# WESTERN PIEDMONT COMMUNITY COLLEGE

# 2013-2014 CATALOG & STUDENT HANDBOOK

WWW.WPCC.EDU 828-438-6000

# 2013 - 2014 CATALOG

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Published annually by Western Piedmont Community College as an announcement of courses and programs, this catalog is for informational purposes and does not constitute a contract. The College reserves the right to make changes in policies and regulations and to add or withdraw course offerings as needed.

*Western Piedmont Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at1866 Southern Lane, Decatur, Georgia, 30033-4097 or telephone 404-679-4500 , or email http://www.sacscoc.org for questions about the accreditation of Western Piedmont Community College .*

Normal inquiries about the institution, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to Western Piedmont Community College and not to the Commission's office. The Commission on Colleges is to be contacted only if there is evidence appearing to support significant non-compliance with a requirement or standard.

**PROGRAM ACCREDITATIONS**

- Associate Degree Nursing is accredited by the National League for Nursing Accrediting Commission 3343 Peachtree Road, NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, www.nlnac.org.
- Basic Law Enforcement Training is accredited by the North Carolina Criminal Justice Education and Training Standards Commission 1700 Tryon Park Drive, Raleigh, NC 27602-0149, (919) 661-5980.
- Dental Assisting is accredited by the Commission on Dental Accreditation of the American Dental Association 211 East Chicago Avenue, Chicago, IL 60611, (312) 440-4653.
- Early Childhood Education is accredited by the National Association for the Education of Young Children 1313 L Street, NW Suite 500, Washington, DC 20005.
- The Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org), upon the recommendation of the Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs 1361 Park Street, Clearwater, FL 33756, (727) 210-2350.
- Medical Laboratory Technology is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) 5600 N. River Road, Suite 720, Rosemont, IL 60018-5119, (773) 714-8880.

**APPROVALS**

- North Carolina Board of Nursing
- North Carolina Department of Justice/Criminal Justice Standards

**MEMBERSHIPS AND AFFILIATIONS**

- American Association of Community and Junior Colleges
- American Association for Paralegal Education
- American Council on Education
- Cooperative Education Association
- International Association for Campus Law Enforcement
- Learning Resources Network
- National Association of Student Financial Aid Administrators
- National Council for Resource Development
- National TechPrep Network
- North Carolina Association of Colleges and Universities
- North Carolina Community College System
- North Carolina State Bar Board of Paralegal Certification

Western Piedmont Community College, as an Equal Opportunity Institution, complies with applicable federal and state laws prohibiting discrimination on the basis of race, sex, religion, age, ethnic origin, association, or disability. It is the policy of Western Piedmont Community College that no person shall be discriminated against in employment, admissions, or educational activities. The College will provide reasonable accommodations, modifications or adjustments through the use of nondiscriminatory policies and procedures for persons with qualifying disabilities. Inquiries concerning Federal Title IX, Section 504, and related laws may be addressed to the Director of Human Resources, 1001 Burkemont Avenue, Morganton, NC 28655 or telephone 828-438-6000 or TDD 828-438-6066.

# PRESIDENT'S MESSAGE

Greetings! Local leaders created Western Piedmont Community College in 1964 because they knew the economic prosperity of our community depends on an educated citizenry and workforce. The College still seeks to fulfill this mission by providing learning opportunities that will enrich your life and enable you to pursue rewarding work. We are proud to offer service learning and civic engagement activities that allow our students to experience hands-on learning and develop awareness of civic responsibility while meeting needs of the local community.

The College's committed faculty and staff are dedicated to working with students to help them achieve their educational, career, and personal goals. As an alumnus and president of the College, I am proud to call them my colleagues.

The pioneer spirit of Western Piedmont Community College is the driving force behind our long term plans to address emerging issues within the region. It is this type of innovation and dedication that designates us as one of the finest community colleges in the state.

We are your community college. If you want to earn an associate degree or diploma, or complete a few courses to learn a specific skill that will help you get a better job, we can help. We can also meet your needs if you want to complete the first two years of college and transfer to a four-year institution. Please let us know how we can help you achieve your goals.

Sincerely,

Jim W. Burnett

Jim W. Burnett
President

# Mission Statement

The mission of Western Piedmont Community College is to provide accessible high-quality education that improves lives and promotes growth in our community.

***- Adopted September 2009***

# Goals

## Competent Citizenry

Develop an engaged competent citizenry, possessing skills necessary for personal and academic achievement, and promote workforce training opportunities that meet employer needs and propel regional economic growth.

## Student Potential

Nurture and develop the potential of every student through innovative and diverse learning strategies, exceptional advising, mentoring, and individualized student services.

## Safe, Supportive Environment

Maintain a safe, supportive environment that aggressively promotes lifelong learning and professional development by integrating ideas and concepts that guide goal setting, remove barriers and empower students for success.

## Professional Development & Compensation

Create an environment where faculty and staff (part-time & full-time) are encouraged to excel by providing professional development opportunities as well as competitive salaries and benefits.

## Diversity

Increase the diversity of students, faculty and staff to reflect that of the community while creating a campus environment that values global education and acknowledges the perspectives and contributions of all people.

## Distance Learning

Explore and implement new avenues of distance learning opportunities to promote access and ensure students are exposed to advanced instructional technologies.

## Technology

Develop a comprehensive, technology-based infrastructure that will enable the college to respond to evolving opportunities and exceed student support services expectations.

## Data-Driven Decisions

Make decisions driven by data and a comprehensive, college-wide planning and evaluation system to ensure excellence and continuous improvement in all programs and services.

## External Funding

Institute a fully integrated, far-reaching system for identification and procurement of external funding that supports the continued pursuit of quality educational programming and services.

## Facilities

Plan future construction and renovations to effectively meet the needs of student population and program growth.

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# OUR COMMITMENT TO STUDENTS

At Western Piedmont Community College our focus is on you, the student. We are here to help you meet your personal, professional and educational goals, while at the same time meeting the needs of an ever changing, increasingly diverse community and workforce. Western Piedmont is an open-door institution, and we encourage you to contribute to the College by participating in and leading campus clubs and campus activities and by serving, when possible, on college-wide committees. Our mission is to provide accessible, high-quality education that improves lives and promotes growth in our community. Our vision is to achieve excellence in teaching and in the programs and services we offer you. With your active participation in the learning process, we commit to the following:

- To provide the best learning environment that our resources can support,
- To design and provide the finest programs of study possible,
- To provide support services which enhance your chances for success,
- To provide opportunities to engage in civic activities which benefit the community through service learning,
- To provide classroom and extra-curricular activities that promote critical thinking, self-esteem, cooperation, and diversity, and
- To develop a competent citizenry by encouraging the democratic principles of academic freedom, fair play, team-work, and individual responsibilities.

***- Adopted January 21, 2010, WPCC Faculty/Staff Council***

# 2013 - 2014 ACADEMIC CALENDAR

## FALL 2013

Regular Registration/Schedule Adjustments 8 a.m. - 7 p.m. ..... August 15
Registration Half Day 8 a.m. - 1 p. m. ..... August 16
Classes Begin/Schedule Adjustments ..... August 19
No Classes/Holiday ..... September 2
No Classes ..... October 14-15
"A" Term Ends/"B" Term Registration ..... October 16
"B" Term Begins ..... October 17
Early Advising Week for Spring 2014 ..... November 11-15
Early Registration Week for Spring 2014 ..... November 18-22
No Classes/Holiday ..... November 27-29
Classes End ..... December 16

## SPRING 2014

Regular Registration 8 a.m. - 7 p.m. ..... January 6
1/2 Day Registration 8 a.m. - 1 p.m. ..... January 7
Classes Begin/Schedule Adjustments ..... January 9
No Classes/Holiday ..... January 20
No Classes/Curriculum (Limited Con-Ed Classes) ..... February 27-28
"A" Term Ends/"B" Term Registration ..... March 10
"B" Term Begins ..... March 11
Early Advising Week for Summer 2014 ..... April 7-11
Early Registration Week for Summer 2014 ..... April 14-18
Holiday/College Closed ..... April 21
No Classes ..... April 22-25
Classes End ..... May 12
Graduation Rehearsal ..... May 14
Graduation ..... May 15

## SUMMER 2014

Holiday ..... May 26
Regular Registration 8 a.m. - 7 p.m. ..... May 27
Classes Begin/Schedule Adjustments ..... May 29
"A" Term Ends/"B" Term Registration ..... June 25
"B" Term Begins ..... June 26
No Classes/Curriculum (Limited Con-Ed Classes) ..... June 30-July 3
Holiday/College Closed ..... July 4
Early Advising Week for Fall 2014 ..... July 7 - 11
Early Registration Week for Fall 2014 ..... July 14- 18
Classes End ..... July 30

***Dates are Subject to Change***

*Please see the weekly edition of the Pioneer Press for changes and additional information.*

*Students are encouraged to pay during Registration periods; however, payment is required by the 5th business day after the registration period ends to avoid automatic withdraws for non-payment, excluding financial aid and sponsorship students, and with the exception of summer semesters. Students registering for summer semesters are required to pay at the time of registration.*

# 2013 Performance Report

The following information is required to be collected and reported by all colleges in the State and is provided as mandated by the North Carolina General Assembly and the North Carolina Community College System. Data reported is from the 2011 - 2012 academic year. Questions regarding the information provided should be directed to the Office of Planning and Research.

| Core Indicators of Success | Mean | NCCCS Average | WPCC |
|---|---|---|---|
| Passing rates on Licensure/Cert. Exams | 85% | 87% | 96% |
| *(Aggregate)* | | | |
| – Basic Law Enforcement Training | | | 100% |
| – Nursing | | | 100% |
| Performance of College Transfers | 87% | 88% | 84% |
| *(GPA > or = 2.0 after two semesters at a UNC institution)* | | | |
| Passing rates of Developmental Students in College-level Courses | | | |
| *(Completed courses with grade of "C" or better* | | | |
| – Math | 65% | 64% | 70% |
| – English | 64% | 65% | 67% |
| Year One Progress | 68% | 68% | 72% |
| Completion Rates | 42% | 41% | 46% |

# HISTORICAL REVIEW

Western Piedmont Community College was chartered by the North Carolina State Board of Education on April 2, 1964, as a member of the North Carolina Community College System. The Board of Trustees comprised of prominent citizens from Burke, McDowell, and Caldwell counties, assumed responsibility for the College and elected Dr. E.W. Phifer, Jr. as its first chair. From the very beginning, the citizens of Burke County demonstrated interest and strong support for their College by approving a state-required bond issue with an unprecedented margin of seventeen to one.

Appointed by the Board of Trustees in the fall of 1964, Dr. Herbert F. Stallworth served as the institution's first president. With offices located in Morganton's City Hall, the first classes were offered the following year at Central School, stores, church education buildings and other rented spaces in the area. Over 400 full-time curriculum students were admitted in the fall of 1966 when construction began on a permanent campus.

In August of 1967, Dr. Gordon C. Blank became president. Three buildings on the new 132-acre campus were occupied on March 25, 1968, and the first degrees were granted in June. Western Piedmont was accredited by the Commission on Colleges of the Southern Association of Colleges and Schools that same year and was well along the way toward fulfilling its purpose as a comprehensive community college. Mr. H.D. Moretz, Dean of the College and member of the staff since its founding, assumed the position of acting president upon Dr. Blank's resignation in 1978. Dr. Wilmon H. Droze served as president from 1979-1981 and provided new directions for Western Piedmont Community College. The campus bookstore was modernized and enlarged; all buildings were certified accessible to the handicapped; and grant funds permitted an expanded program for the hearing-impaired. In honor of two outstanding friends of the College, the administration building and the science building were dedicated as W. Stanley Moore Administration Hall and Frank C. Patton Science Hall.

Dr. Jim A. Richardson served as the fourth president of Western Piedmont from 1981 to 2005. To improve management practices, a planning and evaluation process was implemented to assist in the identification of both short-term and long-range needs. By 1986 these activities had resulted in the introduction of Cooperative Education, twelve new occupational programs, transfer degrees in the Performing and Visual Arts, and a record breaking annual enrollment of over 10,000 curriculum and continuing education students.

A successful blueprint for the PROGRESS campaign in 1987 raised $1.3 million locally toward the construction of a Learning Resources Center. With $2.7 million in state funds, the 46,000 square feet structure contains a library, conference rooms, drama studio, media services center, faculty offices and classrooms. The Phifer Learning Resources Center opened in the fall of 1989.

Western Piedmont attracted national attention with a replica of Senator Sam J. Ervin's home library and the annual Constitutional Issues Forum. The College named Hildebrand Hall in honor of local educators Johnny and Abby Hildebrand.

With annual enrollments exceeding 13,000 students, Western Piedmont Community College revised its "Master Campus Plan" to direct campus development into the twenty-first century. With funding from an approved state bond and matching funds from the county, the College dedicated a new 42,000 square foot building named the Robert P. Carr Business Technologies Center in September 1997. The College acquired an additional 209-acres of land from the State in 2000. The Rostan Horticulture Center opened in 2002 to provide classrooms and office space for the horticulture program. A 25,000 square feet K Building was added on the Richardson Complex in 2003.

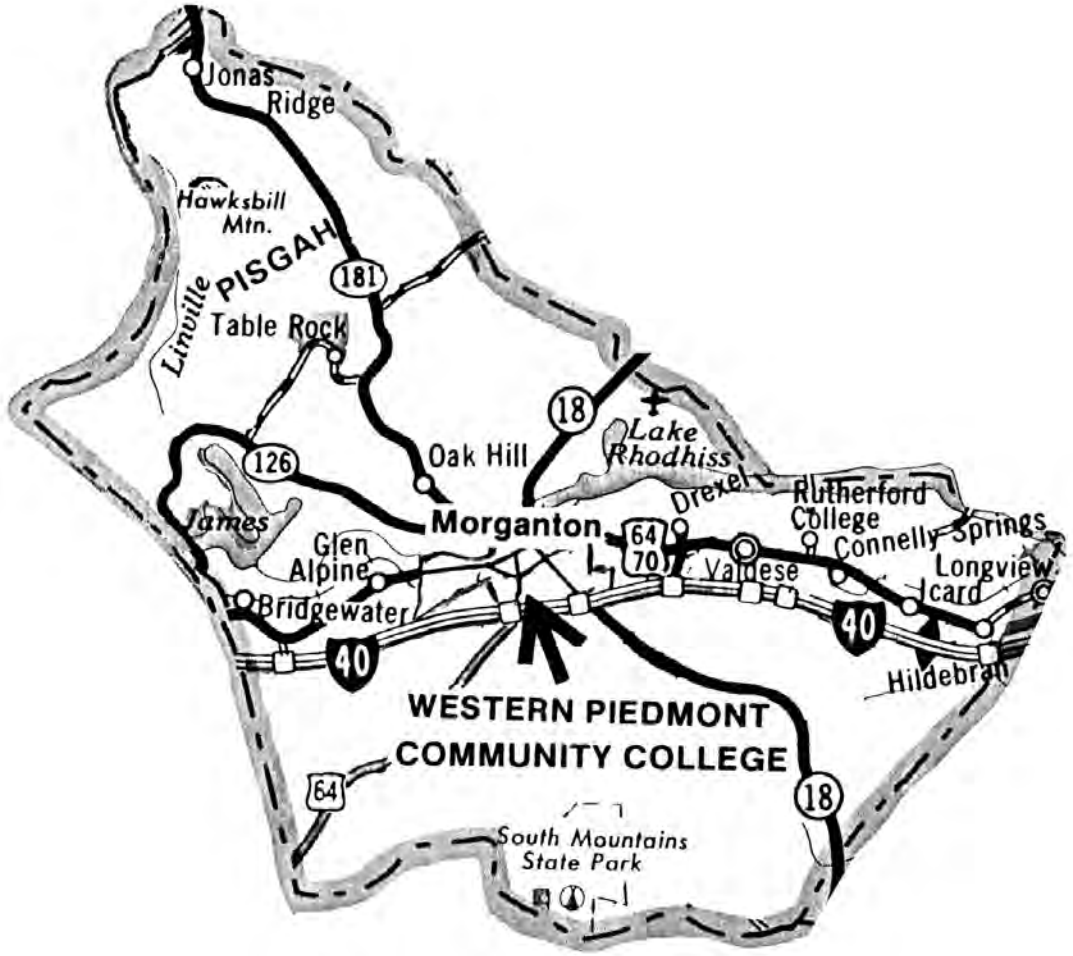
Dr. Jim W. Burnett became the College's fifth president in 2006. The Health Sciences building (17,500 square feet) opened in January 2008 and includes classroom space for chemistry, medical assisting, medical laboratory technology and nursing. Construction began for the Emergency Services Training Center in Fall 2007.

Foothills Higher Education Center opened in August 2009 and houses the Division of Continuing Education and the Appalachian State University Center at Burke, as well as Western Carolina University and Lees-McRae College offices.

# SERVICE AREA

Western Piedmont Community College is located at the intersection of I-40 and Highway 64 within the corporate limits of Morganton, NC (pop. 17,290), the county seat. Burke County (pop. 89,148) was established in 1777 and named in honor of the third governor of North Carolina, Thomas Burke.

Eighty percent of curriculum students attending Western Piedmont Community College live in Burke County. Of this number, sixty percent commute within a ten-mile radius of the campus. The remaining students commute from adjacent Caldwell, Catawba, McDowell, and more than twenty other North Carolina counties.



