts of Essential Math/Statistics

Credits: 3

Class: 3

Prerequisites: *None*

Corequisites: *None*

This course provides an opportunity to customize foundational math content and statistical concepts specific to real-world applications. Topics include decimals, percentages, ratios, proportions, solving basic equations, geometrical concepts, dimensional analysis, financial applications and elements of statistics and probability. Upon completion, students should be able to successfully demonstrate the use of mathematics, technology and statistical concepts to solve practical problems while developing positive academic habits, learning strategies and growth mindset.

MAT 035 - Concepts of Algebra

Credits: 3

Class: 3

Prerequisites: *None*

Corequisites: *None*

This course covers algebraic concepts with an emphasis on application and analysis. Topics include rational/radical expressions and equations, solving equations and inequalities, concepts of functions, factoring, and exponents. Upon completion, students should be able to successfully demonstrate mastery of algebraic concepts through application and analysis while developing positive academic habits, learning strategies and growth mindset.

MAT 110 - Math Measurement & Literacy

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 121 - Algebra/Trigonometry I

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *Local – DMA 010-060, or MAT 003-T3, or BSP 4003-T3, or MAT 035, or MAT 021*

Corequisite(s): *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 the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

MAT 143 - Quantitative Literacy

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *Local, Take One Set – Set 1: DMA 010-050; and DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 025, or ENG 110; Set 2: MAT 003-T2; and DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 025, or ENG 110; Set 3: MAT 021, or MAT 043, or MAT 052, or MAT 071; and DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 025, or ENG 110; Set 4: BSP 4003-T2; and DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 025, or ENG 110; Set 5: MAT 025, or MAT 035; and DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 025, or ENG 110; Set 6: MAT 110; and DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 025, or ENG 110*

Corequisite(s): *None*

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in

everyday life. *This course has been approved for transfer under the CAA/ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

MAT 152 - Statistical Methods I

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *Local, Take One Set – Set 1: DMA 010-050; and DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 025, or ENG 110; Set 2: MAT 003-T2; and DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 025, or ENG 110; Set 3: MAT 021, or MAT 043, or MAT 052, or MAT 071; and DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 025, or ENG 110; Set 4: BSP 4003-T2; and DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 025, or ENG 110; Set 5: MAT 025, or MAT 035; and DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 025, or ENG 110; Set 6: MAT 110; and DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 025, or ENG 110*

Corequisite(s): *None*

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. *This course has been approved for transfer under the CAA/ICAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course.*

MAT 171 - Precalculus Algebra

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *Local – DMA 010-080, or BSP 4003-T3, or MAT 003-T3, or MAT 071, or MAT 035, or MAT 121, or MAT 143, or MAT 152*

Corequisite(s): *None*

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. *This course has been approved for transfer under the CAA/ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

MAT 172 - Precalculus Trigonometry

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *State – MAT 171*

Corequisite(s): *None*

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. *This course has been approved for transfer under the CAA/ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

MAT 263 - Brief Calculus

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *State – MAT 171, or MAT 175*

Corequisite(s): *None*

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. *This course has been approved for transfer under the CAA/ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

MAT 271 - Calculus I

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *State – MAT 172*

Corequisite(s): *None*

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

MAT 272 - Calculus II

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *State – MAT 271*

Corequisite(s): *None*

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should

be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. *This course has been approved for transfer under the CAA/ICAA as a general education course in Mathematics. This is a Universal General Education Transfer Component (UGETC) course.*

Mechanical

MEC 111 - Machine Processes I

Credits: 3

Class: 1 **Lab:** 4

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture simple parts to specified tolerance.

MEC 145 - Manufacturing Materials I

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

Medical Assisting

MED 110 - Orientation to Med Assist

Credits: 1

Class: 1

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

MED 116 - Introduction to A & P

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces basic anatomy and physiology. Emphasis is placed on the relationship between body structure and function and the procedures common to health care. Upon completion, students should be able to identify body system components and functions relating this knowledge to the delivery of health care.

MED 118 - Medical Law and Ethics

Credits: 2

Class: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

MED 121 - Medical Terminology I

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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

Credits: 3

Class: 3

Prerequisite(s): *State – MED 121*

Corequisite(s): *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.

MED 130 - Administrative Office Procedures I

Credits: 2

Class: 1

Prerequisite(s): *None*

Corequisite(s): *Local – MED 121*

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

MED 131 - Administrative Office Procedures II

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *Local – MED 118, MED 130*

Corequisite(s): *None*

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and

introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 140 - Exam Room Procedures I

Credits: 5

Class: 3 **Lab:** 4

Prerequisite(s): *Local – MED 116, MED 122, MED 130*

Corequisite(s): *None*

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

MED 150 - Laboratory Procedures I

Credits: 5

Class: 3 **Lab:** 4

Prerequisite(s): *Local – MED 116, MED 122*

Corequisite(s): *Local – MED 140*

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

MED 183 - Electronic Medical Records I

Credits: 5

Class: 3 **Lab:** 2 **Clinic:** 3

Prerequisite(s): *None*

Corequisite(s): *State – CIS-110, or CIS-111, or OST-131*

This course introduces students to the design and creation of Electronic Methods Records using a variety of EMR models. Topics include historical background of electronic medical records, legal/ethical principles inherent to healthcare information, patient flow, scheduling, call processing and tasking using

the EMR. Upon completion, students should be able to discuss the history of EMR, identify emerging issues, apply ethical principles, and use basic modules of an EMR.

MED 230 - Administrative Office Procedures III

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *State – MED 131; Local – Enrollment in the Medical Assisting Program (A45400)*

Corequisite(s): *None*

This course provides advanced medical office administrative procedures. Emphasis is placed on management skills including personnel supervision, practice management, public relations, and insurance coding. Upon completion, students should be able to exhibit advanced managerial medical assisting skills.

MED 240 - Exam Room Procedures II

Credits: 5

Class: 3 **Lab:** 4

Prerequisite(s): *State – MED 140*

Corequisite(s): *None*

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

MED 260 - MED Clinical Practicum

Credits: 5

Clinic: 15

Prerequisite(s): *Local – MED 150*

Corequisite(s): *None*

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

MED 262 - Clinical Perspectives

Credits: 1

Clinic: 1

Prerequisite(s): *None*

Corequisite(s): *None*

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

MED 264 - Medical Assisting Overview

Credits: 2

Class: 2

Prerequisite(s): *None*

Corequisite(s): *Local – MED 260*

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

MED 270 - Symptomatology

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

MED 272 - Drug Therapy

Credits: 3

Class: 3

Prerequisite(s): *Local – MED 116, MAT 122*

Corequisite(s): *Local – MAT 121*

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

Music

MUS 110 - Music Appreciation

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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 for transfer under the CAA/ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.*

MUS 111 - Fundamentals of Music

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. *This course has been approved for transfer under*

the CAA/ICAA as a pre-major and/or elective course requirement.

MUS 112 - Introduction to Jazz

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This course has been approved for transfer under the CAA/ICAA as a general education course in Humanities/Fine Arts. This is a Universal General Education Transfer Component (UGETC) course.

MUS 121 - Music Theory I

Credits: 3

Class: 3

Prerequisite(s): *Local – MUS 111*

Corequisite(s): *None*

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 122 - Music Theory II

Credits: 3

Class: 3

Prerequisite(s): *State – MUS 121*

Corequisite(s): *None*

This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-

training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. This course has been approved for transfer under the CAA/ICAA as a *pre-major* and/or elective course requirement.

MUS 125 - Aural Skills I

Credits: 1

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an introduction to the fundamentals in aural skills. Emphasis is placed on the study of basic melodies, harmonies, and rhythms through sight singing and ear training. Upon completion, students should be able to identify diatonic intervals, scales, and chords and perform and dictate simple melodies and rhythmic patterns. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 126 - Aural Skills II

Credits: 1

Lab: 2

Prerequisite(s): *State – MUS 125*

Corequisite(s): *None*

This course provides a foundation in aural skills. Emphasis is placed on the development of sight singing and ear training skills in diatonic melody, diatonic harmonic progression, and rhythmic patterns. Upon completion, students should be able to fluently read music in treble and bass clefs; utilize any solmization system while sight singing simple diatonic melodies; identify elementary diatonic chord progressions; perform rhythms in simple and compound meters; and dictate diatonic melodic, diatonic harmonic, and advanced rhythmic patterns. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 131 - Chorus I

Credits: 1

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 132 - Chorus II

Credits: 1

Lab: 2

Prerequisite(s): *State – MUS 131*

Corequisite(s): *None*

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 133 - Band I

Credits: 1

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an opportunity for those who play a band instrument to gain experience playing in an ensemble. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 134 - Band II

Credits: 1

Lab: 2

Prerequisite(s): *State – MUS 133*

Corequisite(s): *None*

This course is a continuation of MUS 133. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 141 - Ensemble I

Credits: 1

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 142 - Ensemble II

Credits: 1

Lab: 2

Prerequisite(s): *State – MUS 141*

Corequisite(s): *None.*

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 151 - Class Music I

Credits: 1

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 152 - Class Music II

Credits: 1

Lab: 2

Prerequisite(s): *State – MUS 151*

Corequisite(s): *None*

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 161 - Applied Music I

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 162 - Applied Music II

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *State – MUS 161*

Corequisite(s): *None*

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 231 - Chorus III

Credits: 1

Lab: 2

Prerequisite(s): *State – MUS 132*

Corequisite(s): *None*

This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 232 - Chorus IV

Credits: 1

Lab: 2

Prerequisite(s): *State – MUS 231*

Corequisite(s): *None*

This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 233 - Band III

Credits: 1

Lab: 2

Prerequisite(s): *State – MUS 134*

Corequisite(s): *None*

This course is a continuation of MUS 134. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 234 - Band IV

Credits: 1

Lab: 2

Prerequisite(s): *State – MUS 233*

Corequisite(s): *None*

This course is a continuation of MUS 233. Emphasis is placed on band techniques and the study and performance of a variety of styles and periods of band literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 261 - Applied Music III

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *State – MUS 162*

Corequisite(s): *None*

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

MUS 262 - Applied Music IV

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *State – MUS 261*

Corequisite(s): *None*

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the CA/ICAAA as a pre-major and/or elective course requirement.*

MUS 271 - Music History I

Credits: 3

Class: 3

Prerequisite(s): *State – MUS 122*

Corequisite(s): *None*

This course is the first of a two-semester, in-depth study of music history. Emphasis is placed on the history and literature of music from Antiquity through the Baroque Period. Upon completion, students should be able to trace important musical developments and demonstrate an understanding of the composers' styles. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

Network Operating Systems

NOS 110 - Operating System Concepts

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.

