



LENOIR

COMMUNITY COLLEGE

**High School Catalog
Handbook 2021-2022**

Lenoir Community College Catalog

2021-2022

Volume 52

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 to award associate degrees, diplomas, and certificates. Questions about the accreditation of Lenoir Community College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 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 20 N. Wacker Drive, Suite 1575, Chicago, IL 60606; 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://www.caahep.org/About-CAAHEP/Committees-on-Accreditation/Polysomnographic-Technology.aspx>); the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC/STSA, 6 West Dry Creek Circle, Suite 110, Littleton, CO 80120; Telephone Number 303-

694-9262; www.arcstsa.org); and the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP at 8301 Lakeview Parkway, Suite 111-312, Rowlette, TX 75088; Telephone Number 214-703-8445; www.coaemsp.org). 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.

Approval

The following agencies accredit or approve specific programs: the Commission on Accreditation of Allied Health Education Programs (CAAHEP), the North Carolina State Board of Cosmetic Arts, North Carolina Board of Barbering, and the Federal Aviation Administration. 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 Lenoir Community College Associate Degree in Nursing and Practical Nursing Programs holds pre-accreditation status from the National League for Nursing Commission for Nursing Education Accreditation, located at 2600 Virginia Avenue, NW, Washington, DC 20037, 800-669-1656. Holding pre-accreditation status does not guarantee that initial accreditation by NLN CNEA will be received.

Persons with Disabilities

It is Lenoir Community College's intent to make reasonable accommodations for persons with disabilities. If special assistance is needed, please contact the College's ADA (Americans with Disabilities Act) Counselor 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.

President's Message

Dr. Rusty Hunt



Welcome to Lenoir Community College, a comprehensive North Carolina community college that has been providing accessible educational, cultural, and social opportunities since 1958. It is a great time to be part of Lenoir Community College. We offer excellent educational opportunities delivered by a well-qualified, professional faculty using state-of-the-art equipment. Our student-oriented support staff is committed to providing high quality support services to assist you in achieving your educational goals. Lenoir Community College is truly committed to providing you with a quality education at a very reasonable price.

To assist you in meeting your education and career goals, Lenoir Community College offers the following degrees: the Associate in Arts Degree, the Associate in Science Degree, the Associate in Fine Arts Degree, the Associate in General Education Degree, and the Associate in Applied Science Degree with more than 40 programs. In addition, the College offers many certificate and diploma options requiring less than two years for completion. The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges.

If your goal is to earn a four-year degree, our strong articulation agreement with the University of North Carolina System allows a seamless transition into all of the 17 universities in the system. Our college transfer graduates also experience a smooth and successful transition into most private colleges and universities. Upon completion of one of our many two-year programs, our graduates are equally as successful when moving directly into the workforce. Our degree, diploma, and certificate programs offer a variety of classes at different times and in distance modes; we offer traditional day, evening, and weekend classes, as well as hybrid, Internet and Synchronous courses, where you can access your class live from anywhere. This variety offers a degree of flexibility in establishing your own class schedules by selecting those classes that best suit your needs and learning style. Currently, we offer more than 40 online programs, four of which are our Career and College Promise Pathways (CCP). Classes for high school students through CCP help teens enhance their study habits and critical thinking skills needed to succeed in college. Tuition is free. Eligible high school students may enroll in college level academic, career and technical education courses not otherwise available to them. These students receive college credit for classes successfully completed. Credits earned become part of their official college transcript.

Lenoir Community College makes significant contributions to economic development efforts in Lenoir, Greene, and Jones Counties. We are a leader for economic development in the area providing an educated workforce needed to attract and retain employers in our region. As a partner in the recruitment of business and industry, we train and retrain employees for the job market not only for today, but for the future. LCC is involved in many other community economic and workforce development activities. Our Workforce Development and Continuing Education Division offers short-term training opportunities that lead to third-party credentials, and serve as a bridge for those who wish to continue their education working towards a diploma or degree.

There has never been a better time to enroll at Lenoir Community College as we have something for everyone. We are here to help you achieve your goals, to live your dreams. I hope that you will choose to enroll in Lenoir Community College. We offer you a world of opportunities and the promise that we will assist you in any way with this important decision. For more information, please contact the Office of Admissions or any member of our faculty and staff.

My door is always open to you.
Rusty Hunt, Ed.D.

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

President

Table of Contents

Academic Calendar	6
Programs of Study	
Associate in Arts	9
Career and College Promise Pathway: P1012C	
Associate in Arts, Teacher Preparation	11
Career and College Promise Pathway: P1012T	
Associate in Engineering	13
Career and College Promise Pathway: P1052C	
Associate in Fine Arts, Music	14
Career and College Promise Pathway: P1072C	
Associate in Fine Arts, Visual Arts	16
Career and College Promise Pathway: P1062C	
Associate in General Education, Nursing	18
Career and College Promise Pathway: P1032C	
Associate in Science	20
Career and College Promise Pathway: P1042C	
Associate in Science, Teacher Preparation	22
Career and College Promise Pathway: P1042T	
Accounting and Finance	24
Accounting Essential Certificate: C25800H2	
Automotive Systems Technology	25
Automotive Skills Certificate: C60160H2	
General Automotive Servicing Certificate: C60160H1	
Aviation Management and Career Pilot Technology	26
Private Pilot Essentials Certificate: C60180H4	
Business Administration	27
Business Administration Essential Certificate: C25120H3	
Marketing Essential Certificate: C25120H6	
Computer Engineering Technology	28
Electronics Certificate: C40160H6	
Computer-Integrated Machining	29
Computer-Integrated Machining Skills Certificate: C50210H5	
Machining Fundamentals Certificate: C50210H6	
Culinary Arts	30
Culinary Arts Essential Skills Certificate: C55150H2	
Early Childhood Education	31
Early Childhood Preschool Certificate: C55860H1	
Emergency Management	32
Emergency Management General Certificate: C55460H2	
Emergency Medical Science	33
Essential Basic Certificate: C45340H	
Graphic Arts & Imaging Technology	34
Digital Photography and Design Certificate: C30180H7	
Gunsmithing	35
Basic Gunsmithing Skills Certificate: C30200H1	

Intermediate Gunsmithing Skills Certificate: C30200H2.....	
Horticulture Technology	36
Greenhouse Management Certificate: C15240H2	
Industrial Systems Technology	37
Industrial Systems Basic Fabrication Certificate: C50240H5	
Industrial Systems Introduction Certificate: C50240H6.....	
Information Technology.....	38
Information Systems Certificate: C25590H1.....	
Software Developer Foundations Certificate: C25590HA	
Hardware/Software Support Certificate: C25590HB	
Mechanical Engineering Technology.....	40
CAD Design Certificate: C40320H1	
Industrial Manufacturing Certificate: C40320H2	
Mechanical Engineering Introductory Certificate: C40320H3	
Medical Assisting.....	42
Skills Certificate: C45400H1.....	
Medical Office Administration,	43
Medical Coding, Billing, & Insurance Certificate: C25310H1.....	
Essential Medical Records Certificate: C25310H4	
Medical Administrative Assistant Certificate: C25310H6	
Patient Services Representative Certificate: C25310H5.....	
Office Administration	46
Office Administration Certificate: C25370H4.....	
Office Management Certificate: C25370H6.....	
Legal Assistant Certificate: C25370H7	
Virtual Office Certificate: C25370H5	
Sustainable Agriculture	48
Basic Sustainable Agriculture Certificate: C15410H1	
Welding Technology	49
Welding Technology Diploma: D50420H.....	
Intermediate Welding Skills Certificate: C50420H4	
Course Numbering and Course Substitutions	51
Course Descriptions.....	52
Arts and Sciences	151
Degree, Diploma, and Certificates Programs	157
About LCC	161
NCCCS Performance Measures	164
Physical Facilities	165
General Information	167
Student Rights, Responsibilities, and Appeals	174
Workforce Development and Continuing Education Division.....	182
Curriculum Program Admissions	187
Schedule of Fees and Charges	194
Student Services	198
Academic Regulations.....	210
Board of Trustees	222
College Personnel.....	223

College Calendar 2021-2022

Fall Semester 2021

August 11	Professional Development Day (No Class Day)
August 12-13	No Class Day
August 12	Registration Day (8:00 a.m. - 6:00 p.m.)
August 13	Registration Day (8:00 a.m. - 1:00 p.m.) Last day to qualify for 100% refund
August 16	Classes begin (75% refund period begins) (8:00 a.m.)
August 18	Add period ends (6:00 p.m.)
August 25	10% Point and Last day to drop without a grade; and Last day to qualify for 75% refund*
September 6	Holiday (College closed)
September 16	Last day to apply for Fall graduation
October 11-12	Semester Break (administration and support staff report)
October 13	Midterm
October 13	1 st 8-week courses end
October 14	2 nd 8-week registration (8:00 a.m. - 5:00 p.m.)
October 14	2 nd 8-week classes begin (8:00 a.m.)
November 1-5	Advising Week
November 8-9	Early Registration for Spring Semester (currently enrolled students only)
November 10-12	Early Registration for Spring Semester (open to all students; ends 1:00 p.m. November 12)
November 22	Last day to process drop forms
November 24	Holiday begins (5:00 p.m.)
November 25-26	Holiday (College closed)
December 10	Last day of classes
December 10	Semester ends (11:00 p.m.)
December 13	No Class Day
December 14-21	Semester break (administration and support staff report)
December 22	Holiday Begins
January 1	Holiday (College closed)
*75% refund is based on the 10% point of the course	

Spring Semester 2022

January 3	No Class Day
January 4	Registration Day (8:00 a.m. - 6:00 p.m.)
	Last day to qualify for 100% refund
January 5	Classes begin (75% refund period begins) (8:00 a.m.)
January 7	Add period ends (1:00 p.m.)
January 14	10% Point and Last day to drop without a grade; and Last day to qualify for 75% refund*
January 17	Holiday (College closed)
February 9	Last day to apply for Spring graduation
March 1	Midterm
March 1	1 st 8-week classes end
March 2	2 nd 8-week registration (8:00 a.m. - 5:00 p.m.)
March 2	2 nd 8-week classes begin (8:00 a.m.)
March 4	Semester Break (administration and support staff report)
April 4-8	Advising Week
April 11	Last day to process drop forms
April 11-12	Early registration for Summer Semester (currently enrolled students only)
April 11-12	Pre-registration for Fall Semester (currently enrolled students only)
April 13-15	Early registration for Summer Semester (open to all students; ends 1:00 p.m. April 15)
April 13-15	Pre-registration for Fall Semester (open to all students; ends 1:00 p.m. April 15)
April 18	Holiday (College closed)
April 19-22	Semester Break
May 3	Last day of classes
May 3	Semester ends (11:00 p.m.)
May 4	No Class Day
May 5	Graduation (7:00 p.m.)
May 6-11	Semester Break (administration and support staff report)

*75% refund is based on the 10% point of the course

Summer Semester 2022

Ten-Week Session May 16–July 26

**Note: Classes are held Monday through Thursday.
The College is closed on Fridays during the summer semester.**

May 12	Last day you may qualify for 100% refund
May 16	Classes begin (8:00 a.m.)
May 16	Add period begins (75% refund period begins) (7:30 a.m.)
May 17	Add period ends (6:00 p.m.)
May 19	10% Point and Last day to drop without a grade; and Last day to qualify for 75% refund*
May 30	Holiday (College closed)
June 6	Last day to apply for Summer graduation
June 20	Midterm
June 20	Last day of 1 st 5-week courses
June 21	2 nd 5-week registration–(ends 6:00 p.m.)
June 21	2 nd 5-week courses begin
July 4	Holiday (College closed)
July 13	Last day to process drop forms
July 14	Experience LCC
July 18-19	Early registration for Fall Semester (currently enrolled students only)
July 20-21	Early registration for Fall Semester (open to all students; ends 6:00 p.m. July 21)
July 26	Exams given last day of courses
July 26	Semester ends (11:00 p.m.)
July 27-August 9	Semester Break (administration and support staff report)

**75% refund is based on the 10% point of the course*

Career and College Promise Pathway

Associate in Arts, CCPP

Program Code: P1012C

(2021*03)

General Education Hours (31-32 SHC)

English Composition (6 SHC)

The following two English composition courses are required

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

Communication and Humanities/Fine Arts (9 SHC)

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

Communication

- 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 the following from at least **two** different disciplines*

- ECO 251 - Prin of Microeconomics **Credits: 3**
- ECO 252 - Prin 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)

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

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

Natural Sciences (4 SHC)

Select 4 SHC from the following courses

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

Other Required Hours (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.

Career and College Promise Pathway

Associate in Arts in Teacher Preparation, CCPP

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)

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 (6 SHC)

*Select **two** courses from **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 (9 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 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)

- ACC 122 - College Transfer Success Credits: 1

Total Associate in Arts in Teacher Preparation, 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 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.

PROGRAM UNDER REVIEW

No students are currently being accepted into this program.

Career and College Promise Pathway

Associate in Engineering, CCPP

Program Code: **P1052C**

*(2021*03)*

General Education Hours (28 SHC)

English Composition (6 SHC)

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

Humanities, Fine Arts, and Communication (3 SHC)

- ENG 241 - British Literature I Credits: 3

Social/Behavioral Sciences (3 SHC)

- ECO 251 - Prin of Microeconomics Credits: 3

Mathematics (8 SHC)**

- MAT 271 - Calculus I Credits: 4
- MAT 272 - Calculus II Credits: 4

Calculus I is the lowest level math course that will be accepted by the engineering programs for transfer as a math credit. Students who are not calculus-ready will need to take additional math courses.

Natural Sciences (8 SHC)

- CHM 151 - General Chemistry I Credits: 4
- PHY 251 - General Physics I Credits: 4

Other Required Hours (6 SHC)

Academic Transition (1 SHC)

- ACA 122 - College Transfer Success Credits: 1

Engineering (5 SHC)

- EGR 150 - Intro to Engineering Credits: 2
- DFT 170 - Engineering Graphics Credits: 3

Total Associate in Engineering, CCPP: 34 Credits

Students who do not place directly into MAT 271 must pass MAT 171 and MAT 172 prior to enrolling in MAT 271 Calculus I. MAT 171 and MAT 172 are classified as prerequisite general education hours in the CCP College Transfer Pathway Leading to the Associate in Engineering

High School Students in the CCP College Transfer Pathway Leading to the Associate in Engineering must complete the entire pathway before taking additional courses in the Associate in Engineering degree with the following exception: Students may take additional math courses beyond MAT 272 that are required for the Associate in Engineering degree.

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**

Communication and Humanities/Fine Arts (6 SHC)

- COM 231 - Public Speaking **Credits: 3**
AND
- MUS 110 - Music Appreciation **Credits: 3**
- or 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 115 - Class Music I **Credits: 1**

Ensemble (2 SHC)

Select one set.

- MUS 131 - Chorus I **Credits: 1**
- and MUS 132 - Chorus II **Credits: 1**
OR
- MUS 134 - Band I **Credits: 1**
- and MUS 135 - 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.

Career and College Promise Pathway

Associate in Fine Arts in Visual Arts, CCPP

Program Code: P1062C

(2019*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

AND

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
- MAT 171 - Precalculus Algebra Credits: 4

Natural Sciences (4 SHC)

- AST 111 - Descriptive Astronomy Credits: 3
- and AST 111A - Descriptive Astronomy Lab Credits: 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

**Required for transfer to certain institutions.

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.

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 Hours

English: 6 Hours

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

Social/Behavioral Sciences: 6 Hours

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

Humanities/Fine Arts: 3 Hours

- 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 Hours

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

Other Related Hours: 1 Hour

- ACA 122 - College Transfer Success Credits: 1

Total Associate Degree Nursing, CCPP: 24 Credits

*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.

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: <http://www.nccommunitycolleges.edu/academic-programs/college-transferarticulation-agreements/uniform-articulation-agreement-rn-bsn>

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).

Career and College Promise Pathway

Associate in Science, CCPP

Program Code: P1042C

(2021*03)

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 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 - Prin of Microeconomics Credits: 3
- ECO 252 - Prin 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 8 SHC from the following courses

- 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
- PHY 251 - General Physics I Credits: 4
- and PHY 252 - General 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.

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 8 SHC from the following course(s):

- 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
Accounting Essential Certificate, CTE
Program Code: **C25800C2** | (CTE) **C25800H2***
*(2018*03)*

General Education Hours: 0 Hours

Major Hours: 14 Hours

Core: 14 Hours

Technical Core: 11 Hours

- ACC 120 - Prin of Financial Accounting Credits: 4
- ACC 121 - Prin of Managerial Accounting Credits: 4
- ECO 252 - Prin of Macroeconomics Credits: 3

Required Subject Areas: 3 Hours

- 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.

Automotive Systems Technology

Automotive Skills Certificate, CTE

Program Code: **C60160K2** | (CTE) **C60160H2***

*(2018*03)*

General Education Hours: 0 Hours

Major Hours: 15 Hours

Core: 11 Hours

Technical Core: 2 Hours

- TRN 140 - Transp Climate Control Credits: 2

Program Major: 9 Hours

- AUT 116 - Engine Repair Credits: 3
- AUT 141 - Suspension & Steering Sys Credits: 3
- AUT 151 - Brake Systems Credits: 3

Other Major Hours: 4 Hours

- AUT 116A - Engine Repair Lab Credits: 1
- AUT 151A - Brakes Systems Lab Credits: 1
- TRN 140A - Transp Climate Cont 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

General Automotive Servicing, CTE

Program Code: **C60160K1** | (CTE) **C60160H1***

*(2018*03)*

General Education Hours: 0 Hours

Major Hours: 12 Hours

Core: 2 Hours

Technical Core: 2 Hours

- TRN 140 - Transp Climate Control Credits: 2

Other Major Hours: 10 Hours

- TRN 111 - Chassis Maint/Light Repair Credits: 4
- TRN 112 - Powertrain Maint/Light Repair Credits: 4
- TRN 140A - Transp Climate Cont 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
Private Pilot Essentials Certificate, CTE
Program Code: **C60180C4** | (CTE) **C60180H4***
(2018*03)

General Education Hours: 0 Hours

Major Hours: 12 Hours

Core: 9 Hours

- AER 110 - Air Navigation Credits: 3
- AER 111 - Aviation Meteorology Credits: 3
- AER 150 - Private Pilot Flt Theory Credits: 3

Other Major Hours: 3 Hours

- AER 114 - Aviation Management Credits: 3

Total Private Pilot Essentials Certificate: 14 Credits

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Business Administration

Business Administration Essential Certificate, CTE

Program Code: **C25120C3** | (CTE) **C25120H3***
(2019*03)

General Education Hours: 0 Hours

Major Hours: 12 Hours

Core: 9 Hours

- 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 Hours

- 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

Marketing Essential Certificate, CTE

Program Code: **C25120C6** | (CTE) **C25120H6***
(2019*03)

General Education Hours: 0 Hours

Major Hours: 12 Hours

Core: 12 Hours

- MKT 120 - Principles of Marketing Credits: 3
- MKT 121 - Retailing Credits: 3
- MKT 123 - Fundamentals of Selling Credits: 3
- MKT 220 - Advertising and Sales Promotio 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.

PROGRAM UNDER REVIEW

No students are currently being accepted into this program.

Computer Engineering Technology

Electronics Certificate, CTE

Program Code: **C40160C6** | (CTE) **C40160H6***
(2021*03)

General Education Hours: 0 Hours

Major Hours: 16 Hours

Technical Core: 12 Hours

- ELC 131 - Circuit Analysis I Credits: 4
- ELN 131 - Analog Electronics I Credits: 4
- ELN 133 - Digital Electronics Credits: 4

Program Major: 4 Hours

- ELN 232 - Intro to Microprocessors Credits: 4

Total Electronics Certificate: 16 Credits

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Computer-Integrated Machining

Computer-Integrated Machining Skills Certificate, CTE

Program Code: **C50210K5** | (CTE) **C50210H5***
(2021*03)

General Education Hours: 0 Hours

Major Hours: 16 Hours

Core: 14 Hours

- BPR 111 - Print Reading Credits: 2
- MAC 111 - Machining Technology I Credits: 6
- MAC 112 - Machining Technology II Credits: 6

Other Major Hours: 2 Hours

- MAC 151 - Machining Calculations Credits: 2

Total Computer-Integrated Machining Skills Certificate: 16 Credits

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Computer-Integrated Machining

Machining Fundamentals Certificate, CTE

Program Code: **C50210K6** | (CTE) **C50210H6***
(2021*03)

General Education Hours: 0 Hours

Major Hours: 13 Hours

Core: 8 Hours

- BPR 111 - Print Reading Credits: 2
- MAC 111 - Machining Technology Credits: 6

Other Major Hours: 5 Hours

- DFT 151 - CAD I Credits: 3
- MAC 151 - Machining Calculations Credits: 2

Total Machining Fundamentals Certificate: 13 Credits

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Culinary Arts

Culinary Arts Essential Skills Certificate, CTE

Program Code: **C55150K2** | (CTE) **C55150H2***

*(2017*03)*

General Education Hours: 0 Hours

Major Hours: 16 Hours

Core: 12 Hours

- CUL 110 - Sanitation & Safety Credits: 2
- CUL 112 - Nutrition for Foodservice Credits: 3
- CUL 120 - Purchasing Credits: 2
- CUL 135 - Food & Beverage Service Credits: 2
- HRM 245 - Human Resource Mgmt-Hosp Credits: 3

Other Major Hours: 4 Hours

- CUL 110A - Sanitation & Safety Lab Credits: 1
- CUL 112A - Nutrition for Fdsv 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.

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.

General Education Hours: 0 Hours

Major Hours: 16 Hours

- EDU 119 - Intro to Early Child Educ **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.

Emergency Management

Emergency Management General Certificate, CTE

Program Code: **C55460C2** | (CTE) **C55460H2***
(2019*03)

General Education Hours: 0 Hours

Major Hours: 12 Hours

Core: 12 Hours

- EPT 124 - EM Services Law & Ethics Credits: 3
- EPT 130 - Mitigation & Preparedness Credits: 3
- EPT 140 - Emergency Management Credits: 3
- EPT 210 - Response & Recovery Credits: 3

Total Emergency Preparedness Certificate: 12 Credits

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Emergency Medical Science

Essential Basic Certificate

Program Code: **C45340C** | (CTE) **C45340H***
(2019*03)

General Education Hours: 0 Hours

Major Hours: 14 Hours

Required Core: 14 Hours

- BIO 163 - Basic Anat & Physiology Credits: 5
- EMS 110 - EMT Credits: 9

Total Essential Basic Certificate: 14 Credits

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Graphic Arts and Imaging Technology

Digital Photography and Design Certificate, CTE

Program Code: **C30180C7** | (CTE) **C30180H7***
(2018*03)

General Education Hours: 0 Hours

Major Hours: 14 Hours

Core: 4 Hours

- GRD 141 - Graphic Design I Credits: 4

Other Major Hours: 10 Hours

- GRD 142 - Graphic Design II Credits: 4
- GRD 167 - Photographic Imaging I Credits: 3
- GRD 168 - Photographic Imaging 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.

Gunsmithing

Basic Gunsmithing Skills Certificate, CTE

Program Code: **C30200K1** | (CTE) **C30200H1***
(2017*03)

General Education Hours: 0 Hours

Major Hours: 15 Hours

Core: 6 Hours

- GSM 111 - Gunsmithing I Credits: 6

Other Major Hours: 9 Hours

- 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

Intermediate Gunsmithing Skills Certificate

Program Code: **C30200C1** | (CTE) **C30200H2***
(2017*03)

General Education Hours: 0 Hours

Major Hours: 15 Hours

Core: 6 Hours

- GSM 120 - Gunsmithing Tools Credits: 6

Other Major Hours: 9 Hours

- GSM 225 - Gunmetal Refinishing Credits: 6
- MEC 112 - Machine Processes II Credits: 3

Total Intermediate 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.