# ADMISSION POLICIES



As a member of the North Carolina Community College System, Western Piedmont operates under an "open door" admission policy. Any person, 18 years of age or older, or who is a high school graduate, who is not currently under suspension or expulsion at another institution of higher education and who is able to profit from further formal education, will be served by the College. The College serves all students regardless of race, religion, association, sex, age, disability, or ethnic origin. Admission requirements for "limited enrollment" programs are published with the program description.

All students must submit a properly completed application to the Office of Admissions. Application forms are available in Student Services, from local high school counselors, and online.

Students under suspension or expulsion at another institution of higher education may appeal for admission to WPCC by using the "Student Grievances" procedure.

### Application Procedures for Curriculum Programs

Curriculum students entering all associate degree programs, some diploma and certificate programs, are required to be diploma graduates of a valid high school or GED© program. High school transcripts showing graduation, and transcripts from all postsecondary enrollment are required. Students are responsible for releasing all transcripts to Western Piedmont Community College.

The College will accept graduates from valid high schools and adult high school programs, GED© programs, home schools approved by the NC Division of Non-Public Education, and valid American schools abroad. Foreign students must have graduated from a secondary school that is equivalent to secondary schools in the United States; otherwise, they must complete a valid GED© or high school program. Only the English version of the GED© will satisfy proof of high school graduation equivalency.

All students seeking a degree, diploma, or certificate will be required to sit for the ASSET or COMPASS placement test. Students may be exempt from the placement test if they submit appropriate SAT or ACT scores or an official college transcript verifying completion of a college level English and math with a grade of "C" or better. Permission to register may be denied if all admission requirements are not complete.

**ADMISSION PROCEDURES FOR CONTINUING EDUCATION PROGRAMS AND COURSES ARE FOUND IN THE SECTION ON CONTINUING EDUCATION.**

### Special Students

A special student is defined as one who is enrolled in curriculum credit courses but who is not working toward a degree or diploma. Special students will be allowed to register for courses upon providing documentation that prerequisite courses are met.

For admission, special students need only to complete the application available in the Admissions Office. Special students, however, will be asked to submit proof of high school graduation and meet placement criteria if they desire to be reclassified as regular students. Special students pay the same tuition and fees as regular students, and must meet course prerequisites, if any.

### Transfer Students

A transfer student is a student entering Western Piedmont Community College who has earned credit at another institution and wishes to apply those credits toward a WPCC degree or diploma. In addition to submitting all other application materials, transfer students must have official transcripts sent to Western Piedmont by the institution which originally granted the credit. To be considered for credit, courses must have been taken at a regionally accredited institution. Transfer students must meet the admission requirements of a beginning student; however, students who hold an Associate Degree or higher may be exempt from WPCC placement testing. Students who have successfully completed ENG 111 with a grade of "C" or better may be exempt from the reading and writing sections of the placement test. Exemption from the numerical, elementary algebra, or intermediate algebra sections of the placement test is dependent on the major students are pursuing. Questions regarding exemptions for the placement test should be directed to the Director of Enrollment Management. To receive consideration for an exemption, a student must submit an official copy of his/her previous college transcripts.

Transfer credit may be allowed for courses in which students have made a grade of "C" or better. Transfer credit will not be allowed for courses in which students have received a grade for credit by examination. Credits from colleges operating on the quarter system are recalculated on a semester-hour basis. In no case shall the combined total of any transfer credit hours, credits by examination, credit for external examinations or course substitutions represent more than one-half of the specified number of hours required for the degree or diploma toward which students are applying those credits. A grade point average for graduation, honors, and continuing enrollment is computed only for courses taken at Western Piedmont Community College.

### Visiting Students

Students working toward a degree at other institutions may take courses at Western Piedmont for transfer. Written permission from the student's home institution should be obtained stating that the courses at WPCC will be acceptable toward degree requirements. Also, students must meet and document all course prerequisites prior to taking courses at WPCC.

### Career and college promise program (ccp)

Western Piedmont Community College offers opportunities for eligible high school juniors and seniors to enroll in specific pathways leading to a certificate, diploma, or college degree as well as provide entry level job skills. Tuition for courses in approved pathways will be waived; however, the student is responsible for student fees as well as the cost of books. Interested students should contact their high school counselors and the Director of Enrollment Management for more information.

### Foreign Applicants (From Outside the United States)

Proficiency in the English language and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. Foreign students must have graduated from a secondary school that is equivalent to secondary schools in the United States.

Furthermore, the Test of English as a Foreign Language (TOEFL) and the College placement tests are required of all foreign applicants. Each foreign student should contact a university in his/her native country for information about the Test of English as a Foreign Language. Foreign applicants should write to the Admissions Office of Western Piedmont Community College for additional information.

### Residency Requirement

Under North Carolina law, persons must qualify as state residents for a tuition rate lower than that for nonresidents. North Carolina statute 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 twelve (12) months immediately prior to his or her classification as a resident for tuition purposes." A 12-month presence in North Carolina, even when coupled with a declaration of intent to remain permanently, does not, in and of itself, entitle an applicant to in-state tuition.

Failure to provide accurate information for residency classification can result in classification as a nonresident and/or disciplinary action. Students who believe that they have been erroneously classified shall be permitted to appeal the classification to the campus appeals officer within one month of the initial residency determination.

Regulations concerning the classification of students by residence are set forth in the "North Carolina State Residence Classification Manual." A copy of the manual is available in the Admissions Office for student inspection.

### Readmission

Western Piedmont Community College follows the Records and Retention Schedule provided by the North Carolina Community College System. Students who have not attended the College for a period of two semesters and later wish to be readmitted should contact the Director of Enrollment Management. Students should be aware that some programs have specific requirements for readmission. Additionally, some programs limit the number of times students can be readmitted.

Students who were suspended due to academic deficiencies may seek readmission after one calendar year. Any student who was suspended due to a violation of the Student Code of Conduct must meet the terms of his/her suspension to be considered for readmission.

Former students will not be readmitted until all financial obligations to any program or activity under the administrative jurisdiction of the College have been satisfied.

## Testing and Placement

Placement testing is required at Western Piedmont to determine course placement. The College's series of placement tests measures skill levels in reading, writing, and mathematics. Advisors discuss the test results with students in order to plan the most efficient route to each individual's educational goal. Generally, students may take the placement test only once. However, retesting is possible under certain circumstances. Questions regarding the retesting policy should be directed to the Coordinator of Career Counseling and Placement Testing.

Test results indicate whether students need special preparation before credit coursework is attempted. Some programs have requirements that vary from those of the general college and should be explained by a counselor or academic advisor. Test accommodations may be available to students with documented disabilities. Students requiring special test accommodations must make arrangements in advance of their scheduled test date through the Office of Disability Services.

Students in a degree or diploma program whose COMPASS Writing Score is 19 or below or whose COMPASS Reading Score is 41 or below must enroll in a Basic Reading and Writing Skills Course. Upon successful completion of this basic skills course, these students will enroll in DRE 096 followed by DRE 097 followed by DRE 098. A COMPASS Writing Score between 20-37 or a COMPASS Reading Score between 42-60 places students in the DRE 096, DRE 097, and DRE 098 sequence. Students whose COMPASS Writing Score is between 38-59 or whose COMPASS Reading Score is between 61-70 must enroll in DRE 097 followed by DRE 098. Students whose COMPASS Writing Score is between 60-69 or whose COMPASS Reading Score is between 71-80 will enroll in DRE 098. Students whose COMPASS Writing Score is 70 or above and whose COMPASS Reading Score is 81 or above are exempt from developmental reading and English coursework.

Students who score 29 or below on the ASSET Numerical Skills Placement Test or 26 or below on the COMPASS Prealgebra Placement Test are required to complete the Basic Math Skills course offered through the Basic Skills Program. Satisfactory completion of the Basic Math Skills course is the prerequisite for DMA 010.

Students who score 29 or below on the ASSET Numerical Skills Placement Test or 26 or below on the COMPASS Prealgebra Placement Test are required to complete the Basic Math Skills course offered through the Basic Skills Program. Satisfactory completion of the Basic Math Skills course is the prerequisite for DMA 010.



Students whose ASSET numerical score is between 30 and 40 or whose COMPASS prealgebra score is between 27 and 46 must complete the following courses: DMA 010 and DMA 020 and DMA 030. Students who score 41 or above on the numerical portion of the ASSET test or 47 or above on the prealgebra portion of the COMPASS test are exempt from taking DMA 010 and DMA 020 and DMA 030.

The ASSET Elementary Algebra Placement Test or the COMPASS Algebra Placement Test is given to students whose program of study requires an algebra course or the use of algebra skills. Students who score between 23-40 on the ASSET Test or between 0-45 on the COMPASS Test must complete DMA 040 and DMA 050. Students who score 41 or above on the ASSET Test or 46 or above on the COMPASS Test are exempt from DMA 040 and DMA 050.

Students whose program of study requires more advanced algebra skills must also take the ASSET Intermediate Algebra Placement Test or the COMPASS Algebra Placement Test. Students whose ASSET intermediate algebra score is between 23-40 or whose COMPASS algebra score is between 46-65 must complete DMA 060 and DMA 070 and DMA 080. Students who score 41 or above on the ASSET Intermediate Algebra test or 66 or above on the COMPASS Algebra Test are exempt from DMA 060 and DMA 070 and DMA 080.

Students who place into DRE 096, or DMA 010, or DMA 020, or DMA 030 are required to enroll in a mandatory corequisite - ACA 090, Study Skills. This course can also benefit students who need to develop their college preparedness skills. These developmental courses should be completed as early as possible in a student's program of study.

Students who score 500 or better on the Critical Reading section of the Scholastic Aptitude Test (SAT) will be exempt from WPCC's Reading Placement Test. Students who score 500 or above on the SAT Writing section will be exempt from the Writing Placement Test. A SAT Math score of 520 or better will exempt students from the Numerical Skills and Algebra Placement Tests.

Students who score 20 or better on the English section of the American College Test (ACT) will be exempt from the Writing Placement Test. Students who score 20 or better on the Reading section of the ACT will be exempt from the Reading Placement Test. A score of 10 or better on the ACT Algebra/Coordinate Geometry subsection will exempt students from the Numerical Skills and Algebra Placement Tests.

ASSET Placement Test, COMPASS Placement Test, SAT, ACT scores and developmental courses are not valid if more than seven years old as of the first day of the term students plan to enroll. Students who hold an Associate Degree or higher may be exempt from WPCC's placement testing. Students who have successfully completed ENG 111 with a grade of "C" or better may be exempt from the reading and writing sections of the placement test. Exemption from the numerical, elementary algebra or intermediate algebra sections of the placement test is dependent on the major a student is pursuing. Questions regarding exemptions for the placement test should be directed to the Director of Enrollment Management. To receive an exemption, students must submit an official copy of their previous college transcripts.

***NOTE: Changes may occur in both test instruments and course placement scores when determined by WPCC to be beneficial to the overall educational program.***

# SCORE CONVERSION TABLE FOR PLACEMENT TESTS

## Writing Skills and Reading Skills

| COMPASS | SAT | ACT | Course(s) |
|---|---|---|---|
| Writing 0 - 19<br>OR<br>Reading 0 - 41 | | | Basic Reading & Writing Skills, DRE 096, DRE 097, DRE 098 |
| Writing 20 - 37<br>OR<br>Reading 42 - 60 | | | DRE 096, DRE 097, DRE 098 |
| Writing 38 - 59<br>OR<br>Reading 61 - 70 | | | DRE 097, DRE 098 |
| Writing 60 - 69<br>OR<br>Reading 71 - 80 | | | DRE 098 |
| Wrinting 70 or above<br>AND<br>Reading 81 or above | 500 or above Reading<br>AND<br>500 or above Writing | 20 or above English<br>AND<br>20 or above Reading | Exempt Developmental Reading and English |

## Pre-Algebra (Numerical) Skills

| COMPASS | SAT | ACT | Course(s) |
|---|---|---|---|
| 0-26 | | | Basic Math Skills |
| 27-46 | | | DMA 010 and DMA 020 and DMA 030 |
| 47-100 | 520 or above Math | 10 or above Algebra & Coordinate Geometry | Exempt DMA 010 and DMA 020 and DMA 030 |

## Elementary Algebra Skills

| COMPASS | SAT | ACT | Course(s) |
|---|---|---|---|
| 0-45 | | | DMA 040 and DMA 050 |
| 46-100 | 520 or above Math | 10 or above Algebra & Coordinate Geometry | Exempt DMA 040 and DMA 050 |

## Intermediate Algebra Skills

| COMPASS | SAT | ACT | Course(s) |
|---|---|---|---|
| 46-65 | | | DMA 060 and DMA 070 and DMA 080 |
| 66-100 | 520 or above Math | 10 or above Algebra & Coordinate Geometry | Exempt DMA 060 and DMA 070 and DMA 080 |

# Developmental Studies

The mission of the Developmental Studies Program is to use the best practices in developmental education to prepare students academically, emotionally, and socially for college, career, and civic success by improving their reading, writing, and mathematical skills and by encouraging the development of strategies for active, confident, life-long learning. This program provides math, reading, writing, keyboarding, and study skills courses with course numbers less than 100. Credits earned by completing these courses do not count toward graduation requirements. Developmental coursework is also excluded from GPA calculations.

Students' developmental coursework requirements (or exemptions from developmental coursework) are determined by their placement test scores. If these test scores indicate a need for academic development, students are required to complete the necessary developmental courses before they can enroll in most 100-level courses. Therefore, full-time students who are required to complete developmental courses must enroll in a minimum of two developmental ACA or DRE classes or a minimum of one developmental ACA or DRE class plus a sequence of DMA modules until their developmental course work is complete. Part-time students must enroll in a minimum of one developmental ACA or DRE class or a sequence of DMA modules until their developmental course work is complete.

The minimum passing grade for developmental ACA courses is "C." The grade of "D" is not given in developmental courses. The grades for all developmental math and reading/English courses are either "P" for "Pass" or "R" for "Re-enroll."

# Credit for External Exams

### Advanced Placement Program (AP)

Students wishing to receive credit for advanced placement tests must submit an official AP score report to the Admissions Office. Students achieving a minimum score of three on an AP test of the College Board will be given credit for the course covered by the test. Scores of four or five may receive advanced credit.

### College-Level Examination Program (CLEP)

Students wishing to receive credit for CLEP tests must submit an official CLEP transcript to the Admissions Office. Students achieving a score at or above the minimum score set by the American Council on Education will receive the appropriate credit for the subject covered by the test.

### Dantes Subject Standardized Test (DSST)

Students wishing to receive credit for DSST must submit an official DSST transcript to the Admissions Office. Students achieving a score at or above the minimum score set by the American Council on Education will receive the appropriate credit for the subject covered by the test.

***Please contact the Director of Enrollment Management for questions regarding awarding credit for external exams.***

# Academic Advising

### Advising Mission Statement:

Western Piedmont Community College academic advising engages, challenges, and supports a diverse student population to assist students in achieving their educational, career, and personal goals.

### Advising Partnership:

New students to the College are received through the Advising Center located in Hildebrand Hall. A team of advisors rotate through the Advising Center to orient new students to the College and through the enrollment process which includes available services and resources to maximize student success. Once the student has completed the enrollment process, the student is assigned an Academic Advisor who assists the student throughout their educational career at WPCC. Advisors assist students by providing information and resources; however, the student is ultimately responsible for planning and meeting academic requirements and deadlines. Students planning on transferring to another college or university should consult with that institution regarding the credits from WPCC that will be accepted by the receiving institution. Additionally, students are cautioned that the receiving institution may use a different method of computing grade point averages for admission or placement purposes.

### Academic Advising Goals for Students:

- Understand how to achieve balance: academics, family, work, recreation and social activities
- Connect your educational plan to your career and/or personal goals
- Value general education requirements and how they help you achieve your goals
- Value regular and continued advising as you proceed towards graduation

**Student Responsibilities:**

- Schedule advising appointments as needed
- Come prepared to each advising session
- Display respect for the advisor and have a positive attitude toward the advising process
- Be an active learner by participating fully in the advising experience
- Accept responsibility for my decisions and actions
- Abide by the Student Code of Conduct
- Become knowledgeable about academic programs, policies, and procedures and use available resources and services
- Ask questions if I do not understand an issue or have a concern
- Check all Student Communication Platforms and Degree Audit often to keep track of academic progress

**Advisor Responsibilities:**

- Assist students in understanding the purposes and goals of higher education and its effects on personal goals
- Understand and effectively communicate WPCC's departmental policies, core requirements, and degree requirements
- Be reasonably accessible and available to students
- Encourage and guide students to define clear and realistic educational plans
- Provide appropriate resources and referrals
- Listen carefully to questions, concerns, and issues
- Assist students in working with, and developing professional relationships with advisors, faculty and staff
- Monitor and accurately document student progress towards meeting academic goals
- Provide students with information about educational opportunities outside of the classroom
- Maintain confidentiality and follow WPCC's policies and FERPA regulations
- Continually reassess study plan and courses in light of changing goals and overall academic performance
- Uphold ethical standards during the advising process.

# DISTANCE LEARNING

Distance learning at Western Piedmont Community College expands educational opportunities through non-traditional delivery methods of courses. Quality courses are offered through distance learning for students who may find it difficult to attend classes on campus. In many instances, students can enroll in College curriculum and Continuing Education courses and earn credits without having to attend regularly scheduled on-campus classes.