NOS 120 - Linux Single User

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides students with GUI and command line skills for using a Linux machine. Topics include Linux file system and access permissions, desktop or shell environments, command line editors, display servers, expression pattern matching, I/O redirection, and networking. Upon completion, students should be able to demonstrate competency in customizing a Linux system.

NOS 130 - Windows Single User

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 230 - Windows Administration I

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *Local – NOS 130*

Corequisite(s): *None*

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

Networking Technology

NET 125 - Introduction to Networks

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks.

Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

NET 126 - Switching and Routing

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *Local – NET 125*

Corequisite(s): *None*

This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Emphasis is placed on configuring and troubleshooting routers and switches for advanced functionality using security best practices and resolving common network issues utilizing both IPv4 and IPv6 protocols. Upon completion, students should be able to configure VLANs and Inter-VLAN routing applying security best practices, troubleshoot inter-VLAN routing on Layer 3 devices, configure redundancy on a switched network using STP and EtherChannel, configure WLANs using a WLC and L2 security best practices and configure IPv4 and IPv6 static routing on routers.

NET 225 – Enterprise Networking

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *Local – NET 126*

Corequisite(s): *None*

This course is designed to cover the architecture, components, operations, and security to scale for large, complex networks, including wide area network (WAN) technologies. Emphasis is placed on configuring, troubleshooting, and securing enterprise network devices and

understanding how application programming interfaces (API) and configuration management tools enable network automation. Upon completion, students should be able to configure link state routing protocols, implement ACLs to filter traffic and secure administrative access, configure NAT services on the router to provide address scalability, explain techniques to provide address scalability and secure remote access for WAN, and explain how automation affects evolving networks.

Nursing

NUR 101 - Practical Nursing I

Credits: 11

Class: 7 **Lab:** 6 **Clinic:** 6

Prerequisite(s): *Local – Admission into the Practical Nursing Program (D45660)*

Corequisite(s): *Local – PSY 150*

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 102 - Practical Nursing II

Credits: 10

Class: 7 **Clinic:** 9

Prerequisite(s): *State – NUR 101*

Corequisite(s): *Local – ENG 111*

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety,

informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.

NUR 103 - Practical Nursing III

Credits: 9

Class: 6 **Clinic:** 9

Prerequisite(s): *State – NUR 101*

Corequisite(s): *None*

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care.

NUR 107 - LPN Refresher

Credits: 12

Class: 9 **Clinic:** 9

Prerequisite(s): *Local – Licensed Practical Nurse approved by the NC Board of Nursing*

Corequisite(s): *None*

This refresher course is designed to provide an independent didactic review for the previously licensed practical nurse whose license has lapsed. Emphasis is placed on common medical-surgical conditions and nursing interventions, including mental health principles, pharmacological concepts, and safe clinical practice. Upon completion, students will be eligible to apply for reinstatement of licensure.

NUR 111 - Intro to Health Concepts

Credits: 8

Class: 4 **Lab:** 6 **Clinic:** 6

Prerequisite(s): *Local – Admission to the Associate Degree Nursing Program (A45110)*

Corequisite(s): *Local – NUR 117, PSY 150*

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed

on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 112 - Health-Illness Concepts

Credits: 5

Class: 3 **Clinic:** 6

Prerequisite(s): *State – NUR 111; Local – NUR 117*

Corequisite(s): *Local – PSY 241, ENG 111*

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 113 - Family Health Concepts

Credits: 5

Class: 3 **Clinic:** 6

Prerequisite(s): *State – NUR 111; Local – NUR 112, NUR 114, NUR 117, NUR 211*

Corequisite(s): *Local – ENG 112, BIO 275*

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 114 - Holistic Health Concepts

Credits: 5

Class: 3 **Clinic:** 6

Prerequisite(s): *State – NUR 111; Local – NUR 112, NUR 117, NUR 211*

Corequisite(s): *Local – HUM 115*

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 117 - Pharmacology

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *Local – Admission to the Associate Degree Nursing Program (A45110)*

Corequisite(s): *Local – NUR 111, PSY 150*

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 211 - Health Care Concepts

Credits: 5

Class: 3 **Clinic:** 6

Prerequisite(s): *State – NUR 111; Local – NUR 112, NUR 117*

Corequisite(s): *Local – PSY 241, ENG 111*

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety.

Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 212 - Health System Concepts

Credits: 5

Class: 3 **Clinic:** 6

Prerequisite(s): *State – NUR 111; Local – NUR 112, NUR 113, NUR 114, NUR 117, NUR 211*

Corequisite(s): *Local – ENG 112, BIO 275*

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

NUR 213 - Complex Health Concepts

Credits: 10

Class: 4 **Lab:** 3 **Clinic:** 15

Prerequisite(s): *State – NUR 111; Local – NUR 112, NUR 113, NUR 114, NUR 211, NUR 212, NUR 117, BIO 275*

Corequisite(s): *Local – Humanities/Fine Arts Elective*

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

NUR 215 - Paramedic/RN Bridge Concepts

Credits: 6

Class: 3 **Lab:** 3 **Clinic:** 6

Prerequisite(s): *Local – Provisional acceptance into NUR 215 Paramedic/RN Bridge Concepts and completion of ACA 111 or ACA 122, BIO 168, BIO 169, BIO 275, ENG 111, ENG 112, HUM 115, one Humanities/Fine Arts Elective, PSY 150, PSY 241*

Corequisite(s): *None*

This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the Associate Degree in Emergency Medical Science Paramedic transitions to the nursing role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, collaboration, clinical decision-making, professional behaviors, informatics, assessment, perfusion, oxygenation, elimination, and cellular regulation. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

Office Management

OST 122 - Office Computations

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces fundamental mathematical and computational skills necessary for success in an office environment. Emphasis will be placed on practical applications of mathematics in office-related tasks such as payroll calculations, inventory calculations, discounts, and markups, as well as financial calculations. Upon completion, students should be able to solve a wide variety of mathematical problems encountered in an office.

OST 134 - Text Entry & Formatting

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability.

OST 136 - Word Processing

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be prepared to take a nationally accredited certification exam.

OST 137 - Office Applications I

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the concepts and functions of software that meets the changing needs of the office environment through a hands-on approach. Emphasis will be placed on creating professional documents to enhance their employability in various offices. Upon completion, students should be prepared to take a nationally accredited certification exam.

OST 141 - Medical Office Terms I

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion,

students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 142 - Medical Office Terms II

Credits: 3

Class: 3

Prerequisite(s): *State – OST 141*

Corequisite(s): *None*

This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 145 - Social Media for Office Professionals

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *State – CIS 110, or CIS 111, or OST 137*

Corequisite(s): *None*

This course is designed to introduce the office professional to the concepts of social media. Topics include goal setting and strategies, identifying target audiences, rules of engagement, blogs, podcasts and webinars, sharing videos, pictures, and images, social networks, mobile computing, and social media monitoring. Upon completion, students should be able to create and utilize social media tools in the workplace setting.

OST 148 - Medical Insurance & Billing

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to

explain the life cycle of and accurately complete a medical insurance claim.

OST 149 - Medical Legal Issues

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the complex legal, moral, and ethical issues involved in providing healthcare services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 153 - Office Finance Solutions

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *State – CIS 110, CIS 111 or OST 137*

Corequisite(s): *None*

This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.

OST 155 - Legal Terminology

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to

spell, pronounce, define, and demonstrate an understanding of the use of these legal terms.

OST 156 - Legal Office Procedures

Credits: 3

Class: 3 **Lab:** 2

Prerequisite(s): *State – OST 134*

Corequisite(s): *None*

This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties.

OST 159 - Office Ethics

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the complex ethical and legal issues involved in the role of administrative support personnel in a variety of offices. Emphasis is placed on ethics, diversity, morality, and ethical standards of the administrative support professional. Upon completion, students should be able to conduct themselves in an ethical manner appropriate to a variety of offices.

OST 162 - Executive Terminology

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace.

OST 164 - Office Editing

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an in-depth exploration of editing skills essential for the office. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to proficiently compose and edit text and documents for the workplace.

OST 171 - Introduction to Virtual Office

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the skills and abilities needed to conduct a variety of office administration activities using the latest technology. Students will learn the proper etiquette of communicating electronically as well as the unique procedures and logistics for conducting business in the virtual office. Upon completion, students will know the vocabulary of the virtual office and will have a basic understanding of modern technical communication tools.

OST 181 - Office Procedures

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the skills and procedures needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context.