Students must complete the C30200K1 Basic Gunsmithing Skills Certificate, CTE prior to enrollment in the C30200C1 Intermediate Gunsmithing Certificate.

Horticulture Technology

Greenhouse Management Certificate, CTE

Program Code: **C15240C2** | (CTE) **C15240H2***
(2019*03)

General Education Hours: 0 Hours

Major Hours: 12 Hours

Technical Core: 6 Hours

- HOR 164 - Hort Pest Management Credits: 3
- HOR 168 - Plant Propagation Credits: 3

Program Major: 6 Hours

- HOR 134 - Greenhouse Operations Credits: 3
- HOR 162 - Applied Plant Science Credits: 3

Total Greenhouse Management Certificate: 12 Credits

*This certificate has been identified as a pathway for high school students participating in Career and College Promise initiative.

Industrial Systems Technology

Industrial Systems Basic Fabrication Certificate, CTE

Program Code: **C50240C5** | (CTE) **C50240H5***
(2018*03)

General Education Hours: 0 Hours

Major Hours: 16 Hours

Technical Core: 12 Hours

- HYD 110 - Hydraulics/Pneumatics I Credits: 3
- ISC 121 - Envir Health & Safety Credits: 3
- MAC 111 - Machining Technology I Credits: 6

Other Major Hours: 4 Hours

- WLD 121 - GMAW (MIG) FCAW/Plate Credits: 4

Total Industrial Systems Basic Fabrication Certificate: 16 Credits

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Industrial Systems Technology

Industrial Systems Introduction Certificate, CTE

Program Code: **C50240C6** | CTE Code: **C50240H6***
(2019*03)

General Education Hours: 0 Hours

Major Hours: 14 Hours

Technical Core: 14 Hours

- BPR 135 - Schematics & Diagrams Credits: 2
- ELC 111 - Intro to Electricity Credits: 3
- HYD 110 - Hydraulics/Pneumatics I Credits: 3
- MAC 111 - Machining Technology I Credits: 6

Total Industrial Systems Introduction Certificate Credits: 14 Hours

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Information Technology
Information Systems Certificate, CTE
Program Code: **C25590C1** | (CTE) **C25590H1***
*(2020*03)*

General Education Hours: 0 Hours

Major Hours: 15 Hours

Technical Core: 6 Hours

- CIS 110 - Introduction to Computers Credits: 3
- CTI 120 - Network & Sec Foundation Credits: 3

Other Major Hours: 9 Hours

- NET 113 - Home Automation Systems Credits: 3
- NOS 120 - Linux/UNIX Single User Credits: 3
- NOS 130 - Windows Single User Credits: 3

Total Information Systems 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
Software Developer Foundations Certificate, CTE
Program Code: **C25590CA** | (CTE) **C25590HA***
*(2020*03)*

General Education Hours: 0 Hours

Major Hours: 15 Hours

Technical Core: 3 Hours

- CIS 110 - Introduction to Computers Credits: 3

Other Major Hours: 12 Hours

- CSC 121 - Python Programming Credits: 3
- CSC 134 - C++ Programming Credits: 3
- CSC 151 - JAVA Programming Credits: 3
- WEB 151 - Mobile Application Dev 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***
(2020*03)

General Education Hours: 0 Hours

Major Hours: 15 Hours

Core: 12 Hours

Technical Core: 6 Hours

- CIS 110 - Introduction to Computers Credits: 3
- CTI 120 - Network & Sec Foundation Credits: 3

Required Subject Area: 6 Hours

- CTS 120 - Hardware/Software Support Credits: 3
- CTS 220 - Adv Hard/Software Support Credits: 3

Other Major Hours: 3 Hours

- 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

Routing and Switching Certificate, CTE

Program Code: **C25590C8** | (CTE) **C25590H8***
(2020*03)

General Education Hours: 0 Hours

Major Hours: 15 Hours

Core: 6 Hours

Technical Core: 0 Hours

Required Subject Area: 6 Hours

- NET 125 - Introduction to Networks Credits: 3
- NET 126 - Routing Basics Credits: 3

Other Major Hours: 9 Hours

- NET 225 - Routing & Switching I Credits: 3
- NET 235 - Netwking. Troubleshooting Credits: 3
- SEC 110 - Security Concepts Credits: 3

Total Routing and Switching Certificate: 15 Credits

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Mechanical Engineering Technology

CAD Design Certificate, CTE

Program Code: **C40320C1** | (CTE) **C40320H1***
(2018*03)

General Education Hours: 0 Hours

Major Hours: 12 Hours

Technical Core: 6 Hours

- DFT 151 - CAD I Credits: 3
- DFT 154 - Intro Solid Modeling Credits: 3

Other Major Hours: 6 Hours

- DFT 152 - CAD II Credits: 3
- ISC 121 - Envir Health & Safety Credits: 3

Total CAD Design Certificate: 12 Credits

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Mechanical Engineering Technology

Industrial Manufacturing Certificate, CTE

Program Code: **C40320C2** | (CTE) **C40320H2***
(2017*03)

General Education Hours: 0 Hours

Major Hours: 15 Hours

Technical Core: 9 Hours

- DFT 151 - CAD I Credits: 3
- HYD 110 - Hydraulics/Pneumatics I Credits: 3
- MEC 145 - Mfg Materials I Credits: 3

Other Major Hours: 6 Hours

- ELC 131 - Circuit Analysis I Credits: 4
- MEC 181 - Introduction to CIM Credits: 2

Total Industrial Manufacturing Certificate: 15 Credits

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Mechanical Engineering Technology

Mechanical Engineering Introductory Certificate, CTE

Program Code: **C40320C3** | (CTE) **C40320H3***
(2019*03)

General Education Hours: 0 Hours

Major Hours: 18 Hours

Technical Core: 6 Hours

- DFT 151 - CAD I Credits: 3
- DFT 154 - Intro Solid Modeling Credits: 3

Other Major Hours: 12 Hours

- ATR 211 - Robot Programming Credits: 3
- DFT 152 - CAD II Credits: 3
- EGR 115 - Intro to Technology Credits: 3
- ISC 121 - Envir Health & Safety Credits: 3

Total Mechanical Engineering Introductory Certificate: 18 Credits

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Medical Assisting Skills Certificate, CTE

Program Code: **C45400C** | (CTE) **C45400H***
(2021*03)

General Education Hours: 0 Hours

Major Hours: 18 Hours

Core: 7 Hours

- MED 110 - Orientation to Med Assist **Credits: 1**
- MED 116 - Introduction to A&P **Credits: 4**
- MED 118 - Medical Law and Ethics **Credits: 2**

Required Subject Area: 6 Hours

- MED 121 - Medical Terminology I **Credits: 3**
- MED 122 - Medical Terminology II **Credits: 3**

Other Major Course: 5 Hours

- CIS 110 - Introduction to Computers **Credits: 3**
- MED 232 - Medical Insurance Coding **Credits: 2**

Total Medical Assisting Skills Certificate: 18 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 Office Administration

Medical Coding, Billing, & Insurance Certificate, CTE

Program Code: **C25310C1** | (CTE) **C25310H1***
(2021*03)

General Education Hours: 0 Hours

Major Hours: 16 Hours

Core: 9 Hours

- OST 141 - Med Office Terms I Credits: 3
- OST 142 - Med Office Terms II Credits: 3
- OST 148 - Med Ins & Billing Credits: 3

Required Subject Area: 6 Hours

- OST 247 - Procedure Coding Credits: 3
- OST 248 - Diagnostic Coding Credits: 3

Other Major Hours: 1 Hours

- 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

Essential Medical Records Certificate, CTE

Program Code: **C25310C4** | (CTE) **C25310H4***
(2021*03)

General Education Hours: 0 Hours

Major Hours: 15 Hours

Core: 12 Hours

- OST 137 - Office Applications I Credits: 3
- OST 141 - Med Office Terms I Credits: 3
- OST 148 - Med Ins & Billing Credits: 3
- OST 149 - Medical Legal Issues Credits: 3

Other Major Hours: 4 Hours

- OST 184 - Records Management Credits: 3
- WBL 110 - World of Work Credits: 1

Total Essential 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.

General Education Hours: 0 Hours

Major Hours: 18 Hours

Technical Core: 15 Hours

- OST 137 - Office Applications I Credits: 3
- OST 141 - Med Office Terms I Credits: 3
- OST 142 - Med Office Terms II Credits: 3
- OST 148 - Med Ins & Billing Credits: 3
- OST 149 - Medical Legal Issues Credits: 3

Other Major Hours: 3 Hours

- OST 280 - Electronic Health Records Credits: 3

Total Medical Administrative Assistant Certificate: 18 Hours

*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)

General Education Hours: 0 Hours

Major Hours: 16 Hours

Technical Core: 15 Hours

- OST 134 - Text Entry & Formatting Credits: 3
- OST 137 - Office Applications I Credits: 3
- OST 141 - Med Office Terms I Credits: 3
- OST 148 - Med Ins & Billing Credits: 3
- OST 149 - Medical Legal Issues Credits: 3

Other Major Hours: 1 Hour

- 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 Administration
Office Administration Certificate, CTE
Program Code: **C25370C4** | (CTE) **C25370H4***
(2021*03)

General Education Hours: 0 Hours

Major Hours: 16 Hours

Core: 12 Hours

Technical Core: 9 Hours

- OST 137 - Office Applications I Credits: 3
- OST 164 - Office Editing Credits: 3
- OST 184 - Records Management Credits: 3

Required Subject Area: 3 Hours

- OST 181 - Office Procedures Credits: 3

Other Major Hours: 4 Hours

- OST 136 - Word Processing Credits: 3
- WBL 110 - World of Work Credits: 1

Total Office Administration Essential Certificate: 16 Credits

*This certificate has been identified as a pathway for high school students participating in the Career and College Promise initiative.

Office Administration
Office Management Certificate, CTE
Program Code: **C25370C6** | (CTE) **C25370H6***
(2021*03)

General Education Hours: 0 Hours

Major Hours: 16 Hours

Technical Core: 3 Hours

- OST 137 - Office Applications I Credits: 3

General Office Administration Track: 6 Hours

- OST 159 - Office Ethics Credits: 3
- OST 181 - Office Procedures Credits: 3

Other Major Hours: 7 Hours

- 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 Administration

Legal Assistant Certificate, CTE

Program Code: C25370C7 | (CTE) C25370H7*
(2021*03)

General Education Hours: 0 Hours

Major Hours: 16 Hours

Technical Core: 6 Hours

- OST 134 - Text Entry & Formatting Credits: 3
- OST 164 - Office Editing Credits: 3

Legal Office Track: 6 Hours

- OST 155 - Legal Terminology Credits: 3
- OST 156 - Legal Office Procedures Credits: 3

Other Major Hours: 4 Hours

- 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 Administration

Virtual Office Certificate, CTE

Program Code: C25370C5 | (CTE) C25370H5*
(2021*03)

General Education Hours: 0 Hours

Major Hours: 16 Hours

Technical Core: 3 Hours

- OST 134 - Text Entry and Formatting Credits: 3

Other Major Hours: 13 Hours

- OST 136 - Work Processing Credits: 3
- 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.

Sustainable Agriculture

Basic Sustainable Agriculture Certificate, CTE

Program Code: **C15410C1** | (CTE) **C15410H1***
(2018*03)

General Education Hours: 0 Hours

Major Hours: 12 Hours

Core: 12 Hours

Technical Core: 9 Hours

- AGR 139 - Intro to Sustainable Ag Credits: 3
- AGR 170 - Soil Science Credits: 3
- ANS 110 - Animal Science Credits: 3

Program Major: 3 Hours

- 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.

Welding Technology

Welding Technology Diploma, CTE

Program Code: **D50420D** | (CTE) **D50420H***
(2019*03)

General Education Hours: 6 Hours

English: 3 Hours

- COM 110 - Introduction to Communication Credits: 3
- ENG 110 - Freshman Composition Credits: 3
- ENG 111 - Writing and Inquiry Credits: 3

Math/Natural Sciences: 3 Hours

- MAT 110 - Math Measurement & Literacy Credits: 3
- MAT 121 - Algebra/Trigonometry I Credits: 3

Major Hours: 33 Hours

Technical Core: 18 Hours

- 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 Hours

- ACA 111 - College Student Success Credits: 1
- or ACA 122 - College Transfer 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

Intermediate Welding Skills Certificate, CTE

Program Code: **C50420K4** | (CTE) **C50420H4***
(2019*03)

General Education Hours: 0 Hours

Major Hours: 16 Hours

Technical Core: 16 Hours

- 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.

Course Numbering and Course Substitutions

Course Numbering

Courses at Lenoir Community College are selected from the Combined Course Library 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: DMA 010.
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.

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
MAT 110	MAT 143 or MAT 171

*Approved substitutions for AAS only. AA, AS, and other transfer programs may require additional documentation.

**Course(s) has been archived by NCCCS

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 as a premajor and/or elective course requirement.*

Accounting

ACC 120 - Prin 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

ACC 121 - Prin 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 to satisfy the Comprehensive Articulation Agreement 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 Appl

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 Acct 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 - Flight Simulator

Credits: 1

Lab: 2

Prerequisite(s): None.

Corequisite(s): None.

This course covers instrument instruction and training in a FAA-approved flight simulator. Emphasis is placed on approach and navigation procedures including holding and missed approaches. Upon completion, students should be able to plan and execute an IFR flight and smoothly transition to instrument training in the aircraft.

AER 150 - Private Pilot Flt 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 en 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 161

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 - Agri 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 Mgmt

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 - Intro to Sustainable Ag

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 - Ag 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 - Ag 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 Prod: 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.

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 Mgt

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:**

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 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 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 as a premajor 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 as a premajor 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 as a premajor 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 as a premajor and/or elective course requirement.*

ART 171 - Computer Art I

Credits: 3

Lab: 6

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. *This course has been approved for transfer under the CAA as a premajor 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 development. 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 as a premajor 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 as a premajor and/or elective course requirement.*

ART 241 – Painting II

Credits: 3

Lab: 6

Prerequisite(s): State: ART 240, Painting I

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 as a premajor and/or elective course requirement.*

ART 261 - Photography I

Credits: 3

Lab: 6

Prerequisite(s): None.

Corequisite(s): None.

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

ART 266 - Videography I

Credits: 3

Lab: 6

Prerequisite(s): None.

Corequisite(s): None.

This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding, and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques. *This course has been approved for transfer under the CAA as a premajor 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 as a premajor and/or elective course requirement.*

Astronomy

AST 111 - Descriptive Astronomy

Credits: 3

Class: 3

Prerequisite(s): Local, DRE 097 or ENG 002

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 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 ENG 002

Corequisite(s): State, Take: 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 as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

Alternative Transportation Tech

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.

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.

ATR 212 - Industrial Robots

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): None.

Corequisite(s): None.

This course covers the operation of industrial robots. Topics include the classification of robots, activators, grippers, work envelopes, computer interfaces, overlapping work envelopes, installation, and programming. Upon completion, students should be able to install, program, and troubleshoot industrial robots.

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 Sys

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): Take 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 driveability 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 driveability problems using appropriate test equipment/service information.

AUT 212 - Auto Shop Management

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course covers the principles of management essential to decision-making, communication, authority, and leadership. Topics include shop supervision, shop organization, customer relations, cost effectiveness and work place ethics. Upon completion, students should be able to describe basic automotive shop operation from a management standpoint.

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 Transm/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 Transm/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.

Biology

BIO 094 - Concepts of Human Biology

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): State, Take One: DRE 098, ENG 002, or ENG 111

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 ENG 002 or BSP 4002

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 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, DMA 020, DMA 030, or MAT 003 or BSP 4003; and DRE 097 or ENG 002 or BSP 4002

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 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, Take: 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 as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

BIO 163 - Basic Anat & Physiology

Credits: 5

Class: 4 **Lab:** 2

Prerequisite(s): Local, DRE 097 or ENG 002

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 as a premajor and/or elective course requirement.*

BIO 168 - Anatomy and Physiology I

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): Local, DRE 098, or ENG 002-T2, or BSP 4002-T2, or ENG 011, and one of the following: HS 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 and CHM 130A, 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 as a premajor and/or elective course requirement.*

BIO 169 - Anatomy and Physiology II

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): State, Take: 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 as a premajor and/or elective course requirement.*

BIO 250 - Genetics

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): State, Take: 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 as a premajor and/or elective course requirement.

BIO 271 - Pathophysiology

Credits: 3

Class: 3

Prerequisite(s): State, Take One: BIO 163, BIO 166, or BIO 169

Corequisite(s): None.

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

BIO 275 - Microbiology

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): State, Take One: BIO 110, 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 as a premajor 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.

BPR 135 - Schematics & Diagrams

Credits: 2

Class: 2

Prerequisite(s): None.

Corequisite(s): None.

This course introduces schematics and diagrams used in a variety of occupations. Topics include interpretation of wiring diagrams, assembly drawings, exploded views, sectional drawings, and service manuals, specifications, and charts. Upon completion, students should be able to research and locate components and assemblies denoting factory specifications and requirements from service and repair manuals.

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 as a premajor 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 as a premajor 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 as a premajor and/or elective course requirement.*

BUS 151 - People Skills

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and health, non-destructive, positive communication patterns.

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): State, ACC 120

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 260 - Business Communication

Credits: 3

Class: 3

Prerequisite(s): State, ENG 111

Corequisite(s): None.

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.

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.

Computer Engineering Technology

CET 110 - Intro to CET

Credits: 1

Lab: 3

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the basic skills required for computer technicians. Topics include career choices, safety practices, technical problem solving, scientific calculator usage, soldering/desoldering, keyboarding skills, engineering computer applications, and other related topics. Upon completion, students should be able to safely solder/desolder and use a scientific calculator and computer applications to solve technical problems.

CET 111 - Computer Upgrade/Repair I

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): None.

Corequisite(s): None.

This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

CET 211 - Computer Upgrade/Repair II

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): Local, CET 111

Corequisite(s): None.

This course covers concepts of repair service,

and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

Chemistry

CHM 130 - Gen, Org, & Biochemistry

Credits: 3

Class: 3

Prerequisite(s): Local, Take one set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 097, or ENG 002, or BSP 4002;

Set 2: MAT 003-T2 and DRE 097, or ENG 002, or BSP 4002;

Set 3: MAT 021, or MAT 043, or MAT 052, or MAT 071; and ENG 002, or BSP 4002, or DRE 097,

Set 4: BSP 4003-T2 and DRE 097; or ENG 002; or BSP 4002

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 as a premajor and/or elective course requirement.*

CHM 130A - Gen, Org, & Biochem

Lab

Credits: 1

Lab: 2

Prerequisite(s): None.

Corequisite(s): State, Take: 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 as a premajor and/or elective course requirement.*

CHM 131 - Introduction to Chemistry

Credits: 3

Class: 3

Prerequisite(s): Local, Take one set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 097, or ENG 002, or BSP 4002;

Set 2: MAT 003-T2 and DRE 097, or ENG 002, or BSP 4002;

Set 3: MAT 021, or MAT 043, or MAT 052, or MAT 071; and ENG 002, or BSP 4002, or DRE 097,

Set 4: BSP 4003-T2 and DRE 097; or ENG 002; or BSP 4002

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 as a general education course in Natural Science.*

CHM 131A - Intro to Chemistry Lab

Credits: 1

Lab: 3

Prerequisite(s): None.

Corequisite(s): State, Take: 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 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 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 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, Take: 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 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, Take: 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 as a premajor and/or elective course requirement.*

CHM 252 - Organic Chemistry II

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): State, Take: 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 as a premajor and/or elective course requirement.*

Criminal Justice

CJC 110 - Basic Law Enforcement BLET

Credits: 20

Class: 10 **Lab:** 30

Prerequisite(s): None.

Corequisite(s): None.

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination.

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 to satisfy the Comprehensive Articulation Agreement 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.

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 to satisfy the Comprehensive Articulation Agreement 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 to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.*

CJC 161 - Introduction to Homeland Security

Credits: 3

Class: 3

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 & Comm 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.

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.

CJC 240 - Law Enfor Mgt. & Supervis

Credits: 3

Prerequisite(s): None.

Corequisite(s): None.

This course provides a study of the best known methods and practices of police leadership and management. Topics include the role of the manager in law enforcement, communications, time-management in law enforcement, managing problems, training and law enforcement productivity. Upon completion, students should be able to identify and discuss methods and practices capable of moving law enforcement agencies forward into the twenty-first century.

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 as a general education course in Communication.*

COM 231 - Public Speaking

Credits: 3

Class: 3

Prerequisite(s): Local, DRE 097 or ENG 002

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 as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

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, Take All: 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, Take All: 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, Take All: 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, Take All: 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, Take All: 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, Take All: 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.

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 to satisfy the Comprehensive Articulation Agreement for*

transferability as a pre-major and/or elective course requirement.

CSC 139 - Visual BASIC Programming

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): None.

Corequisite(s): None.

This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles.

Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

CSC 239 - Advanced Visual BASIC Prog

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): State, CSC 139

Corequisite(s): None.

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles.

Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-

oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Computer Information Technology

CTS 115 - Info Sys 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 - Adv Hard/Software Support

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): State: Take, 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 285 - Systems Analysis & Design

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be

able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

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 Tech Integration

CTI 110 - Web, Pgm, & Db Foundation

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

CTI 120 - Network & Sec Foundation

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 140 - Virtualization Concepts

Credits: 3

Class: 1 **Lab:** 4

Prerequisite(s): None.

Corequisite(s): None.

This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.

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.

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 Fdsv 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 130 - Menu Design

Credits: 2

Class: 2

Prerequisite(s): Local, MAT 110

Corequisite(s): None.

This course introduces menu design and its relationship to foodservice operations. Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers and trends. Upon completion, students should be able to design, create and produce menus for a variety of foodservice settings.

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 Serv 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 150 - Food Science

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): Local, CUL 150A

This course covers the chemical and physical changes in foods that occur with cooking, handling, and processing. Emphasis is placed on practical application of heat transfer and its effect on color/flavor/texture, emulsification, protein coagulation, leavening agents, viscosity, and gel formation. Upon completion, students should be able to demonstrate an understanding of these principles as they apply to food preparation in an experimental setting.

CUL 150A - Food Science Lab

Credits: 1

Lab: 2

Prerequisite(s): None.

Corequisite(s): State, CUL 150

This course provides a laboratory experience for enhancing student skills with the chemical and physical changes that occur in food when cooking, handling and processing. Emphasis is placed on practical applications of heat transfer and its effect on color/flavor/texture, emulsification, protein coagulation, leavening agents, viscosity and gel formation. Upon

completion, students should be able to demonstrate an understanding of these principles as they apply to food preparation in an experimental setting.

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, Take All: 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, Take All: 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, Take All: 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, Take All: 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 - Intro to Cyber Crime

Credits: 3

Class: 3

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 119 - Basic CAD

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course introduces computer-aided drafting software for specific technologies to non-drafting majors. Emphasis is placed on understanding the software command structure and drafting standards for specific technical fields. Upon completion, students should be able to create and plot basic drawings.

DFT 120 - Advanced CAD

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): State, DFT 119

Corequisite(s): None.

This course is designed for non-drafting majors to build upon basic computer-aided drafting skills by the use of application-specific assignments. Emphasis is placed on advanced 2D, 3D, isometric, and modeling applications via the CAD system. Upon completion, students should be able to generate, manage, and output engineering drawings via the computer, printer, and plotter.

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 152 - CAD II

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): None.

Corequisite(s): None.

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings.

DFT 154 - Intro Solid Modeling

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): None.

Corequisite(s): None.

This course is an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models, and creation of multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing.