Distance learning courses may require a minimum number of scheduled meetings with the instructor, and students may be required to participate in course orientation and testing sessions. Students enrolled in distance learning courses use a variety of techniques to stay in touch with their instructors and other students taking the course.

Distance learning courses may be more difficult than traditional courses since students have to work more independently than in traditional courses. Although these courses offer a high degree of flexibility, they require self-motivated and self-disciplined students.

Distance learning courses offer convenience and flexibility while providing quality instruction. Student support services are available to distance learners to assist with academic and support needs. These services include online access to the Library's electronic databases, "Ask a Librarian" remote reference, and access to information about Student Services.

Distance learning courses carry full curriculum or Continuing Education credit and have the same prerequisites as their on-campus equivalents. Each course is equivalent to the on-campus section of the same course in terms of objectivity, content, rigor, and in the case of curriculum courses, transferability. Students pay the same tuition and fees and have access to all student services, library and other support services. Distance learning courses are offered in a variety of formats. These include:

**Hybrid Courses**

The College offers Hybrid distance learning courses. These courses are primarily conducted as online courses. In addition to the online portion of the course, these courses have scheduled mandatory on-campus meeting dates.

**North Carolina Information Highway (NCIH) Classes**

The College may offer courses delivered over the North Carolina Information Highway (NCIH). Faculty can use NCIH technology to provide instruction not only to students in the on-campus NCIH classroom but also students at distance sites, or students in Western Piedmont Community College's NCIH classroom can receive instruction from a distance site using NCIH technology. In the NCIH classroom, the instructor and students may interact with each other via television, cameras, and a sound system that allows them to see and hear each other as though they were in the same classroom.

Courses using NCIH technology are more like traditional courses except that the instructor may be teaching from a remote location or Western Piedmont Community College may be sending instruction to one or more institutions at remote sites. Students at the local NCIH site may have classmates at other NCIH classroom sites across the state. Like other on-campus classes, the NCIH instructor and students primarily interact in a classroom situation at a scheduled time and location.

Students register for North Carolina Information Highway courses just as they would for traditional courses.



### Online/Internet Courses

The College offers a variety of courses that are computer-based and use the Internet as the main method of course delivery and student/faculty communication. Students enrolled in Internet courses communicate with their instructor or instructors and other students using electronic mail, discussion boards, and "virtual classrooms." A variety of resources including textbooks, study guides, World Wide Web resource materials and resources developed by the course instructor are used by Internet course students. Students are also provided remote access to library online database resources.

### Telecourses/Courses-by-Cassette

The College may offer courses in the telecourse format. Students receive videotaped programs, textbooks, and study guide materials. Faculty members interact with students through a combination of on-campus orientation sessions, written assignments, telephone contacts, electronic mail and traditional mailings.

### Web Supported/Assisted Courses

On-campus, seated courses may be web supported/assisted. These courses meet at regularly scheduled times; however, a portion of the course will require the student to access Blackboard or other Internet based teaching platforms for specific reasons. In these classes, Blackboard or another platform is used as a supplemental course tool, providing students access to course syllabus, assignments, e-mail, discussion boards and/or their grade book.

## Blackboard Course Management System

Western Piedmont utilizes Blackboard, an E-Learning platform, to offer students a flexible alternative to the traditional seated classroom environment. Blackboard can be, and is used by Western Piedmont for fully online instruction, hybrid online/on-campus courses and as a supplemental instructional vehicle for traditional campus-based courses. If a course utilizes Blackboard, the student will automatically have a Blackboard account established at the beginning of each semester. The student will use the same username and password for logging into Blackboard as he or she will use to log on to campus lab computers and student email. The campus Blackboard system can be accessed at http://bb.wpcc.edu.

## Evening Programs

Classes are scheduled Monday through Thursday, 8:00am - 10:00pm and on Friday, 8:00am - 5:00pm. Students may choose to enroll in day or evening classes, or in both, according to their time needs and the availability of courses. In some programs, all requirements for a degree may be completed in the evening courses. In response to student requests, Western Piedmont offers Continuing Education courses in off-campus locations such as community centers, schools, churches, and other public buildings. Flexible scheduling is an important feature of evening programs. The Library and the Academic Success Center are open in the evenings for students and community use. Counselors and other personnel are on duty for student assistance.

## Foothills Higher Education Center

Western Piedmont Community College works in partnership with area public and private colleges and universities to provide opportunities for local residents to have access to baccalaureate and master degree programs offered in the region. Appalachian State University, Lees McRae College, and Western Carolina University offer coursework toward a variety of degrees at Foothills Higher Education Center in Morganton.

### Contact:

Appalachian State University at (828) 448-6142
Lees McRae College at (828) 898-2518
Western Carolina University at (828) 448-3507

## ORIENTATION PROGRAM

To promote rapid adjustment to the educational philosophy, programs, and standards of the College, new students are expected to participate in an orientation program. The objectives of the orientation program are the following:

1. To acquaint the students with the College, its facilities, resources, services, activities, policies and organizations;
2. To assist students in taking full advantage of the opportunities offered by the College;
3. To help students develop effective approaches to the problems encountered by beginning college students.

A one-day orientation program is offered prior to registration for students entering Fall Semester. Students receive a comprehensive orientation to the academic support services offered by the College and become more familiar with the academic policies of the institution.

## SERVICE LEARNING

"Service-learning is a teaching and learning strategy that integrates meaningful community service with instruction and reflection to enrich the learning experience, teach civic responsibility, and strengthen communities." (National Service-Learning Clearinghouse) Western Piedmont students may participate in service learning in a variety of classes throughout a number of disciplines. Instructors will indicate that the course has a service learning component and will describe the criteria for successfully completing a service learning project. The service learning component may be required or optional. The College may recognize service learners in a number of formal ways during the academic year.

# TUITION FOR CURRICULUM STUDENTS

***Tuition charges are subject to change by action of the North Carolina General Assembly and State Board of Community Colleges.***

**STUDENTS ENROLLED FOR 12 SHC ARE CLASSIFIED AS "FULL-TIME".**

**IN-STATE TUITION**

Cost per Credit Hour:.....$69.00 *
Maximum Cost (16 or more SHC).....$1,104.00*

**OUT-OF-STATE TUITION**

Cost per Credit Hour:.....$261.00 *
Maximum Cost (16 or more SHC).....$4,176.00*

** Does not include additional charges for Education Fees and Expenses (accident insurance, activity fee, etc.).*



# TUITION REFUND POLICY

**CURRICULUM**

- If a class or curriculum is cancelled, all of the tuition shall be refunded.
- A seventy-five percent (75%) tuition refund shall be made upon request if the student officially withdraws from classes prior to or on the 10-percent point of the semester. Tuition refund requests must be made through the Office of the Director of Records and Registration and will not be considered after the 10% point.
- Refunds to Title IV financial aid programs (Federal Pell Grant, and Direct Loans, subsidized and unsubsidized) will be made in compliance with federal and state regulations.
- To officially withdraw from a class, the student must complete a "Request for Refund" form, which must be approved by the Director of Records & Registration.

**CONTINUING EDUCATION**

- When the College cancels a class, the student will be notified and receive a full refund.
- The student will receive a full refund if the student officially withdraws from the class at least one business day prior to the first day of class.
- The student will receive a 75% refund of the registration fee if the student officially withdraws from the class prior to or at the 10% point of the class, if applicable.
- Student requests for a refund are not accepted after the 10% point of the class.
- To officially withdraw from a class, the student must complete a "Request for Refund" form, which must be approved by the Director of Records & Registration.
- If a student could not meet these conditions under extreme circumstances, the student may petition to the Director of Records & Registration and seek approval from the Vice President for Academic Affairs.

# ON-LINE PAYMENT PLAN POLICY

Curriculum students may use the on-line tuition payment plan for the purpose of deferring payment of curriculum tuition and required fees for a nominal fee. The following guidelines shall be followed by students:

1. Students may not have any outstanding indebtedness with the College.
2. Students are responsible for going on-line (accessed through WPCC homepage) and entering the correct information regarding student information, charges for tuition and fees, payment method, and account numbers.
3. Students must have valid financial account information and funds for correct payment or payment plan agreements may be terminated.
4. Students must enter into a payment plan agreement during stated times for registration.
5. Students are responsible for informing the Business Office of any changes in classes whether adding or dropping courses.
6. Students are responsible for all payments. Classes dropped after the 10% point of the semester are still the responsibility of the student.

**The following restrictions apply to the deferred payment of tuition and fees:**

1. Students are required to make a down payment of their stated tuition and fees based upon the registration period they enter into a payment plan agreement.
2. The payment agreement will be terminated if the down payment is rejected.
3. Books and supplies may not be included in the payment plans.

# High School Student Tuition Exemption

High school students enrolled in a curriculum course at Western Piedmont through a cooperative program with the Burke County Public Schools or through Career and College Promise may be exempt from all or some tuition payments depending on student type and course registration; however, these students are responsible for paying Student Government Activity fees , student insurance fees and any applicable lab fees. Contact your High School Guidance Counselor or the WPCC Director of Enrollment Management for full details.

# Educational Fees and Expenses

Educational fees are subject to change by action of the North Carolina State Board of Community Colleges, the North Carolina General Assembly, and the Trustees of Western Piedmont Community College .

### Accident Insurance

All Curriculum students, except inmates in prison or correctional units, must purchase accident insurance during registration. Insurance policy information is available to students through the Business Office. Certain specialized programs may require additional insurance coverage. Insurance fees are non-refundable after the first day of the academic term.

### Activity Fee

A fee of $2.00 per credit hour up to a maximum of $18.00 per semester is required of all Curriculum students, except for specific waived populations. This fee will be assessed for students enrolling during the Fall, Spring and Summer semesters. Activity fees are non-refundable after the first day of the academic term.

### Books and Supplies

The cost of books and supplies will vary according to the program of study and number of courses taken. Specialized programs will have higher costs. Uniforms and laboratory materials may add additional expenses for instructional supplies.

### Curriculum Certificate Processing Fee

A non-refundable processing fee of $5.00 is payable during the semester students expect to complete a Curriculum certificate. The processing fee covers the cost of certificate paper and printing. Students completing more than one certificate will be required to pay $5.00 each.

### Graduation Fee

A fee of $30.00 is payable in the semester the student expects to graduate. The graduation fee covers the cost of diploma/degree and cap and gown. Fee is non-refundable. Students graduating with more than one diploma/degree must pay an additional $10.00 for each additional diploma/degree.

### Senior Citizens

Persons who are residents of North Carolina and over sixty-five years of age are eligible to enroll in both Curriculum and Continuing Education classes without paying tuition fees (up to the maximum allowed) with the exception of self-supporting classes. Tuition shall be waived for up to six (6) credit hours of curriculum instruction and up to 96 contact hours for one course of continuing education instruction per academic semester excluding self-supporting courses. Additional charges, however, may be required. Such registration shall not preempt regular Curriculum students.

### Transcript Fee

Transcripts are available from the Registrar. Three transcripts per academic year may be obtained free of charge; thereafter, a $3.00 per transcript fee applies.

# The Book Cellar

A bookstore is operated by the College as a service to students, faculty, and staff. Textbooks, supplies, class rings, sportswear, and other items of special interest may be purchased at The Book Cellar. The bookstore is located on the ground floor of Hildebrand Hall.

# STUDENT FINANCIAL AID

Even though Western Piedmont Community College is a relatively low-cost institution, many students find that they must have some financial assistance to gain the most from their college experience. This assistance may take the form of a grant, scholarship, loan, job, or a combination of any of these. The estimated total aid available at WPCC for the academic year is approximately $15 million. Financial aid is supplementary to the efforts of the student and family.

Financial aid is awarded without regard to the applicant's race, color, religion, creed, national origin, political affiliation, gender, age, disability, medical condition, veteran status, and other categories protected by federal, state, and local anti-discrimination laws. Students receiving financial aid must be enrolled in an eligible program leading to a degree, diploma, or certificate and maintain satisfactory academic progress as outlined in the Satisfactory Academic Progress Standards for Financial Aid Recipients.

***Financial aid awards and policies subject to change by action of the federal and state governments.***



### FINANCIAL AID APPLICATION PROCEDURE

Students applying for most types of aid at WPCC must complete a Free Application for Federal Student Aid (FAFSA). This application must be renewed each academic year for a student to continue to receive financial aid. The priority filing date for the FAFSA is June 1. Certain scholarships and other types of aid may require a separate application available through the Financial Aid Office.

Students who wish to take additional courses at another college and receive credit for Federal Aid should notify the Financial Aid Office prior to the beginning of each semester. Federal law requires WPCC to complete a written agreement with the second college before Federal Aid is disbursed. Students must have a high school diploma or its recognized equivalent to be eligible for Federal Title IV financial aid.

### FEDERAL PELL GRANT PROGRAM (TITLE IV)

The purpose of the Federal Pell Grant Program is to provide eligible students with a foundation of financial aid to help defray the cost of post-secondary education. The Federal Pell Grant award could range from $605 to $5,645 per academic year at WPCC, depending on students' cost of education and if students attend college for a full academic year on a full-time basis. Part-time students may be eligible. The Pell Grant has a life time limit of 12 full-time semester awards (600%).

### FEDERAL WORK-STUDY PROGRAM (TITLE IV)

This aid is intended to provide eligible students employment to assist in paying their expenses to attend college. The Financial Aid Office, when possible, assigns students to work in areas of their college preparation.

### FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (TITLE IV)

This grant is for students of exceptional financial need who, without the grant, would be unable to continue their education. Priority is given to students who receive a Federal Pell Grant and have a low expected family contribution (EFC). The award amount for FSEOG recipients is $500 per academic year.

### NC COMMUNITY COLLEGE GRANT

This grant is intended to provide funds to help meet the educational costs of NC residents attending community colleges. Students must complete the Free Application for Federal Student Aid (FAFSA) by the published deadline and list WPCC as one of the top three choices of institutions. The grant award could range from $150 to $1,700 per academic year.

### NORTH CAROLINA EDUCATION LOTTERY SCHOLARSHIP (ELS)

The North Carolina Education Lottery Scholarship program was created by the 2005 General Assembly to provide financial assistance to needy North Carolina residents. Students must be enrolled at least six credit hours per semester at an eligible college in the state of North Carolina. Students must complete the Free Application for Federal Student Aid (FAFSA) to apply for the ELS. Grants will range from $100 to $3,100 for the year.

### NORTH CAROLINA COMMUNITY COLLEGE CHILDCARE ASSISTANCE PROGRAM

This program provides student parents, enrolled at least halftime (six credit hours) at WPCC, financial assistance in the form of payment of childcare costs. Priorities are given to single parents with the greatest need, but married students may also be eligible. For additional information, please contact the Financial Aid Office.

### Scholarships

A number of institutional scholarships are available to WPCC students. In addition, many local agencies, clubs, organizations, and businesses sponsor other scholarships. June 1st is the priority deadline for the upcoming fall semester. Contact the Financial Aid office for information and application forms.

## Western Piedmont Community College Scholarships

BEEP Huffman-Cornwell,Richardson & Rostan
Bob E. Benner/Ruby H. Pharr
Steve & Nadia Blahut
Ryan Bobo Memorial
R.T. Breeden Academic Merit
Breeden Family
Suzanne B. Bridges
Sam Brinkley
Burke County Association of Retired Persons (AARP)
Burke County Firefighters
Burke County Medical Alliance
Doug Cline
Mr. & Mrs. Samuel J. Byrd
Chad B. Cole Memorial
George T. Cornwell
William Pickney Corpening Memorial
William Pickney Corpening Merit
Helen K. Craft
Irene Elizabeth Dale
Earl Duncan
Dr. Jean C. Ervin Presbyterian
Sam J. Ervin, III
Fitzgerald Nursery
Larry "Skip" Foxx, Jr.
Peggy Galloway Memorial
Raymond B. Goodfellow
Grace Hospital School of Nursing Alumni
Riley Thomas Greer
William Hall
Johnny & Abbie Hildebrand
Margaret H. Hoyle
Steve Hoyle
R. O. Huffman/Joe K. Byrd Sr.
Richard B. Hurst
Linwood & Harriet Inscoe
Ruth Coffey Isenhour
Elizabeth Hooper Jackson
Naomi & Oval Jaynes
Lola B. Keller
Lt. Kelly Kincaid Emergency Services
Laughridge/Pyatt
Louis A. Lovelace
Margaret Lowdermilk
Dr. Robert C. McAdams
MHS Class of 1972
Morganton Elks Lodge
Morganton Pilot Club
Michael J. Morse Memorial
Judy A. Owens Dental Assisting
Oxford Scholarship - Arts
Ann C. Patton
R. L. Patton
R. L. Patton Memorial
Kitty Petrie Alpha Delta Kappa
Jones-Pons Nursing
Raymond & Arlene Poteat
Clark Douglas Powell
Kincaid-Pyatt Endowment
K. Germaine Queen
Ed Reading
J.P. Rostan, Sr. and Irma Rostan
John P. Rostan, Jr.
Naomi B. Rostan
Libby Setzer
M. E. Shell
Jo Bailey Sitton
J.C. and Smaro Black Sossoman
Martha Staley
Jan Stuenkel
Sandra Sweazey
Margaret Cuthbertson Turner
Western Piedmont Foundation
Michael Whalen
George & Wilma Williams
Lanie B. Winchester
Burke County Master Gardener Volunteer Association Scholarship
Carlton E. Caruso, Sr. Endowed Scholarship
William Lee Richardson Scholarship

### Benefits for Veterans and Dependents

All curricula at Western Piedmont have been approved for veteran's educational assistance under Public Law 634. Dependents of deceased or disabled veterans may also be eligible for educational assistance under federal or state programs. The War Orphan's Educational Assistance Act of 1956 entitles sons or daughters of 100% disabled veterans or of veterans who died of a service-connected disability to receive benefits from the Veterans Administration. To apply for Veterans Educational Benefits, students should contact the Coordinator for Veterans Affairs at the College.