OST 247 - Procedure Coding

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *State – MED 121, or OST 141*

Corequisite(s): *None*

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

OST 248 - Diagnostic Coding

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *State – MED 121, or OST 141*

Corequisite(s): *None*

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

OST 250 - Long-Term Care Coding

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *State – MED 121, or OST 141*

Corequisite(s): *None*

This course covers diagnostic coding as it applies to long-term facilities and home care. Topics include diagnostic coding and reimbursement in long-term care facilities and home care. Upon completion, students should be able to properly code conditions for long-term care and home care services.

OST 251 - Legal Document Formatting

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *State, Take One Set – **Set 1:** OST 134 and OST 155; **Set 2:** OST 136 and OST 155*

Corequisite(s): *None*

This document is designed to provide experience in the preparation of various types of legal forms and documents. Emphasis is placed on formatting and keying legal forms, documents, and correspondence. Upon completion, students should be able to produce these documents with accuracy and speed.

OST 260 - Advanced Coding Methodologies

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *State – OST 247 and OST 248*

Corequisite(s): *None*

This course provides advanced instruction in a variety of emergent methodologies in medical coding. Topics include advanced outpatient coding, inpatient coding, risk adjustment coding, online encoder software, Correct Coding Initiatives (CCI), and advanced record abstraction. Upon completion, students should be able to perform advanced coding in a healthcare facility.

OST 263 - Healthcare Customer Relations

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides the soft skills necessary for effective communication and maintaining customer satisfaction in healthcare. Emphasis is placed on the importance of positive attitudes, techniques for handling difficult/angry customers, rephrasing blunt communication for better results, and the communication skills required to discuss topics such as insurance and billing issues with the patient and other medical personnel. Upon completion, students should be able to communicate information in a professional manner.

OST 280 - Electronic Health Records

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course focuses on the use of electronic health records in medical documentation and patient management. Emphasis is placed on creating and maintaining patient medical information, scheduling patient appointments, documenting patient encounters, and billing/insurance claim

processing. Upon completion, students should be able to perform the required software tasks following a patient visit from start to finish.

OST 286 - Professional Development

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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 Administration

Capstone

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *State – OST 164*

Corequisite(s): *None*

This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment.

Philosophy

PHI 240 - Introduction to Ethics

Credits: 3

Class: 3

Prerequisite(s): *State – ENG 111*

Corequisite(s): *None*

This course introduces theories about the nature and foundations of moral judgements and applications to contemporary moral issues. Emphasis is placed on moral theories

such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. *This course has been approved for transfer under the CAA/ICAA as a general education course in Humanities/Fine Arts.*

Physical Education

PED 110 - Fit and Well for Life

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *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 for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

PED 111 - Physical Fitness I

Credits: 1

Lab: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an individualized approach to physical fitness utilizing the five major components. Emphasis is placed on the scientific basis for setting up and engaging in personalized physical fitness programs. Upon completion, students should be able to set up and implement an individualized physical fitness program. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

PED 117 - Weight Training I

Credits: 1

Lab: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

PED 118 - Weight Training II

Credits: 1

Lab: 3

Prerequisite(s): *State – PED 117*

Corequisite(s): *None*

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

PED 119 - Circuit Training

Credits: 1

Lab: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

PED 120 - Walking for Fitness

Credits: 1

Lab: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

PED 125 - Self-Defense: Beginning

Credits: 1

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

PED 126 - Self-Defense: Intermediate

Credits: 1

Lab: 2

Prerequisite(s): *State – PED 125*

Corequisite(s): *None*

This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

PED 142 - Lifetime Sports**Credits:** 1**Lab:** 2Prerequisite(s): *None*Corequisite(s): *None*

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports.

Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities.

This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.

PED 143 - Volleyball-Beginning**Credits:** 1**Lab:** 2Prerequisite(s): *None*Corequisite(s): *None*

This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

PED 144 - Volleyball-Intermediate**Credits:** 1**Lab:** 2Prerequisite(s): *State – PED 143*Corequisite(s): *None*

This course covers more advanced volleyball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to participate in competitive volleyball. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

PED 150 - Baseball-Beginning**Credits:** 1**Lab:** 3Prerequisite(s): *None*Corequisite(s): *None*

This course covers the fundamentals of baseball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational baseball. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

PED 151 - Baseball/Intermediate**Credits:** 1**Lab:** 3Prerequisite(s): *State – PED 150*Corequisite(s): *None*

This course covers more advanced baseball techniques. Emphasis is placed on refining skills and developing more advanced strategies and techniques. Upon completion, students should be able to play baseball at a competitive level. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

PED 252 - Officiating/Baseball/Softball**Credits:** 2**Class:** 1 **Lab:** 2Prerequisite(s): *None*Corequisite(s): *None*

This course introduces the rules and techniques for sports officiating in baseball and softball. Emphasis is placed on officiating fundamentals and responsibilities. Upon completion, students should be able to demonstrate proper mechanics and knowledge of officiating procedures in baseball and softball. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

PED 254 - Coaching Basketball**Credits:** 2**Class:** 1 **Lab:** 2Prerequisite(s): *None*Corequisite(s): *None*

This course introduces the theory and methods of coaching basketball. Emphasis is placed on rules, game strategies, and selected techniques of coaching basketball. Upon completion, students should be able to

demonstrate competent coaching skills in basketball. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

PED 256 - Coaching Baseball

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the theory and methods of coaching baseball. Emphasis is placed on rules, game strategies, and selected techniques of coaching baseball. Upon completion, students should be able to demonstrate competent coaching skills in baseball. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

Physics

PHY 110 - Conceptual Physics

Credits: 3

Class: 3

Prerequisite(s): *Local – DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110*

Corequisite(s): *None*

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved for transfer under the CAA/ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

PHY 110A - Conceptual Physics Lab

Credits: 1

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *State – PHY 110*

This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences

that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. *This course has been approved for transfer under the CAA/ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

PHY 131 - Physics-Mechanics

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *State – MAT 121, or MAT 171; and Local – DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 011, or ENG 025, or ENG 110*

Corequisite(s): *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.

PHY 151 - College Physics I

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *State – MAT 171, or MAT 271; and Local – DRE 098, or BSP 4002-T2, or ENG 002-T2, or ENG 011, or ENG 025, or ENG 110*

Corequisite(s): *None*

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA/ICAA as a general education course in Natural Science.*

This is a Universal General Education Transfer Component (UGETC) course.

PHY 152 - College Physics II

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *State – PHY 151*

Corequisite(s): *None*

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA/ICAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

Political Science

POL 120 - American Government

Credits: 3

Class: 3

Prerequisite(s): *Local – DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110*

Corequisite(s): *None*

This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved for transfer under the CAA/ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

Polysomnography

PSG 110 - Introduction to Polysomnography

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *Local – Admission into the Polysomnography Program (45670)*

Corequisite(s): *Local – BIO 163, MED 121*

This course introduces the polysomnography profession. Topics include the history of the profession and role of the polysomnographic technologist, communication, time management, infection control, basic patient assessment, and medical gas therapy. Upon completion, students should be able to demonstrate competence in concepts through written and laboratory evaluations.

PSG 111 - Neuro/Cardiopulmonary Anatomy & Physiology

Credits: 4

Class: 4

Prerequisite(s): *State, Take one set – Set 1: BIO 163; Set 2: BIO 165, BIO 166; Set 3: BIO 168, BIO 169; Local – PSG 110*

Corequisite(s): *Local – PSG 113, PSG 214, MAT-171*

This course provides a concentrated study of anatomy and physiology essential to the practice of polysomnography. Emphasis is placed on the physiology of the nervous, cardiovascular, and pulmonary systems and basic pharmacological principles. Upon completion, students should be able to demonstrate competence in concepts through written evaluation.

PSG 112 - PSG Fundamentals

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *Local – PSG 110*

This course provides the knowledge and skills necessary to manage/function in a polysomnographic laboratory. Topics include recordkeeping, scheduling techniques, creation/implementation of departmental

policies, reimbursement, the technologist's role as sleep advocate, and case management/patient education. Upon completion, students should be able to demonstrate competence in concepts through written evaluation.

PSG 113 - PSG Instrumentation

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *State – PSG 110*

Corequisite(s): *None*

This course introduces the fundamental concepts of sleep technology electrical equipment and recording of bio-electric potentials. Topics include Ohm's Law; common mode rejection; components related to recording bio-electric potentials; function and application of sleep technology equipment; and construct/verify montages. Upon completion, students should be able to demonstrate competence in polysomnography equipment, instrumentation, recording of bioelectric potential concepts, and ancillary electrical signals through written and laboratory evaluations.

PSG 114 - PSG Clinical Education I

Credits: 3

Clinic: 9

Prerequisite(s): *State – PSG 110*

Corequisite(s): *None*

This course provides orientation to the polysomnography clinical environment. Emphasis is placed on work flows, reviewing patient charts and orders, patient preparation and hook-ups, and proper time management. Upon completion, students should be able to demonstrate successful completion of polysomnography clinical learning outcomes.

PSG 210 - Polysomnography I

Credits: 7

Class: 3 **Lab:** 2 **Clinic:** 9

Prerequisite(s): *State – PSG 111, or PSG 189;*

Local – PSG 114, PSG 215

Corequisite(s): *None*

This course provides entry-level didactic, laboratory, and clinical training in polysomnography. Emphasis is placed on medical terminology, instrumentation setup and calibration, recording and monitoring techniques, and patient-technologist interactions. Upon completion, students should be able to demonstrate competence in concepts and procedures through written, laboratory and clinical evaluations.

PSG 211 - Polysomnography II

Credits: 7

Class: 2 **Lab:** 6 **Clinic:** 9

Prerequisite(s): *State – PSG 210*

Corequisite(s): *Local – PSG 213*

This course provides advanced-level didactic, laboratory, and clinical training in polysomnography. Emphasis is placed on the knowledge and skills necessary to obtain and evaluate high quality sleep recordings. Upon completion, students should be able to demonstrate competence in concepts and procedures through written, laboratory and clinical evaluations.