DFT 170 - Engineering Graphics

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 as a premajor and/or elective course requirement.*

Economics

ECO 251 - Prin 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course. This is a Universal General Education Transfer Component (UGETC) course.*

ECO 252 - Prin 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 to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences. This is a Universal General Education Transfer Component (UGETC) course. This is a Universal General Education Transfer Component (UGETC) course.*

Education

EDU 119 - Intro to Early Child Educ

Credits: 4

Class: 4

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the foundations of early childhood education, the diverse educational settings for young children, professionalism and planning intentional developmentally appropriate experiences for each child. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to design a career/professional development plan, and appropriate environments, schedules, and activity plans.

EDU 131 - Child, Family, and Community

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course covers the development of partnerships between culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.

EDU 144 - Child Development I

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 as a premajor and/or elective course requirement.*

EDU 145 - Child Development II

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): Take One: DRE 097, ENG 002 , or ENG 111

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 as a premajor 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 creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and openended learning materials while applying NC Foundations for Early Learning and Development. Emphasis is placed on observation of process driven learning experiences in art, music, creative movement, dance, and dramatics for every young child age birth through eight, integrated through all domains and academic content. Upon completion, students should be able to examine, create, and adapt developmentally creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.

EDU 153 - Health, Safety and Nutrition

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 - Intro to Exceptional Chil

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 Mgmt 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 175 - Intro to Trade & Industri

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the philosophy, scope, and objectives of industrial education. Topics include the development of industrial education, employment opportunities, current events, current practices, and emerging trends. Upon completion, students should be able to describe the history, identify current practices, and describe current trends in industrial education.

EDU 176 - Occ Analysis & Course Dev

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 179 - Vocational Student Organ.

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course covers planning and organizing vocational youth clubs by understanding the structure and operating procedures to use club activities for personal and professional growth. Topics include self-assessment to set goals, club structure, election and installation of officers, club activities, function of committees, running meetings, contest preparation, and leadership skills. Upon completion students should be able to set personal goals, outline club structure, elect and install officers.

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 as a premajor and/or elective course requirement.*

EDU 221 - Children With Exceptionalities

Credits: 3

Class: 3

Prerequisite(s): Take One Set: Set 1: EDU-144 and EDU-145

Corequisite(s): None.

This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

EDU 234 - Infants, Toddlers, and Twos

Credits: 3

Class: 3

Prerequisite(s): State, EDU 119

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): 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.

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. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children.

EDU 259 - Curriculum Planning

Credits: 3

Class: 3

Prerequisite(s): Take 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 Admin I

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): Take 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 Admin II

Credits: 3

Class: 3

Prerequisite(s): Take All: 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 271 - Educational Technology

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the ethical use of technology to enhance teaching and learning in all educational settings. Emphasis is placed on technology concepts, ethical issues, digital citizenship, instructional strategies, assistive technology, and the use of technology for professional development and communication. Upon completion, students should be able to discuss technology concepts, ethically use a variety of technology resources, demonstrate appropriate technology skills in educational environments, and identify assistive technology.

EDU 279 - Literacy Develop and Instruct

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.

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 - Instruc Strat/Read & Writ

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 284 - Early Child Capstone Prac

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 ENG 111 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.

Engineering

EGR 115 - Intro to Technology

Credits: 3

Class: 2 **Lab:** 3 **Clinic:** 0 **Work Experience:** 0

Prerequisite(s): None

Corequisite(s): None

This course introduces the basic skills and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, calculator applications, professional ethics, safety practices, and other related topics. Upon completion, students should be able to demonstrate an understanding of the basic technologies, prepare drawings and sketches, and perform computations using a scientific calculator.

EGR 150 - Intro 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 as a premajor and/or elective course requirement.*

EGR 220 - Engineering Statics

Credits: 3

Class: 3

Prerequisite(s): State, Take: PHY 251

Corequisite(s): State, Take: MAT 272

This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction, and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze

systems of forces in static equilibrium. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

EGR 225 - Engineering Dynamics

Credits: 3

Class: 3

Prerequisite(s): State, Take: EGR 220

Corequisite(s): State, Take: MAT 273

This course introduces the concepts of engineering based on the analysis of motion in Cartesian, cylindrical, and spherical coordinate systems. Topics include the two and three dimensional motion of particles and rigid bodies, the forces associated with that motion, and relative motion between two coordinate systems. Upon completion, students should be able to solve problems which require the ability to analyze the motion and forces involved in a dynamic system. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

EGR 250 - Statics/Strength of Mater

Credits: 5

Class: 4 **Lab:** 3

Prerequisite(s): State, Take One: MAT 121 or MAT 171

Corequisite(s): None.

This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.

EGR 285 - Design Project

Credits: 2

Lab: 4

Prerequisite(s): None.

Corequisite(s): None.

This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

Electricity

ELC 111 - Intro to Electricity

Credits: 3

Class: 2 **Lab:** 2 **Clinic:** 0 **Work Experience:** 0

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 128 - Intro 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.

ELC 131 - Circuit Analysis I

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): None.

Corequisite(s): None.

This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

Electronics

ELN 131 - Analog Electronics I

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): Local, ELC 131

Corequisite(s): None.

This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

ELN 133 - Digital Electronics

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): None.

Corequisite(s): None.

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

ELN 231 - Industrial Controls

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery.

ELN 232 - Intro to Microprocessors

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): Local, ELN 133

Corequisite(s): None.

This course introduces microprocessor architecture and microcomputer systems

including memory and input/output interfacing. Topics include low-level language programming, bus architecture, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

Electroneurodiagnostic

EDT 110 - Neuroscience/Pathol Cond

Credits: 4

Class: 4

Prerequisite(s): Local, BIO 169

Corequisite(s): None.

This course covers the anatomy and physiology of the nervous system as well as those disease processes which affect nervous system components. Topics include anatomy, physiology, and pathology of the neuron, brain, spinal cord, peripheral nerves, and the special senses. Upon completion, students should be able to understand the structure and function of the nervous system and how this structure/function is affected by specific diseases.

EDT 111 - Laboratory Management

Credits: 1

Class: 1

Prerequisite(s): Local, Admission into the Electroneurodiagnostic Program (A45320)

Corequisite(s): Local, ELC 111

This course provides the skills and knowledge necessary to effectively manage and/or function as a team player in an electroneurodiagnostics department. Topics include the role of an effective manager, the role of a team player, techniques for scheduling, record keeping/storage, and creation/implementation of department policies. Upon completion, students should be able to understand those skills necessary to manage an electroneurodiagnostics department, both independently and as a team worker.

EDT 111A - Laboratory Basics

Credits: 1

Lab: 2

Prerequisite(s): None.

Corequisite(s): State: Take EDT 111

This course is designed to be offered as a supplemental lab for the EDT 111 course.

Emphasis is placed on interview skills, system of electrode placement, and the role of effective communication in the EDT department. Upon completion, students should be able to demonstrate basic competencies in preparation for performing electroneurodiagnostic testing.

EDT 112 - Instrument/Record

Methods

Credits: 3

Class: 3

Prerequisite(s): Local, EDT 111.

Corequisite(s): None.

This course covers theories of electrode placement, various instrumentation components used in neurological testing, and optimal recording techniques based on patient status. Topics include the International 10-20 System of electrode placement, electrode types/applications, electronics applicable to neurological testing, instrument controls, montages, and polarity/localization. Upon completion, students should be able to understand the theories underlying optimal utilization of electrodes and instrumentation for neurological testing.

EDT 113 - Clinical Correlates

Credits: 2

Class: 2

Prerequisite(s): None.

Corequisite(s): Local, EDT 112

This course covers normal and abnormal neurological test findings associated with the anatomy/physiology/pathology covered in EDT 110. Topics include normal and abnormal neurological test results, artifacts, and activation procedures utilizing teaching records from affiliated laboratories. Upon completion, students should be able to identify patterns and artifacts on neurological tests in order that optimal recording strategies may be utilized.

EDT 114 - Special Procedures

Credits: 3

Class: 3

Prerequisite(s): None

Corequisite(s): None

This course provides a basic understanding of special testing procedures used in neurological diagnosis. Topics include foundations of evoked potentials, nerve conduction studies, operating room monitoring, ambulatory EEGs, long-term video monitoring, polysomnography, and various

radiological procedures. Upon completion, students should be able to demonstrate an understanding of the principles of various special procedures used in neurological diagnosis.

EDT 115 - Laboratory Practice

Credits: 2

Lab: 6

Prerequisite(s): None.

Corequisite(s): Local, EDT 110

This course provides a practical application of theories covered in previous EDT courses. Emphasis is placed on practical skill development in neurological testing, appropriate patient rapport, infection control, and electrical safety guidelines, using mock situations. Upon completion, students should be able to conduct optimal neurological testing in mock situations.

EDT 116 - EDT Clinical Experience

Credits: 12

Clinic: 36

Prerequisite(s): State, EDT 118

Corequisite(s): None.

This course provides clinical experience in a hospital, outpatient clinic or physician's office setting, under the supervision of a qualified technologist or qualified physician. Emphasis is placed on qualified interaction between patients/family and hospital personnel and optimal skill level development in electroneurodiagnostic procedures. Upon completion, students should be able to conduct themselves professionally in a clinical setting and conduct optimal electroneurodiagnostic procedures as ordered by physicians.

EDT 118 - EDT Laboratory Prac. II

Credits: 3

Lab: 9

Prerequisite(s): State: Take EDT 115

Corequisite(s): None.

This course is a continuation of EDT 115.

Emphasis is placed on practical skills developed in neurological testing, to include the basic EEG along with special testing procedures. Upon completion, students should be able to conduct neurological testing in mock situations.

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: 2

Class: 1 **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 Pract 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 W/ 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.

Emergency Preparedness

EPT 120 - Sociology of Disaster

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course is designed to overview sociological disaster research, disaster systems, and alternative research approaches. Topics include human and organizational behaviors, long disaster impact on communities, disaster warning, and evacuation considerations. Upon completion, students should be able to assess and predict the impact of disaster-related human behavior.

EPT 124 - EM Services Law & Ethics

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course covers federal and state laws that affect emergency service personnel in the event of a natural disaster or terrorist incident. Topics include initial response and long-term management strategies, with an emphasis on legal and ethical considerations and coordination between local, state, and federal agencies. Upon completion, students should have an understanding of the role of private industry, government agencies, public policies, and federal/state declarations of disasters in emergency situations.

EPT 130 - Mitigation & Preparedness

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the mitigation and preparation techniques and methods necessary to minimize the impact of natural, technological, and man-made disasters. Topics include hazard identification and mapping, design and construction applications, financial incentives, insurance, structural controls, preparation, planning, assessment, implementation, and exercises. Upon completion students should be able to develop a mitigation and preparedness plan.

EPT 140 - Emergency Management

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

EPT 150 - Incident Management

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the National Incident Management Systems (NIMS). Topics include integrating command and control systems, maintaining communication within command and control systems, and using NIMS procedures. Upon completion, students should be able to demonstrate knowledge of key concepts necessary for operating within the National Incident Management System.

EPT 210 - Response & Recovery

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the basic concepts,

operational procedures, and authorities involved in response and recovery efforts to major disasters. Topics include federal, state, and local roles and responsibilities in major disaster, response, and recovery work, with an emphasis on governmental coordination. Upon completion, students should be able to implement a disaster response plan and assess the needs of those involved in a major disaster.

EPT 220 - Terrorism and Emer. Mgt.

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course covers preparing for, responding to, and safely mitigating terrorism incidents. Topics include the history of terrorism, scene hazards, evidence preservation, risk assessment, roles and responsibilities, explosive recognition, and terrorism planning. Upon completion, students should be able to recognize the threat of terrorism and operate within the emergency management framework at a terrorism incident.

EPT 275 - Emergency Ops Center Mgt

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course provides students with the knowledge and skills to effectively manage and operate an emergency operations center (EOC) during crisis situations. Topics include properly locating and designing an EOC, staffing, training and briefing EOC personnel, and how to operate an EOC. Upon completion, students should be able to demonstrate how to set up and operate an effective emergency operations center.

English

ENG 002 - Transition English

Credits: 3

Lab: 6

Prerequisite(s): None.

Corequisite(s): None.

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-

level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

ENG 011 - Writing and Inquiry Support

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course is designed to support students in the development of skills necessary for success in ENG 111 by complementing, supporting, and reinforcing ENG 111 Student Learning Outcomes. Emphasis is placed on developing a growth mindset, expanding skills for use in active reading and writing processes, recognizing organizational relationships within texts from a variety of genres and formats, and employing appropriate technology when reading and composing texts. Upon completion, students should be able to apply active reading strategies to college-level texts and produce unified, well-developed writing using standard written English.

ENG 110 - Freshman Composition

Credits: 3

Class: 3

Prerequisite(s): State, Take One: DRE 097, ENG 002, or ENG 111

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): State, DRE 098 or ENG 002-T2 or ENG 011 or BSP 4002-T2

Corequisite(s): State, ENG 011

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of

rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. *This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This is a Universal General Education Transfer Component (UGETC) course.*

ENG 112 - Writing/Research in the Disc

Credits: 3

Class: 3

Prerequisite(s): State, Take: 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 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

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 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

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 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

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 as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

ENG 242 - British Literature II

Credits: 3

Class: 3

Prerequisite(s): State, ENG 112

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 as a general education course in English Composition. This is a Universal General Education Transfer Component (UGETC) course.*

Fire Protection

FIP 120 - Intro to Fire Protection

Credits: 3

Class: 3 **Lab:** 0 **Clinic:** 0 **Work Experience:** 0

Prerequisite(s): None.

Corequisite(s): None.

This course provides an overview of the development, methods, systems and regulations that apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and related subjects. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

FIP 164 - OSHA Standards

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course covers public and private sector OSHA work site requirements referenced in NFPA standard 1250. Emphasis is placed on accident prevention and reporting, personal safety, machine operations, and hazardous material handling. Upon completion, students should be able to analyze and interpret specific OSHA regulations and write workplace policies designed to achieve compliance.

FIP 228 - Local Govt Finance

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operations of a department.

FIP 256 - Munic Public Relations

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course is a general survey of municipal public relations and their effect on the governmental process referenced in NFPA standard 1035. Topics include principles of

public relations, press releases, press conferences, public information officers, image surveys, and the effects of perceived service on fire protection delivery. Upon completion, students should be able to manage public relations functions of organizations which meet elements of NFPA 1021 for Fire Office I and II.

FIP 276 - Managing Fire Services

Credits: 3

Prerequisite(s): None.

Corequisite(s): None.

This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.

Geography

GEO 111 - World Regional

Geography

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.*

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, 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, 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 or 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

imagecapturing 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 increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works.

GRD 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 and visual elements 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 visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects.

GRD 167 - Photographic Imaging I

Credits: 3

Class: 1 Lab: 4

Prerequisite(s): None.

Corequisite(s): None.

This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality.

GRD 168 - Photographic Imaging II

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 photographic prints.

GRD 230 - Technical Illustration

Credits: 2

Class: 1 Lab: 3

Prerequisite(s): Take One: ART 131, DES 125, or GRD 121

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 various technical rendering techniques.

GRD 241 - Graphic Design III

Credits: 4

Class: 2 Lab: 4

Prerequisite(s): Take One: DES 136 or GRD 142

Corequisite(s): None.

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving.

GRD 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 Design I

Credits: 2

Class: 1 Lab: 3

Prerequisite(s): State, GRA 151

Corequisite(s): None.

This course introduces the fundamentals of multimedia design and production for computer-related presentations. Topics include interface design, typography, storyboarding, scripting, simple animation, graphics, digital audiovideo, and copyright issues. Upon completion, students should be able to design and produce multimedia presentations.

GRD 272 - Multimedia Design II

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): Take GRD 271

Corequisite(s): None.

This course is a continuation of GRD 271. Emphasis is placed on advanced animation, specialized software, quality control, and cross-platform delivery, as well as problems associated with delivery media and interactivity. Upon completion, students should be able to produce multimedia presentations and determine and adapt to technical specifications for delivery.

GRD 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 and GRA 152

Corequisite(s): None.

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a résumé and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials.

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 227 - Adv Repair Technology

Credits: 6

Class: 2 **Lab:** 12

Prerequisite(s): None.

Corequisite(s): None.

This course covers advanced repair techniques and trigger designs on rifles and shotguns. Emphasis is placed on repairing various firearms and adjusting trigger pulls to safe industry standards using fixtures and hand and machine tools. Upon completion, students should be able to safely adjust and repair various firearms.

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.

GSM 240 - Modern Sporting Firearms

Credits: 6

Class: 2 **Lab:** 12

Prerequisite(s): None.

Corequisite(s): None.

This course covers current custom gunsmithing applications are related to modern sporting firearms. Emphasis is placed on gunsmithing procedures that are commonly performed on modern sporting firearms. Upon completion, students should be able to perform a range of customization and alteration tasks that relate to

modern firearms used in sporting and competition events.

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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 ENG 002 or BSP 4002

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 096 or ENG 002 or BSP 4002

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 096 or ENG 002 or BSP 4002

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 ENG 002 or BSP 4002

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 Prod

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 160 - Plant Materials I

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.

HOR 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 164 - Hort Pest Management

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide application safety and use of least toxic methods of management. Upon completion, students should be able to manage common landscape pests using least toxic methods of control and be prepared to sit for North Carolina Commercial Pesticide Ground Applicators license.

HOR 166 - Soils & 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 - Hor 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 265 - Advanced Plant Materials

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, cultural requirements, and landscape uses. Upon completion, students should be able to correctly select plants for specific landscape uses.

HOR 271 - Garden Center Mgmt

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 - Hor Mgmt & 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 - Info Systems for Hosp

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 Mgmt-Hosp

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 - Intro 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.

HSE 112 - Group Process I

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.

HSE 123 - Interviewing Techniques

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.

HSE 125 - Counseling

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.

HSE 210 - Human Services Issues

Credits: 2

Class: 2

Prerequisite(s): None.

Corequisite(s): None.

This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special

issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

HSE 225 - Crisis Intervention

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.

HSE 255 - Health Prob & Prevent

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 as a general education course in Humanities/Fine Arts.*

HUM 115 - Critical Thinking

Credits: 3

Class: 3

Prerequisite(s): State, Take One: DRE 098, BSP 4002, ENG 002, or ENG 111;

Local, ENG002-T2 or BSP 4002-T2, or ENG 011

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 as a general education course in Humanities/Fine Arts. This course has been approved for transfer under the 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.

HYD 121 - Hydraulics/Pneumatics II

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): State: HYD 110

Corequisite(s): None.

This course is a continuation of HYD 110 and provides further investigation into fluid power systems. Topics include advanced system components, troubleshooting, and other related topics. Upon completion, students should be able to demonstrate an understanding of the installation, application, operation, and maintenance of fluid power components and systems.

Industrial Science

ISC 121 - Envir 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 135 - Principles of Industrial Mgmt

Credits: 4

Class: 4

Prerequisite(s): None.

Corequisite(s): None.

This course covers the managerial principles and practices required for organizations to succeed in modern industry, including quality and productivity improvement. Topics include the functions and roles of all levels of the management, organization design, planning and control of manufacturing operation, managing conflict, group dynamics, and problem solving skills. Upon completion, students should be able to demonstrate an understanding of management principles and integrate these principles into job situations.

ISC 170 - Problem-Solving Skills

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course covers basic concepts of interpersonal and problem-solving skills. Topics include leadership development, constructive feedback, building relationships, and winning support from others. Upon completion, students should be able to use interpersonal skills effectively and lead others.

ISC 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 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:** 2

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.

Machining

MAC 111 - Machining Technology I

Credits: 6

Class: 2 **Lab:** 12

Prerequisite(s): None.

Corequisite(s): None.

This course introduces machining operations as they relate to the metalworking industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 112 - Machining Technology II

Credits: 6

Class: 2 **Lab:** 12

Prerequisite(s): None.

Corequisite(s): None.

This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.

MAC 121 - Intro 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 151 - Machining Calculations

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC 152 - Adv Machining Calc

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

MAC 160 - Coordinate Measuring Mach

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course introduces methods in the setup and operation of coordinate measuring machines. Emphasis is placed on the programming of coordinate measuring machines and the measurement of complex parts. Upon completion, students should be able to demonstrate skills in programming, operation, and setup of coordinate measuring machines.

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 172 - Job Plan, Bench & Layout

Credits: 1

Lab: 2

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the basics of job process planning, sawing, and manual operations including benchwork and layout. Topics include deciphering blueprints and/or schematics, dimensions, design and using various instruments required in the layout of various components. Upon completion, students should be able to demonstrate an understanding of job plans, dimensions, design, transfer and layout common to the machining industry.

MAC 173 - Manual Milling/Drilling

Credits: 2

Class: 1 **Lab:** 3

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the fundamental skills associated with the design, setup and operation of drill presses and manual milling machines. Topics include blueprints, cutting tools, coolants, component identification, drill presses and manual milling machine operations, process plans, setup, speeds and feeds, and work holding devices. Upon completion, students should be able to demonstrate the proper set-up and operation of a drill press and manual milling machine.

MAC 174 - Manual Turning

Credits: 2

Class: 1 Lab: 3

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the fundamental skills associated with the design, setup and safe operation of manual lathes including the identification of all major lathe components. Topics include setup and operation of a lathe including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to demonstrate the proper setup and operation of a manual lathe.

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 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 233 - Appl in CNC Machining

Credits: 6

Class: 2 Lab: 12

Prerequisite(s): None.

Corequisite(s): None.

This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools.

MAC 234 - Adv Multi-Axis Machin

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 241 - Jigs & Fixtures I

Credits: 4

Class: 2 **Lab:** 6

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures.

Upon completion, students should be able to design and build simple jigs and fixtures.

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.

Mathematics

MAT 003 - Transition Math

Credits: 3

Lab: 6

Prerequisite(s): None.

Corequisite(s): None.

This course provides an opportunity to customize foundational math content in specific math areas

and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in their gateway level math courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 010 - Math Measurement & Literacy Su

Credits: 1

Lab: 2

Prerequisite(s): None.

Corequisite(s): None.

This course provides an opportunity to customize foundational math content specific to Math Measurement & Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Math Measurement & Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 021 - Algebra/Trigonometry I Support

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course provides an opportunity to customize foundational math content specific to Algebra and Trigonometry I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Algebra/Trigonometry I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 043 - Quantitative Literacy Support

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course provides an opportunity to customize foundational math content specific to Quantitative Literacy. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Quantitative Literacy by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 052 - Statistical Methods I

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course provides an opportunity to customize foundational math content specific to Statistical Methods I. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Statistical Methods I by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 071 - Precalculus Algebra

Suppor

Credits: 2

Lab: 4

Prerequisite(s): None.

Corequisite(s): None.

This course provides an opportunity to customize foundational math content specific to Precalculus Algebra. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics. Upon completion, students should be able to build a stronger foundation for success in Precalculus Algebra by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge.

MAT 110 - Math Measurement & Literacy

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): State, Take one set: Set 1: DMA 010, DMA 020, DMA 030;

Set 2: MAT 003-T1;

Set 3: BSP 4003-T1;

Set 4: MAT 003

Corequisite(s): State, MAT 010

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs.

Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 121 - Algebra/Trigonometry I

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): State, Take one set;

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, and DMA 050, (to take with MAT 021) or

Set 2: MAT 003-T2 (To take with MAT 021)

Set 3: BSP 4003-T2 (To take with MAT 021)

Set 4: MAT 003 (To take with MAT 021)

Set 5: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 060 (To take without MAT 021)

Set 6: MAT 003-T3 (To take without MAT 021)

Set 7: BSP 4003-T3 (To take without MAT 021)

Set 8: MAT 003 and MAT 021 (To take without MAT 021)

Corequisite(s): State, MAT 021

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include 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 122 - Algebra/Trigonometry II

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): State, Take: MAT 121

Corequisite(s): None.