### Vocational Rehabilitation

Vocational Rehabilitation is a public service program which helps persons with disabilities. Inquiries regarding services may be directed to the Coordinator of Disability Services at Western Piedmont Community College.

In an effort to become employable, students may be eligible for financial assistance through Vocational Rehabilitation under the provision of Public Law 565. The extent of the assistance is determined by Vocational Rehabilitation staff. Each rehabilitation program is designed individually with the student/client.

Monetary assistance for attending school is based on need, client potential and the type of program in which students are enrolled. Upon acceptance as Vocational Rehabilitation clients, students may be offered support to defray costs for the following: tuition, fees, some books and supplies, interpreter services and sometimes transportation.

For more information, contact the nearest Vocational Rehabilitation Regional Office, or The North Carolina Division of Vocational Rehabilitation services, P.O. Box 26053, Raleigh, NC 27611-6053 or call: (v) (919) 733-3364 or (TDD) (919) 733-5924.

### Return of Title IV Funds

Students who withdraw from all classes prior to the 60% point of the semester must return unearned aid received from Title IV funds. Title IV funds include: Federal Pell Grant, Academic Competitiveness Grant (ACG), Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Subsidized Stafford Loans.

The Return of Title IV calculation determines a student's earned and unearned Title IV aid based on the percentage of the enrollment period completed by the student. A student who remains enrolled beyond the 60% point of the semester is considered to have earned all aid for the term.

Returning unearned aid is the responsibility of the College and the student. Within 30 days of determining the student's withdrawal date, the Financial Aid Office will send a notice to the student regarding the amount of Title IV aid to be repaid by the College and the student. WPCC has 45 days from the date the College determined that the student withdrew to repay unearned Title IV funds. Students have 45 days from the date of notification to repay unearned funds to the U.S. Department of Education, or establish a repayment agreement in order to maintain eligibility for Title IV assistance. Students have 30 days to repay the College the funds WPCC returned as a result of the Return to Title IV calculation.



### Satisfactory Academic Progress Standards for Financial Aid Recipients

The Financial Aid Office (FAO) at Western Piedmont Community College (WPCC) is required by federal regulations to monitor the academic progress of students who apply for financial aid. Financial aid applicants must comply with the Satisfactory Academic Progress (SAP) standards as a condition for eligibility for aid. These standards are used to determine eligibility for all Federal Title IV aid (including Federal Student Loans), state and institutional aid; and are applied to the student's entire academic history at WPCC.

The standards against which applicants for financial assistance are measured include completion of credit hours, cumulative grade point average (GPA), and maximum time limits to complete the program of study. SAP will be monitored at the time of application for aid and at the end of each semester. Students must meet all of the standards listed below. Failure to meet these standards will result in the loss of financial aid.

#### I. Completion Rate

Each semester, the student's academic progress will be measured by comparing the number of attempted credit hours with the credit hours earned. The student must successfully complete 67% of the total attempted credit hours to maintain SAP. Hours attempted are calculated as all hours enrolled per semester, minus any hours withdrawn or dropped during the 75 percent refund period. Hours attempted also include transfer credit hours accepted toward a student's educational program at WPCC.

*For example:* a student who attempts 12 credit hours, and successfully completes 9 credit hours is making SAP (9 credit hours divided by 12 credit hours = 75% completion rate).

#### II. Cumulative Grade Point Average

Students must maintain a cumulative grade point average at or above the minimum on the following chart:

- 1.25 for 1-15 credit hours attempted
- 1.50 for 16-23 credit hours attempted
- 1.75 for 24-31 credit hours attempted
- 2.00 for 32 or more credit hours attempted

#### III. Maximum Time Frame

The student's maximum time frame to complete a program of study is 150% of the published length of the program. For example, if 64 credit hours are required to complete a degree, the student may attempt a maximum of 96 credit hours before exceeding their eligibility for financial aid (64 x 1.5=96).

The student's entire academic history, including transfer hours accepted from other institutions is considered when evaluating academic progress within the established time frame. Developmental classes are excluded from this calculation. Once the student reaches the maximum number of hours attempted for the program of study, they are no longer eligible to receive financial aid at WPCC.

**Change of Majors** Students who change their major are still responsible for adhering to the 150% maximum time frame of the new program. Students who decide to change majors are advised to do so early in their academic program.

**Double Major** Students who double major must also adhere to the 150% maximum time frame requirement. The maximum attempted credit hours allowable for financial aid will be based on the degree that requires the most credit hours.

**Additional Degrees** Students returning to WPCC to pursue another degree will be given a new maximum time frame. Only the successfully completed credit hours that apply to the additional degree will be counted towards the next maximum time frame.

**IV. Additional Elements of SAP**

- Letter grades of A, B, C, D, and SC are counted as successfully completed credit hours.
- Letter grades of F, I (incomplete), NC (non-satisfactory completion), W (withdrawal), or IW (instructor initiated withdrawal) are counted as credit hours attempted but not successfully completed.
- A letter grade of NS (No Show) is not counted as an attempted or earned credit hour. Audited (AU) credit hours are not funded by financial aid and are excluded from all calculations.
- Developmental credit hours (courses below the 100 level) are included in the completion rate calculation but are excluded from the GPA calculation.
  Students may receive financial aid for developmental credits up to a maximum of 30 credit hours.
- Consortium credit hours are included in both the completion rate and maximum time frame calculations.
- In the case of a class that has been repeated, only the grade points and credit hours earned for the attempt with the highest grade will be used in the GPA calculation. All attempts will be counted toward the completion rate and maximum time frame requirements.
- Students may receive financial aid for repeating a passed course one time, regardless if the credit is provided again.
- Students may attempt a failed course a maximum of three times. Developmental courses are exempt from this policy.
- Transfer credit hours are excluded from the GPA calculation, but are included in both the completion rate and maximum time frame calculations. Students transferring from another institution will be considered to be making satisfactory academic progress at the time of enrollment.

**V. Eligibility Status:**

**Satisfactory:** Satisfactory status is achieved when the completion rate, GPA and maximum time frame requirements are met.

**Warning:** Warning status is assigned to students who fail to meet the eligibility standards for the completion rate and/or the GPA requirement.
Students with a "warning" status may receive financial aid for one semester, provided all other eligibility requirements are met.

**Suspension**: There are several conditions that may place a student on financial aid suspension. These conditions are listed below:

A. A student, who fails to meet the cumulative completion rate and/or GPA requirements at the end of a "warning" period, will have their financial aid suspended.
B. A student who reaches the maximum time frame limit (150%) for the program of study will have their financial aid suspended.
C. Students with a "probation" status who fail to meet the requirements of their Academic Plan will be placed on suspension.
D. If it is mathematically determined that a student cannot complete the program of study within the maximum time frame limit (150%), the student will immediately be placed on financial aid suspension.

**Probation:** This status is assigned to a student who fails to make SAP, and who has had their eligibility reinstated as the result of an appeal. While on "probation", the student must successfully follow the conditions of the Academic Plan created during the appeal process.
All Academic Plans will require a 2.0 minimum semester GPA, and a minimum 75% completion rate for subsequent periods of enrollment. The Director of Financial Aid or the Financial Aid Subcommittee may require a more rigorous Academic Plan for individual students based on the particular situation and content of the appeal on a case by case basis. The requirements of a more rigorous plan will be made in writing and signed by the student prior to the disbursing of financial aid. Academic Plans will be monitored by the Financial Aid Office.

**Notification of SAP Status:** Eligibility status will be updated at the end of each semester. All applicants will be notified via email regarding satisfactory, warning, suspension or probation statuses. However, failure to receive notification will not change the student's status. Not enrolling for one or more terms does not change the student's status.

### VI. Re-establishing Eligibility

There are three avenues available for regaining eligibility for financial aid. These avenues consist of the following:

A. Paying on your own – To regain eligibility, the student must attend WPCC (without financial aid) until they meet the GPA and completion ate requirement.
B. Notification of a Grade Change – The student's financial aid may be reinstated as result of a grade change, provided that as a result of the change, the student is meeting both the completion rate and GPA requirements.
C. Appeal Process – Students who have faced mitigating circumstances may appeal the suspension of their financial aid. Mitigating circumstances are generally beyond the student's control and may include a death in the family, injury or illness of student, or other special circumstances.

To appeal the suspension of financial aid, the student must submit to the FAO the Satisfactory Academic Progress Appeal form, explaining their failure to make SAP, and what has changed to allow them now to regain SAP. In addition the student must have their academic advisor complete the Financial Aid Satisfactory Academic Progress Degree Evaluation form. These forms are available on the WPCC FAO website and in the FAO. All appeals must be accompanied by documentation supporting the appeal. Appeals submitted without supporting documentation will not be reviewed.

The Director of Financial Aid will review the appeal and notify the student via the student's WPCC email account within 20 business days from the receipt date of the completed appeal. If the student finds the Director's decision unsatisfactory, the student may appeal to the Financial Aid Subcommittee for further review. The appeal to the subcommittee must be in writing and submitted to the Financial Aid Office. The student will have the opportunity to present their case in person to the subcommittee. The decision of the Financial Aid Office Subcommittee is final.

Students may submit one appeal per academic year. Students appealing the loss of financial aid as a result of exceeding the maximum time frame are limited to one appeal.

Students seeking to regain eligibility for financial aid remain ineligible for assistance until the appeal process is completed and an affirmative decision has been made by either the Director of Financial Aid or the Financial Aid Subcommittee. Students should be prepared to pay tuition, fees and other education expenses until notified that their aid has been reinstated.



## VETERANS AFFAIRS OFFICE

College programs are approved by the North Carolina State Approving Agency for educating and training veterans, dependents of deceased or disabled veterans, and members of the Selected Reserve under Title 38 of the United States Code. Information and assistance regarding these benefits may be obtained from the Coordinator for Veterans Affairs Office on campus or from the Department of Veteran's Affairs in Winston-Salem, North Carolina. VA Education Benefit monthly rates are based on the recipient's period of service, curriculum, and training load. A list of current rates for each program is maintained in the Coordinator for Veterans Affairs office.

### VA Retention Requirement

Students receiving VA Educational Benefits who fail to attain a 2.0 cumulative grade point average after attempting a minimum of twelve semester hours will be placed on academic probation. Such veterans will remain on academic probation for one semester. At that time, if the student's cumulative grade point averages are below 2.0, benefits will be terminated. Conditions for re-entrance are listed below.

### VA Standards of Attendance

Students are expected to be present for all regular class meetings and examinations for which they are registered. A student who does not attend the equivalent of two weeks of class contact hours will be dropped from the class roll and the instructor will notify the Registrar by submitting a withdrawal form. Additional or alternate attendance requirements may be established for individual courses. Students may be readmitted only with the permission of the instructor.

1. Students legitimately dropped from a course by an instructor cannot be readmitted without that instructor's permission.
2. Students are considered to remain in membership in a course until students officially withdraw or transfer to another course section or officially withdrawn from the course.
3. Students will not be carried in membership after the equivalent of two weeks of absences, or after withdrawal.
4. Students who are withdrawn or who withdraw from a course will receive VA benefits only for the hours in membership reported through the last attendance date in class.
5. Students who return to class after having been withdrawn may not include those class hours from the time students were withdrawn until students were readmitted.

### VA Standards of Conduct

Western Piedmont's policy on student conduct is the same for all students, veterans included. (See the College's Student Code of Conduct.) If a veteran is dismissed from the College for misconduct, veteran's benefits are terminated immediately.

### VA Conditions for Reentrance

Western Piedmont operates under an open-door policy so no student is denied readmission after having been dropped for unsatisfactory progress or conduct. However, certain conditions must be met before a student receiving Veterans Educational Benefits will be recertified for those benefits. Those conditions are the following:

1. Reevaluation of program objectives to determine if students would be better suited to another program.
2. Students will receive counseling at Western Piedmont in an effort to identify and eliminate the cause for unsatisfactory progress or conduct.
3. Students will carry a half-time load until reaching a grade point average of 2.0 or higher.

# REGISTRATION

Registration takes place during the dates specified in the College Calendar. New students will be informed of registration procedures during orientation, or through individual assistance from Student Services or academic advisors. Actual registration will be preceded by a conference with a counselor in Student Services or with an assigned faculty advisor for the purpose of selecting courses and program. Registration is not final until all procedures have been completed, including payment of tuition and other financial obligations. Students will not receive credit for any course for which proper registration has not been completed.

### Student Classification

The classification of a student depends upon the number of college credits the student has earned or the number of semester hours credit (SHC) in which the student is enrolled.

**Full-time**
A student enrolled in at least twelve (12) SHC of curriculum classes during the semester.

**Part-time**
A student enrolled in fewer than twelve (12) SHC of curriculum classes during the semester.

**Freshman**
A student with fewer than thirty (30) semester hours of earned credits.

**Sophomore**
A student with thirty (30) or more semester hours of earned credits.

**Special**
A student enrolled in credit courses but not in a specified program of study.

### Academic Year

The academic year is made up of two sixteen week semesters (fall and spring) and an eight week summer semester. Certain courses each semester may be offered on abbreviated schedules. The course schedule for each term will indicate beginning and ending dates for these mini-semesters. Students may enter at the beginning of any semester if students meet the course/program entrance requirements. Some programs may be entered only at the beginning of the fall semester. For specific dates, see the College Calendar published in this catalog.

### Credit and Contact Hours

Credit for college work is recorded in semester hours (SHC). One SHC is awarded for one contact hour of classroom work, two or three contact hours of laboratory, three contact hours of clinical/shop or ten hours of work experience per week for a term of sixteen weeks or the equivalent. A contact hour is the actual class time that students attend class, laboratory, clinical, or shop per week. This information is given for each course in the Course Descriptions section of this catalog.

### Registration Changes (Schedule Adjustments)

Necessary changes in registration may be made during the schedule adjustment period. Schedule adjustment periods are published in our online tabloid, located on our website at Academics>Course schedule>Registration information.

Students must complete the schedule adjustment card for all courses or course sections changed. The form is not official until all procedures have been completed, including payment of additional tuition and/or other financial obligations. A course dropped during the add-drop period does not appear on student transcript.

### Program Changes

Curriculum students considering a program change are encouraged to discuss objectives with his/her advisor or a counselor. A Change of Program Form must be completed by students and returned to Student Services. When students change from one program to another, any course taken in the first program which is applicable to the new program will be carried with the grade earned in that course. These course grades will be used in the calculation of the program GPA.

The courses allowed for transfer into the new program will be determined by the coordinator of that program in consultation with the student and the Director of Records and Registration. This policy shall also apply to students who change from a "Special Student" to a program major. Veterans must receive approval from the Veterans Affairs Office on campus to change programs.

Multiple program changes can cause a student to lose financial aid. It is recommended that students consult with Financial Aid before making a change to his/her program of study.

### Course Substitutions

Core course Substitutions may be made only for courses in the arts and sciences discipline areas. All other substitutions must be approved by student petition. In no case shall the combined total of any transfer credit hours, credit by exam hours and course substitution hours represent more than one-half of the specified number of hours required for the degree or diploma toward which students are applying those credits.

### Schedule Overloads

The minimum number of SHC required to qualify as a full-time student is twelve (12). No student may take more than twenty-one (21) SHC without written permission. Students enrolled in a condensed semester must obtain written permission to register for more than fourteen (14) credit hours.



Students requesting to take overloads must meet the following criteria:

1. Students cannot register into an overload status in his/her first semester at Western Piedmont Community College,
2. Cumulative GPA must be at least 3.0; and,
3. Students cannot be taking developmental courses during an overload status.

Students must complete an "Overload Approval Form" with his/her academic advisor. The form must then be approved by the Academic Division Dean and forwarded to the Office of the Director of Records and Registration. If this form is not completed, and submitted as required, the student's schedule may be adjusted by the Director of Records and Registration in order to drop the total credit hours below overload status.

### Withdrawal from Courses or College

Students may withdraw after the ten percent point of the semester, or after the official refund period of the term, by contacting the instructor of the course, either in person or via email. The instructor will process the withdrawal information through WPCC's electronic forms process, sending the information to Student Services.

Students who violate the attendance policy of a course may be withdrawn from that course by the instructor. All obligations to the College must be met by the withdrawing student.

A grade of "W" or "IW" will be recorded if withdrawal is on or before the fifty-percent point of the course, regardless of the procedure used for the withdrawal. After the fifty-percent point, a "W" or "IW" grade will be recorded if students were satisfactorily achieving the course objectives at the time of withdrawal; otherwise a grade of "F" may be recorded.

Students contemplating withdrawal from the College are encouraged to talk with a counselor or a faculty advisor before completing the withdrawal process. The College reserves the right to withhold records and to deny registration until all obligations are met.