PSG 212 - Infant/Pediatric PSG

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): *Local – PSG 114, PSG 215*

Corequisite(s): *Local – PSG 210*

This course provides the knowledge and skills to perform and score polysomnographic procedures on infants and pediatric patients. Emphasis is placed on infant/pediatric assessment, monitoring, and sleep disorders. Upon completion, student should be able to demonstrate competence in concepts through written and laboratory evaluations.

PSG 213 - Case Study/Exam Review

Credits: 1

Lab: 3

Prerequisite(s): *Local – PSG 210*

Corequisite(s): *Local – PSG 211*

This course provides an opportunity to review clinical cases and prepare for the polysomnography credentialing exam. Emphasis is placed on case management and

review for the Registered Polysomnographic Technologist Exam. Upon completion, students should be able to successfully complete practice exams.

PSG 214 - PSG Clinical Apps I

Credits: 1

Lab: 2

Prerequisite(s): *Local – PSG 110*

Corequisite(s): *Local – PSG 111, PSG 113*

This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation.

PSG 215 - PSG Clinical Apps II

Credits: 1

Lab: 2

Prerequisite(s): *Local – PSG 111*

Corequisite(s): *Local – PSG 114*

This course provides practical application of theories covered in previous PSG courses. Emphasis is placed on polysomnography testing and procedures. Upon completion, students should be able to demonstrate competence through laboratory evaluation.

Printing

PRN 155 - Screen Printing I

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers screen printing techniques and materials. Topics include methods, materials, design, and image and stencil preparation techniques. Upon completion, students should be able to produce single- or multi-color projects.

Psychology

PSY 118 - Interpersonal Psychology

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.

PSY 150 - General Psychology

Credits: 3

Class: 3

Prerequisite(s): *Local – DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110*

Corequisite(s): *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 for transfer under the CAA/ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

PSY 241 - Developmental Psychology

Credits: 3

Class: 3

Prerequisite(s): *State – PSY 150*

Corequisite(s): *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 for transfer under the CAA/ICAA as a general education course in Social/Behavioral Sciences.*

PSY 246 - Adolescent Psychology

Credits: 3

Class: 3

Prerequisite(s): *State – PSY 150*

Corequisite(s): *None*

This course provides an overview of the behavior patterns, life changes, and social issues that accompany the developmental stage of adolescence. Topics include developmental theories; physical, cognitive and psychosocial growth; transitions to young adulthood; and sociocultural factors that influence adolescent roles in home, school and community. Upon completion, students should be able to identify typical and atypical adolescent behavior patterns as well as appropriate strategies for interacting with adolescents. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

PSY 263 - Educational Psychology

Credits: 3

Class: 3

Prerequisite(s): *State – PSY 150*

Corequisite(s): *None*

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. *This course has been approved for transfer under the CA/ICAAA as a pre-major and/or elective course requirement.*

PSY 281 - Abnormal Psychology

Credits: 3

Class: 3

Prerequisite(s): *State – PSY 150*

Corequisite(s): *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 for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

Radiography

RAD 110 - RAD Introduction & Patient Care

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *Local – Admission into the Radiography Program (A45700)*

Corequisite(s): *Local – BIO 163, RAD 111, RAD 151*

This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

RAD 111 - RAD Procedures I

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *Local – BIO 163, RAD 110, RAD 151*

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, bony thorax, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

RAD 112 - RAD Procedures II

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): *Local – BIO 163, RAD 110, RAD 111, RAD 151*

Corequisite(s): *Local – RAD 121, RAD 161*

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, spine, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

RAD 121 - Image Production I

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *Local – BIO 163, RAD 110, RAD 111, RAD 151*

Corequisite(s): *Local – RAD 112, RAD 161*

This course provides the basic principles of radiographic image production. Emphasis is placed on image production, x-ray equipment, receptor exposure, and basic imaging quality factors. Upon completion, students should be able to demonstrate an understanding of basic principles of radiographic image production.

RAD 122 - Image Production II

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *Local – RAD 112, RAD 121, RAD 161*

Corequisite(s): *Local – RAD 141, RAD 171*

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on advanced digital principles and production. Upon completion, students should be able to demonstrate an understanding of advanced principles of digital imaging production.

RAD 141 - Radiation Safety

Credits: 2

Class: 2

Prerequisite(s): *Local – RAD 112, RAD 121, RAD 161*

Corequisite(s): *Local – RAD 122, RAD 171*

This course covers the principles of radiation protection and radiobiology. Topics include

the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

RAD 151 - RAD Clinical Ed I

Credits: 2

Clinic: 6

Prerequisite(s): *None*

Corequisite(s): *Local – BIO 163, RAD 110, RAD 111*

This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment, and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 161 - RAD Clinical Ed II

Credits: 5

Clinic: 15

Prerequisite(s): *Local – BIO 163, RAD 110, RAD 111, RAD 151*

Corequisite(s): *Local – RAD 112, RAD 121*

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 171 - RAD Clinical Ed III

Credits: 3

Clinic: 9

Prerequisite(s): *Local – RAD 112, RAD 121, RAD 161*

Corequisite(s): *Local – RAD 122, RAD 141*

This course provides experience in patient management specific to advanced radiographic procedures. Emphasis is placed

on applying appropriate technical factors to all studies and transitioning to mastering positioning of advanced studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 211 - RAD Procedures III

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *Local – RAD 122, RAD 141, RAD 171*

Corequisite(s): *Local – RAD 231, RAD 251*

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, advanced imaging, radiographic pathology and image analysis. Upon completion, students should be able to demonstrate an understanding of these areas.

RAD 231 - Image Production III

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *Local – RAD 122, RAD 141, RAD 171*

Corequisite(s): *Local – RAD 211, RAD 251*

This course is designed to continue to develop the concepts and principles in the field of radiologic technology. Emphasis is placed on complex imaging production and principles, quality control and quality assurance in the imaging sciences. Upon completion, students should be able to demonstrate an understanding of advanced radiographic equipment and quality control programs.

RAD 251 - RAD Clinical Ed IV

Credits: 7

Clinic: 21

Prerequisite(s): *Local – RAD 122, RAD 171*

Corequisite(s): *Local – RAD 211, RAD 231*

This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological

recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 261 - RAD Clinical Ed V

Credits: 7

Clinic: 21

Prerequisite(s): *Local – RAD 211, RAD 231, RAD 251*

Corequisite(s): *Local – RAD 271*

This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 271 - Radiography Capstone

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *Local – RAD 211, RAD 231, RAD 251*

Corequisite(s): *Local – RAD 261*

This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

Religion

REL 110 - World Religions

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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 for transfer under the CAA/ICAA as a general education course in Humanities/Fine Arts.*

REL 111 - Eastern Religions

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religious studied. *This course has been approved for the transfer under the CAA/ICAA as a general education course in Humanities/Fine Arts.*

Social Work

SWK 110 - Introduction to Social Work

Credits: 3

Class: 3

Prerequisite(s): *Local – DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110*

Corequisite(s): *None*

This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.

SWK 113 – Cultural Competency & Diversity

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course examines and promotes understanding, sensitivity, awareness, and knowledge of various cultures and diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural social services practice. Upon completion, students should be able to integrate and expand knowledge, skills, and cultural awareness relevant to diverse populations.

SWK 115 - Community Resources

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces community resources essential to social work practice. Emphasis is placed on awareness of and interaction with community service personnel. Upon completion, students should be able to identify resources and assess critical community needs.

SWK 220 - Ethical Considerations in Social Work

Credits: 3

Class: 3

Prerequisite(s): *Local – SWK 110*

Corequisite(s): *None*

This course introduces the professional standards, values, and issues in social services. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to social work and apply various decision-making models to current issues.

Sociology

SOC 210 - Introduction to Sociology

Credits: 3

Class: 3

Prerequisite(s): *Local – DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110*

Corequisite(s): *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 approved for transfer under the CAA/ICAA as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

SOC 213 - Sociology of the Family

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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 for transfer under the CAA/ICAA as a general education course in Social/Behavioral Sciences.*

SOC 220 - Social Problems

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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 for transfer under the CAA/ICAA as a general education course in Social/Behavioral Sciences.*

SOC 225 - Social Diversity

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. *This course has been approved for transfer under the CAA/ICAA as a general education course in Social/Behavioral Sciences.*

SOC 240 - Social Psychology

Credits: 3

Class: 3

Prerequisite(s): *Local – DRE 097, or BSP 4002-T1, or ENG 002-T1, or ENG 025, or ENG 110*

Corequisite(s): *None*

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. *This course has been approved for transfer under the CAA/ICAA as a general education course in Social/Behavioral Sciences.*

Spanish

SPA 111 - Elementary Spanish I

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *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 for transfer under the CAA/ICAA as a general education course in Humanities/Fine Arts.*

SPA 112 - Elementary Spanish II

Credits: 3

Class: 3

Prerequisite(s): *State – SPA 111*

Corequisite(s): *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 for transfer under the CAA/ICAA as a general education course in Humanities/Fine Arts.*

SPA 181 - Spanish Lab 1

Credits: 1

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course*

has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.