This course is designed to cover concepts in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, transformations of functions, Law of Sines, Law of Cosines, vectors, and statistics. Upon completion, students should 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): State, Take One Set:

Set 1: DMA 010, DMA 020, DMA 030 and DRE 098 or ENG 002 or BSP 4002 (To take with MAT 043)

Set 2: MAT 003-T1 or BSP 4003-T1 and DRE 098 or ENG 002 or BSP 4002 (To take with MAT 043)

Set 3: MAT 003 and DRE 098 or BSP 4002 or ENG 002 (To take with MAT 043)

Set 4: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098 or ENG 002 or BSP 4002 (To take without MAT 043)

Set 5: MAT 003-T2 or BSP 4003-T2 and DRE 098 or ENG 002 or BSP 4002 (To take without MAT 043)

Set 6: MAT 003, MAT 043, ENG 002, and ENG 011 (to take without MAT 043)

Set 7: MAT 003, MAT 052, ENG 002, and ENG 011 (to take without MAT 043)

Corequisite(s): State, MAT 043

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course. This course has been approved for transfer under the 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): State, Take One Set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098 or ENG 002 or BSP 4002

Set 2: MAT 003-T2 and DRE 098

Set 3: MAT 003-T2 and BSP 4002

Set 4: MAT 003-T2 and ENG 002

Set 5: BSP 4003-T2 and DRE 098

Set 6: BSP 4003-T2 and BSP 4002

Set 7: BSP 4003-T2 and ENG 002

Set 8: MAT 003 and MAT 052 and ENG 002

Corequisite(s): State, MAT 052

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. *This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative). This is a Universal General Education Transfer Component (UGETC) course. This course has been approved for transfer under the 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): State, Take One Set:

Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 (To take with MAT 071)

Set 2: MAT 003-T2 (To take with MAT 071)

Set 3: BSP 4003-T2 (To take with MAT 071)

Set 4: MAT 003 (To take with MAT 071)

Set 5: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, DMA 080 (To take without MAT 071)

Set 6: MAT 003-T3 (To take without MAT 071)

Set 7: BSP 4003-T3 (To take without MAT 071)
Set 8: MAT 121 (To take without MAT 071)
Set 9: MAT 003 and MAT 021 or MAT 071 (To take without MAT 071)

Corequisite(s): State, MAT 071

This course is designed to develop topics which are fundamental to the study of Calculus.

Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations.

Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. *This course has been approved for transfer under the CAA 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, Take: 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 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, Take: MAT 171

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 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, Take: 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 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, Take: 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 as a Universal General Education Transfer Component (UGETC): Math/AS*

MAT 273 - Calculus III

Credits: 4

Class: 3 **Lab:** 2

Prerequisite(s): State, Take: MAT 272

Corequisite(s): None

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on

multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. *This course has been approved for transfer under the CAA as a general education course in Mathematics.*

MAT 280 - Linear Algebra

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): State, Take: MAT 271

Corequisite(s): None.

This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

MAT 285 - Differential Equations

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): State, Take: MAT 272

Corequisite(s): None.

This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and Laplace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. *This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.*

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 112 - Machine Processes II

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): State, MEC 111

Corequisite(s): None.

This course covers advanced use of milling machines and lathes. Emphasis is placed on safety and compound setup of milling machines and lathes for manufacture of projects with a specified fit. Upon completion, students should be able to demonstrate proper procedures for manufacture of assembled parts.

MEC 130 - Mechanisms

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the purpose and action of various mechanical devices. Topics include cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, lubricants, and other devices. Upon completion, students should be able to analyze, maintain, and troubleshoot the components of mechanical systems.

MEC 145 - Mfg 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.

MEC 181 - Introduction to CIM

Credits: 2

Class: 2

Prerequisite(s): None.

Corequisite(s): None.

This course introduces the elements of computer-integrated manufacturing (CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing.

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 - Admin Office Proc I

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): Local, Enrollment in the Medical Assisting Program (A45400)

Corequisite(s): Local, MED 122, MED 131

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 - Admin Office Proc II

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): Local, Enrollment in the Medical Assisting Program (A45400), MED 118 or OST 149

Corequisite(s): Local, MED 130

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

MED 140 - Exam Room Procedures I

Credits: 5

Class: 3 **Lab:** 4

Prerequisite(s): Local, Enrollment in the Medical Assisting Program (A45400), BIO 163 or MED 116; MED 122, MED 130

Corequisite(s):

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, Enrollment in the Medical Assisting Program (A45400), BIO 163 or MED 116; MED 122, MED 140

Corequisite(s): Local, MED 240, MED 270

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 Med Records I

Credits: 5

Class: 3 **Lab:** 2 **Clinic:** 3

Prerequisite(s): None.

Corequisite(s): State, Take One: CIS-110, 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 - Admin Office Proc III

Credits: 2

Class: 1 **Lab:** 3

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 232 - Medical Insurance Coding

Credits: 2

Class: 1 **Lab:** 3

Local, Enrollment in the Medical Assisting Program (A45400), BIO 163 or MED 116, MED 118 or OST 149

Corequisite(s): None.

This course is designed to develop coding skills. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

MED 240 - Exam Room Procedures II

Credits: 5

Class: 3 **Lab:** 4

Prerequisite(s): State, MED 140, Local, Enrollment in the Medical Assisting Program (A45400)

Corequisite(s): Local, MED 150, MED 270

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, Enrollment in the Medical Assisting Program (A45400)

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 264 - Med 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): Local, Enrollment in the Medical Assisting Program (A45400)

Corequisite(s): Local, MED 240

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, Enrollment in the Medical Assisting Program (A45400), BIO 163, MED

122, MAT 121

Corequisite(s): Local, MED 240, MED 270

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

Marketing and Retailing

MKT 120 - Principles of Marketing

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 220 - Advertising and Sales Promotio

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

Maintenance

MNT 110 - Intro to Maint 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 240 - Indust Equip

Troubleshoot

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.

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 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 as a premajor 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 as a premajor and/or elective course requirement. 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 as a premajor and/or elective course requirement.*

MUS 122 - Music Theory II

Credits: 3

Class: 3

Prerequisite(s): State, Take: 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 as a premajor and/or elective course requirement.*

MUS 126 - Aural Skills II

Credits: 1

Lab: 2

Prerequisite(s): State, Take 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 as a premajor 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 as a premajor and/or elective course requirement.*

MUS 132 - Chorus II

Credits: 1

Lab: 2

Prerequisite(s): State, Take: 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 as a premajor 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 as a premajor and/or elective course requirement.*

MUS 134 - Band II

Credits: 1

Lab: 2

Prerequisite(s): Take 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 as a premajor 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 as a premajor 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 as a premajor 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 as a premajor and/or elective course requirement.*

MUS 152 - Class Music II

Credits: 1

Lab: 2

Prerequisite(s): State, Take: 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 as a premajor 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 as a premajor and/or elective course requirement.*

MUS 162 - Applied Music II

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): State, Take: 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 as a premajor and/or elective course requirement.*

MUS 231 - Chorus III

Credits: 1

Lab: 2

Prerequisite(s): State, Take: 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 as a premajor and/or elective course requirement.*

MUS 232 - Chorus IV

Credits: 1

Lab: 2

Prerequisite(s): Take 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 as a premajor and/or elective course requirement.*

MUS 233 - Band III

Credits: 1

Lab: 2

Prerequisite(s): Take 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 as a premajor and/or elective course requirement.

MUS 234 - Band IV

Credits: 1

Lab: 2

Prerequisite(s): Take 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 as a premajor and/or elective course requirement.

MUS 261 - Applied Music III

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): State, Take: 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 as a premajor and/or elective course requirement.*

MUS 262 - Applied Music IV

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): State, Take: 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 CAA as a premajor 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 as a premajor and/or elective course requirement.*

Networking Technology

NET 113 - Home Automation Systems

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course covers the design, installation, testing, troubleshooting, and customer service of a fully automated home. Emphasis is placed on a structured wiring system that integrates the home phone, TV, home theater, audio, video, computer network, lighting, security systems, and automation systems into a pre-wired, remote controlled system. Upon completion, students should be able to design, install, and maintain home automation systems.

NET 125 - Introduction to Networks

Credits: 3

Class: 1 **Lab:** 4

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 - Routing Basics

Credits: 3

Class: 1 **Lab:** 4

Prerequisite(s): Local: NET 125

Corequisite(s): None.

This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.

NET 225 - Routing & Switching I

Credits: 3

Class: 1 **Lab:** 4

Prerequisite(s): Local, NET 126

Corequisite(s): None.

This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.

NET 226 - Routing and Switching II

Credits: 3

Class: 1 **Lab:** 4

Prerequisite(s): None.

Corequisite(s): None.

This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, and PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.

NET 235 - Netwking. Troubleshooting

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course covers principles and techniques of troubleshooting hardware and software problems in a local area network. Topics include tools and methods, physical layer problems, server problems, and client problems. Upon

completion, the student should be able to perform baseline LAN monitoring and to resolve common local area network problems.

NET 241 - Introduction to VOIP

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): None.

Corequisite(s): None.

This course introduces students to the terms and definitions of analog phone systems and voice over internet protocol (VOIP) networks and how to configure, maintain, and troubleshoot said networks. Topics include configuring and maintaining an internet protocol (IP) telephony system, provisioning phones and users, configuring call features, and establishing voicemail over VOIP networks. Upon completion, students should be able to discuss the terms and definitions of VOIP as well as configure and maintain an IP telephony system, provision phones and users, configure call features and voicemail.

Networking 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/UNIX Single User

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing

utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS 130 - Windows Single User

Credits: 3

Class: 2 **Lab:** 2 **Clinic:** 0 **Work Experience:** 0

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.

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, Admission into the Practical Nursing Program (D45660)

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 and BIO 275

Corequisite(s): Local, HUM/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 Paramedia/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, and 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.

Nutrition

NUT 110 - Nutrition

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with nutrition. Upon completion, students should be able to apply basic nutritional concepts as they relate to health and well being.

Office Administration

OST 122 - Office Computations

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course covers the keypad touch method using the electronic calculator (10-key) and mathematical functions used in office applications. Topics may include budgets, discounts, purchasing, inventory, and petty cash. Upon completion, students should be able to solve a wide variety of numerical problems commonly encountered in an office setting.

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 able to work effectively in a computerized word processing environment.

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 community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

OST 141 - Med 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 - Med 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 Prof

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): State, CIS 110, 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 - Med Ins & 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): Take One: 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 a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 171 – Intro. 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 184 - Records Management

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): None.

This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 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): Take One: 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 Doc. 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 - Adv Coding Methodologies

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): Take All: 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): Take One: OST 148 or HMT 210

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): Take One: CIS 110, CIS 111, or OST 137

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 Admin Capstone

Credits: 3

Class: 2 **Lab:** 2

Prerequisite(s): State, OST 164 and either OST 134 or OST 136

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): Take 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 as a general education course in Humanities/Fine Arts.*

Physical Education

PHI 240 - Introduction to Ethics

Credits: 3

Class: 3

Prerequisite(s): Take 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 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 to satisfy the Comprehensive Articulation*

Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 118 - Weight Training II

Credits: 1

Lab: 3

Prerequisite(s): State, Take: 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 126 - Self-Defense: Intermediate

Credits: 1

Lab: 2

Prerequisite(s): State, Take: 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 142 - Lifetime Sports

Credits: 1

Lab: 2

Prerequisite(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 Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 143 - Volleyball-Beginning

Credits: 1

Lab: 2

Prerequisite(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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 144 - Volleyball-Intermediate

Credits: 1

Lab: 2

Prerequisite(s): State, Take: 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 to satisfy the Comprehensive Articulation Agreement for*

transferability as a pre-major and/or elective course requirement.

PED 150 - Baseball-Beginning

Credits: 1

Lab: 3

Prerequisite(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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 151 - Baseball/Intermediate

Credits: 1

Lab: 3

Prerequisite(s): State, Take: 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

PED 252 - Officiating/Bsball/Sfbal

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(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 to transfer under the CAA as a pre-major and/or elective course requirement.*

PED 254 - Coaching Basketball

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(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 to satisfy the Comprehensive Articulation Agreement for transferability 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 to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

Physics

PHY 110 - Conceptual Physics

Credits: 3

Class: 3

Prerequisite(s): Local, DRE 097 or ENG 002

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 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, Take: 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 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, Take: MAT 121 or MAT 171 Local, DRE 098 or ENG 002-T2 or BSP 4002-T2 or ENG 011

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, Take: MAT 171 or MAT 271; Local, DRE 098 or ENG 002 -T2 or BSP 4002-T2 or ENG 011

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 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, Take: 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 as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.

PHY 251 - General Physics I

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): State, Take: MAT 271; Local, DRE 098 or ENG 002-T2 or BSP 4002-T2 or ENG 011

Corequisite(s): State, Take: MAT 272

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA as a general education course in Natural Science. This is a Universal General Education Transfer Component (UGETC) course.*

PHY 252 - General Physics II

Credits: 4

Class: 3 **Lab:** 3

Prerequisite(s): State, Take All: MAT 272 and PHY 251

Corequisite(s): None.

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the CAA 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 ENG 002 or BSP 4002

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 as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

Polysomnography

PSG 110 - Intro 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 A & P

Credits: 4

Class: 4

Prerequisite(s): State, BIO 163 or BIO 165/BIO 166 or BIO 168/BIO 169; Local, PSG 110

Corequisite(s): PSG 113, PSG 214 and 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 ENG 002 or BSP 4002

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 as a general education course in Social/Behavioral Sciences. This is a Universal General Education Transfer Component (UGETC) course.*

PSY 241 - Developmental Psych

Credits: 3

Class: 3

Prerequisite(s): State, Take: 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 as a general education course in Social/Behavioral Sciences.*

PSY 246 - Adolescent Psychology

Credits: 3

Class: 3

Prerequisite(s): State, Take: 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 as a premajor and/or elective course requirement.*

PSY 263 - Educational Psychology

Credits: 3

Class: 3

Prerequisite(s): State, Take: 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 CAA as a premajor and/or elective course requirement.*

PSY 265 - Behavioral Modification

Credits: 3

Class: 3

Prerequisite(s): State, Take: PSY 150

Corequisite(s): None.

This course is an applied study of factors influencing human behavior and strategies for behavioral change. Emphasis is placed on cognitive-behavioral theory, behavioral assessment, practical applications of conditioning techniques, and maintenance of adaptive behavior patterns. Upon completion, students should be able to implement basic learning principles to effect behavioral changes in self and others.

PSY 281 - Abnormal Psychology

Credits: 3

Class: 3

Prerequisite(s): State, Take: 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.*

Public Administration

PAD 151 - Intro to Public Admin

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course includes an overview of the role of the public administrator in government and an examination of the development and implementation of public policy. Topics include public personnel administration and management, decision making, public affairs, ethics, organizational theories, budgetary functions within governmental agencies, and other governmental issues. Upon completion, students should be able to explain the functions of government in society and in the lives of people composing that society.

PAD 252 - Public Policy Analysis

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course is a study of methods and techniques used to determine the effectiveness of public programs. Emphasis is placed on the concept of ecology and environmental impact, informal groups and information networks, and the relationship between public and private sectors. Upon completion, students should be able to analyze case studies with the use of political analysis techniques.

PAD 254 - Grant Writing

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course covers the basic techniques of successful grant writing. Topics include concept

development, funding sources research, and writing skills relevant to the grants process. Upon completion, students should be able to demonstrate a basic understanding of the grants process.

Public Safety Training

PST 120 - NCDPS Correct'l Officer Train

Credits: 8

Class: 6 **Lab:** 4

Prerequisite(s): None.

Corequisite(s): None.

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is the 160-hour Basic Correctional Officer training course regulated by the NC Criminal Justice Education and Training Standards Commission and required for certification as a state correctional officer with the NC Department of Public Safety. Official documentation of successful completion of the state-mandated training must be provided and retained on file. *160 Hours Minimum Documented Training Required.

PST 169 - NC OSFM Training

Credits: 9

Class: 2 **Lab:** 21

Prerequisite(s): None.

Corequisite(s): None.

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Office of State Fire Marshal regulated by the Fire and Rescue Commission under the NC Department of Insurance. Official documentation of successful completion of this training must be provided from the training delivery agency and retained on file. *368 Hours Minimum Documented Training Required.

PST 179 - NCCCS Public Safety Training

Credits: 9

Class: 2 **Lab:** 21

Prerequisite(s): None.

Corequisite(s): None.

This course is a mechanism for awarding prior learning credit for industry-recognized training and/or credentials. The prior learning source is NC Community College System (NCCCS)

continuing education regulated by the State Board of Community Colleges and accredited through Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Official documentation of successful completion of this training must be provided from the NCCCS and retained on file. *368 Hours Minimum Documented Training Required.

Radiography

RAD 110 - Rad Intro & Patient Care

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): Local, Admission into the Radiography Program (A45700)

Corequisite(s): State, RAD 111 and RAD 151; Local, BIO 163

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, RAD 110, RAD 151 and BIO 163

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): State, RAD 110, RAD 111 and RAD 151; Local, BIO 163

Corequisite(s): Local, RAD 121 and RAD 161

This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, 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): State, RAD 110, RAD 111, and RAD 151; Local, BIO 163

Corequisite(s): Local, RAD 112 and 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): State, RAD 112, RAD 121, and RAD 161

Corequisite(s): Local, RAD 141 and 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): Take All: RAD 112, RAD 121, and RAD 161

Corequisite(s): Local, RAD 122 and 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): State, RAD 110 and RAD 111; Local, BIO 163

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): State, RAD 110, RAD 111, and RAD 151; Local, BIO 163

Corequisite(s): State, RAD 112 and RAD 121

This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

RAD 171 - RAD Clinical Ed III

Credits: 3

Clinic: 9

Prerequisite(s): State, RAD 112, RAD 121, and RAD 161

Corequisite(s): Local, RAD 122 and 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): State, RAD 122, RAD 141, and RAD 171

Corequisite(s): Local, RAD 231 and RAD 251

This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, 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): State, RAD 122, RAD 141, and RAD 171

Corequisite(s): Local, RAD 211 and 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): State, RAD 122 and RAD 171

Corequisite(s): State, RAD 211 and 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): State, RAD 251; Local, RAD 211 and RAD 231

Corequisite(s): State, 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): State, RAD 211, RAD 231, and 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 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 as a general education course in Humanities/Fine Arts.*

Sociology

SOC 210 - Introduction to Sociology

Credits: 3

Class: 3

Prerequisite(s): Local, DRE 097 or ENG 002 or BSP 4002

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 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 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 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 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 as a general education course in Humanities/Fine Arts.*

SPA 112 - Elementary Spanish II

Credits: 3

Class: 3

Prerequisite(s): State, Take: 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 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 as a premajor and/or elective course requirement.

SPA 182 - Spanish Lab 2

Credits: 1

Lab: 2

Prerequisite(s): State, Take: 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 as a premajor and/or elective course requirement.*

SPA 211 - Intermediate Spanish I

Credits: 3

Class: 3

Prerequisite(s): State, Take: 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 as a general education course in Humanities/Fine Arts.*

SPA 212 - Intermediate Spanish II

Credits: 3

Class: 3

Prerequisite(s): State, Take: 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 as a general education course in Humanities/Fine Arts.*

SPA 281 - Spanish Lab 3

Credits: 1

Lab: 2

Prerequisite(s): State, Take: SPA 182

Corequisite(s): None.

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 as a premajor and/or elective course requirement.*

SPA 282 - Spanish Lab 4

Credits: 1

Lab: 2

Prerequisite(s): State, Take: SPA 281

Corequisite(s): None.

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 as a premajor and/or elective course requirement.*

Substance Abuse

SAB 110 - Substance Abuse Overview

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course provides an overview of the core concepts in substance abuse and dependence. Topics include the history of drug use/abuse, effects on societal members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the etiology of drug abuse, addiction, prevention, and treatment.

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 - Sub Abuse 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 - Intro to Surg Tech

Credits: 3

Class: 3

Prerequisite(s): Local, Admission into the Surgical Technology Program (D45740)

Corequisite(s): State, SUR 111; Local, BIO 163

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 - Periop Patient Care

Credits: 7

Class: 5 **Lab:** 6

Prerequisite(s): Local, Admission into the Surgical Technology Program (D45740)

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, Take All: SUR 110 and 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 and 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 and SUR 137

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, BIO 275, SUR 122

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 - Adv 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 - Adv 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.

Social Work

SWK 110 - Intro to Social Work

Credits: 3

Class: 3

Prerequisite(s): Local, DRE 097 or ENG 002

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 - Working With Diversity

Credits: 3

Class: 3

Prerequisite(s): None.

Corequisite(s): None.

This course examines and promotes understanding, sensitivity, awareness, and knowledge of human diversity. Emphasis is placed on professional responsibilities, duties, and skills critical to multicultural human 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 214 - Social Work Law

Credits: 3

Class: 3

Prerequisite(s): State, Take: SWK 110

Corequisite(s): None.

This course introduces the major provisions of social services law, current trends, legislative developments, and court procedures. Emphasis is placed on the interpretation of the laws and court decisions related to various social services populations. Upon completion, students should be able to interpret these laws and their implications for social services practice.

SWK 220 - Swk Issues in Client Services

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.

Three-Dimensional Printing

TDP 110 - Introduction to 3D Printing

Credits: 3

Class: 2 **Lab:** 3

Prerequisite(s): None.

Corequisite(s): None.

This course covers the historical, social and

ethical issues, as well as the basic techniques surrounding 3D Printing. Topics include current and historical events, social impact of the technology and basic model creation and manipulation techniques. Upon completion, students should be able to demonstrate an understanding of the major advantages and disadvantages of 3D Printing technology as well as demonstrate an ability to create and print a simple project.

Transportation Technology

TRN 110 - Intro to Transport Tech

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 Maint/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 Maint/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 Transp 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 Transp Electrical Lab

Credits: 1

Lab: 3

Prerequisite(s): None.

Corequisite(s): Take 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 - Transp 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 - Transp Climate Cont Lab

Credits: 2

Class: 1 **Lab:** 2

Prerequisite(s): None.

Corequisite(s): Take TRN 140

This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

TRN 145 - Adv Transp Electronics

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 Transp

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 - Intro 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.

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, WBL 112, 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.

Web Technologies

WEB 151 - Mobile Application Dev I

Credits: 3

Class: 2 **Lab:** 2

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, industry standards, operating systems, and programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create 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:** 2

Prerequisite(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:** 2

Prerequisite(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:** 6

Prerequisite(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:** 9

Prerequisite(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:** 6

Prerequisite(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:** 6

Prerequisite(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:** 2

Prerequisite(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.

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 Associates in Arts in Business 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 in Engineering Degree, and the Associate in Science in Teacher Preparation degree.

Partnership Teach Consortium for Education Majors

East Carolina University College of Education has established consortium partnerships with community colleges and public schools within the university's service region. The Partnership Teach South Central Consortium makes it possible for students throughout eastern North Carolina to obtain a four-year degree in Elementary or Special Education from East Carolina University without traveling to the main campus.

Students graduate with a four-year degree from East Carolina University by completing the first two years of the program at Lenoir Community College followed by taking East Carolina University courses online or through face-to-face instruction at the consortium hub site. For more information, please contact the Dean of Arts and Sciences.

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:

Decide early which senior institution to attend. Contact the institution for recommendations concerning appropriate courses.

1. Review online catalog and transfer equivalencies for the prospective institution and study its admissions requirements.
2. Confer with Lenoir Community College academic advisors about transfer plans.
3. 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.

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.