### Second Degree Policy

Students may earn more than one degree or diploma concurrently or consecutively. Courses which apply appropriately to more than one degree or diploma program may be counted toward the completion of each program, but the specific requirements of each must be met. Students who are candidates for any degree cannot be eligible for the Associate in General Education or the Associate in Applied Science in General Occupational Technology. Transfer students should refer to pages 46 for policy regarding completion of multiple transfer associate degrees.

## Attendance Policy

Because the college recognizes that academic success is tied to regular attendance, students are expected to attend and be on time for all classes. Although an occasional absence may be unavoidable, it in no way excuses students from meeting all requirements of the course and being responsible for all learning experiences.

An attendance policy will be established for each course by the instructor and/or Program Coordinator in concurrence with the appropriate Division Dean. This attendance policy will be part of the Course Document given to students at the beginning of the course. Class attendance is calculated from the first scheduled class meeting through the last scheduled class meeting. Neither late registration nor other circumstances will change this requirement.

Pursuant to N.C.G.S. 115D-5(u); S.L. 2010-112, S.2, students enrolled in curriculum classes may be accorded up to two days of absence from classes per academic year for religious observances required by the faith of the student. For the purposes of this policy the academic year begins on the first day of fall semester and runs through the last day of summer term. Students should follow the procedure set forth on the college's website to apply for an excused absence from class(es) for religious observances.

# CLASS MEMBERSHIP

A student is in class membership when:

1. Enrolled as evidenced by registering and payment of the applicable tuition and fees;
2. Attended one or more classes by the ten percent point in the course; and
3. Has not withdrawn or been withdrawn from the course.

# GRADING SYSTEM

Requirements for degrees and diplomas are computed not only in semester hours credit but also in grade points, the numerical equivalents of the letter grades earned by students. The grade point average (or GPA) is determined by dividing the total number of grade points by the total number of credit hours attempted at Western Piedmont Community College. Calculation of the GPA for graduation purposes is based only on those courses which are applicable to the degree or diploma. If a course is repeated, only the points and credit hours earned in the attempt with the highest grade will be used in the computation of the GPA to determine eligibility for graduation.

| Grade | Significance | Grade Points per SHC |
|---|---|---|
| A | Superior accomplishment of course objectives | 4 |
| B | Excellent accomplishment of course objectives | 3 |
| C | Good accomplishment of course objectives | 2 |
| D | Fair accomplishment of course objectives | 1 |
| F | Unsatisfactory accomplishment of objectives | 0 |



### Grade Points

When the following grades are recorded, neither grades, credits, nor hours attempted will be considered in computing grade point averages (GPA) for graduation. Developmental courses (courses below 100 level) are not computed in the curriculum GPA and are not counted toward hours earned for graduation.

W: The "W" (Withdrawal) will be given to students withdrawing from a course up to the 50 percent point for that class. After the halfway point, a "W" grade will be recorded if the students were satisfactorily achieving the course objectives at the time of withdrawal; otherwise a grade of "F" may be recorded. See additional policy on the following Withdrawals.

IW: Same as above, but withdrawal is initiated by instructor.

I: The use of the "I" (Incomplete) is restricted to extenuating situations which prevent a student from completing course objectives. It is to be given only with a commitment by the student to remove the deficiency by the end of the following semester (not including summer term). At that time, the "I" can be changed to A, B, C, D, or F. "I" grades cannot be changed to a "W" (withdrawal). If a student does not remove the deficiency by the end of the following semester, the grade will automatically change to "F". A student with two incompletes in a given semester will ordinarily be expected to take a reduced load until all work is completed satisfactorily. Students will not be allowed to register for a course or courses in which the "Incomplete" course is a prerequisite until the student receives a passing grade for the prerequisite course.

SC: The use of the "SC" denotes Satisfactory Completion of course objectives on Satisfactory/Non-Satisfactory grading system.

NC: The use of the "NC" denotes Non-satisfactory Completion of course objectives on Satisfactory/Non-Satisfactory grading system.

NS: The "NS" (No Show) will be recorded for students who register for a course and do not attend at least one class meeting prior to the ten-percent point for that course.

AU: See Auditing Policy on page 37.

CS: The "CS" denotes Continued Study of course objectives. Students must re-enroll and continue study in the course to receive credit.

CR: See Credit by Examination Policy on page 37.

P: The use of the "P" denotes satisfactory completion of course objectives in DMA or DRE courses (Developmental).

R: The use of the "R" denotes non-satisfactory completion of course objectives in DMA or DRE courses (Developmental).

### Satisfactory/Non-Satisfactory Graded Courses

Specified courses, as shown in the Course Descriptions, will be offered on a Satisfactory/Non-Satisfactory basis. Courses offered as SC/NC must have the prior written approval of the appropriate academic Division Dean and the Director of Records and Registration. Students may petition the Vice President for Academic Affairs at the beginning of a course to be graded on an A, B, C, D, F scale.

### Posting of Grades

Curriculum grades will not be posted by Social Security Number, alphabetically, or by any other identifiable system .

### Grade Changes

Curriculum grade reports will be available through Pioneer Pass. All grade changes are to be initiated by the instructor and must be made on the proper form by the end of the semester following the one in which the grade was issued. Requests for grade changes must include the reasons for the change.

### Grade Appeal Policy

Final course grades are determined by the course instructor in accordance with a grading policy distributed at the beginning of the course; grading is the prerogative of the instructor. Students may appeal a grade received in accordance with the procedures outlined below. The appeal of a grade must be initiated prior to the end of the next term.

1. Students shall confer with the instructor from whom students received the contested grade.
2. Should students and the instructor fail to reach a mutual agreement as to the resolution of the issue, students shall present the appeal in writing to the Program Coordinator of the area within which the protested grade was awarded. The Program Coordinator shall, by conferring with students and the instructor, seek resolution by mutual agreement. If the instructor is also the Program Coordinator, appeal should be submitted in writing to the Division Dean.
3. Should the Program Coordinator, instructor and students fail to reach a mutual agreement, the Program Coordinator shall forward the matter to the Division Dean within which the program is located.
4. Should the Division Dean, Program Coordinator, instructor and student fail to reach a mutual agreement, the Division Dean will then request that the Dean of Student Services convene a Student Grade Appeal Committee.
5. The Dean of Student Services, or a designee, will serve as Chair of the Grade Appeal Committee and be a non-voting member. Voting members will consist of a faculty member from each division selected by the Vice President for Academic Affairs and students' faculty advisors (if different from the instructor). The Committee will meet to discuss the grade appeal and may hear from the instructor, the student, and any other persons the Committee deems appropriate. Should the Committee find that the grade received was inappropriate, the Committee shall determine the method by which the grade will be re-evaluated. The resulting grade, if different, must be submitted within college guidelines and may not be further appealed. Should the Committee find that the grade received by the student was appropriate, the Committee will direct that no action be taken to change the grade. Findings will be submitted to the Vice President for Academic Affairs.
6. Failure of a student to pursue a grade change pursuant to the established guidelines in the Grade Appeal Policy process will be deemed an acceptance of the grade originally received.

### Course Repeats

Courses at WPCC may be attempted a maximum of three times. A course shall be considered attempted when one of the following grades is assigned: A, B, C ,D, F, SC or NC. To determine eligibility for graduation, only the grade points earned for the attempt with the highest grade will be used in computation of the grade point average. Developmental courses are exempt from this policy. A program may have a more restrictive policy regarding how many times students may take a particular course for credit to fulfill program requirements. Students may petition for exception. Additional regulations for repeating courses may be enforced for students receiving financial aid.

### Academic Probation

A student enrolled in degree, diploma, or certificate programs are expected to maintain satisfactory progress toward the completion of requirements. Since a 2.0 grade point average is required for graduation in all programs, students are expected to maintain upward progress toward this average to be considered in good academic standing.

For purposes of determining academic progress, grade point averages are based on final grades received. To be considered making minimum academic progress toward successful completion, students must maintain the following minimum grade point average in relation to the number of credit hours earned:

| Credit Hours Earned | Minimum Grade Points |
|---|---|
| 8-15 SHC | 1.25 |
| 16-23 SHC | 1.50 |
| 24-31 SHC | 1.75 |
| 32+ SHC | 2.00 |
| Graduation | 2.00 |

Students failing to maintain the average shown will be placed on academic probation and will remain on probation until student's cumulative GPA reaches the standards of progress listed. However, if after one academic year the student is not demonstrating satisfactory progress, the

student will be placed on Academic Suspension. The Director of Records and Registration will notify students by letter of probationary status and will advise those students to make an appointment with their academic advisor. The advisor will explore various options with students, including the following:

1. Reduction of course load;
2. Referral to Student Services for counseling;
3. Tutoring assistance;
4. Attending seminars on effective study techniques;
5. Guidance into another program;
6. Enrolling in additional preparatory courses; and/or
7. Reduction of non-scholastic activities.

***Students receiving VA benefits should check with the Veterans Coordinator about VA regulations.***



### Academic Suspension

| Credit Hours Earned | Minimum Grade Points |
|---|---|
| 12-20 SHC | 0.50 |
| 21-31 SHC | 0.75 |
| 32+ SHC | 1.00 |

A student who fails to maintain the minimum grade point average outlined above or who has not demonstrated satisfactory progress for one academic year will be subject to a period of academic suspension equal to one calendar year.

Credit hours earned include only those courses for which grades of A, B, C, D, or F are assigned. (See the College grading system for additional information). Suspended students seeking readmission must petition the Director of Records and Registration's Office at least 30 days prior to the beginning of the semester for which readmission is sought. Returning student must also receive academic counseling prior to reentrance.

### Credit by Examination

Western Piedmont Community College does not award or accept credit for experiential learning. Western Piedmont Community College may grant credit by examination credit when students demonstrate college level achievement in a subject area by earning an acceptable score on an external or internal examination approved by the academic division from which the credit will be received. Students may only take division provided examinations for a course one time. See page 21 for a partial list of acceptable external examinations.

Students who successfully complete the Credit by Examination process will receive a grade on the transcript of "CR." Hours for the course credited will apply toward graduation requirements, but students shall earn no grade points for such credit. In no case shall the combined total of any transfer credit hours, credits by examination, credit for external examinations or course substitutions represent more than one-half of the specified number of hours required for the degree or diploma toward which students are applying those credits.

### Auditing Policy

Students auditing a course will not receive credit nor will they be required to take examinations. However, auditors must meet the same requirements as regularly enrolled students by meeting prerequisite requirements, attending, completing assignments, and participating in class activities. Students may not audit physical education classes. Students must indicate "audit" on registration forms and a grade of "AU" will be recorded for satisfactory completion. Fees for auditors are the same as those for students enrolling for credit. Once registered for a course, students may not change from an auditing status to a credit status or vice versa unless the change is made within the schedule adjustment period. A curriculum course may be audited only once and physical education courses cannot be audited. Federal financial aid is not available for audited classes.

### Seven Years Limit

Courses taken at Western Piedmont Community College or courses transferred from other post-secondary institutions that were completed more than seven (7) years ago may not be applicable to a student's current program or major. General education courses that were completed with a grade of "C" or better will be accepted. No technical or vocational courses that were completed more than seven years ago will satisfy prerequisite or corequisite requirements. The entire sequence of quarter sequence courses must have been completed with a grade of "C" or better to receive semester credit.

### Dean's List

In recognition of academic achievement in any semester, a student who enrolls in at least 6 SHC on which grade points may be computed,

and who attains a grade point average of 3.5 or better, is placed on the Dean's List of honor students for that semester. When the following grades are recorded W, I, SC, NC, NS, AU, CS, CR, IW, A#, B#, C#, P, R neither grades, credits, nor hours attempted will be considered in computing grade point averages (GPA). Students will only be recognized on one honor list per semester.

### President's List

In recognition of academic achievement in any semester, students who enroll in at least 12 SHC on which grade points may be computed and who attain a grade point average of 4.0 are placed on the President's List of honor students for that semester. When the following grades are recorded W, IW, I, SC, NC, NS, AU, CS, CR, A#, B#, C#, P, R neither grades, credits, nor hours attempted will be considered in computing grade point averages (GPA). Students will only be recognized on one honor list per semester.

### Honor Students

The College will recognize students with outstanding scholastic work as honor graduates. Graduation with High Honors is granted to students in degree or diploma programs who have achieved a program grade point average of 3.80 or better. Graduation with Honors is granted for those who have achieved a program grade point average of 3.50 to 3.79.

### Phi Theta Kappa – International Honor Society of the Two Year College

The purpose of this organization is to recognize scholarly achievement among two-year college students and to promote continued academic excellence and leadership development. WPCC recommends students for induction into the Alpha Gamma Mu Chapter who meet all of the following criteria:

1. Are enrolled in a degree program,
2. Have earned at least 12 SHC at WPCC,
3. Have a minimum 3.50 grade point average (GPA), and
4. Must be recommended by academic advisor.

During the year members are provided opportunities for personal growth through involvement in a variety of programs. All members are required to maintain a cumulative G.P.A. of 3.25 to avoid member probation or a revoked status. New members are inducted each fall and spring semester.

## Student Records

Western Piedmont Community College maintains accurate and confidential student records and recognizes the rights of students to have access to their educational and personal records in accordance with existing College policy and the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) and its revisions.

"Educational Records" include files, documents, and other materials which contain information directly related to students. The term "educational records" does not include the following:

- Records and documents of institutional personnel which are kept apart from educational records.
- Records on the student which are made or maintained by a physician, psychiatrist, psychologist, counselor, or other recognized professionals or paraprofessionals acting in their official capacity.
- Financial records on the parents of students.
- Records of instructional, supervisory and administrative personnel kept in their sole possession provided they are "not accessible or revealed to any other person except a substitute."

### Release of Student Educational Records

The following "Directory Information" may be made available to the public by the College without students' written permission unless students notify the Director of Records and Registration's Office in writing by the third week of the semester that such information concerning themselves is not to be made available.

- Student's name, address, telephone listing, electronic mail address and 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, grade level, enrollment status (e.g., undergraduate or graduate, full or part-time), degrees and awards received, and the most recent previous educational agency or institution attended.

Faculty and administrative officers of the College who demonstrate a legitimate educational need will be permitted to look at the official student file for a particular student. Requests for confidential information shall not be honored without proper written consent for the release of such records by students. The written consent must specify the records or the specific data to be released and to whom it is to be released, and each request must be handled separately. Exceptions to this policy are the following:

- Requests for confidential information will be honored without prior consent of the student in connection with an emergency.
- Official requests in connection with the audit and evaluation of federal or state supported programs or in connection with enforcement of federal or legal requirements which relate to such programs.
- A lawfully issued subpoena or court order instructing the College not to disclose the existence or contents of the subpoena or the College's response.
- All other subpoenas. (Students will be notified immediately by registered mail that their records have been subpoenaed.)
- An Ex Parte Order from the Attorney General of the United States in connection with the investigation or prosecution of terrorism crimes as specified in the U.S. Code.
- Non-directory information required by the Immigration and Naturalization Service about International Students.
- Persons or organizations providing financial aid to the student or determining financial aid decisions.



### Control of Student Records

Transcripts and other information are released only with the written permission of the student. Students have the right to inspect their own records. Upon inspection students are entitled to an explanation of any information contained in their records. Students have the right to copies of academic records of credits earned at Western Piedmont. Copies of transcripts and/or other information from institutions other than WPCC must be requested from the originating institution.

An official student file shall not be sent outside the Counseling Office, Records Office, Financial Aid Office, Veterans Affairs Office, Advisor's Office or other custodial offices except in circumstances specifically authorized by the Dean of Student Services. The authorization for such special circumstances must be in writing. College officials responsible for the maintenance of education records include the Director of Enrollment Management, Director of Records and Registration, and Dean of Student Services.

A student who believes that information contained in records is inaccurate or misleading may request that the record(s) be amended. The procedure for challenging any contested information is described in the College Policy Manual which is available in the Library and the Dean of Student Services Office.

## GRADUATION

All students expecting to meet graduation requirements must present a petition to the Director of Records and Registration during final semester registration and fulfill financial obligations to the College prior to graduation. Graduating students are required to meet program requirements specified in the semester based curriculum standard.

1. Courses taken more than seven (7) years prior to graduation may not be applicable to certain majors. Final action is taken by the Vice President for Academic Affairs and validation of competencies may be required by oral or written tests and/or demonstration of skills.
2. Students must have a program grade point average of not less than 2.0 to graduate.
3. To qualify for any degree or diploma, a student must take 30 SHC at Western Piedmont, including the final 10 SHC. In addition, 50 percent of the total semester hour's credit listed in the Core or Required Major Hours category of the program of study must be taken at WPCC.
4. In no case shall the combined total of any transfer credit hours, credits by examination, credit for external examinations, or course substitutions represent more than one-half of the specified number of hours required for the degree or diploma toward which students are applying those credits.
5. To qualify for any certificate, a student must complete 50 percent of the total semester hour's credit of the program at WPCC.
6. To qualify for an Associate Degree or diploma, students must complete an approved curriculum:
   - For the Associate in Arts (AA), the Associate in Science (AS), the Associate in Fine Arts (AFA), or the Associate in General Education (AGE) degree, the total SHC required is 64-65.
   - For the Associate in Applied Science Degree (AAS) or a diploma, the specific curriculum standard for the program must be followed.
7. Students petitioning for graduation shall meet the program requirements of the Catalog in effect during the year of their original attendance in that program (as long the student remains consistently enrolled) or the Catalog in effect during the year of their graduation from that program.