SPA 182 - Spanish Lab 2

Credits: 1

Lab: 2

Prerequisite(s): *State – SPA 111*

Corequisite(s): *None*

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

SPA 211 - Intermediate Spanish I

Credits: 3

Class: 3

Prerequisite(s): *State – SPA 112*

Corequisite(s): *None*

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the CAA/ICAA as a general education course in Humanities/Fine Arts.*

SPA 212 - Intermediate Spanish II

Credits: 3

Class: 3

Prerequisite(s): *State – SPA 211*

Corequisite(s): *None*

This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students

should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA/ICAA as a general education course in Humanities/Fine Arts.*

SPA 281 - Spanish Lab 3

Credits: 1

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *State – SPA 211*

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

SPA 282 - Spanish Lab 4

Credits: 1

Lab: 2

Prerequisite(s): *None*

Corequisite(s): *State – SPA 212*

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved for transfer under the CAA/ICAA as a pre-major and/or elective course requirement.*

Substance Abuse

SAB 110 - Introduction to Addiction & Recovery Studies

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an overview of the core concepts in addiction and recovery. Topics include the history of substance use, effects on society members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the origins of substance use, addiction, prevention, treatment, and recovery.

SAB 135 - Addictive Process

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.

SAB 210 - Addiction & Recovery Counseling

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides theory and skill acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change.

Surgical Technology

SUR 110 - Introduction to Surgical Technology

Credits: 3

Class: 3

Prerequisite(s): *Local – Admission into the Surgical Technology Program (A45740)*

Corequisite(s): *State – SUR 111; Local – BIO 163, MED 121*

This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include: introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology.

SUR 111 - Perioperative Patient Care

Credits: 7

Class: 5 **Lab:** 6

Prerequisite(s): *Local – Admission into the Surgical Technology Program (A45740)*

Corequisite(s): *State – SUR 110; Local – BIO 163*

This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, peri-operative patient care, and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the peri-operative team member to the operative environment.

SUR 122 - Surgical Procedures I

Credits: 6

Class: 5 **Lab:** 3

Prerequisite(s): *State – SUR 110, SUR 111*

Corequisite(s): *State – SUR 123; Local – BIO 275*

This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

SUR 123 - SUR Clinical Practice I

Credits: 7

Clinic: 21

Prerequisite(s): *State – SUR 110, SUR 111; Local – BIO 163*

Corequisite(s): *State – SUR 122; Local – BIO 275*

This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

SUR 134 - Surgical Procedures II

Credits: 5

Class: 5

Prerequisite(s): *State – SUR 123; Local – BIO 275, SUR 122*

Corequisite(s): *Local – SUR 135*

This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of

the course topics to the clinical operative environment.

SUR 135 - SUR Clinical Practice II

Credits: 4

Clinic: 12

Prerequisite(s): *State – SUR 123; Local – BIO 275, SUR 122*

Corequisite(s): *State – SUR 134*

This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

SUR 137 - Professional Success Prep

Credits: 1

Class: 1

Prerequisite(s): *Local – SUR 210, SUR 211*

Corequisite(s): *None*

This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

SUR 210 - Advanced SUR Clinical Practice

Credits: 2

Clinic: 6

Prerequisite(s): *Local – SUR 134, SUR 135, or admitted with Advanced Placement as a CST*

Corequisite(s): *Local – SUR 211*

This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to

assume leadership roles in a chosen specialty area.

SUR 211 - Advanced Theoretical Concepts

Credits: 2

Class: 2

Prerequisite(s): *Local – SUR 134, SUR 135*

Corequisite(s): *Local – SUR 210*

This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

Transportation Technology

TRN 110 - Introduction to Transport Technology

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

TRN 111 - Chassis Maintenance/Light Repair

Credits: 4

Class: 2 **Lab:** 6

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers maintenance and light repair of transportation suspension, steering,

and brake systems. Topics include general servicing and inspection procedures of steering and suspension systems, wheels and tires, and drum and disc brakes including hydraulic and power-assist units. Upon completion, students should be able to perform maintenance and light repair of transportation suspension, steering, and brake systems.

TRN 112 - Powertrain Maintenance/Light Repair

Credits: 4

Class: 2 **Lab:** 6

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers maintenance and light repair of transportation engines, automatic and manual transmission/transaxles, engine performance systems, and HVAC systems. Topics include general servicing and inspection procedures of engines, engine lubrication and cooling systems, automatic and manual transmission/transaxles, HVAC components, and fuel, air induction, and exhaust systems. Upon completion, students should be able to perform maintenance and light repair of transportation engines, automatic and manual transmission/transaxles, engine performance systems, and HVAC systems.

TRN 120 - Basic Transportation Electricity

Credits: 5

Class: 4 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

TRN 120A - Basic Transportation Electrical Lab

Credits: 1

Lab: 3

Prerequisite(s): *None*

Corequisite(s): *State – TRN 120*

This course provides a lab that allows students to enhance their understanding of electrical components and circuits used in the transportation industry. Topics include inspection, diagnosis, and repair of electrical components and circuits using appropriate service information for specific transportation systems. Upon completion, students should be able to diagnose and service electrical components and circuits used in transportation systems.

TRN 140 - Transportation Climate Control

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

TRN 140A - Transportation Climate Control Lab

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *State – TRN 140*

This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety.

Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

TRN 145 - Advanced Transportation Electronics

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *State – TRN 120*

Corequisite(s): *None*

This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC's, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC's, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

TRN 170 - PC Skills for Transportation

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing.

Unmanned Aircraft Systems

UAS 110 - Introduction to UAS Operations

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides an introduction to the history, various technologies, and capabilities of unmanned aircraft systems (UAS). Topics include UAS history, operational design and capabilities, popular applications, and the science of flight. Upon completion, students should be able to identify and explain common aspects of unmanned aircraft systems including their historical development, commonly utilized technologies, applications, and unit flight capabilities.

UAS 111 - Unmanned Aircraft Systems

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides students with the various products and technologies commonly associated with unmanned aircraft systems utilized by hobbyists, government, industry, and the military. Topics include data acquisition, operations and the various technologies associated with unmanned flight. Upon completion, students should be able to demonstrate an understanding of flight control operations including programming telemetry and data acquisition.

UAS 112 - UAS

Communications/Telemetry

Credits: 3

Class: 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides students with basic operational knowledge of unmanned aircraft flight communication and telemetry. Emphasis is placed on programming of specific operational cross-country flight data to include point-to-point navigation, site drop communications, and placement. Upon completion, students should be able to plan, implement and complete an aerial flight operational drop.

UAS 150 - UAS Flight Simulation

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces learners to a flight simulator to help them build and develop knowledge in flight dynamics, the proper manipulation of aircraft controls, and the ability to accurately monitor sensor functions. Emphasis is placed on developing the learner's flight and control skills that will be utilized to operate an unmanned ground control station which is dependent upon piloting and control skills. Upon completion, students should be able to demonstrate the proper use of flight controls required to maintain a non-eventful simulated or actual UAS flight as well as one requiring emergency corrections.

UAS 152 - Remote UAS Sensing & Control

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides the student with the necessary skills training required to maintain a controlled unmanned aircraft systems (UAS) flight utilizing appropriate remote sensing devices and vehicle controls. Topics include planning and conducting a series of UAS flying missions, including determining alternate courses of action where required, through guided discussion while utilizing a team approach. Upon completion, students should be able to work in teams to successfully manipulate and control a UAS flight.

UAS 230 - UAS Aerial Photo Surveys

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces students to some of the popular unmanned aerial photographic applications commonly utilized in

commercial unmanned aircraft systems (UAS) operations involving aerial surveys and photography. Topics include aerial photography and equipment, aerial vehicles, examples of successful UAS survey and photographic business models, and Federal Aviation Regulations governing airspace applications. Upon completion, students should be able to plan, implement and conduct a successful photo aerial survey mission.

Web Technologies

WEB 151 - Mobile Application Development I

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *None*

This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, compliance with industry standards, and programming for mobile applications. Upon completion, students should be able to develop basic applications for mobile devices.

Welding

WLD 110 - Cutting Processes

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *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.

WLD 112 - Basic Welding Processes

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): *None*

Corequisite(s): *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.

WLD 115 - SMAW (Stick) Plate

Credits: 5

Class: 2 **Lab:** 9

Prerequisite(s): *None*

Corequisite(s): *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

Credits: 4

Class: 1 **Lab:** 9

Prerequisite(s): *State – WLD 115*

Corequisite(s): *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

Credits: 4

Class: 2 **Lab:** 6

Prerequisite(s): *None*

Corequisite(s): *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.

WLD 122 - GMAW (MIG) Plate/Pipe

Credits: 3

Class: 1 **Lab:** 6

Prerequisite(s): *State – WLD 121*

Corequisite(s): *None*

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD 131 - GTAW (TIG) Plate

Credits: 4

Class: 2 **Lab:** 6

Prerequisite(s): *None*

Corequisite(s): *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 132 - GTAW (TIG) Plate/Pipe

Credits: 3

Class: 1 **Lab:** 6

Prerequisite(s): *State – WLD 131*

Corequisite(s): *None*

This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 141 - Symbols & Specifications**Credits:** 3**Class:** 2 **Lab:** 2Prerequisite(s): *None*Corequisite(s): *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.

WLD 143 - Welding Metallurgy**Credits:** 2**Class:** 1 **Lab:** 2Prerequisite(s): *None*Corequisite(s): *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.

WLD 151 - Fabrication I**Credits:** 4**Class:** 2 **Lab:** 6Prerequisite(s): *None*Corequisite(s): *None*

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

WLD 215 - SMAW (Stick) Pipe**Credits:** 4**Class:** 1 **Lab:** 9Prerequisite(s): *State – WLD 115, or WLD 116*Corequisite(s): *None*

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and

preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

WLD 231 - GTAW (TIG) Pipe**Credits:** 3**Class:** 1 **Lab:** 6Prerequisite(s): *State – WLD 132*Corequisite(s): *None*

This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.