Transfer Course List

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

Community College Course

ACA 122 - College Transfer Success **Credits: 1** AA/AS Required Course

ACC 120 - Prin of Financial Accounting **Credits: 4** Pre-Major/Elective

ACC 121 - Prin of Managerial Accounting **Credits: 4** Pre-Major/Elective

ART 111 - Art Appreciation **Credits: 3** * UGETC: Humanities/Fine Arts – AA/AS

ART 114 - Art History Survey I **Credits: 3** * UGETC: Humanities/Fine Arts – AA/AS

ART 115 - Art History Survey II **Credits: 3** * UGETC: Humanities/Fine Arts – AA/AS

ART 121 - Two-Dimensional Design **Credits: 3** Pre-Major/Elective

ART 122 - Three-Dimensional Design **Credits: 3** Pre-Major/Elective

ART 131 - Drawing I **Credits: 3** Pre-Major/Elective

ART 132 – Drawing II **Credits: 3** Pre-Major/Elective

ART 171 - Digital Design I **Credits: 3** Pre-Major/Elective

ART 215 - Visual Arts Portfolio **Credits: 3** Pre-Major/Elective

ART 240 - Painting I **Credits: 3** Pre-Major/Elective

ART 241 – Painting II **Credits: 3** Pre-Major/Elective

ART 261 - Photography I **Credits: 3** Pre-Major/Elective

ART 266 - Videography I **Credits: 3** Pre-Major/Elective

ART 283 - Ceramics I **Credits: 3** Pre-Major/Elective

AST 111 - Descriptive Astronomy **Credits: 3** * UGETC: Natural Sciences – AA
AST 111A - Descriptive Astronomy Lab **Credits: 1** * UGETC: Natural Sciences – AA

BIO 110 - Principles of Biology **Credits: 4** * UGETC: Natural Sciences – AA/Fine Arts
BIO 111 - General Biology I **Credits: 4** * UGETC: Natural Sciences – AA/AS
BIO 112 - General Biology II **Credits: 4** * UGETC: Natural Sciences – AA/AS
BIO 163 - Basic Anat & Physiology **Credits: 5** Pre-Major/Elective
BIO 168 - Anatomy and Physiology I **Credits: 4** Pre-Major/Elective
BIO 169 - Anatomy and Physiology II **Credits: 4** Pre-Major/Elective
BIO 250 - Genetics **Credits: 4** Pre-Major/Elective
BIO 271 - Pathophysiology **Credits: 3** Pre-Major/Elective
BIO 275 - Microbiology **Credits: 4** Pre-Major/Elective

BUS 110 - Introduction to Business **Credits: 3** Pre-Major/Elective
BUS 115 - Business Law I **Credits: 3** Pre-Major/Elective
BUS 137 - Principles of Management **Credits: 3** Pre-Major/Elective

CHM 130 - Gen, Org, & Biochemistry **Credits: 3** Pre-Major/Elective
CHM 130A - Gen, Org, & Biochem Lab **Credits: 1** Pre-Major/Elective
CHM 131 - Introduction to Chemistry **Credits: 3** GEN ED: Natural Sciences
CHM 131A - Intro to Chemistry Lab **Credits: 1** GEN ED: Natural Sciences
CHM 132 - Organic and Biochemistry **Credits: 4** GEN ED: Natural Sciences
CHM 151 - General Chemistry I **Credits: 4** * UGETC: Natural Sciences – AA/AS
CHM 152 - General Chemistry II **Credits: 4** * UGETC: Natural Sciences – AS
CHM 251 - Organic Chemistry I **Credits: 4** Pre-Major/Elective
CHM 252 - Organic Chemistry II **Credits: 4** Pre-Major/Elective

CIS 110 - Introduction to Computers **Credits: 3** GEN ED: Mathematics

CJC 111 - Intro to Criminal Justice **Credits: 3** Pre-Major/Elective
CJC 121 - Law Enforcement Operations **Credits: 3** Pre-Major/Elective
CJC 141 - Corrections **Credits: 3** Pre-Major/Elective

COM 110 – Introduction to Communication **Credits: 3** GEN ED: Communications – AAS
COM 231 - Public Speaking **Credits: 3** * UGETC: Communications – AA/AS

CSC 134 - C++ Programming **Credits: 3** Pre-Major/Elective
CSC 139 - Visual BASIC Programming **Credits: 3** Pre-Major/Elective
CSC 151 - JAVA Programming **Credits: 3** Pre-Major/Elective
CSC 239 - Advanced Visual BASIC Prog **Credits: 3** Pre-Major/Elective

CTS 115 - Info Sys Business Concepts **Credits: 3** Pre-Major/Elective

DFT 170 - Engineering Graphics **Credits: 3** Pre-Major/Elective

ECO 251 - Prin of Microeconomics **Credits: 3** * UGETC: Social/Behavioral Sciences – AA/AS
ECO 252 - Prin of Macroeconomics **Credits: 3** * UGETC: Social/Behavioral Sciences – AA/AS

EDU 216 - Foundations of Education **Credits: 3** Pre-Major/Elective
EDU 221 - Children With Exceptionalities **Credits: 3** Pre-Major/Elective
EDU 250 – Teacher Licensure Preparation **Credits: 3** Universal Ed Agreement

EGR 150 - Intro to Engineering **Credits: 2** Pre-Major/Elective

ENG 111 - Writing and Inquiry **Credits: 3** * UGETC: English Comp – AA & AS
ENG 112 - Writing/Research in the Disc **Credits: 3** * UGETC: English Comp – AA & AS

ENG 231 - American Literature I **Credits: 3** * UGETC: Humanities/Fine Arts – AA/AS
ENG 232 - American Literature II **Credits: 3** * UGETC: Humanities/Fine Arts – AA/AS
ENG 241 - British Literature I **Credits: 3** * UGETC: Humanities/Fine Arts – AA/AS
ENG 242 - British Literature II **Credits: 3** * UGETC: Humanities/Fine Arts – AA/AS

GEO 111 - World Regional Geography **Credits: 3** GEN ED: Social/Behavioral Sciences

HEA 110 - Personal Health/Wellness **Credits: 3** Pre-Major/Elective
HEA 112 - First Aid & CPR **Credits: 2** Pre-Major/Elective
HEA 120 - Community Health **Credits: 3** Pre-Major/Elective

HIS 111 - World Civilizations I **Credits: 3** * UGETC: Social/Behavioral Sciences – AA/AS
HIS 112 - World Civilizations II **Credits: 3** * UGETC: Social/Behavioral Sciences – AA/AS
HIS 131 - American History I **Credits: 3** * UGETC: Social/Behavioral Sciences – AA/AS
HIS 132 - American History II **Credits: 3** * UGETC: Social/Behavioral Sciences – AA/AS

HUM 110 - Technology and Society **Credits: 3** GEN ED: Humanities/Fine Arts
HUM 115 - Critical Thinking **Credits: 3** GEN ED: Humanities/Fine Arts

MAT 143 - Quantitative Literacy **Credits: 3** * UGETC: Math – AA
MAT 152 - Statistical Methods I **Credits: 4** * UGETC: Math – AA
MAT 171 - Precalculus Algebra **Credits: 4** * UGETC: Math – AA/AS
MAT 172 - Precalculus Trigonometry **Credits: 4** * UGETC: Math– AS
MAT 263 - Brief Calculus **Credits: 4** * UGETC: Math – AS
MAT 271 - Calculus I **Credits: 4** * UGETC: Math – AS
MAT 272 - Calculus II **Credits: 4** * UGETC: Math – AS
MAT 273 - Calculus III **Credits: 4** GEN ED: Mathematics
MAT 280 - Linear Algebra **Credits: 3** Pre-Major/Elective
MAT 285 - Differential Equations **Credits: 3** Pre-Major/Elective

MUS 110 - Music Appreciation **Credits: 3** * UGETC: Humanities/Fine Arts – AA/AS
MUS 111 - Fundamentals of Music **Credits: 3** Pre-Major/Elective
MUS 112 - Introduction to Jazz **Credits: 3** * UGETC: Humanities/Fine Arts – AA/AS
MUS 121 - Music Theory I **Credits: 3** Pre-Major/Elective
MUS 122 - Music Theory II **Credits: 3** Pre-Major/Elective
MUS 125 - Aural Skills I **Credits: 1** Pre-Major/Elective
MUS 126 - Aural Skills II **Credits: 1** Pre-Major/Elective
MUS 131 - Chorus I **Credits: 1** Pre-Major/Elective
MUS 132 - Chorus II **Credits: 1** Pre-Major/Elective
MUS 133 - Band I **Credits: 1** Pre-Major/Elective
MUS 134 - Band II **Credits: 1** Pre-Major/Elective
MUS 141 - Ensemble I **Credits: 1** Pre-Major/Elective
MUS 142 - Ensemble II **Credits: 1** Pre-Major/Elective
MUS 151 - Class Music I **Credits: 1** Pre-Major/Elective
MUS 152 - Class Music II **Credits: 1** Pre-Major/Elective
MUS 161 - Applied Music I **Credits: 2** Pre-Major/Elective
MUS 162 - Applied Music II **Credits: 2** Pre-Major/Elective
MUS 231 - Chorus III **Credits: 1** Pre-Major/Elective
MUS 232 - Chorus IV **Credits: 1** Pre-Major/Elective
MUS 233 - Band III **Credits: 1** Pre-Major/Elective
MUS 234 - Band IV **Credits: 1** Pre-Major/Elective
MUS 261 - Applied Music III **Credits: 2** Pre-Major/Elective
MUS 262 - Applied Music IV **Credits: 2** Pre-Major/Elective
MUS 271 - Music History I **Credits: 3** Pre-Major/Elective

PED - All one-hour PED activity courses

PED 110 - Fit and Well for Life **Credits: 2** Pre-Major/Elective
PED 252 - Officiating/Bsball/Sfball **Credits: 2** Pre-Major/Elective
PED 254 - Coaching Basketball **Credits: 2** Pre-Major/Elective
PED 256 - Coaching Baseball **Credits: 2** Pre-Major/Elective

PHI 240 - Introduction to Ethics **Credits: 3** UGETC: Humanities/Fine Arts

PHY 110 - Conceptual Physics **Credits: 3** * UGETC: Natural Sciences – AA/AS
PHY 110A - Conceptual Physics Lab **Credits: 1** * UGETC: Natural Sciences – AA/AS
PHY 151 - College Physics I **Credits: 4** * UGETC: Natural Sciences – AS
PHY 152 - College Physics II **Credits: 4** * UGETC: Natural Sciences – AS
PHY 251 - General Physics I **Credits: 4** * UGETC: Natural Sciences – AS
PHY 252 - General Physics II **Credits: 4** * UGETC: Natural Sciences – AS

POL 120 - American Government **Credits: 3** * UGETC: Social/Behavioral Sciences – AA/AS

PSY 150 - General Psychology **Credits: 3** * UGETC: Social/Behavioral Sciences – AA/AS
PSY 241 - Developmental Psych **Credits: 3** GEN ED: Social/Behavioral Sciences
PSY 246 - Adolescent Psychology **Credits: 3** Pre-Major/Elective
PSY 263 - Educational Psychology **Credits: 3** Pre-Major/Elective
PSY 281 - Abnormal Psychology **Credits: 3** GEN ED: Social/Behavioral Sciences

REL 110 - World Religions **Credits: 3** GEN ED: Humanities/Fine Arts
REL 111 - Eastern Religions **Credits: 3** GEN ED: Humanities/Fine Arts

SOC 210 - Introduction to Sociology **Credits: 3** * UGETC: Social/Behavioral Sciences – AA/AS
SOC 213 - Sociology of the Family **Credits: 3** GEN ED: Social/Behavioral Sciences
SOC 220 - Social Problems **Credits: 3** GEN ED: Social/Behavioral Sciences
SOC 225 – Social Diversity **Credits: 3** GEN ED: Social/Behavioral Sciences

SPA 111 - Elementary Spanish I **Credits: 3** GEN ED: Humanities/Fine Arts
SPA 112 - Elementary Spanish II **Credits: 3** GEN ED: Humanities/Fine Arts
SPA 181 - Spanish Lab 1 **Credits: 1** Pre-Major/Elective
SPA 182 - Spanish Lab 2 **Credits: 1** Pre-Major/Elective
SPA 211 - Intermediate Spanish I **Credits: 3** GEN ED: Humanities/Fine Arts
SPA 212 - Intermediate Spanish II **Credits: 3** GEN ED: Humanities/Fine Arts
SPA 281 - Spanish Lab 3 **Credits: 1** Pre-Major/Elective
SPA 282 - Spanish Lab 4 **Credits: 1** Pre-Major/Elective

College Transfer Articulation Agreements between the North Carolina Community College System, Signatory Institutions of North Carolina Independent Colleges and Universities (NCICU), and the University of North Carolina System

The numerous Articulation Agreements between The University of North Carolina, Signatory Institutions of North Carolina Independent Colleges, and the North Carolina Community College System rests 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 and Accounting
- Economics, Finance, and Marketing
- Elementary Education
- English
- Health Education
- History
- Physical Education
- Psychology
- Social Science
- Secondary Education
- Sociology

Refer to the Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System found in this catalog.

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.

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.

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

- Composition
- Jazz Studies
- Music Education
- Music Performance
- Musical Theatre
- 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 www.nccommunitycolleges.edu.

Associate in Fine Arts in 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.

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

- Art Education
- Art History
- Digital Design
- Drawing
- Painting
- Photography
- Videography

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 www.ncccommunitycolleges.edu.

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.

Students are encouraged to see their advisor to ensure completion of the college transfer degree program.

- Biology and Biology Education
- Chemistry and Chemistry Education
- Mathematics
- Nursing

Refer to the Comprehensive Articulation Agreement between the University of North Carolina and the North Carolina Community College System found in this catalog.

The Associate in Science in Engineering (A10400AE) is designed for students whose goal is to transfer to a four-year institution to pursue a Bachelor in Engineering Degree.

The A10400BN 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.

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 Disc Credits: 3

Social/Behavioral Sciences

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

Acceptable for A.A.S. degree programs:

- ECO 251 - Prin of Microeconomics Credits: 3
- ECO 252 - Prin 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 118 - Interpersonal Psychology 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
- 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 115 - Critical Thinking Credits: 3 (ADN and END programs only)
- 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 - Descriptive Astronomy Credits: 3 and
- AST 111A - Descriptive Astronomy Lab Credits: 1
- BIO 110 - Principles of Biology Credits: 4
- BIO 111 - General Biology I Credits: 4
- BIO 112 - General Biology II Credits: 4

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 171 - Precalculus Algebra Credits: 4
MAT 172 - Precalculus Trigonometry Credits: 4
PHY 110 - Conceptual Physics Credits: 3 and
PHY 110A - Conceptual Physics Lab Credits: 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. Teamwork by workers has contributed to further technological progress and to a high level of productivity in goods and services. Technicians, as paraprofessional workers, are key members of work teams in modern society.

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 generally offered day, evening, and online for part-time and full-time students. 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.

About LCC

Lenoir Community College (LCC) is rich in history and is one of the oldest institutions in the North Carolina Community College System. Chartered April 3, 1958, LCC is one of 58 community colleges in the North Carolina Community College System. The system was established in 1963 under enactment of a general statute by the legislature and it serves nearly 850,000 citizens annually. Located at the intersection of highways US 70 and NC 58, LCC's primary service area is Lenoir, Greene, and Jones counties. The College offers both degree and non-degree programs.

Two years after the State Board of Education chartered LCC, it began operations as the Lenoir County Industrial Educational Center (IEC) with Daniel C. Wise as director. Approximately 80 students enrolled in classes that were held at Contentnea High School. The following year in 1961, the vocational and technical curricula were initiated with classes held at Stallings Field, a former air base.

In 1963, the center moved to its 18-acre permanent campus and a new facility, later named the Bullock Building, and held its first graduation in June. In the same year, the IEC was separated administratively from the Lenoir County Board of Education, and the first Board of Trustees was organized.

Soon after, the Board secured the status of technical institute for the center, and in November 1964, the institution attained community college status. The Board of Trustees appointed Daniel C. Wise, who served until the summer of 1965, as acting president. At that time, Dr. Benjamin E. Fountain became president and the College expanded to 58 acres beginning long-range planning of campus development.

The first year of the transfer program was offered in 1966 at Stallings Field. Two years later, the program was moved to the new Administration Building on the permanent campus. LCC was initially accredited by the Southern Association of Colleges and Schools Commission on Colleges and has maintained accreditation ever since.

The '70s saw the expansion of the campus to 90 acres as well as a new president, Dr. Jesse L. McDaniel. He served in that capacity for 18 years. Seven new buildings were constructed, and the Jones County and Greene County Centers were opened. Upon Dr. McDaniel's retirement, Dr. Lonnie H. Blizzard took the reigns as president in 1988. The following year a new building for aviation education was built at the Kinston Regional Jetport, and the Health Sciences Building was completed on the main campus.

The campus continued to grow with the A. Forrest Waller Building completed on the main campus at a cost of \$4.5 million in 1998. The building included a 650-seat auditorium. After ten years as president, Dr. Blizzard retired; and in July 1998, Dr. Karin Pettit was named president.

New construction at the Greene County Center provided a 15,000 square foot facility at a cost of \$1.6 million. Two more acres were purchased in 1999 on the corner of highways 58 and 70. In 2000, a state community college construction bond referendum was passed with LCC receiving more than \$12 million for renovations and new construction.

The following year, Dr. Pettit left and the Board hired longtime LCC employee, Joyce Cherry, to serve as interim president. Mrs. Cherry provided the leadership necessary for the stability of the College during the

time of transition. On April 22, 2002, Dr. Stephen Scott, former vice president of the North Carolina Community College System, took over as president. In 2003, Dr. Scott resigned to become president of Wake Technical Community College, and Mrs. Joyce Cherry was again named interim president until a new president was selected.

On May 10, 2004, Dr. Brantley Briley returned to his hometown and home college to become its sixth president. During the year, significant acquisitions and construction began changing the landscape of the campus. Twenty-seven acres of land were purchased on the east boundary and nine acres to the south of the campus. These purchases increased total acreage on the main campus to 128.

In December, a \$5.4 million construction project began which included an addition to the Waller Building to house Culinary Arts and a \$3.9 million facility to house the Learning Assistance Program, science classrooms, and labs. In 2005, nine acres of land were purchased in Jones County, and plans were initiated to construct a new Jones County Center. The \$1.1 million Jones County Center opened in its new location in April 2009. At the Greene County Center, a \$2.1 million addition was completed in 2008. In that same year, the College celebrated its 50th anniversary. A 278-page full color coffee table book was produced by the LCC Printing Department marking the College's 50-year history. During the yearlong celebration, LCC experienced record enrollments and a significant increase in its Foundation-endowed scholarships through a special program, "50 for 50," 50 new endowments to celebrate 50 years.

A new facility was built to house the College's maintenance operations in 2009. In that same year, the Greene County Center on Harper Street in Snow Hill, which houses a corrections training facility was remodeled, making it a more versatile community center. The facility was renamed the Workforce Development Center in 2013. In 2010, a facility was secured in downtown La Grange to become the new home of the LCC La Grange Center. The Center opened its doors in May 2011. The College also expanded its offerings in Pink Hill by offering classes at the Pink Hill Wellness and Education Center, the former Pink Hill Elementary School. A new south parking lot was built providing 175 new parking spaces. Phase two of the Jones County Center was completed and included a vocational shop and three additional classrooms, adding an additional 5,100 square feet.

In 2011, several renovation and construction projects were completed. The former Maintenance/Receiving Building was completely remodeled to become the new Construction Trades/Receiving Facility, and the Grounds Maintenance Building was also remodeled. The College Bookstore, located in the Student Center, was completely remodeled in December 2011. The Automotive Customizing program received a new home after renovations were completed to the former Massey Body Shop in Kinston, an off-campus site. Extensive improvements have been made to the Lancer baseball facilities. The College Foundation purchased a custom-built bus for athletic and tour events. Detailed landscaping projects throughout campus have been completed. During the year, a long-range plan was developed to include the construction of a new facility to house Health Sciences and Nursing programs, an estimated \$13 to \$15 million project.

The College completed the construction and remodeling in 2012 of the former Greene Lamp/Head Start Building, which became home to the Basic Law Enforcement Training (BLET) and Early Childhood programs. The Administration Auditorium renovations were also completed. To assist in traffic flow, a new driveway from N.C. 58 South was completed in 2012 as well as the completion of a campus-wide exterior signage project featuring a three-panel digital sign with high-resolution color digital displays. Phase III of the Jones County Center was completed in 2013. The Technical Trades Center was made possible through a Golden LEAF Community Assistance. The completed project added 6,390 square feet to the Jones County Center for a total of 18,890 square feet. The Center houses Gunsmithing and Welding programs, as well as health-related training and basic skills classes. A greenhouse was erected at the Center in 2015 to serve as a lab for the Sustainable Agriculture program.

The On-Site Reaffirmation Committee of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) completed a visit to LCC on October 3, 2013. The College received its official letter of reaffirmation June 2014. The Visiting Committee's report has been forwarded to the Commission's Board of Trustees for action on reaffirmation of accreditation at their next board meeting. This Committee also had the responsibility to evaluate the College's Quality Enhancement Plan (QEP), which is required for

reaffirmation. LCC's QEP is a campus-wide collaboration focusing on enhancing student learning in developmental mathematics.

On Oct. 1, 2016, Dr. Rusty Hunt became the seventh president after Dr. Briley retired with 12 years as president and more than 40 years of state service. Under Dr. Hunt's leadership, the College launched its 2017-2022 Strategic Plan of "Reimagining the Student Experience," from the initial point of contact with prospective students to completion of their chosen program of study and eventual success in the workforce. As part of the strategic plan, the College is also undergoing a facilities master plan.

The landscape of the College is continuing to change as it has acquired the North Carolina Global TransPark Spirit Composite Center of Excellence and will begin operations as the Aerospace & Advanced Manufacturing Center in January 2020. The Center is a one-stop, state-of-the-art training facility with advanced training providing Global TransPark work-based learning experiences and space for innovation for students and industry partners. The Center offers a unique experience for high school juniors and seniors for selected enrollment in one of four College programs.

The College received property valued at \$1.7 million, which was donated by the Floyd family, Dexter and Dorothy Floyd, their son and his wife, Greg and Jennifer Floyd and their children Everette and Anderson. To recognize the Floyd family's commitment to LCC and the community, the College plans to renovate the Business Technologies building and rename it the Floyd Health Sciences Center. The Center will be a state-of-the-art facility where the College's health care programs will be housed. Moving the health care programs to its new home is part of the College's Facility Master Plan.

In addition to the gift from the Floyd Family, the College was successful in receiving a \$2 million Economic Development Administration grant from the US Department of Commerce to support the renovation of the new Floyd Health Sciences Center.

Other major facility changes include renovations to the gymnasium to include new seating, paint scheme and graphics, the Briley Auditorium to include interior makeover with new seating, carpet, sound, lighting and control center moved to the floor level, and the Blizzard Atrium to include a new curtain wall of glass and structural metals and doors.

The College is committed to quality education and student success and offers 62 associate degree programs, 30 diploma programs, and 82 certificate/skills certificate programs and 4 Career and College Promise Pathways. Today, LCC serves more than 3,287 curriculum students and more than 8,676 continuing education students annually. LCC experienced record enrollment in its history during fall 2010 with 3,793 curriculum students. The College is ranked 27th in enrollment among the 58 community colleges in the state. As a world-class community college, LCC continues to expand its programs and services to meet the needs of the citizens it serves.