Degrees and diplomas are awarded during graduation exercises. Permission to graduate in absentia must be obtained from the Dean of Student Services. Graduation fees will not be refunded. Exceptions to the stated graduation requirements may be authorized in unusual circumstances, provided the student submits a formal petition to the VP for Academic Affairs.

Five graduation marshals are selected for each ceremony, a Chief Marshal, two Faculty Marshals and two Student Marshals. The Chief Marshal is the previous year Excellence in Teaching Recipient; the Student Marshals are the top two juniors enrolled in Burke Middle College. Selection for the Faculty Marshals is made on the basis of the highest grade point average, non-graduating student, of classes earned at Western Piedmont Community College. All efforts are made to select a freshman and a sophomore student.

***Students who are candidates for any degree cannot be eligible for the Associate in General Education or the Associate in Applied Science in General Occupational Technology.***



### Consistent Enrollment

Students are considered consistently enrolled unless there is a non-enrollment period of two consecutive semesters. Students will be required to update their program information in Student Records upon their return to WPCC.

### Physical Education Requirement

Most AA, AFA, AS, or AGE programs require 2 SHC of physical education. Students may not audit physical education classes.

Students seeking a waiver of physical education requirements must petition the Coordinator of Physical Education and include a letter on the student's health diagnosis/prognosis or physical limitations. Students granted a waiver will be required to enroll in HEA 110.

## ACADEMIC SUCCESS CENTER

The Academic Success Center, located in Moore Hall, specializes in free individualized instruction. The open lab environment enables staff to serve students with varying educational purposes and levels of academic competencies. Curriculum students may be assigned work to be completed in the Center or they may come on their own to receive individual instruction in subjects such as Math, English, Chemistry, and Physics. Computers are available for completion of assignments. A computer tutor is available on a limited basis to provide assistance. In addition to serving curriculum students, the Academic Success Center is open to adults in the community who wish to prepare for college admission. Professional tutors are available during the hours posted each semester. Students may also request peer tutoring sessions, which are scheduled based on tutor availability.

## BURKE COLLEGIATE SCHOLARS PROGRAM

Western Piedmont Foundation, Inc. sponsors an innovative program designed to encourage academically capable rising sixth graders identified as a potential first-generation college student, to complete high school and enroll at WPCC with eligibility for full funding for tuition and fees for five consecutive semesters should students not be eligible for sufficient Pell Grant funding. Each year, the Foundation selects one Burke Collegiate Scholar and two runners up in each of Burke County's sixteen elementary schools to participate in the program. The awards are made on the basis of academic potential, leadership skills and financial need. During these students' middle school and high school years, the Foundation and WPCC's Educational Talent Search Program provide support in the form of regular academic and enrichment programs.

## BURKE MIDDLE COLLEGE

Burke Middle College is an educational opportunity for academically capable individuals who would be more successful in a non-traditional high school setting. These students enroll in core academic courses that meet high school graduation requirements as well as being dually enrolled in college courses for which they will receive both high school and college credit. For more information call 828-448-3175.

## COUNSELING SERVICES AND CAREER CENTER

WPCC provides free, confidential counseling and related services for its students through the Office of Student Services. These services are offered on an as-needed basis for full or part-time students dealing with issues which affect them as individuals, or which may affect their academic progress. After initial assessments, students found to need highly specialized or long-term services will be referred to appropriate resources within the community to receive further assistance.

Career counseling and exploration are also available for those students who are undecided or ambiguous about their career plans. WPCC's Career Center, located in Hildebrand Hall, room 128, houses a variety of printed, audio-visual and computer resources to assist students in their exploration. In addition, career testing and counseling are available on an individual basis by appointment.

For more information on counseling and related services at WPCC, contact Student Services at 828-448-6052.

## OFFICE OF DISABILITY SERVICES

Western Piedmont Community College provides equal access to education for persons with disabilities in compliance with Section 504 of the Rehabilitation Act and Americans with Disabilities Act. However, it is the responsibility of the student to make his or her disability known and to request academic adjustments or modifications. The Office of Disability Services advises and assists in securing academic adjustments and support services for qualified students with disabilities. Request for modifications, adjustments or accommodations should be made three working days before events or activities and submitted to the Coordinator of Disability Services. Every effort will be made to make reasonable adjustments.

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

Regular College procedures for application and admission apply to students with disabilities. For additional information, contact the Coordinator of Disability Services.

## EDUCATIONAL TALENT SEARCH PROGRAM

Educational Talent Search (ETS) is a federally-funded, academic outreach program facilitated by Western Piedmont Community College 2013-14. ETS works cooperatively with the Burke County Public Schools to provide identified, eligible participants in grades 6-12 with additional academic and career counseling to ensure their success in school and life. Participants are selected during their middle school years based upon the following guidelines: academic potential (on grade-level or above) for success at the postsecondary level, first generation college student, and income requirements established by the federal government. Specific emphasis is placed upon completion of high school and the expectation of enrollment in a program of postsecondary education.

Services provided include academic support such as improving study skills and test taking skills, including SAT/ACT preparation and test registration; assistance with class selection and registration; tours of colleges; and help with completing college applications and applying for financial aid. Careers are also explored through interest inventories, business, industry, and agency tours. Additionally, participants are given the opportunity to participate in various cultural enrichment activities. All services and activities are provided without charge to participants and parents.

## JOB PLACEMENT

In conjunction with the Employment Security Commission JobLink, the College provides employment referral services for students and graduates. Information on full and part-time employment is posted, and updated information is available online. The College maintains a list of personnel requests from local business and industry, state and federal government, and volunteer agencies. Representatives of various industries, businesses, and four-year colleges are invited to the campus to talk with students concerning post-graduation plans and opportunities. Job placement information is available at the main reception desk in Student Services, Hildebrand Hall.

## THE PIONEER PRESS

The College publishes a weekly newsletter, the *Pioneer Press*, with announcements, college activities, committee meetings, and other information that is of interest to students, faculty, and staff. Any member of the College may contribute items for the *Pioneer Press*. Contact the Office of Student Development for details.

## VOTER REGISTRATION

As mandated by the Voter Registration Act of 1993, public colleges offer the opportunity for persons to register to vote.

The voter registration site on campus is located within the Office of Student Activities in Hildebrand Hall. Everyone who meets the criteria for voter eligibility is welcome to register. If requested, help will be provided to students needing assistance in completing the registration form.

# ACCIDENTS AND HEALTH SERVICES

All personal injuries should be reported to the Dean of Student Services or the Executive Vice President/Chief Financial Officer. Students requiring first aid for minor injuries should contact the nearest College employee. First aid kits are provided in all buildings on campus. The College does not provide medical or health services nor assume responsibility for injuries incurred during College sponsored activities. If necessary, emergency transportation by the Burke County EMS will be arranged. A low-cost accident insurance policy is made available to curriculum students through the Business Office. All curriculum students are required to purchase this protection at registration, except those groups determined to be exempt by the College. Certain specialized programs may require additional insurance coverage.

# CHILDREN ON CAMPUS

To avoid disruptive behavior and to ensure the safety of young visitors, all children on campus must be under the direct supervision of an adult. Western Piedmont cannot assume responsibility for these children. Appropriate action will be taken to remove unattended and/or disruptive children from the campus. Contact the Executive Vice President/Chief Financial Officer or a College employee for implementation of this rule.

# COMMUNICABLE DISEASES

The communicable disease/pandemic influenza policy of Western Piedmont Community College is an effort to ensure the good health and safety of all employees and students. The College adopts this policy in an effort to control communicable diseases and the threat of pandemic influenza on campus based upon established rules and regulations of the N. C. Division of Health Services. Employees, employees of contractors or contracted services, or students infected with a communicable disease have the responsibility of reporting this fact to the Director of Human Resources or the Dean of Student Services, as appropriate.

Communicable Disease is defined as an illness due to an infectious agent, which is transmitted directly or indirectly to a person from an "infected person or animal through the agency of an intermediate animal, host, or vector, or through the inanimate environment" (N.C.G.S. 130A-133). Communicable disease could include for example, Chickenpox, Infectious Mononucleosis, Influenza (New Type A Virus), Measles, Meningitis, Tuberculosis, and Whooping Cough.

Persons who are infected with a communicable disease are expected to seek expert medical advice and are encouraged to advise local health authorities. Local health authorities should offer counseling to these persons about measures that can be taken to prevent the spread of infection and to protect their own health.

### Notification Procedures for Students

Students who know, or have a reasonable basis for believing, that they are infected with a communicable disease have an ethical and legal obligation to behave in accordance with such knowledge to protect themselves and others. Students are required to report this information to the Dean of Student Services. Medical information relating to the communicable disease of a student or employee will be disclosed to responsible college officials only on a strictly limited need-to-know basis. No person, group, agency, insurer, employer, or institution should be provided any medical information without the prior specific written consent of a student unless required by state and/or federal law. Furthermore, all medical information relating to the communicable diseases of students and employees will be kept confidential, according to state and federal law, including the Family Education Rights and Privacy Act.

If a student reports a communicable disease condition to the Dean of Student Services, the student may be excluded from the institution until an appropriate evaluation of the student's medical condition can be made. The evaluation may be made by a physician or a health department official and testing may be required if appropriate. Students in any Allied Health program may have additional requirements, as specified in each program's student handbook; therefore, this student should report any suspected communicable disease to the Program Coordinator who in turn will notify the Dean of Student Services.

The assessment of a student with a suspected communicable disease and the final determination of that student's ability to remain in school will be made by the Dean of Student Services, after consultation with a Communicable Disease Committee and based upon professional medical judgment.

If a student is found to have a communicable disease, then the Dean of Student Services will prohibit the attendance of the student on campus or at any College activity until a satisfactory letter or certificate is obtained from one or more licensed physicians or public health officials stating that the student is not a health risk to employees and other students at the College.

# CRIME AWARENESS

The Annual Crime Statistics Report is available in the Student Handbook and on the College's website. Information regarding campus safety is available in the Student Handbook.

# EMERGENCY CLOSING OF THE COLLEGE

Occasionally the College will be closed because of weather conditions or emergencies beyond the control of College officials. In the event

of closing, radio stations in Morganton and news media in other cities within the service area of the College will be notified. Students may call 828-438-6000 or go online to www.wpcc.edu for additional information. Students may also receive these notifications via text, voice and email messaging by visiting www.wpcc.edu and enrolling in the WPCC Messaging Service.

## EMERGENCY CONTACT OF STUDENTS

In emergencies, students may be contacted through the Office of Student Services. In order to avoid interruption of the educational program, classes will not be disturbed to deliver personal messages except in emergencies as determined by the Dean of Student Services or a designated substitute. Public pay telephones for student use are located on the breezeway between Moore Hall and Patton Hall, on the first floor of Hildebrand Hall, at the lower entrance to E-Building, at the entrance to Carr Hall, in the lower lounge of the Phifer Learning Resources Center, and in the lobby of K-Building on the Jim A. Richardson Complex.

## SEX OFFENDER NOTIFICATION

According to the federal Campus Sex Crime Prevention Act, Western Piedmont Community College is authorized to notify the College community when knowledge is received that a registered sex offender is enrolled. This Act amends The Family Education Rights and Privacy Act (FERPA) of 1974 to clarify that nothing in the Act can prohibit an educational institution from disclosing information provided to the institution concerning registered sex offenders.

The College developed the procedures below to increase the safety and welfare of students and employees by providing timely and appropriate notification of the presence of a registered sex offender. This notification shall be in accordance with applicable federal law and will be in such a manner that maintains safety without creating excessive anxiety among students and staff.



### Procedure

Upon notification from local law enforcement that a registered sex offender is enrolled, or intends to enroll at the College, the Dean of Student Services will take the following steps:

- Obtain additional information, as necessary, from law enforcement;
- Meet with the Chief of Security to review relevant information and assess safety issues posed for students, faculty and staff;
- Meet with the offender to make him or her aware of the notification procedure. Other than the notification procedure approved by FERPA and the Department of Higher Education, registered sex offenders will receive the same rights and privacy protections provided to all students;
- Advise the Vice President for Academic Affairs and the appropriate academic deans of the student's enrollment; and
- Place a binder with Registered Sex Offender information in the Office of the Dean of Student Services on the main campus and the Office of the Dean of Continuing Education at the Foothills Higher Education Center that will be available for viewing by the College community.

## SEXUAL HARASSMENT

Western Piedmont Community College is committed to providing a classroom and workforce environment free from sexual harassment. Sexual harassment is a form of sex discrimination, illegal under state and federal law and a violation of College policy. Sexual harassment may affect any member of the College community—students, faculty and staff. Complaints are dealt with promptly, and appropriate action is taken.

Students, faculty and staff are encouraged to learn more about their rights and responsibilities with regard to this issue. Any inquiries students may make will be handled with professionalism and confidentiality. Students may contact the Dean of Student Services in Hildebrand Hall or at 828-448-3178. Employees may contact the Director of Human Resources in Moore Hall or at 828-448-3126. Guidelines for filing a grievance are found in the Catalog, Student Handbook and in the Policy Manual.

## TOBACCO

Western Piedmont Community College has a responsibility to its students and employees to provide a safe and healthy environment. Research findings show that tobacco use in general, including smoking, breathing secondhand smoke, and smokeless tobacco constitutes a significant health hazard. Because smoking is a health and fire hazard, smoking and other tobacco use is prohibited on College property and in College vehicles. Western Piedmont Community College is a tobacco-free campus.

For the purposes of this policy, tobacco is defined as, but not limited to: cigarettes, cigars, cigarillos, pipes, and all smokeless tobacco products. Violations of this policy by faculty, staff or students will be handled in a manner consistent with the violation of other college policies.

## TRAFFIC REGULATIONS

All students, faculty and staff who operate or park vehicles on campus are subject to traffic rules and regulations. A handbook of traffic rules

and regulations is available in the Business Office. The regulations pertain to everyone and are strictly enforced. Campus Security issues tickets for violations of the handicap parking regulation with a maximum penalty of $250.00. All handicap violations are turned in to the City of Morganton for collection. All parking violations except handicapped areas are $5.00 per ticket. Six violations will result in further disciplinary action. Unpaid fines will result in the inability of students to register for subsequent semesters or the non-issuance of transcripts. Appeals forms can be picked up at the switchboard. All persons parking on campus are encouraged to lock vehicles and pocket the keys. The College cannot be held responsible for property left in vehicles.

All accidents should be reported to the College receptionist/ switchboard operator in Moore Hall. Since the campus is under the jurisdiction of the City of Morganton Department of Public Safety, local officers are called when necessary. It is the responsibility of those involved in an accident to report the accident.

As required by the Student Right-to-Know and Campus Security Act of 1990, crime report statistics for the College are available upon request in the Campus Security Office.

## VISITORS

Western Piedmont Community College prides itself on being an open door institution. The open door, while important to the College Mission, applies to the admissions process. To protect the safety of students, faculty, staff, and others on the campus, the College welcomes visitors and guests identified with a specific College purpose or function during normal operating hours. Only registered students are permitted to attend College classes and laboratories and utilize certain College support services. Persons who are not conducting business or purposely engaged in a sanctioned activity of Western Piedmont Community College may be asked to leave the premises. Visitors on campus are subject to the same code of conduct required of students.

## WEAPONS ON CAMPUS

It is unlawful for any person to possess or carry, whether openly or concealed, any gun, rifle, pistol, dynamite cartridge, bomb, grenade, mine, powerful explosive as defined in G.S. 14-284.1, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles or any other weapon of like kind, not used solely for instructional or College sanctioned ceremonial purposes, in any College building or vehicle, on any College grounds, recreational area, athletic field, or other property owned, used or operated by The Trustees of Western Piedmont Community College.

This law does not apply to a weapon used solely for educational or College sanctioned ceremonial purposes, or used in a College approved program conducted under the supervision of an adult whose supervision has been approved by the proper College authority.

Furthermore, this law does not apply to armed forces personnel, officers and soldiers of the militia and National Guard, law enforcement personnel, and any private police employed by the College, when acting in the discharge of their official duties.

## PURPOSE

Western Piedmont Community College is committed to the education of all citizens of Burke County. To fulfill this commitment, the Division of Developmental Education provides courses for individuals who are seeking a high school credential and individuals who want to increase their basic knowledge to improve their personal and community life.

## ADMISSION

Persons age 16 or 17 years may be considered a student with special needs and may be admitted into Basic Skills/High School Completion Programs. A minor who has been withdrawn from school a minimum of six months must submit a Referral for Alternative Education form obtained from the local or private educational agency and call a High School Completion Coordinator to setup an interview for the student and a parent or legal guardian.

A minor may be admitted prior to the six-month waiting period by submitting the two required forms, providing documentation of one or more of the following special needs and obtaining approval from the Basic Skills Admission Committee:

1. Marriage or emancipation;
2. Single parenthood;
3. Medical considerations; or
4. Full-time employment necessary to the financial well-being of the family.

The minor student who has been suspended or expelled from school must submit all necessary forms and documentation plus be approved by the Basic Skills Admissions Committee.

Persons age 16 or older who are residents of Broughton Hospital, J. Iverson Riddle Developmental Center, Western Youth Institution, or Foothills Correctional Institution, none of whom fall under the jurisdiction of the local public schools, may be classified by the administrators of those institutions as "persons with special needs." These persons may be admitted to certain courses and/or programs with permission of the appropriate institution administrator and approval of the Dean of Developmental Education.