WLD 251 - Fabrication II**Credits:** 3**Class:** 1 **Lab:** 6Prerequisite(s): *State – WLD 151*Corequisite(s): *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.

WLD 262 - Inspection & Testing**Credits:** 3**Class:** 2 **Lab:** 2Prerequisite(s): *None*Corequisite(s): *None*

This course introduces destructive and non-destructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and non-destructive testing processes.

Work-Based Learning

WBL 110 - World of Work

Credits: 1

Class: 1

Prerequisite(s): *None*

Corequisite(s): *None*

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.

WBL 111 - Work-Based Learning I

Credits: 1

Work Experience: 10

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 112 - Work-Based Learning I

Credits: 2

Work Experience: 20

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 115 - Work-Based Learning Seminar I

Credits: 1

Class: 1

Prerequisite(s): *None*

Corequisite(s): *State – WBL 111, or WBL 112, or WBL 113, or WBL 114*

Colleges may add a local suffix to the course number, if needed, to indicate sections if several programs include the same WBL course number. Colleges may also add a program descriptor to the title, such as "Work-Based Learning I-Welding."

WBL 121 - Work-Based Learning II

Credits: 1

Work Experience: 10

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 122 - Work-Based Learning II

Credits: 2

Work Experience: 20

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 125 - Work-Based Learning Seminar II

Credits: 1

Class: 1

Prerequisite(s): *None*

Corequisite(s): *State – WBL 121, or WBL 122*

This course provides an opportunity to apply work-based learning competencies related to the student's program of study. Emphasis is placed on discussion of and the application of work-based competencies within the curriculum components. Upon completion, students should be able to clearly relate their work-based learning experiences to the established program student learning outcomes.

WBL 131 - Work-Based Learning III

Credits: 1

Work Experience: 10

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating

classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

WBL 132 - Work-Based Learning III

Credits: 2

Work Experience: 20

Prerequisite(s): *None*

Corequisite(s): *None*

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

Board of Trustees

Mr. Randy Smith, Chairman

Mr. Roger D. "Rod" Evans, Jr. Vice-Chairman

Expiration of Term

Appointed by the General Assembly

Mr. Roger D. "Rod" Evans, Jr. (House)	June 30, 2028
Dr. Paul Sugg (Senate)	June 30, 2028
Mr. Randy Smith (House)	June 30, 2029
Mrs. Robin Roberson (Senate)	June 30, 2029

Appointed by the Governor

Ms. June Cummings	June 30, 2026
Mr. W. Hardy Creech, II	June 30, 2027

Appointed by the Lenoir County Board of Education

Ms. Maxine Cooper	June 30, 2026
Ms. Barbara Seaforth	June 30, 2027

Appointed by the Lenoir County Board of Commissioners

Mrs. Connie Huffman	June 30, 2028
Mr. Curtis Smith	June 30, 2029
Mr. Gregory Everette Floyd	June 30, 2026
Mr. Preston Sutton	June 30, 2027

Appointed by the Greene County Board of Commissioners

Mr. Jerry R. Jones	June 30, 2028
Mr. Brandon Johnson	June 30, 2026

Appointed by the Jones County Board of Commissioners

Mr. Charley Jones	June 30, 2029
Mr. Kyle Koonce	June 30, 2027

President, Student Government Association

Ex Officio

Board Meetings

Board meetings are held the fourth Monday of January, March, May, July, September, and November at 7:00 p.m. in the Robert "Bobby" F. and Marie Waller Board Room of the Administration Building unless the fourth Monday falls on a holiday (Example: Memorial Day).

If the fourth Monday falls on a holiday, the board meeting will be held on the third Monday of that month.

College Personnel 2024-2025

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C.P.A.—NC State Board of C.P.A.'s
M.B.A.—Liberty University
Ed.D.—Wingate University

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Senior Vice President of Student Services and Workforce Development

B.A.—Elon University
M.A.Ed., Ed.D.—East Carolina University

Tasha Johnson

Director of Human Resources/Deputy Title IX Coordinator

B.S.—University of Mount Olive
M.S.—Western Carolina University

Jeanne Kennedy

Director of Institutional Advancement

A.A.—Lenoir Community College
B.S.—North Carolina Wesleyan College
Certificate in Nonprofit Management—Duke University
M.A.—Liberty University

Dr. Timothy Maddox-Fisher

Vice President of Instruction and Institutional Effectiveness

B.A.—Southeastern Free Will Baptist College
M.M.—Bob Jones University
Ed.D.—Northcentral University

Deborah Sutton

Senior Vice President of Administrative Services/Chief Operating Officer

A.A.—Lenoir Community College
B.S.—East Carolina University
C.P.A.—NC State Board of C.P.A.'s

Megan Wade

Director of Marketing and Communications

B.A.—University of North Carolina at Chapel Hill
M.A.—East Carolina University

Deans of Instructional Programs & Student Services

Dr. Kim Hill

**Dean of Student Services/Title IX
Coordinator**

B.A.—University of North Carolina at Chapel Hill
M.A.—Liberty University
Ed.D.—East Carolina University

Dawn Kantz

Dean of Workforce Development

B.S.B.A.—Youngstown State University
M.A.Ed.—East Carolina University

Dr. Nikki Proctor

**Dean of Institutional Effectiveness and
Online College**

B.A.—North Carolina State University
M.S.—East Carolina University
Ed.D.—Appalachian State University

Dr. Dusk Stroud

Dean of Business and Industry

A.A.—Lenoir Community College
B.S.B.A.—East Carolina University
M.B.A.—University of Mount Olive
Ed.D.—East Carolina University

Dr. Alexis Welch

Dean of Health Sciences and Nursing

B.S.N.—Atlantic Christian College
M.A.E.—East Carolina University
Ed.D.—North Carolina State University

Dr. Jarrett Whelan

Dean of Arts and Sciences

B.S.—Coastal Carolina University
Ph.D.—East Carolina University

Administrative and Professional Support

Lucia Acevedo Rodriguez
Cosmetology Coordinator—Continuing Education
B.S.B.A.—Instituto Tecnológico de Celaya

Audra Albert
Public Safety Specialist
B.A.—Temple University

Lee Albritton
Director of Small Business Center
B.A.—University of North Carolina at Chapel Hill

Carl Banks
Chief High School Equivalency Examiner
A.A.S.—Lenoir Community College
B.S.—University of Mount Olive

LaSheika Becton
Academic Records Specialist
A.A.S.—Lenoir Community College
B.B.A.—University of Mount Olive

Judith Blackwell
Switchboard Operator/Receptionist
A.A.S.—Lenoir Community College
B.S.—East Carolina University

Debra Blondin
Workforce Innovation and Opportunity Act Career Advisor
B.S.—The University of Vermont and State Agricultural College

Nohemi Bravo
Latino Programs Coordinator

Crystal Brown
Admissions Specialist
A.A.S.—Pitt Community College

Christa Bryant
Student Accounts Coordinator
A.A.—Craven Community College
B.B.A.—North Carolina Central University
M.S.—North Carolina A & T University

Dr. Faith Bynum
Director of Health-Related Programs—Continuing Education
A.A.S.—Lenoir Community College
B.S.—North Carolina A & T State University
M.A.Ed.—East Carolina University
Ed.D.—Nova Southeastern University

Elaine Carmon
Human Resources Coordinator
B.B.A.—North Carolina Central University

Crystal Carter
Instructional Technology Specialist
A.A.S.—Lenoir Community College
A.A.S.—College of the Albemarle
B.S.I.T.M.—Trident University International

Kristen Clayton
Occupational Extension Coordinator
A.A.—Lenoir Community College
B.B.A.—University of Mount Olive

Hannah Critcher
Literacy Education Information System Data Specialist
A.A., A.A.S.—Lenoir Community College
B.S.—Fayetteville State University

Jessica Cruz
Director of Performing Arts/Fine Arts Program Chair
B.S.—University of Mount Olive
M. Div.—Campbell University

Cheryl Darden
Assistant Registrar - Continuing Education
B.S.—North Carolina State University
M.B.A.—Winston Salem State University

Emily Davis
Academic Support & Developmental Education Transition Coordinator
B.A.—Meredith College

Sherine Davis
**Staff Assistant – Admissions/Career and
College Promise**
B.S.—Winston Salem State University

Larisa Deaver
Web and Form Developer
A.A.S.—Lenoir Community College
Miriam Del Toro-Gutierrez
Director of Cosmetology Programs

Timothy Dilday
**Director of Basic Law Enforcement
Training/Instructor**
B.S.—East Carolina University

Chanelle Flowers
Workforce Development Coordinator
B.A.—East Carolina University

Sean Galarneau
**Accounting Assistant/Assistant Equipment
Coordinator**
B.A.—American Public University System

Maria Garcia Garcia
Cosmetology Support Specialist

Blanca Edith Garrido
Cosmetology Programs Coordinator
B.S.—Universidad Autonoma de Ciudad
Juarez

Jeffrey Gibbs
Dean of Financial Services
B.S.—North Carolina Wesleyan
M.B.A.—University of Mount Olive

Jennifer Goodwin
**Clinical Specialist – Emergency Medical
Science**
B.A.—Whitworth University

Pamela Gonzalez
**College Liaison – Greene Early College
High School**
B.S.W.—East Carolina University

Janeice Goude
**Capital Campaign and Scholarship
Coordinator**
B.A.—Morehead State University

Denise Grady
Registrar—Continuing Education
A.A.S.—Lenoir Community College

Shelia Graham
Online Learning Coordinator
A.S.—Lenoir Community College
B.S.B.E.—East Carolina University