NCCCS Performance Measures 2020

	Baseline	Excellence	System Total	LCC
Basic Skills Students Progress 2018-2019	24.2%	50.6%	43.6%	47.8%
Student Success Rate in College Level English Courses Fall 2016 Cohort	40.1%	66.6%	61.7%	58.9%
Student Success Rate in College Level Math Courses Fall 2016 Cohort	19.5%	46.2%	43.1%	43.5%
First Year Progression – Fall 2018 Cohort	56.6%	71.9%	69.3%	68.5%
Curriculum Completion – Fall 2015 Cohort	34.1%	52.7%	52.1%	54.4%
Licensure & Certification Passing Rate 2018-2019	0.79	1.07	1.00	0.98
Individual Licensing Boards and Program Exam Passing Rates:				
Basic Law Enforcement				*
Cosmetic Arts				
Apprentice				*
Cosmetology				0.77
Esthetician				*
Manicurist				0.85
Emergency Medical Technician				
EMR				*
EMT-Basic				0.96
EMT-Advanced				1.23
EMT-Paramedic				0.97
Nurse Aide				0.95
Nursing				
Practical				*
Registered				0.97
Radiography				*
Real Estate				*
Transfer Performance				
2017–2018 Community College Students	74.4%	89.4%	86.4%	85.7%

Source: North Carolina Community College System 2020 Performance Measures for Student Success Report

* Less than 20

Physical Facilities

Lenoir Community College

Main Campus

P.O. Box 188

231 Hwy 58 South

Kinston, NC 28502-0188

Telephone: 252-527-6223

Web Address: 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 Learning Resources Center, technologically enhanced classrooms, and a student center gymnasium complex. Kinston is located in central 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

Telephone: 252-527-6223, ext. 700

The Aerospace & Advanced Manufacturing Center (AAMC), located at the NC Global TransPark in Kinston, is home to the Computer Engineering, Mechanical Engineering, Computer-Integrated Machining, and Industrial Systems Technology curriculum programs. These programs offer degree, diploma, and certificates including, but not limited to, National Institute for Metalworking Skills (NIMS) credentials, NC3 Certifications, and Computer/Electronic Credentials. The AAMC is also home to Aviation Management and Career Pilot Technology curriculum program, which offers degree, 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. 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

Telephone: 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 is 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
Telephone: 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 currently has 18,890 square feet, consisting of three workshops for gunsmithing and construction trades, two state of the art computer labs, two nurse aid labs, five classrooms, and nine offices. The newest building, the Technical Trades Center, opened in 2013. The campus is also the host site for the Jones County Career Center. The Jones County Career Center provides career planning and job placement services to job seekers and provides employers with a variety of employment and training services. A variety of curriculum and continuing education courses are offered at the Center while other courses are offered throughout Jones County. Adult Basic Education (ABE), Adult High School (AHS), and High School Equivalency (HSE) preparation classes are offered each semester. The Center is an approved HSE testing site.

La Grange Center

**112 East Railroad Street
La Grange, NC 28551
Telephone: 252-806-0522**

The La Grange Center opened for students in 2011. The Center, located in downtown La Grange, is housed in a newly remodeled building that is owned by the Town of La Grange and leased to Lenoir Community College. Included in the facility are administrative offices, two computer labs, two classrooms, a nurse aide lab, and a general-purpose meeting room. A variety of continuing education courses are offered at the Center.

Lenoir Community College Workforce Development Center

**602 West Harper Street
Snow Hill, NC 28580
Telephone: 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 instructional programs. The Center offers Transitional and Career Studies (TCS), correctional officer training, local law enforcement training, Health Services classes, firefighter classes, EMT (all levels) classes and skill labs, gunsmithing and a barber school. The facility is also home to Greene County Head Start, and the state headquarters of the North Carolina Motorcycle Safety Program.

General Information

Leigh and John McNairy Library

The Leigh & John McNairy Library provides a collection of books, periodicals, audiovisuals, Web-based 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 print and online professional journals and periodicals housed within the library as well as through the 150 online databases that can be accessed remotely or on any of the LCC campuses. Research and leisure reading materials can also be obtained from other libraries via interlibrary loan. A student ID is required for any type of transaction in the library. Additionally, from the Reference Chat widget found on all library web pages, patrons have the ability to ask reference librarians research questions online through an instant message chat during the hours the library is closed. Furthermore, students can request a research consultation with a librarian by filling out the online research consultation form on the library web page, calling to schedule an appointment, or as a walk-in to the library. Students may contact the library by email at lrcinfo@lenoircc.edu or by phone at (252)527-6223, ext. 507.

Distance Education

The mission of Lenoir Community College's distance education services is to provide accessible, comprehensive instructional programs for students. Distance learning occurs when the interaction of a student and instructor is separated by place and/or time. The purpose of distance education 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 distance 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: Insync (SY) courses utilize scheduled synchronous video-conferencing sessions for a portion of the course hours where the instructor and student are separated by distance. Insync courses may be a scheduled part of Internet, Hybrid, Blended, and Traditional courses.

Distance Education 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 DE courses as to all other college courses. An online student orientation course, Moodle 101, is available to assist students. Distance Education offers on campus training sessions during early registration

and the first 2 days of class at the beginning of each semester providing instruction for LancerLOGIN activation, LancerMAIL, and Moodle.

LCC uses the Learning Management System (LMS) Moodle to deliver online course content in DE courses. It is vital that students taking Internet courses follow the Distance Education 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.**

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, the courses are offered at the main campus in Kinston, Greene County Center in Snow Hill, 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 the same services as day students including Admissions and the Learning Resources Center, the Student Center, and the Tutorial Lab. Information about admission, registration, counseling, advising, financial aid, cashier services, and administration services are coordinated by the Coordinator of Evening Programs.

Noncredit occupational extension courses and expanding industry courses along with basic skills classes in adult basic education and adult high school diploma, High School Equivalency preparation are offered on evenings and weekends. These courses and programs are designed for the adult learner who is seeking knowledge and skills.

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.

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.

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.

Innovation and 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.

Inclement Weather Plan

In case of inclement weather, the College will make a decision and post it on the College website at www.lenoircc.edu as early as possible. Information regarding closings or delays will be placed on the College phone system and will be announced using the College's Emergency Notification System. Please visit www.lenoircc.edu to learn more about the College's Emergency Notification System. 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 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 will be submitted to the Registrar's Office prior to the end of the term.

Identification Badges

College identification (ID) badges are provided to all students and employees and are available in the Learning Resources Center (LRC). While on college property, students and employees are to have ID badges on their possession at all times. ID badges are required for free admission to athletic events and to check out books from the LRC. Possession, use, or knowingly creating false ID badges is a violation of college rules and regulations. A replacement fee will be charged for lost, stolen, or mutilated ID badges.

Visitors must obtain a pass. Visitor passes are available at designated areas in each building.

Tobacco-Free College

All property, including vehicles owned or controlled by the College are tobacco free, smoke free, and vapor free. Tobacco 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.

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 in order 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.

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.

Change of Name or Address

The obligation of every student is to notify the Office of Admissions of any change in name or address. Failure to do so can cause a serious delay in the processing of student records. Documented proof of name change is required. Students must present a picture ID to admissions staff or submit request through LCC email to make name and address changes.

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.

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.

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.

Licensing of Graduates

Lenoir Community College is an educational institution and prepares students for progression and completion of program of studies 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.

Student Right to Know

Information regarding the persistence rate to degree completion and other consumer information of students at Lenoir Community College is available in the Office of Admissions and the College's website.

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 security officers. In addition, the campus is regularly patrolled by Kinston Public Safety Officers, who are authorized to issue citations for traffic violations.

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 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.

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.

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.

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.

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.

Procedure:

Communication between the developer of material and the immediate supervisor is required prior to the development of the material(s) to ensure an understanding is reached concerning the ownership of a created work. Contractual agreements are to be entered prior to the development of the work.

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.

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, gender, 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.

Online Communities

(Facebook, Twitter, Instagram, Etc.)

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. Photos and information that compromise students' or LCC's reputation are not acceptable and can have negative consequences.
4. 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.
5. Students are linked to "friends" and the content they publish on their community pages. The people to whom students link also reflect on the students.

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.

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 Human Services Technology.

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.

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.

Students Rights and Responsibilities

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

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.)

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.

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.

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
- 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

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 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 should be clearly stated by the instructor in each course syllabus and reviewed at the beginning of the first class meeting. 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 – First instance- the student will earn a zero on the assignment. Second instance, the student will earn an "F" for the course and will be referred to the respective dean for potential disciplinary action.

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 Vice President of Instruction 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

Disciplinary Appeal Procedures

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:

- **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.
- **A change of academic schedule**
- **A no contact order**
- **A campus restriction,** which may include either areas of a given campus or one or more campuses as a whole
- **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.
- **Restitution:** Students may be required to pay for damages suffered by the College, college employees, or other students.
- **Withholding Academic Records and/or the Right to Register:** Withholding transcripts, diplomas, or the right to register or participate in graduation ceremonies is imposed when a student's financial obligations are not met or the student has a disciplinary case pending final disposition.
- **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.
- **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.
- **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.
- **Temporary Suspension:** Temporary suspension is the exclusion from all college property and all college activities pending the resolution of a disciplinary proceeding.
- **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.
- **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 take into account 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 Vice President of Student Services and Institutional Effectiveness 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 Vice President of Student Services and Institutional Effectiveness within ten (10) working days of the notice of decision.

If the Vice President of Student Services and Institutional Effectiveness 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 Vice President of Student Services and Institutional Effectiveness 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 Vice President of Student Services and Institutional Effectiveness

The Vice President of Student Services and Institutional Effectiveness will select a date for the appeal hearing. At least five (5) working days prior to the date set for the hearing, the Vice President of Student Services and Institutional Effectiveness 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 Vice President of Student Services and Institutional Effectiveness 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 Vice President of Student Services and Institutional Effectiveness. All transcriptions will be filed in the office of the Vice President of Student Services and Institutional Effectiveness.
- 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 Vice President of Student Services and Institutional Effectiveness 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 Vice President of Student Services and Institutional Effectiveness 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.

Any case not resolved by the above steps may be appealed in writing to the Vice President of Instruction who may convene the ad hoc Academic Affairs sub-committee.

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 Division

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.

Location

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

Enrollment

Any person 18 years of age and not enrolled in a secondary school may register for classes. Some courses have special admission requirements. Also, for some courses, the number of students who may enroll is limited. The program coordinator should be contacted for additional information.

Admission of Minors

An applicant who is a minor between the ages of 16 and 18 years may be considered a person with special needs and admitted to appropriate programs. The applicant must be separated from the public school system and must provide documentation of release. A notarized petition of the minor's parent or legal guardian may be required, depending on the course or program.

An applicant at least 16 years of age or older and still enrolled in a secondary school may enroll in selected courses upon written permission by the school principal during the school months and by both the school principal and the superintendent during the summer months.

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.

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 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.

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.

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.

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 competencies that the student has gained. The program is a direct partnership with Vocational Rehabilitation and the local school systems.

Adult High School Diploma Program (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 23 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).

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

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.

Workforce Development and Continuing Education

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.

Fire Service Training Program

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

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.

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, Phlebotomy, and Pediatric Advanced Life Support and many others. In addition, the following health-related classes are available: 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, 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.

Trades and Transportation Programs

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

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.

Small Business Center

The Small Business Center was established at Lenoir Community College to serve small business owners, prospective owners, and employees of small businesses by providing counseling, a variety of seminars, workshops, and courses specifically geared to small business management. The Center works cooperatively with the Chamber of Commerce, the Small Business Administration, and the many other agencies that provide information and assistance to small businesses.

Microenterprise Loan Program

The Microenterprise Loan Program operates under the umbrella of the Small Business Center at Lenoir Community College. The primary goal of the program is to help entrepreneurs who may have trouble obtaining business loans from traditional lending sources by brokering professional technical assistance and by providing small loans for start-up and growth capital to small business owners in Lenoir, Jones, and Greene Counties.

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 WorkKeys® testing, are recommended.

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.

Career Readiness Certification (CRC)

The National Career Readiness Certificate is a portable credential that promotes skills and career development for individuals and confirms to employers that they possess basic workplace skills in applied

mathematics, reading for information, and locating information. The CRC 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 three levels of certification - Bronze, Silver, and Gold. The National Career Readiness Certification is available at the Lenoir, Greene, and Jones Career Centers.

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 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 Centers offer 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.

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.

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.

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.

Curriculum Program Admissions

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.

Applications

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

Procedures for Applying to Curriculum Programs

1. SUBMIT AN APPLICATION
 - a. Applications must be submitted online at <https://www.lenoircc.edu/future/newreturn/>.
 - b. 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 Office of Admissions. 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 Office of Admissions. 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 Office of Admissions. 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 RISE Placement Test or qualify for a RISE Placement Test waiver as indicated below:
 - a. Has graduated from a regionally accredited public high school, private school, or home school within the past ten years
 - 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 145 or higher in each section (2014 and later)
 - e. Has a HiSet score of 15 on each section and a 4 on the essay (2015 and later)

- f. Has taken the ACCUPLACER, Asset, Compass, or North Carolina's Diagnostic Test and Placement (NC DAP) test within the past ten years
- g. Has scored the following minimum scores on the ACT or SAT:
 - o Math
 - o ACT Math 20 (after March 2014)
 - o ACT Math 22 (prior to March 2014)
 - o SAT MAT 530 (after February 2016)
 - o SAT MAT 500 (between January 2012 and February 2016)
 - o SAT MAT 510 (prior to January 2012)
 - o SAT Math 530 (after March 2016)
 - o English
 - o ACT Reading 20 (after March 2014)
 - o ACT Reading 21 (between 2012 and February 2014)
 - o ACT Reading 22 (prior to January 2012)
 - o ACT English 16 (after March 2014)
 - o ACT English 18 (between January 2012 and February 2014)
 - o ACT English 22 (prior to January 2012)
 - o SAT Evidence-Based Reading and Writing 480 (after February 2016)
 - o SAT Critical Reading 500 (between January 2012 and February 2016)
 - o SAT English 500 (between January 2012 and February 2016)
 - o SAT English 510 (prior to January 2012)
 - o SAT Writing 510 (prior to January 2012)

Reinforced Instruction for Student Excellence (RISE) Placement Test

1. Placement Requirement:
 - a. Students who graduated from a regionally accredited public high school, private school, or home school within the past ten years will be placed into the chosen program's gateway math and English courses based on unweighted high school GPA.
 - Students with a GPA less than 2.2 must enroll in a transition course.
 - Students with a 2.799 or lower must take Transitions English.
 - Students with a GPA of 2.2-2.799 may enroll in a gateway math course with a mandatory corequisite, as available.
 - Students with a GPA of 2.8 or higher may register for any course without mandatory additional supports.
 - b. Students who graduated from high school more than ten years ago or do not have a GPA are required to take the RISE Placement Test or qualify for a RISE Placement Test waiver.
2. RISE Placement Test Tiers
 - a. The RISE Placement Test for math has three tiers.
 - o Tier One: whole numbers; fractions and mixed numbers; decimals; ratio, proportion, and rates; percent; measurement, geometry, and real numbers
 - o Tier Two: solving equations and inequalities, graphing, exponents and polynomials, concepts in statistics
 - o Tier Three: rational expressions, radical expressions and quadratic equations, factoring, systems of equations and inequalities, functions
 - b. The RISE Placement Test for English has two tiers.
 - o Tier One: introduction to college reading and writing, identifying main ideas, discovering implied meaning, interpreting bias, analysis through definition, learning across disciplines
 - o Tier Two: exploring comparative elements, informed options through casual chains, applied critical analysis, using sources in critical reading and writing

RISE Placement Test Information

- The RISE Placement Test may take two to four hours to complete. Students may take the RISE Placement Test in sections over several days, if preferred.
- The RISE Placement Test is by appointment only. To schedule an appointment, contact the Tutorial Lab & RISE Transition Coordinator at 252-527-6223, ext. 398.
- Students must present a valid photo ID to take the RISE Placement Test.
- Students requiring accommodations with a documented disability should contact the ADA Counselor at 252-527-6223, ext. 331 prior to testing.
- Upon completion of the RISE 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

RISE Placement Retesting Policy

Students will not be allowed to retake the RISE Placement Test. The results of the test will place students into gateway math and English with or without a corequisite or into a transition course. Mastery of the transition course will allow students to achieve levels that will allow them to take gateway courses.

Specific Program Admissions Requirements

1. COLLEGE TRANSFER PROGRAMS
Applicants must be high school graduates or possess high school equivalency certificates.
2. ASSOCIATE IN APPLIED SCIENCE PROGRAMS
Applicants must be high school graduates or possess high school equivalency certificates.
3. ASSOCIATE IN GENERAL EDUCATION
Applicants must be high school graduates or possess high school equivalency certificates.
4. DIPLOMA PROGRAMS
Applicants must be high school graduates or possess high school equivalency certificates.
5. CERTIFICATE PROGRAMS
 - a. Technical certificate programs: Applicants must be high school graduates or possess high school equivalency certificates.
 - b. Health Sciences certificate programs: See health sciences admissions section.
 - c. 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.
6. 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. The complete list of skills certificates is as follows:

Skills Certificates

Automotive Systems Technology	
Automotive Skills Certificate, CTE	C60160K2
Computer-Integrated Machining	
Computer-Integrated Machining Skills Certificate, CTE	C50120K
CNC Operator Certificate	C50210K4
Basic CNC Skills Certificate	C50210K1
CAD/CAM Skills Certificate	C50210K2
Advanced Skills Certificate	C50210K5
Machining Fundamentals Certificate, CTE	C50210K6

Cosmetology	
Cosmetology Skills Certificate	C55140K1
Culinary Arts	
Culinary Arts Essential Skills Certificate, CTE	C55150K2
Early Childhood Associate	
Administrator Skills Certificate	C55220K2
Gunsmithing	
Basic Gunsmithing Skills Certificate, CTE	C30200K1
Advanced Gunsmithing Skills Certificate	C30200K2
Intermediate Gunsmithing Skills Certificate	C30200C1
Medical Assisting	
Medical Assisting, Skills Certificate, CTE	C45400C1
Welding Technology	
Welding Technology, SMAW (Stick) Welding Skills Certificate	C50420K1
Welding Technology, GTAW (TIG) Welding Skills Certificate	C50420K2
Welding Technology, GMAW (MIG) Welding Skills Certificate	C50420K3
Intermediate Welding Skills Certificate, CTE	C50420K4
Basic Welding Skills Certificate	C50420K5

7. AVIATION MANAGEMENT AND CAREER PILOT TECHNOLOGY

Students may take flight training courses in conjunction with the Career Pilot Technology AAS degree. Students who wish to sign up for flight training courses must first provide documentation of FAA compliant medical exam.

8. HEALTH SCIENCES 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 an advisor in 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.

Deferred Action for Childhood Arrivals (DACA)

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
- Electroneurodiagnostic Technology, 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

10. 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:

1. Any current, valid State-issued permit to purchase a firearm;
2. A current, valid State-issued concealed carry permit from North Carolina;
3. A current, valid State-issued concealed carry permit from a state with a reciprocal concealed carry agreement with North Carolina;
4. Proof of an exemption from permit requirements pursuant to G.S. 14-415.25; or
5. 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.

CONTINUING EDUCATION PROGRAMS—Refer to the Workforce Development and Continuing Education Division section of the catalog.

Notification of Acceptance

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

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

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.

Admission of Transfer Students

A student desiring to transfer to Lenoir Community College who has been a student attending another post-secondary institution must be able to meet the admission requirements and provide proof of eligibility to return to the institution last attended. Transfer students who are on academic suspension at their previous college or university must maintain a 2.00 GPA for their first semester of enrollment at LCC or they will be placed on academic probation. A visiting student must meet the transfer student admission requirements if the student decides to attend LCC as a regular student.

International Students

Lenoir Community College is not approved for attendance of non-immigrant students with F, J, or M visas.

Advanced Standing in Health Sciences Programs

Advanced Standing 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. Meet general college admissions' requirements,
2. Meet current prerequisite courses for the desired program,
3. Submit a letter to the Dean of Health Sciences and Nursing requesting placement of advanced standing including:
 - a. Detailed syllabi and course outlines 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.

Decisions for Advanced Standing 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 Standing 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 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.

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.

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 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.

Waivers and Substitutions

Waivers and substitutions of courses, other degree requirements, and academic regulations may be made only with adequate cause. Normally waivers and substitutions of major hours will not exceed 25% in any curriculum. 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. 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 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:

In-State Fee Schedule

Credit Hours	Tuition	Activity Fee	Technology Fee	CAPS Fee	Accident Insurance	Grand Total
1	\$76.00	\$18.00	\$16.00	\$15.00	\$1.65	\$126.65
2	\$152.00	\$18.00	\$16.00	\$15.00	\$1.65	\$202.65
3	\$228.00	\$18.00	\$16.00	\$15.00	\$1.65	\$278.65
4	\$304.00	\$18.00	\$16.00	\$15.00	\$1.65	\$354.65
5	\$380.00	\$18.00	\$16.00	\$15.00	\$1.65	\$430.65
6	\$456.00	\$18.00	\$16.00	\$15.00	\$1.65	\$506.65
7	\$532.00	\$35.00	\$16.00	\$15.00	\$1.65	\$582.65
8	\$608.00	\$35.00	\$16.00	\$15.00	\$1.65	\$658.65
9	\$684.00	\$35.00	\$16.00	\$15.00	\$1.65	\$751.65
10	\$760.00	\$35.00	\$16.00	\$15.00	\$1.65	\$827.65
11	\$836.00	\$35.00	\$16.00	\$15.00	\$1.65	\$903.65
12	\$912.00	\$35.00	\$16.00	\$15.00	\$1.65	\$979.65
13	\$988.00	\$35.00	\$16.00	\$15.00	\$1.65	\$1,055.65
14	\$1,064.00	\$35.00	\$16.00	\$15.00	\$1.65	\$1,131.65
15	\$1,140.00	\$35.00	\$16.00	\$15.00	\$1.65	\$1,207.65
16	\$1,216.00	\$35.00	\$16.00	\$15.00	\$1.65	\$1,283.65

Out-of-State Fee Schedule

Credit Hours	Tuition	Activity Fee	Technology Fee	CAPS Fee	Accident Insurance	Grand Total
1	\$268.00	\$18.00	\$16.00	\$15.00	\$1.65	\$318.65
2	\$536.00	\$18.00	\$16.00	\$15.00	\$1.65	\$586.65
3	\$804.00	\$18.00	\$16.00	\$15.00	\$1.65	\$854.65
4	\$1,072.00	\$18.00	\$16.00	\$15.00	\$1.65	\$1,122.65
5	\$1,340.00	\$18.00	\$16.00	\$15.00	\$1.65	\$1,390.65
6	\$1,608.00	\$18.00	\$16.00	\$15.00	\$1.65	\$1,658.65
7	\$1,876.00	\$18.00	\$16.00	\$15.00	\$1.65	\$1,926.65
8	\$2,144.00	\$18.00	\$16.00	\$15.00	\$1.65	\$2,194.65
9	\$2,412.00	\$35.00	\$16.00	\$15.00	\$1.65	\$2,479.65
10	\$2,680.00	\$35.00	\$16.00	\$15.00	\$1.65	\$2,747.65
11	\$2,948.00	\$35.00	\$16.00	\$15.00	\$1.65	\$3,015.65
12	\$3,216.00	\$35.00	\$16.00	\$15.00	\$1.65	\$3,283.65
13	\$3,484.00	\$35.00	\$16.00	\$15.00	\$1.65	\$3,551.65
14	\$3,752.00	\$35.00	\$16.00	\$15.00	\$1.65	\$3,819.65
15	\$4,020.00	\$35.00	\$16.00	\$15.00	\$1.65	\$4,087.65
16	\$4,288.00	\$35.00	\$16.00	\$15.00	\$1.65	\$4,355.65

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.

Note: No activity, technology, or college access, parking and security (CAPS) fee is charged during the summer semester.

Note: The College reserves the right to charge students additional costs associated with verification of student identity.

*Tuition rates may change pending final legislative approval.

Activity, CAPS, Technology, and Insurance Fees

Each curriculum student is assessed an activity fee for support of student activities. The fee is prorated as follows:

12 credit hours or more	\$35.00
1-8 credit hours	\$18.00

The fees will be deposited each semester as follows:

50% for athletics

50% for all other student activities

Each curriculum student is assessed a college access, parking, and security (CAPS) fee of \$15.00 per semester (excluding summer). This money will be used for registration stickers and improvement of parking facilities.