## COURSE REGISTRATION

Students register in person on the first day of attendance at the class site, or orientation session.

## ADULT BASIC EDUCATION

This program provides basic skills instruction to those individuals who possess less than eighth grade academic skills. Instruction covers the fundamentals of mathematics, science, social studies, reading, and English.

There are no fees or charges and students may enroll at any time at off-campus sites. Students interested in studying at the Jim A. Richardson Complex should contact WPCC for enrollment information. All materials have been specially prepared for adults with emphasis on individual needs and interests.

## COMPENSATORY EDUCATION

Special education programs for intellectually disabled adults are provided on the Jim A. Richardson Complex, in the community, and in institutions. These programs provide literacy, community living and pre-vocational skill development learning activities. There is no registration fee.

## ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

English as a Second Language is designed for adults who want to learn the English language skills necessary to function effectively in an English-speaking environment. Classes are free and meet at the Jim A. Richardson Complex as well as at convenient sites in the community.

## HIGH SCHOOL COMPLETION

The Adult High School Diploma Program and the High School Equivalency Program (GED©) provide two ways to complete requirements for a high school diploma. Minor applicants, age 16 or 17 years, may enroll as defined in the admission regulations. There is no registration fee.

The Adult High School Diploma Program is a cooperative arrangement between Western Piedmont Community College and the Burke County Public School Board of Education. The College serves as the administering agency.

An individually planned program of study is developed for each student based on a formal placement test and any available high school transcript. The staff reviews previous school records and provides counseling for each student to establish academic status. The courses required for graduation are then determined. Students attend classes in English, mathematics, social studies, science, health, physical education, and electives. When a student satisfactorily completes the required courses and passes any necessary tests, a high school diploma is awarded.

The High School Diploma Equivalency Program prepares students for the General Educational Development Test (GED©) through study at the Jim A. Richardson Complex or community class sites. Instructors assess the educational needs of entering students through the use of placement inventories and then develop an appropriate program of study. Instructors are always available for individual assistance. Students should contact the College for enrollment information.

Fast Track, a concentrated study program for students who need only a brief academic review in the five GED© subject areas, is also offered. Class instruction and practice testing are provided.

The Online class offers the opportunity for students to prepare from home for the GED© tests. To be able to participate in this class, a student must be able to read on a ninth-grade level, have access to a computer with an Internet connection, and be highly self-motivated. To receive the free password which allows access to the course material, a student must first attend an orientation class where the software and the course expectations are explained. The course material contains lessons, quizzes, post-tests, and access to a message board where the students and the teacher may interact. Once a student is prepared for the subject tests, GED© testing is handled in the same way that follows preparation for the tests in a traditional class or lab setting.

The GED© tests measure a student's academic achievement in the areas of social studies, science, reading, writing, and mathematics. Examinees who receive a score of 2250 or better on the GED© tests, with no single test score below 410, are awarded the High School Diploma Equivalency. The diploma is awarded by the North Carolina State Board of Community Colleges and is the legal equivalent of a high school diploma for purposes of college admission and employment.

An applicant must be a resident of North Carolina, must have a current valid government issued photo ID and must file an application prior to testing. For more information about testing fees, call the Basic Skills Program office. The GED© Test is given each month.

## PURPOSE

Western Piedmont Community College is committed to the continuing education of all citizens of Burke County. To fulfill this commitment, the Division of Continuing Education provides courses for individuals who are seeking to retrain and update themselves in a vocational or professional area, and who desire instruction enabling them to grow in basic knowledge, to improve in-home and community life, and to develop or improve leisure time activities.

## ADMISSION TO CONTINUING EDUCATION CLASSES

Any person 18 years of age or a high school graduate may enroll in Continuing Education courses. Persons age 16 or 17 years and enrolled in public school may concurrently enroll in selected Continuing Education courses. Permission and approval forms must be obtained from the appropriate public school principal. Persons age 16 or 17 years and not enrolled in public school are eligible to enroll in certain Continuing Education courses. The registration form must be accompanied by a notarized petition (Application for Admission of Minor form) of the student's parents, legal guardian, or other person or agency having legal custody. Persons age 16 or older who are residents of the NC School for the Deaf, Broughton Hospital, J. Iverson Riddle Developmental Center, Western Youth Institution, or Foothills Correctional Institution, none of whom fall under the jurisdiction of the local public schools, may be classified by the administrators of those institutions as "persons with special needs". These persons may be admitted to certain courses and/or programs with permission of the appropriate institution administrator and approval of the Division of Continuing Education.

## CERTIFICATES

College credit is not given for completion of courses in the Division of Continuing Education. Certificates, however, are awarded for completion of some of the courses. Licenses, diplomas, or other forms of recognition are awarded by certain agencies outside the College upon successful completion of specially designed courses.



## CONTINUING EDUCATION UNITS

Continuing Education Units (CEU's) are awarded to students who satisfactorily complete specific courses. One CEU is defined as being ten contact hours of participation in an organized Continuing Education experience under responsible sponsorship, capable direction, and qualified instruction. A permanent record of each person's CEU's will be maintained by this institution. Individuals, firms, and professional organizations may use compilations of CEU's to provide measures of recognition for non-credit educational achievement.

## COURSE REGISTRATION AND LOCATIONS

Students are required to pre-register for courses through one of the following methods: mail, online, or in person. Courses requiring fees must be registered and paid at least 48 hours in advance of the first class meeting. Continuing Education courses and services are offered throughout Burke County. Courses may be organized at special locations when a sufficient number of interested adults enroll.

## COURSE REPETITION

Students who take the same occupational course more than twice within a five year period will pay a fee for the course based on the funding cost of the course. The above provision is waived if course repetition is required by standards governing the certification or licensing program in which the student is enrolled.

## DISTANCE LEARNING

The Continuing Education Division of WPCC offers a variety of courses via the Internet. With Internet workshops, students can "attend class" at a time most convenient for them in the comfort of home or office. Each course comes complete with an online classroom. Students log into the classroom at their convenience to read lessons, complete quizzes and assignments, or communicate with the instructor and fellow students. An interactive discussion area also accompanies each lesson.

Internet courses differ somewhat from traditional classroom delivery. Although students remain in contact with others through course discussion, learning over the Internet is essentially a solitary activity. Initiative and self-discipline are required of students taking these courses. Like traditional courses, Continuing Education Units (CEU's) are awarded for successful completion.

## FEES

The registration fees for Occupational Extension courses are mandated by the NC Legislature. Fees for self-supporting courses are based on actual costs. Each course offered will list the appropriate fee to be charged.

All registration fees are to be prepaid before the first class meeting unless otherwise advertised. If the registration fee is to be paid by an employer, the student must either pay the fee and request reimbursement from the employer or have a written authorization from the employer

of the intent to pay Western Piedmont Community College when billed.

## SENIOR CITIZENS

Senior citizens, who are residents of North Carolina and sixty-five years of age or older, are eligible to enroll in both curriculum and continuing education classes without paying tuition/registration fees up to 6 credit hours per semester for curriculum instruction, and up to 96 contact hours for one course of continuing education instruction per academic semester, except for those classes that are self-supporting. Additional charges, however, may be required. This policy is subject to change according to legislation enacted by the North Carolina General Assembly.

## SPECIAL COURSES

Courses can be tailored to meet the special needs of a group, business, industry, or organization. To set up such a course, contact the Continuing Education Division.

## COMMUNITY SERVICE CLASSES

The Division sponsors and promotes courses, activities, and events for personal enrichment and leisure skills or cultural, economic and civic improvement. Examples include:

Archaeology
American Sign Language
Cardiopulmonary Resuscitation
Civil War Tours
Concealed Handgun
Cultural Studies
Defensive Driving
Digital Animation Camp
Investment Planning
Sustainable Farming
Photography
Pottery
Retirement Planning
Sim and Game Camp
Weaving
Wood Carving
Wood Finishing
Woodworking



## CUSTOMIZED TRAINING

Western Piedmont Community College cooperates with existing manufacturing industries to provide customized training programs for employees. This program assists industries with training assessments and the design and implementation of training programs on campus or on site. Classes are designed to upgrade the skills of employees to meet the technological changes in industry. Customized training programs are tailored to the specific needs of a particular industry.

## HUMAN RESOURCES DEVELOPMENT

The Human Resource Development Program (HRD) provides structured pre-employment training, counseling and assistance into permanent employment or further training for unemployed and underemployed adults. Students will be assessed to determined their strengths and limitations. They will receive training to develop an awareness of the impact of information technology in the workplace, a positive self-concept, employability skills, communication skills, and problem solving skills. Students will utilize the JobLink Career Center for job search and training information.

## OCCUPATIONAL EXTENSION

These courses are designed to train individuals for employment, to upgrade the skills of persons presently employed and to retrain others for new employment in occupational fields. Occupational extension courses may also be provided in the workplace and customized to an employer's specific needs. The following are examples of previously offered courses:

Cardiopulmonary Resuscitation
Computer Skills
Construction Trades
Conversational Spanish
Electrical Code Update
Forklift Training
Notary Public Preparation
Problem-Solving Techniques
Sign Language
Statistical Process Control
Supervision/Leadership Training

Specialized training programs are available in the following areas:

Emergency Management
Emergency Medical Technician
Fire Service
Law Enforcement
Rescue Squad

These courses are designed to meet the particular needs of the requesting agency. Some examples are:

Area Fire Schools
Certified Nurse Aide I and II
Corrections Training
CPR Training
EMT (Basic, Intermediate & Paramedic)
Emergency Management
Firearms Training
Firefighter I & II
Incident Command & Management
Involving Parents in Day Care
Managing Search & Rescue
Medical First Responder
Medication Aide
Phlebotomy
Radar Certification
Rescue Technician
Teacher Renewal Certification

## SMALL BUSINESS CENTER

The purpose of WPCC's Small Business Center (SBC) is to deliver quality programs and services for entrepreneurs. Each semester the SBC offers seminars, workshops and short courses in the basic skills required to start and operate a successful business. Topics include How to Start a Business, Financing Your Small Business, How to Develop and Write a Business Plan, Advertising and Marketing Your Business and classes on Recordkeeping and Taxes. In addition to the core curriculum, the SBC offers additional educational programs and services designed to address the specific and unique needs of our local small business community. One-on-one counseling sessions to assist prospective and existing small business owners are also available by appointment. Counseling is provided by either the SBC Director or a professional contracted by the College's SBC.

A fully equipped resource center is also available through the SBC and offers up-to-date materials including publications, tapes, books and software.

All of the services offered by the Small Business Center are free to citizens of Burke and surrounding counties.

Located in the Foothills Higher Education Center, the Small Business Center serves the special needs of the entrepreneurial and business community in Burke County. Co-sponsored by the North Carolina Community College System, the College's Small Business Center provides small businesses with free one-on-one management consultation, quality workshops and seminars, special courses, and a network of consultants. Access to books, videos and literature is also available. The Small Business Center is open Monday - Friday, 8:00am - 5:00pm. The Director is available at other times by appointment.

## COMPUTER LABORATORIES

Western Piedmont Community College maintains multiple computer laboratories for instructional purposes in areas such as Accounting, Art, Business Administration, Computer Information Technology, Digital Effects and Animation, Simulation and Game Development, IPP/ASL, Medical Office, Nursing, and Administration/Medical Office Administration. The Art, DEAT, and SGD labs utilize MacIntosh computers while Medical Office and Nursing labs run Microsoft-based computers.

The programs offered through the Business and Public Services Division use computer laboratories equipped with Microsoft-based computers, and provide scanners and printers. In addition Carr Hall has an open lab available for student use (CH-234). Software offered includes: word processing, spreadsheets, database, multimedia, graphics, programming and networking. In addition, the Division of Natural Sciences and Engineering maintains computer laboratories dedicated for computer languages, CAD/CAM graphics, mathematics, statistics, horticulture, physics, networking, and other science, engineering and technology applications. They contain PC workstations running Windows and Linux.

## PRINTING IN COMPUTER LABORATORIES

All students will receive a free $25.00 allotment per semester for the purpose of printing in campus open computer labs, located in Carr Hall 234, the Library, the Academic Success Center, and the second floor of the Foothills Higher Education Center. This allotment will be tied to the individual student's Western Piedmont computing account. This allotment will amount to either 250 black and white prints (.10 each) or 125 color prints (.20 each) or any combination of both amounting to $25.00, at no charge. If a student exhausts his or her $25.00 free allotment during any semester, additional blocks of copies must be purchased and added to their accounts. Additional copies may be purchased in minimum $5.00 blocks, at any of three locations: 1) the Library, 2) the Campus Bookstore, or 3) the Business Office.

A meter will show up on the open lab computer screen, every time a student submits a print job, to alert them to the remaining balance. At the beginning of each semester, free printing allotments will be reset to $25.00. Those students who have purchased additional copies during the previous semester will be given credit for those copies directly purchased, but the free allotment will always reset to $25.00.

Printing on classroom computers and in curriculum-specific computing labs is monitored, but is not charged to the student's account. Printing control in these facilities is at the discretion of the instructor and/or divisional staff.

## COMPUTER USAGE POLICY

All use of College computing and related information technology resources is governed by the "Acceptable Use of Computing Resources" policy which is located on the College website. All Western Piedmont students should familiarize themselves with this document, as violation of this policy could result in the revocation of computer use privileges campus-wide and/or punitive legal action.

## STUDENT COMPUTING ACCOUNTS

The Technology Division will create campus computing accounts for all registered curriculum students, on or before the beginning date of classes for each semester. These accounts will be accessed by a username and password. The student will use this username and password to log into any campus open lab computer, access student email, Pioneer Pass, Blackboard, Moodle, library online databases, and the campus WiFi system. Student passwords may be changed using the 'Password Station' utility accessible through the 'Western Piedmont Online' section of the College's web page. A brief tutorial on using Password Station is also available at the same link.

## STUDENT EMAIL ACCOUNTS

Western Piedmont has partnered with Google Apps for Education to provide College email accounts for each student, as a means of communicating important information. These student email accounts offer the option of being maintained as an alumni account after leaving the College. These accounts will allow the College to easily provide the student with notices of important deadlines for registration and financial aid, changes in academic status, academic and social events, etc. This account will be the only email account the College and College instructors will use to communicate with students.

New students will receive a pamphlet detailing computer usage policies and procedures with his/her admissions letter. Copies of this pamphlet are also available in all campus open computer labs, and at the Technology Division Help Desk in Moore Hall Room 017. In addition, information about computer user accounts, and access to a utility that will automatically provide the student with his or her computer username and student email address, can be obtained by clicking on the "Student Computing Accounts" link under the "Western Piedmont Online" section of the College's homepage at www.wpcc.edu.

## WIRELESS NETWORKING (WI-FI)

Western Piedmont provides numerous Wi-Fi hotspots throughout the main campus, Jim A. Richardson campus and the Foothills Higher Education Center including student lounges, common areas, and the Library. The College continues to expand the scope of wireless access. If a student wishes to use Wi-Fi on the main campus, he or she will need to have his/her laptop configured with an electronic certificate. This

certificate will permit the student to log on to the wireless network, whenever they wish, using his/her assigned network username and password. Instructions for configuring a laptop to use the College's electronic certificate can be found by clicking on the "Student Computing Accounts" link under the "Western Piedmont Online" section of the College's homepage at www.wpcc.edu.

## COMPUTER AND TECHNOLOGY SUPPORT SERVICES

Assistance with Western Piedmont computing accounts, lab computers and software, classroom computers and instructional technology, wireless networking, student email, audiovisual and other technology issues is available through the Technology Help Desk at 828-448-6030 or by email at techsupport@wpcc.edu. The Help Desk maintains hours Monday through Thursday, 8:00am - 7:00pm and on Fridays, 8:00am – 5:00pm. During off-hours, a technology support request can be placed through either voicemail or email and a technician will attend to the request on the next business day.

## ILLEGAL FILE SHARING ACTIVITIES

It is a strict violation of College policy to use any Western Piedmont computer or personal computing device connected to the Western Piedmont network for the purpose of illegal file sharing of copyrighted materials. This includes, but is not limited to, the use of such file sharing protocols as ***Bittorrent*** or ***Gnutella*** for the purpose of peer-to-peer sharing of legally copyrighted music, video, software, etc. Such illegal activity puts the College at risk for legal action by copyright holders; therefore, activity of this nature will not be tolerated. Violation of this policy will result in the revocation of College network access rights for a significant period of time. Repeat offenders may be suspended from the College and reported to the appropriate law enforcement agency.

## PHIFER LEARNING RESOURCES CENTER

The E. W. and Mary Adair Phifer Learning Resources Center is a focal point of Western Piedmont Community College and provides a broad range of library and media services. In addition, Learning Resources provides instructional development, videoconferencing, media production, and multimedia services to classrooms.



### Library

Located on the upper level of the Phifer Learning Resources Center, the Library is a place for students to do research and study. Rooms are provided for individual and group study. The Library of Congress Classification System is used for the arrangement of books, and an online catalog provides access to library collection materials for on-campus and distance learning students. An information commons consisting of 16 computer stations is available, in addition to library-wide wireless network access.