Ika Grant
**Workforce Innovation and Opportunity
Act Career Advisor**
B.A.—North Carolina Central University
M.S.—Central Michigan University

John Green
Chief Information Officer
A.A.S., A.A.—Carteret Community College

Kelvin Greene
**College Liaison-Lenoir County Early
College High School**
A.A.—Pitt Community College

Oscar Gutierrez
Cloud Analyst
B.S.—East Carolina University

Jeffrey Head
**Workforce Innovation and Opportunity
Career Advisor**

Skilar Heath
Health Sciences Admissions Specialist
A.A.—Lenoir Community College
B.S.—University of Mount Olive

Thuy Heldreth
**Transitional and Career Studies
Coordinator**
B.S.—Western Carolina University

Lizbeth Hernandez
Communications Resource Specialist
A.F.A.—Lenoir Community College

Karen Hill
Director of Transitional and Career Studies
B.S.B.A., M.A.Ed.—East Carolina University
Ed.S.—Walden University

Eric Hughes
Network Analyst
A.A.S.—Coastal Carolina Community College

April Hutchinson
English as a Second Language Lead Instructor
B.A.—University of North Carolina at Chapel Hill
M.Ed.—University of North Carolina at Greensboro

Sherry Irsik
Student Onboarding Counselor/Career Connections Coordinator
B.S., M.S.—Kansas State University

Cindy Jones
Purchasing Agent
A.A.S.—Lenoir Community College

John Kennamer
Career and College Promise Advisor
B.S., M.S.—East Carolina University

Cailyn Kennedy
Social Media Coordinator
B.A.—North Carolina State University

Leslie King
Occupational Extension Specialist - LaGrange Center
A.A.—Pitt Community College

B.J. Koonce
Director of Facility Operations
A.A.—Lenoir Community College

Lilly Lapas
Shipping and Receiving Clerk
A.A.S.—Lenoir Community College

Randy Lassiter
Emergency Medical Sciences Skills Instructor

Monica Lawson
Financial Aid Advisor
A.G.E.—Pitt Community College
B.S.—East Carolina University

Gloria Leak
Student Support and Disability Services Coordinator
B.A., M.S.—East Carolina University

Caitlin Ledford
Accounting Technician—Cashier

Kecia Lenzy
Cosmetology Instructor—Continuing Education

Janice Leonard
Transitional and Career Studies Coordinator
A.S.—University of Mount Olive
B.A.—North Carolina Wesleyan College

Matthew Loftin
PC Technician
A.A.S.—Lenoir Community College

Karen Lombardi
Truck Driving Instructor

Andrew Luppino
Director of Advanced Manufacturing and Industrial Systems Technology Program Chair
A.A.S.—Lenoir Community College
B.S.—East Carolina University

Prudencio Martinez Mengel
Director of CE Multilingual Programs and Community Outreach
B.S.—University of Puerto Rico
M.A.—East Carolina University

Christy McClure
Accounting Assistant II.—
Foundation/Special Funds
B.S.—Pfeiffer University

Ryan Meadows
Director of Athletics | Health and Physical
Education Program Chair/Instructor
B.S., M.A.—East Carolina University

Bonita Meeks
Accounting Technician—Accounts Payable

Aridna Miramontes
Library Services Coordinator
A.F.A.—Lenoir Community College
B.F.A.—East Carolina University

Kimberly Mitchell
Cosmetology Instructor
A.A.S.—Lenoir Community College
Licensed Instructor, North Carolina State
Board of Cosmetic Arts

Elizabeth Moody
Student Accounts Specialist
A.S.—Lenoir Community College
B.S.—North Carolina State University
M.B.A.—East Carolina University

Misty Moye
NC Works Career Coach—Lenoir County
B.S.—University of Mount Olive
M.S.—University of Phoenix

Caroline Murphrey
Director of Online Learning and Faculty
Development
B.S.—East Carolina University
M.A.Ed.—University of North Carolina at
Wilmington

Bennie Newton, Jr.
Occupational Extension/Correctional
Programs Coordinator
B.S.B.A.—East Carolina University
M.S.—Walden University

Robert Nobles
Systems Analyst
A.A., A.S.—Lenoir Community College
B.S.—East Carolina University

Susan Nobles
Research Coordinator
Certificate, Diploma, A.A.S.—Lenoir
Community College

Abisai Ortiz-Hernandez
Graphics Production Specialist
A.A.S.—Lenoir Community College

Tad Parson
Lancer Academy Coordinator
B.S.B.E.—East Carolina University
M.S.—Nova Southeastern University

Katherine Pearson
Development Coordinator
B.S.—University of Mount Olive
M.E.—Western Carolina University

Erik Perez
Financial Aid Advisor
A.A.—Lenoir Community College

Matthew Powers
NC Motorcycle Safety Education Program
Range and Equipment Manager
A.A.S.—Lenoir Community College

Tracey Price
Reentry Coordinator - Lenoir, Greene, &
Jones Counties
A.A.S.—Lenoir Community College

Alexandra Ranieri
Director of Advising and Academic Success
B.S., M.A. Ed., M.S.—East Carolina University

Kenneth Rhodes
Safety Officer
A.A.S.—Coastal Carolina Community College

Christy Riley
Cosmetology Program Chair/Instructor
A.A.S.—Lenoir Community College
Licensed Instructor, North Carolina State
Board of Cosmetic Arts

Maria Robles
Associate Dean-Jones County Center
B.S., M.S.—Columbia Southern University

Nadia Rodriguez Ramirez
**Cosmetology Instructor - Continuing
Education**

Joseph Searles, III
System Administrator
A.A.S.—Pitt Community College

Sherwood Shivar
Emergency Medical Sciences Instructor
A.A.S.—Lenoir Community College

Judith Strickland
Human Resources Specialist
A.A.S.—Lenoir Community College

Nicole Stith
Director of Library Services
B.A.— The University of North Carolina at
Chapel Hill
M.L.S.—East Carolina University

Calvin Sutton
Director of Admissions and Recruiting
B.S.—Elon College

Annette LeChea Swinson
Director of Emergency Medical Sciences
A.A.S.—Lenoir Community College
B.A.—The University of Arizona Global
Campus

Jade Taylor
Accounting Assistant II—Payroll
A.A.S.—Lenoir Community College

Jimmy Taylor
Digital Marketing Coordinator
B.S.—University of Mount Olive

Reid Taylor
**Director of Continuing Education Special
Programs**
A.A.S.—Lenoir Community College
B.S.—University of Mount Olive
M.A.—Central Michigan University

Kimberly Terry
Clinical Specialist
B.A.—North Carolina State University
M.Ed—Strayer University

Gary Tilghman
**Interim Associate Dean-Greene County
Centers**
B.S.—East Carolina University
M.T.S.—Southern Baptist Theological
Seminary

Sikitheia Tindley
Financial Aid Advisor
A.S.—Full Sail University
B.A.—The University of Arizona Global
Campus

Jennie Tolar
End User Support Manager
A.A.S.—Lenoir Community College

Veronica Vargas Llamas
Cosmetology Support Specialist
B.S.—University of Guadalajara

Janos Virag
Aerospace Manufacturing Instructor
A.A.S.—Lenoir Community College
B.A.—St. Lawrence College

Bob Wagner
**Director of NC Motorcycle Safety
Education Program**
A.A.—Hutchinson Community College
B.F.A., B.S.—Emporia State University
M.F.A.—University of Minnesota

Josephine Wallace-Koonce
Director of WIOA Title I Programs/NC
Works Career Center Manager
A.A.S.—Lenoir Community College
B.S.—North Carolina Wesleyan
M.A.—Central Michigan University

Taylor Walters
Assistant Registrar
A.A.—Lenoir Community College
B.B.A.—University of Mount Olive

Brandon Waters
NC Works Career Coach - Greene County
B.S.—East Carolina University

Debbie White
Controller
A.A.S.—Lenoir Community College
B.S.B.A.—East Carolina University

Kaila White
Cosmetology Instructor - Continuing
Education

Shelia Wiggins
Director of Financial Aid
A.A.S.—Lenoir Community College
B.S., M.B.S.—University of Mount Olive

Ashley Wilson
PC Technician
A.S., B.S.—University of Mount Olive

Athena Wilson
Director of High School Programs and
College Access
B.S., M.S.—North Carolina A&T State
University

Kamesha Wilson
Registrar
A.A.S.—Lenoir Community College

Anne Wood
Strategic Initiatives Coordinator
B.S., M.L.S.—East Carolina University
M.A.—Queens University Charlotte

Lisa Wooten-Hightower
Workforce Innovation and Opportunity
Act Career Advisor
B.A., M.A.—Ashford University

Faculty

Rieneke Ausherman**English/Humanities Instructor**

B.A., M.A.—East Carolina University

Vicki Barker**Associate Degree Nursing Program****Chair/Instructor**

R.N., B.S.N.—University of Tennessee

M.S.N.—East Carolina University

Courtney Barnett**Associate Degree Nursing Instructor**

A.A.S.—Lenoir Community College

B.S.N.—East Carolina University

M.S.N.—University of North Carolina at
Wilmington

April Best**Computer Information Technology****Program Chair/Instructor**

B.S.—East Carolina University

M.B.A.—Strayer University

Kayla Bodzinski**Associate Degree Nursing Instructor**

A.D.N.—James Sprunt Community College

B.S.N., M.S.N.—University of North Carolina at

Wilmington

Alicia Brown**Nursing Instructor**

A.D.N.—James Sprunt Community College

B.S.N., M.S.N.—East Carolina University

Stephanie Brown**Nursing Instructor**

A.D.N.—James Sprunt Community College

B.S.N., M.S.N.—East Carolina University

Christina Burchette**Natural/Physical Sciences Program****Chair/Instructor**

B.S.—Emmanuel College

M.A.—East Carolina University

Valerie Cavenaugh**Spanish, Religion, and Philosophy****Chair/Instructor**

B.S.—Southern Illinois University, Carbondale

M.S.—University of Tennessee

Michael Copley**Gunsmithing Program Chair/Instructor**

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Jameson Creech**Developmental/Curriculum English and****Humanities Instructor**