Each curriculum student is assessed a technology fee to help fund the computer labs and other technology on campus. The fee is \$16.00 per semester (excluding summer).

Each curriculum student is assessed an accident insurance fee of \$1.65 per semester. This fee covers students while on campus or involved in College functions.

Curriculum Fees

Proctoring Fee – Internet Sections	\$30.00 (Science Courses)
Music – Private Lesson	\$225.00
Art Supply Fee – Studio Based Courses	\$50.00 per class
Aviation Fees	
• AER 151	\$7,499.00 (Part 141)
• AER 151	\$8,399.00 (Part 61)
• AER 161	\$8,002.15 (Part 141)
• AER 161	\$8,499.00 (Part 61)
• AER 171	\$25,003.80 (Lab A & Lab B- Part 141 & Part 61)

Health Sciences and Nursing

• <i>Nursing Remediation-Testing Services-NCLEX</i>	
o ADN Testing	\$1,160.00 plus tax (paid in 5 semesters)
o PN Testing	\$801.00 plus tax (paid in 5 semesters)
• <i>Surgical Technology Testing</i>	\$258.00 (paid in final semester)
• <i>Polysomnography Technology</i>	
o BRPT Board review	\$55.00 (paid in final semester)
o ProctorU Remote Assessment	\$17.00-\$32.00 per test, depending on test length
• <i>Electroneurodiagnostic Technology</i>	
o BRPT Board review	\$55.00 (paid in final semester)
o ProctorU Remote Assessment	\$17.00-\$32.00 per test, depending on test length
• <i>Medical Assisting Proctoring</i>	\$17.00-\$32.00 per test, depending on test length
• Dosimeter Radiation Badges Unreturned	\$15.00
• Dosimeter Radiation Badge Processing	\$40.00 per semester
• Health Sciences Pins	\$30.00
• Nursing Caps	\$20.00
Student Malpractice Insurance	\$16.00 per year
CPR Fee	\$5.00

Curriculum/Continuing Education Cosmetology Fees

Barber Student Fee	
• Student Permit	\$25.00

Miscellaneous Fees

ID Badge Replacement	\$3.00
----------------------	--------

Parking Fine	\$25.00
Returned Check Fee	\$20.00
Transcript Fee	\$5.00

Library Fines/Services

- General Material Fines
 - CD \$1.00 per day
 - Book \$0.05 per day
 - DVD \$1.00 per day
- General Material Services – Patrons
 - Copy Machine \$0.10 each
 - Microfilm Copies \$0.25 each
 - Fax Services \$0.50 per page
- Interlibrary Loan Materials Actual Cost
- Loan Materials Current Replacement Price

Athletics

- General Admission \$6.00 each
- Students Free
- College Employees Free
- Under 12 Free

Non-Curriculum Extension Instruction Fees

Fees for occupational 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 is waived by the State Board of Community Colleges for specific groups of students. These fees are listed under the Continuing Education section. 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.

Flight Cost

The cost of flight instruction is independent from program tuition and fees and will vary by flight school. This information can be supplied by the Aviation Management and Career Pilot Technology Program Chair upon request. For further information, call the Center for Aviation Education at 252-522-1735.

Tuition Refund Procedure for Curriculum Instruction

1. A tuition refund shall be made only under the following circumstances:
 - a. 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.
 - b. 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.
 - c. 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).
 - d. 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).
2. To comply with applicable federal regulations regarding refunds to individuals or groups, federal regulations will supersede the state refund regulations.
3. 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.

4. 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

1. 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.
2. 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.
3. Registration fees for self-supporting classes are non-refundable once the class begins.

Student 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.

Students should complete the application process by the following deadlines:

Fall Semester	July 1
Spring Semester	November 1
Summer Semester	April 1

The eligibility requirements:

1. To be considered for financial aid at Lenoir Community College students must:
 - a. Have a high school diploma (not a certificate of attendance), a high school equivalency (HSE) diploma certificate, or an adult High School diploma.
 - b. Be a United States citizen or eligible non-citizen.
 - c. Be enrolled or accepted for enrollment in an eligible program working toward a degree, diploma, or certificate.
2. Students who will be attending other accredited colleges/universities must submit consortium agreements 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.

Procedures for Applying for Student Aid

(Allow 3 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://fsaid.ed.gov/>. 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.fafsa.ed.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 Data Retrieval 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 2021–2022 school year the Pell Grant ranges from \$672.00 to \$6,495.00 per year based on full time enrollment (12 credit/450 hours each semester). The amounts may be prorated for three-quarter time, half-time, and less than half-time enrollment.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The FSEOG is a grant to help students offset their educational expenses after high school. It is for undergraduates only with exceptional financial need (students with a very low Expected Family Contribution 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.

North Carolina Community College Grant

The North Carolina Community College Grant is a need-based grant designed to offset the tuition, fees, and bookstore charges of students receiving less than maximum Pell Grant awards. Applicants must meet all eligibility requirements for federal and state funding. Students must have completed the FAFSA and have an EFC (Expected Family Contribution) that falls within a determined range set by the state of NC. Students must also be NC residents and enroll at least half-time (six credit hours).

Child Care Grant

The Office of Financial Aid administers the 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. Child Care Grants are available for students enrolled full-time 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 enrolled in a licensed center. 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. Applications are available online under financial aid forms.

North Carolina Education Lottery Scholarship

The North Carolina Education Lottery Scholarship was created to provide financial assistance to needy North Carolina resident students attending college and universities located in North Carolina. Students must have completed the FAFSA and have an EFC (Expected Family Contribution) that falls within a

determined range set by the state of NC. Students must also be NC residents and enroll at least half-time (six credit hours).

North Carolina Less than Half-Time Grant

The North Carolina Less than Half-Time Grant is a need-based grant which is available for students who have completed the FAFSA and who are enrolled in one to five credit hours. The student's EFC must fall within the eligible range. Students will be paid based on the number of credits for which they are enrolled.

North Carolina Longleaf Commitment Grant

The Longleaf Commitment is a grant program for 2021 North Carolina high school graduates who will attend one of the state's community colleges starting in the Fall 2021 semester. High school students may be eligible to receive this grant for tuition and fees toward a degree or attain transfer credit. The Longleaf Commitment Grant Program ends after the 2023 spring semester.

Eligibility Requirements

- Graduate from a North Carolina high school in 2021
- Be a North Carolina resident for tuition purposes
- Be a first-time college student (Career & College Promise (CCP) and Early/Middle College High School students are eligible)
- Enroll in a curriculum program during the 2021-22 academic year
- Enroll in at least 6 credit hours per semester
- Complete the Free Application for Federal Student Aid (FAFSA) for 2021-22
- Have an Expected Family Contribution (EFC) from \$0 - \$15,000. ("EFC" is based upon student's FAFSA determination)
- Renew FAFSA for the 2022-2023 academic year and meet the Satisfactory Academic Progress requirements of the college

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

Alpha Kappa Alpha Sorority
Doris Taylor Ahlsen
BB&T
Eddie (Bug) Morton Banks
Barnes-St. John
Dr. Donald E. Becker Memorial
Eloise C. and Harvey E. Beech
E. K. Best, Jr. Memorial
W. Robert and Suzanne S. Bizzell Health Sciences
Lonnie H. and Betty B. Blizzard
Mildred Dare Blizzard
Bojangles'/Tands
Jean P. and Peggy Booth Memorial
Bowen Family
John Hood Brewer Memorial
Brantley and Eugenia Casey Briley
Thomas Edward and Mozelle Hodges Briley

Ruby Boone and Vivian Brock
Brody Brothers'
Frank and Sandra Brooks
Mildred Quinn Buchan Memorial
Henry H. and Vera F. Bullock Memorial
Bradley Blair (Brad) Burmahl Memorial
Bruce Cannon Memorial
Cannon Family Foundation
William T. and Imogene Sutton Casey
Glenn F. and Joyce Gilbert Cherry
Paul and Debbie Chused
Rita Grady Clark
Charles Coward/Al Sutton
Philip H. Crawford, Jr. and Persis Hodges Crawford Memorial
Nell and Ford Dabney Scholars
Robert L. (Bobby) and Annette Daughety
William H. and Clarice P. Davenport
Gretchen and Minerva Davis
Gretchen and Minerva Davis Continuing Education
Davis Wholesale Tire Company
Violet R. Dawson/Champions Health & Fitness Memorial Athletic
D. Downie and K. Statum Graphics Faculty Scholarship
Dr. Shirley L. Dove
Eastern North Carolina Bluegrass Association
E. Merle Edwards
Henry A. and Lucile Reed Edwards
Faculty Memorial
Dexter E. and Dorothy M. Floyd
Gregory E. and Jennifer Floyd
Ben and Norma Fountain Fund
Edward Earle Franck
Robert and Suzanne Gallaher
Albert Lionel Garner Memorial
Joe D. and Marilynn Gay Memorial
Gail G. Grant Memorial
Andrew Oscar Greene Memorial
W. Foster and Mary L. Gurley Memorial
Gene Haas Foundation
Jack P. Hankins
Kathryne C. Hankins
James R. (Doc) and Frances Petteway Harper Memorial
Dr. and Mrs. Jack Harrell
C. Felix Harvey, Sr.
Margaret Blount Harvey Early Childhood Education
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
Gaines Barrett (Barry) Huneycutt, Jr.
Rusty and Kim Hunt

George Dewey and Jessie Heath Jenkins Memorial
 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
 Kinston Business and Professional Women's Club
 Kinston Exchange Club/Billy C. White Memorial
 Kinston Jaycees
 Kinston Rotary Club
 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
 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) Meready
 Montgomery's Math & Science
 E. Fred and Louise D. Moore
 Rena Ritch and Mark Norcross
 Drs. James and Elizabeth Odham
 Page Family Scholarship
 Frances Carr Parker
 Frances Carr Parker Culinary
 Joseph C. and Eunice B. Parker
 James M. and Erwin W. Parrott
 Wodfin Pierce and Daisy Fuller Patterson
 Roland L. Paylor, Jr./Robert (R.L.) L. Joyner
 Rickie Allen Pearson, Jr. Memorial
 James and Rebecca Perry Foundation
 Perry Family
 Horace and Agnes Faye Phillips
 Pink Hill Medical
 Kathryn and Leroy Pittman
 W. Roy and Mary R. Poole
 Rose Pully Memorial
 John Wesley Rains/Machining Technology
 Irma J. and Dr. C. B. Randall
 Mayor and Mrs. O. A. (Buddy) Ritch
 Dr. Frank Rocker, Jr.
 Rodriguez Family
 Sarah Peedin Rose Memorial
 Schechter

James C. and Angeline S. Shell
 P. E. and Leta Shoulars
 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
 Robert J. Sutton Family
 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
 Richard and Edna Whaley
 Lester and Geraldine White-Richardson and Margaret Richardson Memorial
 Isaac, Frances, Marietta, and Rachel Whitfield Memorial
 G. Herbert Whitfield Memorial
 Joseph Keith Williams Memorial
 Walter and Marie Williams
 Harvey Sharp Wooten

Lenoir Community College Foundation Funds Held for Endowment

Charlie H. and Bille J. Albritton
 Young H. Allen
 Robert (Rock) Anderson Athletic
 James E. and Annie J. Blue
 Eugenia Casey Briley
 Clarke and Richardson Scholarship
 Bobby Ray and Joyce Sutton-Dawson
 Tharon Harper Deaver Memorial
 Empowering Women
 Heather Richardson Gagnon Memorial
 Grimes Family
 Angela Whitfield Harper Memorial
 Earl and Carol Harper
 Maude and Bruce Heath Memorial
 Whitford and Gladys Hill
 Gloria Hill

Jumping Run Church
Lawrence and Lois King
Harry L. and Grace W. Malone Memorial
Forest and Christine McCullen Memorial Psychology
Jessica Ramsey Memorial
Sale Auto Mall Fund
Edward T. and Mildred W. Sessoms
Selma Wells Skinner Memorial
Sleep Medicine
Herbert (Herb) Ingram Spear, Sr. Memorial
W. Tyson Stewart Memorial
Dr. Patricia M. Stroud Memorial
Paul and Frances Taylor Memorial
Wilda Robinson Turner Memorial
Gordon and Linda Vermillion
Annie Julia Waller and Otis Clark Tutt Memorial
Dr. Alexis Barwick Welch and Mr. Larry C. Welch

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 first two years of college at LCC and transfer to a four-year college or university by enrolling in one of our university transfer programs.

1. 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
2. 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
3. What is not covered—guaranteed coverage
 - All in-state tuition and fees not covered by financial aid or scholarships

- Required general student fees are covered
 - Book costs and program-specific fees are not covered
 - LCC reserves the right to limit the number of awards. Apply early!
4. Goals of 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

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. On average, students work approximately 20 hours per week at a rate of \$13.00 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. Student employees are not allowed to work during any scheduled course 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>.

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 (SAP) Standards

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. A grade of "PA" is calculated as 4.00 quality points. A grade of "PB" is calculated as 3.00 quality points. 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.

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:

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

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 on line 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.

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 and 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, or they may be seen on a walk-in basis. Counselors are available during normal operating hours or by appointment. The Counseling Department is located in the Office of Admissions 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 ADA Advisor assists students and coordinates with instructors to provide equal access to opportunities, services, and facilities to all students with documented disabilities. The ADA Advisor addresses the specialized needs of students with disabilities with the goal of integrating them into the life of the College and helping them participate in and benefit from activities enjoyed by all students.

Services for students with disabilities include comprehensive academic support, accessibility services, and parking. These reasonable accommodations are in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Students requiring reasonable accommodations services should meet with the College's ADA Advisor and provide documentation regarding their disability-related needs. All documentation remains confidential. The most appropriate accommodations are determined after consultation between the ADA counselor and student.

Students requesting accommodations may receive services beginning with admissions through graduation. Admission to the College and application for disability services are separate processes; however, both applications should be completed during the same timeframe. For additional information about accommodations and services provided, contact the ADA Advisor 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

A series of programs is provided throughout the year for the cultural, educational, and social enrichment of students. Any student who pays the student activity fee may attend activities sponsored by the College.

Student Activities

The College encourages student participation in student organizations and activities. Although student activities are viewed as secondary to the central purpose of academic preparation, they are nevertheless an important phase of student growth and development. Participation in the Student Government Association and on College committees assures students of representation to express their personal views and those of the broader student body related to college affairs. A number of clubs appeal to the special interests of students. Intercollegiate athletics, concerts, lectures, and diversity programs 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 activities are viewed as secondary to the central purpose of academic preparation, they are nevertheless an important phase of student growth and development. The following clubs and organizations are historically functioning on campus.

Advanced Manufacturing Club	Lamplighters Club	Phi Theta Kappa
AWAKE	Medical Assisting Club	Psychology Club
Cosmetology Club	Music, Art, Culture Club	Radiant Beams
Early College SGA	(MACC)	Rise with the Sun Club
GAIT Imaging	Next Generation Club	Surgical Technology Club
Human Services Club	Nightingales	Transitional & Career Studies Science Club

Eligibility for Participation—Student Activity

General Participation

- a. To be eligible for participation in student activities, a student must be officially registered in classes at the College.
- b. Part-time 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) is designed to promote the general welfare of students in a democratic fashion and to facilitate communication between the student body, the faculty, and the administration. The student government provides a means through which students can promote interest in student activities 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, men's basketball, women's soccer, and women's 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 varsity baseball, men's basketball, women's soccer, and volleyball, a student must be fulltime and maintain a cumulative average of 2.0 or better. They must also meet first or second season Academic Requirements of the NJCAA.

Academic Regulations

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.

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.

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.

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 less than six credit hours are less than half time.

The maximum credit hours for students enrolled in AA, AE, AFA, AGE, AS, AAS, diploma, or certificate programs is 18 hours. Students may enroll for 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.

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.

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.

Tutorial Center

The Tutorial Center is located on the first floor of the LAP/Science Building. It 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. Peer tutors are available to support students with the use of equipment and software. 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 provides 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 Tutoring Center for office and appointment information.

NC Community College Transfer - Baccalaureate Degree Plans

Baccalaureate Degree Plans may be found at <https://myapps.northcarolina.edu/transfertools/advising-tools-nc-community-college-transfer-students/>. These plans assist students with determining which courses may be needed for specific North Carolina four-year Institutions upon transferring. Students are strongly encouraged to speak with their advisor in determining specific courses that may be needed. Understanding the Baccalaureate Degree Plan 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.

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 point 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.
NC	Non-Course Status	Given when credit is earned from some origin other than actual course work such as placement testing
W	Withdraw	Not considered credit hours attempted
WE	Withdraw 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.

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.

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.

Transition Courses

Designated transition courses are intended to be completed within the first two semesters of enrollment at Lenoir Community College. Transitions courses are offered in English and math each semester to prepare students for required program courses. Advisors along with the Tutorial Lab & RISE Transition Coordinator can advise students concerning the need to register for and complete transition courses.

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. 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.

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.

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.

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.

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.

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.**

Adding Courses, Dropping Courses, and Withdrawing From the College

Students who find it necessary to add or drop courses or withdraw from college should confer with their instructors and advisors. Forms are secured from the advisors or the Registrar's Office, and withdrawals must be signed by an advisor or the Dean of Student Services.

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.

For courses dropped or withdrawals from the College 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 officially drop or withdraw receive a grade of a "W."

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	Minimum Score	LCC Course Equivalent	Semester Credit Hours
Art History	3	ART 114 or ART 115	3
Art (Studio Art Design)	3	ART 131	3
Biology	3	BIO 110	4
Biology	4	BIO 111	4
Calculus AB	3	MAT 271	4
Calculus BC	3	MAT 271 and MAT 272	8
Chemistry I	3	CHM 151	4
Economics (Micro)	3	ECO 251	3
Economics (Macro)	3	ECO 252	3
English Language	3	ENG 111	3
English Literature	3	ENG 111 and ENG 112	6
Government and Politics	3	POL 120	3
History (United States)	3	HIS 131 and HIS 132	6
Music Listening/Language	3	MUS 110	3
Music Theory	3	MUS 111	3
Physics B	3	PHY 151 and PHY 152	8
Physics C (Part One)	3	PHY 151	4
Physics C (Part Two)	3	PHY 152	4
Psychology	3	PSY 150	3
Spanish Language or Literature	3	SPA 111 and SPA 112	6
Statistical Methods	3	MAT 152	3

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.

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.

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 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.

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

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.

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.

Change of Major

Students who wish to change majors must have the signature of a counselor/advisor. 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.

Satisfactory Progress Policy

For the purpose of this policy, semester hours attempted are based upon all courses taken at Lenoir Community College including developmental. Grade point average is based only on courses taken at Lenoir Community College.

Standards: If students have earned a minimum GPA of 2.0 (excluding "I" grades) for the most recent semester of enrollment, they are considered for enrollment purposes to be making satisfactory progress. These students remain at this standing unless they fail to achieve a semester 2.0 GPA. At this time, the academic standing reverts to the standing of the semester immediately prior to that of satisfactory progress. To be eligible for financial aid, students must comply with the Satisfactory Academic Progress Standards as defined for financial aid.

Academic Warning: If students fail to maintain a 2.00 GPA, they are notified of "Academic Warning" status and required to attend a counseling session with their academic advisor. Referral for learning assistance, reduced course load, and/or change of program may result from the session.

Academic Probation: If students fail to maintain a 2.00 GPA after two semesters of enrollment, they are notified of "Academic Probation" status and required to attend a counseling session with their academic advisor. Referral for learning assistance, reduced course load, and/or change of program normally result(s) from this session.

A major grade point average of at least 2.00 is required for graduation. If students fail to meet the requirements for satisfactory progress after one semester of academic probation, they are directed to a more appropriate program of study by their academic advisor.

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) signed by their advisor. The signed evaluation is to be submitted along with an Application for Graduation to the Registrar.

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.

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:

- A. Expresses an articulable, imminent, and significant threat to the applicant, other individuals, college employees, or the College environment or
- B. 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
- C. Presents problems in physical or emotional health which do not respond to appropriate treatment and/or counseling within a reasonable period of time or
- D. 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 the Gunsmithing Program.

While in the program or on 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.

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.

However, students who miss two consecutive weeks are withdrawn from class on the first day of 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. Please refer to the course documents for specific attendance requirements.

Attendance/participation in Distance Education (DE) courses directly affects students' success in a course. LCC uses the Learning Management System Moodle to deliver online course content in DE courses. Per federal guidelines, students taking Internet courses must submit an assignment in each Internet course in Moodle by the 10% date to establish an initial enrollment date and 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.

In DE courses, attendance is assessed by submitted assignments. Students not participating for two consecutive weeks or missing 15% of the assignments as defined by the course will be dropped from the course. It is important for students in a DE course to promptly inform their instructor of issues that may affect attendance/participation to minimize the chance of being dropped.

Dismissal for excessive or prolonged absences result in a grade of W (Withdrawn) on the day of dismissal.

The classification of absences as excused requires verification and allows students to make up missed work, in accordance with the instructor's 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. Others at the discretion of the instructor
5. ADA- due to the severity or episodic nature of some disabilities, some students may have difficulty meeting the typical attendance standards for some courses. Students with documented disabilities will need to request a Reasonable Attendance Modification Plan form through the ADA Advisor.

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.

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.

The College recognizes that there may be individual cases in which a student should be allowed to make a formal appeal related to attendance for particular courses taken at the College. Students must follow the student grievance procedure outlined in this catalog.

Health Sciences students should refer to the specific Health Sciences and Nursing Program Handbook. All Health Sciences handbooks are available online in each course or on reserve in the Learning Resources Center.

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.

The 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)

Each student who is in attendance or who has been in attendance at the College, or parents of a dependent student who claim the student as an exemption on their federal income tax return, or anyone designated on the FERPA Release Form have the right to inspect and review the student education records maintained by the College or by any person acting on behalf of the College. The College does comply with a request to review an education record within a reasonable time, but in any event not more than 45 days after the request is made. Any student or parent of a dependent child desiring to review the student education records should make the request directly to the official custodian responsible for maintaining that record. A list of the types, the location, and the names of the official custodians of student education records is maintained in the Registrar's Office and is readily available to the student or parent upon request.

The College makes available on a routine basis certain directory information on currently enrolled students without the prior written consent of the student. This policy is for the convenience of students, parents, other members of the college community, and the general public. However, such information is not to be

released by the College if the student is not currently enrolled or if the student notifies the Registrar's Office within seven days after registration day of the current term of enrollment that such directory information should not be released to anyone by the College. Directory information related to a student is limited to the student's name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational institution attended by the student, and other similar information as may be designated by the College.

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.