B.S., M.A.—East Carolina University

Christine Culbreth**Office Management/Medical Office****Administration Instructor**

A.A.S.—Wayne Community College

B.S.—University of Mount Olive

M.B.A.—Liberty University

Rebecca Dail**Medical Assisting Program Chair/Clinical****Coordinator/Instructor**

A.A.S.—Lenoir Community College

Adam Dillahay**Radiography Program Chair/Instructor**

B.S., M.M.—University of Phoenix

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A.A.—Chowan College

B.S.—Appalachian State University

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M.A.—Wake Forest University

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B.A.—University of North Carolina at
Wilmington
M.A.—East Carolina University

Kristy Grady
**Business Administration Program
Chair/Instructor**
A.A.—Lenoir Community College
B.S.B.A., M.S.A.—East Carolina University
C.P.A.—NC State Board

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History Instructor
B.S., M.A.—Liberty University

Justin Harvell
Welding Technology Instructor
A.A.S.—Sampson Community College

Katelyn Herring
Associate Degree Nursing Instructor
A.D.N.—James Sprunt Community College
M.S.N., B.S.N.—Appalachian State University

Dr. Terry Humphrey
**Criminal Justice and Social/Behavioral
Sciences Chair**
B.S.—East Carolina University
J.D.—Campbell University School of Law

Tony Jackson
Art Instructor
B.F.A.—Arizona State University
M.F.A.—Academy of Art University
Ed.S — Liberty University

Carla Jones
**Office Management/Medical Office
Administration Program Chair/Instructor**
A.A.S.—Wayne Community College
B.S.—University of Mount Olive
M.B.A.—Western Governors University North
Carolina

Tyrone Jones
Medical Assisting Instructor
A.A.S.—Lenoir Community College
B.S.—Miller-Motte College

Ashley Keffer
**English/Humanities/Communications
Chair/Instructor**
B.A., M.A.—East Carolina University

Cassidy Kennedy
English/Humanities Instructor
B.A., M.A.—East Carolina University

Nikki Kennedy
**Practical Nursing Program
Chair/Instructor**
A.A.S.—Wayne Community College
B.S.N.—Fayetteville State University
M.S.N.—University of North Carolina at
Wilmington

Tiffany Kennedy
**Sustainable Agriculture Program
Chair/Instructor**
A.A.S.—Lenoir Community College
B.S.—North Carolina A & T State University
M.S.—Columbia Southern University

Cameron Kolb
**Welding Technology Program
Chair/Instructor**
A.A.S.—Craven Community College

Christopher Krieger
Industrial Systems Technology Instructor
A.A.S.—Community College of the Air Force

Ashley Lowe
Clinical Coordinator/Radiography
Instructor

A.A.S.—Lenoir Community College
B.S.—Saint Joseph's College

Mary Elizabeth Maples
Associate Degree Nursing Instructor
B.S.N.—East Carolina University

Dr. Brian McBride
Music Instructor
B.M.—East Carolina University
M.M.U.—Carnegie Mellon University
D. M. A.—Rutgers, The State University of
New Jersey

Alton Meadows
Automotive Systems Technology Program
Chair
A.A.S.—Lenoir Community College

Sarah Beth Moore
Teacher Preparation/Occupational
Education Program Chair/Instructor
B.S., M.A.—East Carolina University

Beth Payne
Polysomnography &
Electroneurodiagnostic Program
Chair/Instructor
A.A.S.—James A. Rhodes State College
B.S.—University of North Carolina at
Charlotte
Registered Polysomnographic Technologist
Registered Respiratory Therapist

Jason Perry
Physics/Astronomy Instructor
B.S.—North Carolina A & T State University
M.S.—University of Georgia

Penn Perry
English/Humanities Instructor
B.A.—Wake Forest University
Th.M.—Duke University

Lindsay Pollard
Graphics Instructor
A.A.S.—Lenoir Community College

Dustin Pollock
Aviation Systems Technology/Airframe &
Powerplant Program Chair
A.A.S.—Pitt Community College

Dr. Amy Potter
Biology Instructor
B.S., Ph.D.—East Carolina University

Gabe Rawlinson
Information Technology Instructor
A.A.S.—Lenoir Community College
B.S.—North Carolina Wesleyan University
M.I.S.—North Carolina Central University

Alison Rose
Practical Nursing Instructor
A.A.S.—Wayne Community College
B.S.N., M.S.N.—East Carolina University

Jerrod Shipman
Biology Instructor
B.S.—Bowling Green State University
M.S.—Middle Tennessee State University

Gloria Siler
Mathematics Instructor
B.S.—Fayetteville State University
M.Ed.—East Carolina University

Matthew Smith
Automotive Systems Technology
Instructor
A.A.S.—Lenoir Community College
B.S.—United States Air Force Academy
M.A.—University of North Carolina at
Pembroke

Megan Sumner
Surgical Technology Clinical Instructor
A.A.S.—Madisonville Community College
B.S.—Cabarrus College of Health Sciences

Ashley Sutton
Surgical Technology Program
Chair/Instructor
A.A.S.—Madisonville Community College
B.S.—Northern Arizona University

Walker Sutton
Welding Technology Instructor
A.A.S.—Lenoir Community College

Whitney Tarver
**Social and Human Services Program
Chair/Instructor**
B.A.—Bowling Green State University
M.S.—East Carolina University

Wendy Taylor-Philyaw
**Developmental Mathematics
Chair/Instructor**
B.S.—East Carolina University

C.C. Tilghman
**Health and Physical Education
Instructor/Baseball Operations**
A.A.—Lenoir Community College
B.S.—East Carolina University
M.A.Ed.—University of Phoenix

Sarah Wallace
Sociology Instructor
B.A.—North Carolina Wesleyan University
M.A.—Texas Woman's University

Jocelyn Walsh
Chemistry Instructor
A.S.—Coastal Carolina Community College
B.S., M.S.—East Carolina University

Dr. Kristi Wiley
**Communications and English
Instructor/ACA Chair**
B.A., M.A.—East Carolina University
Ed.D.—The University of North Carolina at
Wilmington

Julie Williams
Associate Degree Nursing Instructor
A.A.S.—Lenoir Community College
B.S.N.—East Carolina University
M.S.N.—The University of North Carolina at
Wilmington

Bryan Williamson
Spanish Instructor
B.A.—University of Mount Olive
M.A.—University of North Carolina –
Greensboro

Metisia Wooten
Culinary Arts Instructor
A.A.S.—Lenoir Community College

Darlene Worthington
Mathematics Instructor
B.A., M.A.—East Carolina University

Jeff Yourdon
Culinary Arts Program Chair/Instructor
A.O.S.—Culinary Institute of America
Certified Executive Chef

Instructional Assistants

Alexis Blizzard
Instructional Assistant—Greene County Center
A.A.S.—Pitt Community College

Ernestine Grant
Instructional Assistant—Public Safety Clinicals
B.A.—Trinity College
M.P.A.—California State University

Maria Green
Instructional Assistant—Business and Industry
A.A.—Lenoir Community College

Regina Greene
Instructional Assistant - Continuing Education
B.S.—North Carolina Wesleyan College

Irais Juarez Diaz
Instructional Assistant—Continuing Education
A.A.S.—Lenoir Community College

Sarah Lane
Instructional Assistant—Transitional and Career Studies
A.A.S.—Lenoir Community College
B.S.—North Carolina Wesleyan College

Heather Philyaw
Instructional Assistant - Health Sciences
A.A.—Lenoir Community College

Sandra Smith
Instructional Assistant—Jones County Center
A.A.S.—Lenoir Community College

Deborah Wise
Instructional Assistant—AAMC and Small Business Center
A.A.S.—Lenoir Community College
B.S.—University of Phoenix

Kori Yelverton
Instructional Assistant—Arts and Sciences
B.A.—University North Carolina at Chapel Hill

Staff Assistants

Donna Phillips Losew
Staff Assistant—NC Motorcycle Safety
Education Program

A.A.—Lenoir Community College
B.S.—University of Mount Olive
M.B.A.—Liberty University

Michael Manning
Staff Assistant - Dean of Student Services
B.S.M.—Southern Free Will Baptist College

Melissa Neathery
Executive Assistant to the President and
Vice President
B.A.—University of Mount Olive

Beverly Rogers
Staff Assistant - Workforce Development
and Public Safety

A.A.S.—Lenoir Community College

Kathryn Waits
Staff Assistant—Registrar
A.A.S.—Lenoir Community College

Custodians and Maintenance

Marco Arroyo

Environmental Services Technician

Richard Davis

Maintenance Technician

Anthony Dixon

Environmental Services Technician—AAMC

Ann Frederick

Environmental Services Coordinator

James Harrington

Environmental Services Technician

Bradley Lane

Skilled Maintenance Technician—HVAC

Oswald “Buddy” Lewis

Maintenance Supervisor

Douglas Morrison

Environmental Services Technician

Alan Peaden

Special Projects Manager

Paula Rivera

Environmental Services Technician

Rasheed Scott

Environmental Services Technician

Emma Smith

Grounds Technician

Jesse Smith

Maintenance Technician

David Warren

Environmental Services Technician

Mickey Wetherington

Grounds Coordinator

Elvis Whitfield

Environmental Services Technician

Darryl Wise

Environmental Services Technician