Board of Trustees 2021-2022

Mr. E. Randolph Smith (Randy), Chairman

Mr. Roger D. Evans, Sr. (Rod) Vice-Chairman

Expiration of Term

Appointed by the Governor

Ms. June Cummings	June 30, 2022
Mr. W. Hardy Creech	June 30, 2023
Mr. Nicholas Harvey, Sr.	June 30, 2024
Dr. Pradeep Arumugham	June 30, 2025

Appointed by Lenoir County Board of Education

Ms. Maxine Cooper	June 30, 2022
Mr. Thomas White	June 30, 2023
Mr. Roger (Rod) D. Evans, Sr.	June 30, 2024
Mr. E. Randolph (Randy) Smith	June 30, 2025

Appointed by Lenoir County Board of Commissioners

Mr. Greg Floyd	June 30, 2022
Mr. Shawn Wilson	June 30, 2023
Mrs. Connie Huffman	June 30, 2024
Mr. T. Curtis Smith	June 30, 2025

Appointed by Greene County Board of Commissioners

Mr. Jerry Jones	June 30, 2024
Mr. T. Denny Garner	June 30, 2025

Appointed by Jones County Board of Commissioners

Mr. Kyle Koonce	June 30, 2023
Mr. Charley C. Jones III	June 30, 2025

President, Student Government Association

Ex Officio

College Personnel 2021-2022

General Administration

Hunt, Rusty	President B.S.—University of North Carolina at Charlotte C.P.A.—NC State Board of C.P.A.'s M.B.A.—Liberty University Ed.D.—Wingate University
Sutton, Deborah	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
Black, John Paul	Vice President of Instruction B.A.—Elon University M.A.Ed., Ed.D.—East Carolina University
Hill, Kim	Dean of Student Services/Title IX Coordinator B.A.—University of North Carolina at Chapel Hill M.A.—Liberty University
Huneycutt, Richy	Director of Marketing, Recruiting and Communications B.A.—East Carolina University
Johnson, Tasha	Director of Human Resources/Deputy Title IX Coordinator B.S.—University of Mount Olive M.S.—Western Carolina University
Kennedy, Jeanne	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
Elliott, Stanley	Vice President of Student Services and Institutional Effectiveness B.A. —Elizabeth City State University M.P.A. —North Carolina Central University Ph.D. —North Carolina State University

Administrators of Instructional Programs

Maddox, Timothy

Associate Vice President of Instruction
B.A.—Southeastern Free Will Baptist College
M.M.—Bob Jones University
Ed.D.—Northcentral University

Moore, Warren

Dean of Business and Industry
A.A.S. – Pitt Community College
B.S., M.S.W. – East Carolina University

Tilghman, Justin

Dean of Workforce Development and Public Safety
B.A.—Campbell University
M.S.—Eastern Kentucky University
M.A.—Liberty University
Ed.S., Ph.D.—Columbia International University

Welch, Alexis

Dean of Health Sciences and Nursing
B.S.N.—Atlantic Christian College
M.A.E.—East Carolina University
Ed.D.—North Carolina State University

Administrative Support and Professional Support

Anthony, Nicholas	Aerospace Manufacturing Instructor
Banks, Carl	Chief HSE Examiner A.A.S.—Lenoir Community College B.S.—University of Mount Olive
Battle, Paula	Transitional and Career Studies Assessment Specialist/Recruiter B.S.—Fayetteville State University
Becton, LaSheika	Admissions Specialist A.A.S.—Lenoir Community College
Berg, Matthew	Director of Aerospace & Advanced Manufacturing Center A.S.—Lenoir Community College B.S.—East Carolina University
Blackwell, Judith	Switchboard Operator/Receptionist A.A.S.—Lenoir Community College B.S.—East Carolina University
Bluhm, Allie	Student Recruiter/Social Media Coordinator A.A.—Lenoir Community College B.S.—Appalachian State University
Boseman, Darla	Director of Emergency Medical Sciences B.S.—Louisiana State University and A&M College M.H.S – Western Carolina University
Bryant, Christa	Accounting Assistant A.A. – Craven Community College B.B.A. – North Carolina Central University M.S. – North Carolina A&T University
Bynum, Faith	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
Campos-Valadez, Leticia	Cosmetology Instructor—Continuing Education
Carmon, Elaine	Human Resources Officer B.B.A.—North Carolina Central University
Carter, Crystal	Instructional Technology Specialist A.A.S.—Lenoir Community College A.A.S.—College of the Albemarle B.S.I.T.M.—Trident University International

Carter, Wesley	Assistant Director of Emergency Medical Sciences A.A.S.—Lenoir Community College B.S.—North Carolina Wesleyan College M.B.A.—Liberty University
Chadwick, Kylie	Graphics Production Specialist A.A.S.—Lenoir Community College
Coats, Benny	Occupational Extension Instructor—Greene County Correctional Programs B.S.—East Carolina University
Cotto, Carlos	Associate Dean of Workforce Development and Latino Programs B.S.—Embry-Riddle Aeronautical University M.S.—Central Michigan University
Davis, Cecil	System Analyst A.A.S.—Lenoir Community College
Deaver, Larisa	Web Developer A.A.S.—Lenoir Community College
Del Toro Gutierrez, Miriam	Director of Cosmetology
Edwards, Erick	Network Administrator A.A.S. – Lenoir Community College
Egleton, Tezra	Greene County Correctional Programs Coordinator B.S.B.A.—Fayetteville State University
Garafolo, Richard	Director of the Learning Resources Center B.A.—Baldwin-Wallace College M.L.S.—North Carolina Central University
Gibbs, Jeffrey	Controller B.S.—North Carolina Wesleyan M.B.A.—University of Mount Olive
Goude, Janeice	Capital Campaign and Scholarship Coordinator B.A.—Morehead State University
Grady, Denise	Registrar—Continuing Education A.A.S.—Lenoir Community College
Graham, Shelia	Distance Education Coordinator A.S.—Lenoir Community College B.S.B.E.—East Carolina University
Grant, Ika	Workforce Innovation and Opportunity Act Career Advisor B.A.—North Carolina Central University M.S.—Central Michigan University

Gutierrez, Oscar	Systems Manager B.S.—East Carolina University
Hannibal, Gregor	Director of Small Business Center/ Microenterprise Loan Program Agent B.A.—North Carolina Central University
Heldreth, Thuy	Transitional and Career Studies Coordinator/Instructor B.S.—Western Carolina University
Hill, Karen	Director of Transitional and Career Studies B.S.B.A., M.A.Ed.—East Carolina University*** Ed.S.—Walden University
Houston, Jordan	Accounting Assistant—Accounts Receivable A.A.S.—Lenoir Community College
Hughes, Eric	Network Analyst A.A.S.—Coastal Carolina Community College
Irsik, Sherry	Career Connections Coordinator B.S.—Kansas State University
Jones, Cindy	Purchasing Agent A.A.S.—Lenoir Community College
Jones, Randolph	Emergency Medical Sciences Instructor A.A.S.—Lenoir Community College
Kantz, Dawn	Associate Dean of Workforce Development B.S.B.A.—Youngstown State University M.A.Ed.—East Carolina University
Kenamer, John	Career and College Promise Advisor B.S., M.S. – East Carolina University
Kimble, Whitney	Student Success/ADA Advisor B.A.—Bowling Green State University M.S.—East Carolina University
Koonce, B.J.	Director of Facility Operations A.A.—Lenoir Community College
Leonard, Janice	Transitional and Career Studies Coordinator A.S.—University of Mount Olive B.A.—North Carolina Wesleyan College
Lombardi, Karen	Truck Driving Instructor
Marett, Margaret Grace	Transitional and Career Studies Coordinator B.S.—Meredith College M.A.E.D.—East Carolina University

Martinez Mengel, Prudencio	Workforce Development Coordinator B.S.—University of Puerto Rico M.A.—East Carolina University
McLawhorn, Daniel	Director of Basic Law Enforcement Training/Instructor A.A.S.—Lenoir Community College
McMillion, Jamal	Minority Male Success Initiative Coordinator B.A.—Fort Valley State University
Miller, Jason	Associate Dean—Greene County Centers B.S., M.A.—East Carolina University
Moody, Elizabeth	Financial Aid Advisor A.S.—Lenoir Community College B.S.—North Carolina State University M.B.A.—East Carolina University
Moody, Ginny	NCWorks Career Coach—Lenoir County B.S.—North Carolina State University
Moss, Sharon	Academic Records Specialist A.A., A.A.S.—Lenoir Community College B.A.—University of Mount Olive
Moye, Hannah	Literacy Education Information System Data Specialist A.A., A.A.S.—Lenoir Community College B.S.—Fayetteville State University
Moye, Misty	Adult High School Coordinator B.S.—University of Mount Olive M.S.—University of Phoenix
Newton, Jr. Bennie	Occupational Extension Coordinator/Instructor B.S.B.A.—East Carolina University M.S.—Walden University
Nobles, Robert	System Administrator A.A., A.S.—Lenoir Community College B.S.—East Carolina University
Nobles, Susan	Research Coordinator Certificate, Diploma, A.A.S.—Lenoir Community College
Parson, Bruce	Business Manager B.A., M.A.Ed.—East Carolina University
Pearson, Katherine	Development Coordinator B.S.—University of Mount Olive

Perez, Erik	Financial Aid Verification Advisor A.A.—Lenoir Community College
Perez, Henry	HVACR Systems Instructor
Phillips-Williams, Donna	Student Services Office Manager A.A.—Lenoir Community College B.S.—University of Mount Olive M.B.A.—Liberty University
Pollard, Lindsay	Graphic Designer A.A.S.—Lenoir Community College
Powers, Matthew	NC Motorcycle Safety Education Program Range and Equipment Manager A.A.S.—Lenoir Community College
Price, Tracey	Workforce Innovation and Opportunity Act Career Advisor A.A.S.—Lenoir Community College
Pridgen, John	Transitional and Career Studies Instructor—Greene County Correctional Programs B.A.—North Carolina Wesleyan College M.A.—University of North Carolina at Chapel Hill
Proctor, Nikki	Director of Innovation and Effectiveness B.A.—North Carolina State University M.S.—East Carolina University
Rhodes, Kenneth	Occupational Extension Coordinator/Fire Instructor Safety Officer A.A.S.—Coastal Carolina Community College
Rico Tapia, Alma	Transitional and Career Studies Coordinator/Instructor B.A. Escuela Normal Justo Sierra
Robles, Maria	Associate Dean-Jones County Center B.S.—Columbia Southern University M.S. – Columbia Southern University
Searles, III Joseph	PC Technician A.A.S.—Pitt Community College
Seymour, Fred	Transitional and Career Studies Instructor/Recruiter—Jones County Center B.B.A.—Roanoke College
Shivar, Sherwood	Emergency Medical Sciences Instructor A.A.S.—Lenoir Community College
Smith, Donna	Assistant Registrar B.S. – East Carolina University

Stroud, Dusk	Director of Admissions and Enrollment Management A.A.—Lenoir Community College B.S.B.A—East Carolina University M.B.A—University of Mount Olive
Sutton, Calvin	College Liaison—Lenoir County Early College High School B.S.—Elon College
Swinson, Annette LeChea	Emergency Medical Sciences Instructor A.A.S.—Lenoir Community College
Taft, Samara	Director of WIOA Title 1 Programs/NC Works Career Center Manager A.A.S.—Lenoir Community College B.S.—North Carolina Wesleyan College
Taylor, Charlie	Accounting Assistant/Assistant Equipment Coordinator A.A.S.—Lenoir Community College
Taylor, Jade	Payroll Specialist A.A.S.—Lenoir Community College
Taylor, Jimmy	Digital Marketing Coordinator B.S.—University of Mount Olive
Taylor, Reid	Director of Industry Training and Apprenticeship A.A.S.—Lenoir Community College B.S.—University of Mount Olive M.A.—Central Michigan University
Taylor, Tammy R.	Emergency Medical Sciences Instructor A.A.S. – Robeson Community College
Tilghman, Gary	Director of Greene County and La Grange Centers B.S.—East Carolina University M.T.S.—Southern Baptist Theological Seminary
Tolar, Jennie	PC Technician A.A.S. – Lenoir Community College
Virag, Janos	Aerospace Manufacturing Instructor Diploma—St. Lawrence College A.A.S. – Lenoir Community College
Wagner, Bob	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
Wallace-Koonce, Josephine	Instructional Coordinator A.A.S.—Lenoir Community College B.S.—North Carolina Wesleyan M.A.—Central Michigan University

Wetherington, Lee	Dean of Administrative Services/Chief Information Officer A.A.—Lenoir Community College B.S.—East Carolina University
Whaley, Casey	Career and College Promise Admissions Specialist A.A.S.—Lenoir Community College
Wiggins, Shelia	Director of Financial Aid A.A.S.—Lenoir Community College B.S.—University of Mount Olive
Willis, Delmus	NC Works Career Coach—Greene County B.S, M.A.Ed.—University of Phoenix
Wilson, Athena	Director of Student Success and Equity B.S., M.S.—North Carolina A&T State University
Wilson, Deborah Jo	Director of Distance Education B.S.—East Carolina University
Wilson, Kamesha	Registrar A.A.S.—Lenoir Community College
Wilson, Paula	Transitional and Career Studies/Occupational Extension Coordinator— Greene County Center B.A.—East Carolina University
Wooten-Hightower, Lisa	Workforce Innovation and Opportunity Act Career Advisor B.A., M.A.—Ashford University
Wyatt, Renee	Accounting Assistant—Foundation/Special Funds A.A.S.—Lenoir Community College
Wynne, Joy	Instructional Coordinator-CE/Liaison—Jones County B.S.—University of Mount Olive M.A. – Liberty University

Faculty

Almengor, Dana	Biology Instructor B.S.—North Carolina State University M.A.T.—University of West Alabama
Barker, Vicki	Associate Degree Nursing Program Chair/Instructor R.N., B.S.N.—University of Tennessee M.S.N.—East Carolina University
Barnes, Shelly	Director of Student Support/Health and Physical Education Program Chair/Instructor B.S.—High Point University M.A.—East Carolina University
Block, Alex	Computer-Integrated Machining Instructor A.A.S.—Craven Community College
Bodzinski, Kayla	ADN Nursing Instructor A.D.N.—James Sprunt Community College B.S.N.—University of North Carolina at Wilmington M.S.N.—University of North Carolina at Wilmington
Brewer, Siobhan	English/Humanities Instructor B.S.—Towson University M.A.—East Carolina University
Bright, Amber	Polysomnography and Electroneurodiagnostic Coordinator/Instructor A.A.S.—Pamlico Community College
Brown, Alicia	Nursing Instructor A.D.N.—James Sprunt Community College B.S.N., M.S.N.—East Carolina University
Brown, Stephanie	Nursing Instructor A.D.N.—James Sprunt Community College B.S.N., M.S.N.—East Carolina University
Burchette, Christina	Biology Instructor B.S.—Emmanuel College M.A.—East Carolina University
Carroll, Hope	Graphics Instructor A.A.S.—Lenoir Community College B.S., M.A.—Appalachian State University Ed.D.—Virginia Tech University
Cavanaugh, Valerie	Spanish, Religion, and Philosophy Program Chair/ Instructor B.S.—Southern Illinois University, Carbondale M.S.—University of Tennessee

Copley, Michael	Gunsmithing Program Chair/Instructor A.A.S.—Lenoir Community College
Coward, Tiffany	Sustainable Agriculture Program Chair/Instructor A.A.S. – Lenoir Community College B.S. – North Carolina A&T State University
Creech, Jameson	Developmental/Curriculum English and Humanities Instructor B.S., M.A. – East Carolina University
Cruz, Jessica	Fine Arts Program Chair/Music Instructor M. Div.—Campbell University B.S.—University of Mount Olive
Culbreth, Christine	Office Administration/Medical Office Administration Instructor A.A.S. – Wayne Community College B.S. – University of Mount Olive M.B.A. – Liberty University
Cullipher, Sterling	English Instructor B.S.—University of North Carolina at Wilmington M.A.—East Carolina University
Dail, Rebecca	Medical Assisting Program Chair/Clinical Coordinator/Instructor A.A.S.—Lenoir Community College
Dillahay, Adam	Radiography Program Chair/Instructor B.S.M. – University of Phoenix
Downie, Dwight	Graphics Program Chair/Instructor/Printing Services Manager A.A.—Chowan College B.S.—Appalachian State University
Faison, Shaneir	Computer Information Technology Program Chair/Instructor A.A.S.—Pitt Community College B.S., M.S.—East Carolina University
Felzer, Steven	Mathematics Program Chair/Instructor B.A., M.A.—University of North Carolina at Wilmington Ph.D.—North Carolina State University
Foushee-Erkes, Kensey	Mathematics Instructor B.S.—Meredith College M.A.—Wake Forest University

Francis, Jocelyn	Chemistry Instructor A.S.—Coastal Carolina Community College B.S., M.S.—East Carolina University
Futrell, Rita	Developmental Mathematics Instructor B.A.—University of North Carolina at Wilmington M.A.Ed.—East Carolina University
Gaither, Lauren	Psychology Instructor B.A. – University of North Carolina at Wilmington M.A. – East Carolina University
Grady, Kristy	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 of C.P.A.'s
Gridley, Jane	Early Childhood Associate Program Chair/Instructor B.S.—East Carolina University
Hardee, Catherine	History Instructor B.S., M.A.—Liberty University
Hargett, Grant	Engineering Program Chair/Mathematics Instructor B.S., M.S.—Clark Atlanta University
Harvell, Justin	Welding Technology Instructor A.A.S.—Sampson Community College
Humphrey, Terry	Criminal Justice Program Chair/Instructor B.S.—East Carolina University J.D.—Campbell University School of Law
Jennings, Jeffrey	Aviation Management and Career Pilot Technology Program Chair/Instructor A.A.S.—Guilford Technical Community College B.S.—Embry-Riddle Aeronautical University
Jones, Carla	Office Administration/Medical Office Administration Program Chair/Instructor A.A.S.—Wayne Community College B.S.—University of Mount Olive
Jones, Tyrone	Medical Assisting Instructor A.A.S.—Lenoir Community College B.S.—Miller-Motte College
Keffer, Ashley	English/ Humanities/ Communications Program Chair/Instructor B.A., M.A.—East Carolina University

Kennedy, Nikki	Practical Nursing Instructor A.A.S.—Wayne Community College B.S.N.—Fayetteville State University M.S.N. —University of North Carolina at Wilmington
Kolb, Cameron	Welding Technology Instructor A.A.S.—Craven Community College
Kops, Mary Linton	Associate Degree Nursing Instructor A.A.S. —Lenoir Community College B.S.N. —University of Wilmington B.A. —Converse College
Lowe, Ashley	Clinical Coordinator/Radiography Instructor A.A.S.—Lenoir Community College B.S.—Saint Joseph's College
Luppino, Andrew	Computer-Integrated Machining Technology Program Chair/Instructor A.A.S.—Lenoir Community College
Mackey, Lysa	Biology Instructor B.S., M.A.—East Carolina University
Messner, Maria	Chemistry/Biology Instructor B.A.—University of Missouri Ph.D.—Saint Louis University
Mitchell, Kimberly	Cosmetology Instructor A.A.S.—Lenoir Community College Licensed Instructor, North Carolina State Board of Cosmetic Arts
Murphrey, Caroline	Teacher Preparation Program Chair/ Instructor B.S.—East Carolina University M.A.Ed.—University of North Carolina at Wilmington
Oliphant, Kate	Music Instructor B.M.—Gardner-Webb University M.M.—East Carolina University
Parker, Kevin	Business Administration Instructor A.A.—Strayer College B.S.—University of Maryland M.B.A.—University of Phoenix
Parish, Leigh Ann	Art Instructor B.S.—Appalachian State University M.F.A.—Western Carolina University
Payne, Beth	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
Pearce, David	Automotive Systems Technology Program Chair/Instructor ASE Certified Master Automobile Technician A.A.S.—Lenoir Community College
Perry, Jason	Physics/Astronomy Instructor B.S.—North Carolina A & T State University M.S.—University of Georgia
Ranieri, Alexandra	English/ACA Instructor and First Year Experience Coordinator B.S., M.A.Ed., M.S.—East Carolina University
Riley, Christy	Cosmetology Program Chair/Instructor A.A.S.—Lenoir Community College Licensed Instructor, North Carolina State Board of Cosmetic Arts
Smith, Matthew	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
Sorenson, Kelly	English/Humanities Instructor B.A.—Samford University M.A.T.—The Citadel
Sutton, Ashley	Surgical Technology Program Chair/Instructor A.A.S. —Madison Community College
Tate, Victoria	Mathematics Instructor B.S., M.A.Ed.—East Carolina University
Taylor-Philyaw, Wendy	Developmental Mathematics Department Chair/Instructor/QEP Director B.S.—East Carolina University
Tilghman, C.C.	Health and Physical Education Instructor/Baseball Operations A.A.—Lenoir Community College B.S.—East Carolina University M.A.Ed.—University of Phoenix
Walston, Patricia	Culinary Arts Instructor A.A.S.—Wake Technical Community College B.A.—East Carolina University

Whelan, Jarrett	Natural Sciences Program Chair/Instructor B.S.—Coastal Carolina University Ph.D.—East Carolina University
Whitley, Susan	Practical Nursing Program Chair/Instructor B.S.N., M.S.N.—East Carolina University
Wiggins, Noah	Automotive Systems Technology Instructor A.A.S.—Lenoir Community College
Wiley, Kristi	English Instructor B.A., M.A.—East Carolina University
Worthington, Darlene	Mathematics Instructor B.A., M.S.—East Carolina University
Yourdon, Jeff	Culinary Arts Program Chair/Instructor A.A.S.—Culinary Institute of America Certified Executive Chef

**Master's Degree Plus 30 Semester Hours

***Master's Degree Plus 60 Semester Hours

Instructional Assistants

Albert, Audra	Instructional Assistant—Public Safety Programs B.A.—Temple University
Dixon, Melissa	Instructional Assistant—Greene County Center A.A.S.—Lenoir Community College
Green, Maria	Instructional Assistant—Business and Industry A.A.—Lenoir Community College
Howard, Brittney	Instructional Assistant—Continuing Education A.S.—Lenoir Community College
Juarez Diaz, Irais	Instructional Assistant—Continuing Education A.A.S.—Lenoir Community College
Lane, Sarah	Instructional Assistant—Transitional and Career Studies A.A.S.—Lenoir Community College B.S.—North Carolina Wesleyan College
Meadows, Charlene	Instructional Assistant—Health Sciences and Nursing Executive Secretary Certificate—Latter Day Saints Business College
Murrell, Ashley	Instructional Assistant—Business and Industry A.A.S. – Lenoir Community College B.S. – Walden University
Renix, Kimberly	Instructional Assistant- Public Safety Clinicals B.A. – North Carolina State University M. Ed – Strayer University
Smith, Roxann	Instructional Assistant—Arts and Sciences
Smith, Sandra	Instructional Assistant—Jones County Center A.A.S.—Lenoir Community College

Staff Assistants

Acevedo Rodriguez, Lucia	Staff Assistant —Workforce Development and Public Safety B.S.B.A. – Instituto Tecnológico de Celaya
Clayton, Kristen	Administrative Assistant to the Senior VP of Administrative Services A.A.—Lenoir Community College
Futrelle, Bonnie	Library Assistant A.A.S.—Lenoir Community College
Garrido, Blanca Edith	Cosmetology Staff Assistant – Continuing Education B.S. Universidad Autonoma de Ciudad Juarez
Neathery, Melissa	Executive Assistant to the President B.A.—University of Mount Olive
Rogers, Beverly	Staff Assistant – Continuing Education A.A.S. – Lenoir Community College
Smith, Amber	Administrative Assistant to the Vice President of Instruction A.A.—Pennsylvania State University
Strickland, Judith	Staff Assistant—Human Resources A.A.S.—Lenoir Community College
Tyson, Ashley	Staff Assistant—NC Motorcycle Safety Education Program B.S.—Western Carolina University
Walters, Taylor	Staff Assistant—Admissions A.A.—Lenoir Community College
Waits, Kathryn	Staff Assistant—Registrar A.A.S.—Lenoir Community College
Wise, Deborah	Development Assistant A.A.S.—Lenoir Community College B.S.—University of Phoenix

Custodians and Maintenance

Arroyo, Marco	Environmental Services Technician
Bryant, Wallace	Environmental Services Technician
Conley, Victor	Environmental Services Technician—Greene County Center
Davis, Richard	Environmental Services Technician
Dixon, Anthony	Environmental Services Technician—GTP
Frederick, Ann	Environmental Services Coordinator
Minch, Timothy	Environmental Services Technician
Outlaw, Ronnie	Environmental Services Technician
Palush, Lori	Grounds Coordinator
Rivera, Paula	Environmental Services Technician
Rouse, Merlin	Environmental Services Technician—Greene County Center
Scott, Ray	Environmental Services Technician—Jones County Center
Smith, Jesse	Maintenance Technician
Vasquez, Maribel	Environmental Services Technician
Whitfield, Elvis	Environmental Services Technician