Library resources include about 40,000 printed books, 119,000 electronic E-Books, 140 printed periodical titles, and over 2,000 videotapes and DVDs. Publications not owned by the library may be secured through interlibrary loan. In addition, the library provides access to a wide variety of electronic databases which contain indexing, abstracting, and full-text retrieval of articles from an extensive library of professional, trade, and popular journals. The acquisition of passwords from library staff allows for remote access to this vast library of online data by currently enrolled on-campus and distance learning students.

Library information tours are available upon request. Reference staff offers a library instruction program, which includes customized presentations, resource guides for class assignments, and guidance sheets on locating and using library resources.

The Library's normal operating hours are Monday through Thursday, 7:30am - 8:00pm and Friday, 7:30am - 5:00pm. Summer hours are Monday through Thursday, 7:30am - 7:00 pm and Friday, 7:30am - 5:00pm.

### The Raymond B. Goodfellow Art Gallery

The Goodfellow Gallery is named after the late Vice President for Academic Affairs, Raymond B. Goodfellow, and is housed within the Library. The Goodfellow Gallery provides a forum for exhibiting the work of faculty, students and regional artists. Rotating exhibits provide for a variety of visual media and artistic styles throughout the year. Periodic receptions are held to introduce the work of various artists.

### Media Services

Media Services, administered by the Technology Division, provides a qualified staff and excellent facilities to support instructional programs with material production and audiovisual equipment. Located in Moore Hall Room 017, Media Services personnel provide a wide range of traditional audiovisual services, as well as support for emerging instructional technologies. Media Services is also responsible for supervising, scheduling, and operating the College's television, videoconferencing, media production, North Carolina Information Highway (NCIH) room, and multimedia classroom facilities.

Media Services normal operating hours are Monday through Friday, 8:00am - 5:00pm. Off-hours scheduling can be arranged, well in advance, to provide Media Services personnel for College-sponsored special events. Limited in-classroom AV support is available for evening classes through the Technology Division Help Desk (6030) which operates Monday through Thursday, 8:00am - 7:00pm and Fridays, 8:00am - 5:00pm.

### Senator Sam J. Ervin, Jr. Library

Housed in the Phifer Learning Resources Center Library, the Senator Sam J. Ervin, Jr. Library and Museum includes books, correspondence, photos, documents, professional and family memorabilia, original political cartoons from the Watergate era, awards, and other materials collected by Senator Ervin during his many years of public service. The goal of the Library/Museum is to provide scholars and students with a wide range of resource information concerning the life of Senator Ervin, the United States Constitution, Constitutional and political history with emphasis on the Watergate era, and US and North Carolina legal and general history.

### The Dr. Jean C. Ervin Mark Twain Collection

Also housed in the Phifer Learning Resources Center Library, this collection, donated by the noted Twain scholar and sister of Senator Ervin, consists of over 400 books and many collectibles. The collection of books written by and about Mark Twain (Samuel Clemens) was collected over a fifty-year period with the oldest dating from the 1870's. The collectibles are comprised of figurines, plates, comics, etc. depicting famous scenes from Twain's beloved books. Many of the limited edition figurines are based on illustrations by Norman Rockwell, the famous American illustrator.

### The Grace DiSanto Poetry Collection

Housed with the Dr. Jean C. Ervin Collection, this comprehensive collection of the award winning Morganton poet's work, along with biographical material on her life, is available for in-house review by the public, upon request.

***Although materials in the Senator Sam J. Ervin Library and Museum, the Dr. Jean C. Ervin Mark Twain Collection, and the Grace DiSanto Poetry Collection are non-circulating, a comfortable, private reading and study room is provided for students, scholars, and the general public who wish to explore these unique collections.***

# GENERAL EDUCATION

### Vision statement

General Education is that portion of the community college experience that develops the knowledge, skills, attitudes and values necessary for a lifetime of inquiry, discovery, and responsible citizenship.

### General Education Competencies and Learning Outcomes

Students completing the General Education component will acquire the following competencies:

### I. Communication Skills

Written and oral communication skills, essential language and information-sharing abilities are integral parts of every area and discipline. Students should be able to do the following:

1. Use written and oral discussion to discover and to articulate ideas.
2. Identify and analyze the audience and purpose for any intended communication.
3. Choose language, style, technique, strategy, and organization appropriate to particular purposes, audiences, and occasions.
4. Gather, evaluate, select, and organize information and document sources appropriately.
5. Express a main idea or opinion as a thesis, hypothesis, or other appropriate statement.
6. Develop a main idea clearly and concisely with appropriate content.
7. Demonstrate mastery of the conventions of writing including grammar, spelling, and mechanics, and mastery of the conventions of speech, including speaking clearly and confidently, using the voice, volume, tone, and articulation appropriate to the audience and occasion.
8. Demonstrate a proficiency in revision and editing in writing, a proficiency in summarization, and analysis and evaluation of oral communications.
9. Develop a personal voice in communication.



### II. Critical Thinking

Critical thinking, an analytical, creative, and agile process, is essential to every content area and discipline. Students should be able to do the following:

1. Identify and state problems, issues, arguments, and questions contained in a body of information.
2. Identify and analyze assumptions and underlying points of view relating to an issue or problem.
3. Formulate research questions that require descriptive and expository analyses.
4. Recognize and understand multiple modes of inquiry, including investigative methods based on observation and analysis.
5. Evaluate problems, distinguishing relevant, objective and reliable facts, opinions, assumptions, and issues through the use of appropriate evidence.
6. Apply problem-solving techniques and skills, including the use of logic.
7. Synthesize information from various sources, drawing appropriate conclusions and/or formulating creative or divergent solutions.
8. Communicate clearly and concisely the methods and results of logical reasoning.
9. Reflect upon and evaluate thought processes, value systems, and world-views in comparison to those of others.

### III. Information Literacy and Technology

Information retrieval and technology, practical and necessary skills, are integral parts of every area and discipline. Students should be able to do the following:

1. Use print and electronic information and technology in an ethical and responsible manner.
2. Demonstrate knowledge of terminology, concepts, and operations of information retrieval and technology.
3. Recognize, identify, and define information needs.
4. Assess and retrieve information through print and electronic media, evaluating the accuracy and authenticity of that information.
5. Create, manage, organize, and communicate information through print and electronic media.
6. Recognize and employ emerging technologies.

## IV. Quantitative and Qualitative Reasoning

Quantitative and qualitative reasoning, the ability to think logically, calculate, and make evaluations, can have applications in every area and discipline. Students should be able to do the following:

1. Apply numeric, graphic, and symbolic skills and other forms of quantitative and qualitative reasoning in an accurate and appropriate manner.
2. Demonstrate mastery of mathematical and scientific concepts, skills, and applications, using technology when appropriate.
3. Communicate clearly and concisely the methods and results of quantitative and qualitative problem solving.
4. Formulate and test hypotheses using numerical and scientific experimentation.
5. Define quantitative and qualitative issues and problems, gather relevant information, analyze that information, and present results.
6. Assess the validity of statistical conclusions.

## V. Interpersonal Skills and Human Relations

Interpersonal skills and human relations, the critical understanding of the individual's self and relationship to others, are integral parts of the student's development. Students should be able to do the following:

1. Develop knowledge of self.
2. Examine ethics, social responsibilities, and personal values.
3. Communicate effectively and acknowledge opposing viewpoints.
4. Acknowledge diverse perspectives and cultural values.
5. Demonstrate attitudes and skills that promote success in the workplace.
6. Work effectively and appropriately with others through collaboration and teamwork.

## VI. Understanding Culture and Society

Understanding culture and society, an essential awareness of an informed citizen, is an important part of the student's development. Students should be able to do the following:

1. Formulate attitudes, values, and behaviors that promote responsible citizenship.
2. Demonstrate knowledge of social, economic, and political institutions.
3. Analyze contemporary issues within the context of diverse disciplines.
4. Develop a historical consciousness and a global perspective.
5. Exhibit an awareness and appreciation for various artistic forms of expression.

## VII. Wellness

Wellness, an important appreciation of life-long health, is a vital part of the student's development. Students should be able to do the following:

1. Demonstrate an awareness of how lifetime fitness and /or skill based activities can promote and engender healthy lifestyles.
2. Develop a greater understanding of how physical fitness can enhance the quality of life.

General Education incorporates many disciplines and recognizes the connections among bodies of knowledge. The General Education core of courses provides students with a breadth of knowledge by requiring 44 semester credit hours in the areas of communications, humanities/fine arts, social/behavioral sciences, natural sciences and mathematics.

# THE TRANSFER ASSOCIATE DEGREES

Western Piedmont offers three associate degrees which are for transfer to senior colleges and universities. They are the Associate in Arts (AA), the Associate in Science (AS), and the Associate in Fine Arts (AFA) degrees.

The AA and AS degrees are designed in compliance with the Comprehensive Articulation Agreement (CAA) between the NC Community College System and the constituent institutions of the University of North Carolina. The CAA provides the following upon admission to the university:

1. Graduates of the AA or AS degree program, as outlined on the following pages, will transfer 64 SHC and receive junior status;
2. Students who transfer the 44 SHC general education core (see page 54 for General Education Competencies and Outcomes) with at least a "C" in each course shall be considered to have completed the institution-wide, lower-division requirement of the receiving institution, whether or not they have earned the associate degree. Students completing the 44 SHC general education core should petition to have this information recorded on their academic transcript prior to transferring to a four year university.
3. Students who are awarded a pre-major transfer degree will not be eligible to also receive the general AA (A10100) or AS (A10400) degree of the same discipline.

The Associate in Fine Arts (AFA) degrees are approved for transfer through the Comprehensive Articulation Agreement (CAA); however, students who do not enter the Bachelor of Fine Arts program should expect to take further general education courses upon transfer to a senior institution.

### Local Associate Degree Requirements

Local associate degree requirements include the following:

1. 2 SHC physical education (Most AA, AS and AFA);
2. HIS 111 and HIS 112 (AA);
3. Students planning to transfer are strongly recommended to take ENG 112 or ENG 113;
4. The SACS oral communication competency requirement must be met by either COM 110 or COM 120 or COM 140 or COM 231 (AA, AS, and AFA);
5. The SACS computer literacy requirement must be met either by CIS 110 (💻); successful completion of credit by exam for CIS 110 prior to graduation; or completion of courses indicated in the program of study as meeting the computer literacy requirement; and
6. ACA 122 must be completed in students' first or second semester after completion of all developmental reading and writing requirements.

All students must meet the receiving institution's foreign language and/or health and physical education requirements, if applicable, either before or after transfer. Students who wish to transfer to a private or out-of-state institution are subject only to the local degree requirements.

Students should request information about program requirements from the institution to which they plan to transfer as early as possible to ensure that they select the appropriate courses.

### Other Requirements are as Follows:

1. Admission to the AA, AFA, or AS degree programs requires high school or GED completion;
2. All AA, AFA, and AS degree students must demonstrate proficiency in basic reading, writing, and mathematics before enrolling in 100 level English and mathematics courses. Proficiency in basic reading, writing, and mathematics skills may be demonstrated by satisfactory performance on the College's placement tests or by successful completion of appropriate basic skills courses. (See Developmental Studies Program for details.) Basic skills requirements other than English or Mathematics courses, if applicable, are indicated in other course prerequisite(s);
3. Students may not receive credit for both MAT 172 and MAT 175. Students may receive credit for only one the following courses: MAT 161, MAT 171 or MAT 175;
4. 1 SHC Cooperative Education (COE) may be included (transfer associate degrees which include COE credit require a minimum of 65 SHC);
5. Courses numbered 190-199 and 290-299 may be included up to a maximum of 3 SHC. The receiving institution will determine the transferability of these courses on a course-by-course basis;
6. Students must complete 30 SHC, including the final 10 SHC at Western Piedmont; and one half of the required General Education core requirements;
7. Graduates must hold a cumulative GPA of at least 2.00;
8. Students must submit a Petition for Graduation to the Director of Records and Registration during the final semester of enrollment;

***The following courses have been approved to satisfy the Humanities/Fine Arts requirement for the Associate in Arts, Associate in Fine Arts, Associate in Science and Associate in General Education Degree programs:***

| | |
|---|---|
| ART-111 | Art Appreciation |
| ART-114 | Art History Survey I |
| ART-115 | Art History Survey II |
| ART-116 | Survey of American Art |
| ART-117 | Non Western Art History |
| ASL-111 | Elementary ASL I |
| ASL-112 | Elementary ASL II |
| ASL-211 | Intermediate ASL I |
| ASL-212 | Intermediate ASL II |
| DRA-111 | Theatre Appreciation |
| DRA-112 | Literature of the Theatre |
| DRA-122 | Oral Interpretation |
| DRA-126 | Storytelling |
| ENG-231 | American Literature I |
| ENG-232 | American Literature II |
| ENG-241 | British Literature I |
| ENG-242 | British Literature II |
| ENG-251 | Western World Literature I |
| ENG-252 | Western World Literature II |

| | |
|---|---|
| GER-111 | ElementaryGerman I |
| GER-112 | Elementary German II |
| GER-211 | Intermediate German I |
| GER-212 | Intermediate German II |
| HUM-110 | Technology and Society |
| HUM-120 | Cultural Studies |
| HUM-130 | Myth in Human Culture |
| HUM-160 | Introduction to Film |
| MUS-110 | Music Appreciation |
| MUS-112 | Introduction to Jazz |
| MUS-113 | American Music |
| MUS-210 | History of Rock Music |
| MUS-211 | History of Country Music |
| PHI-210 | History of Philosophy |
| PHI-240 | Introduction to Ethics |
| REL-110 | World Religions |
| REL-211 | Intro to Old Testament |
| REL-212 | Intro to New Testament |

| | |
|---|---|
| SPA-111 | Elementary Spanish I |
| SPA-112 | Elementary Spanish II |
| SPA-211 | Intermediate Spanish I |
| SPA-212 | Intermediate Spanish II |

***The following courses have been approved to satisfy the Social/Behavioral Science requirement for the Associate in Arts, Associate in Fine Arts, Associate in Science and Associate in General Education Degree programs:***

| | |
|---|---|
| ANT-210 | General Anthropology |
| ANT-220 | Cultural Anthropology |
| ANT-230 | Physical Anthropology |
| ANT-240 | Archaeology |
| ECO-151 | Survey of Economics |
| ECO-251 | Prin of Microeconomics |
| ECO-252 | Prin of Macroeconomics |
| GEO-111 | World Regional Geography |
| GEO-112 | Cultural Geography |
| HIS-111 | World Civilizations I |

| | |
|---|---|
| HIS-112 | World Civilizations II |
| HIS-131 | American History I |
| HIS-132 | American History II |
| POL-120 | American Government |
| POL-210 | Comparative Government |
| POL-220 | International Relations |
| PSY-150 | General Psychology |
| PSY-237 | Social Psychology |
| PSY-239 | Psychology of Personality |
| PSY-241 | Developmental Psych |

| | |
|---|---|
| PSY-281 | Abnormal Psychology |
| SOC-210 | Introduction to Sociology |
| SOC-213 | Sociology of the Family |
| SOC-220 | Social Problems |
| SOC-225 | Social Diversity |



***The following courses have been approved to satisfy the Natural Science requirement for the Associate in Arts, Associate in Fine Arts, Associate in Science and Associate in General Education Degree programs:***

| | |
|---|---|
| AST-151/A | General Astronomy I |
| AST -152/A | General Astronomy II |
| BIO-110* | Principles of Biology |

****Does not satisfy the requirement for the AS Degrees***

| | |
|---|---|
| BIO-111 | General Biology I |
| BIO-112 | General Biology II |
| BIO-120 | Introductory Botany |
| BIO-130 | Introductory Zoology |
| BIO-140/A | Environmental Biology/Lab |
| CHM-131/A | Introduction to Chemistry/Lab |

| | |
|---|---|
| CHM-132 | Organic and Biochemistry |
| CHM-151 | General Chemistry I |
| CHM-152 | General Chemistry II |
| GEL-120 | Physical Geology |
| PHY-110/A | Conceptual Physics/Lab |
| PHY-151 | College Physics I |
| PHY-152 | College Physics II |
| PHY-251 | General Physics I |
| PHY-252 | General Physics II |

### Courses Approved for Transfer Under the CAA

The following courses have been approved for transfer to all UNC institutions under the CAA. Other courses offered by WPCC may transfer to selected public and private colleges and universities. Students should see their advisors for additional information.

| | | |
|---|---|---|
| ACA | 122 | College Transfer Success |
| ACC | 120 | Prin of Financial Acct |
| ACC | 121 | Prin of Managerial Acct |
| ANT | XXX | All Anthropology courses |
| ART | XXX | All Art courses |
| ASL | XXX | All American Sign Language |
| AST | XXX | All Astronomy courses |
| BIO | XXX | All Biology courses |
| | ***EXCEPT*** | |
| | *BIO 106* | *Intro to Anat/Phys/Micro* |
| BUS | 110 | Introduction to Business |
| BUS | 115 | Business Law I |
| BUS | 137 | Principles of Management |
| CHM | XXX | All Chemistry courses |
| CIS | 110 | Introduction to Computers |
| CIS | 115 | Intro to Prog & Logic |
| CJC | 111 | Intro to Criminal Justice |
| CJC | 121 | Law Enforcement Operations |
| CJC | 141 | Corrections |
| COM | XXX | All Communications courses |
| CSC | XXX | All Computer Science courses |
| | ***EXCEPT*** | |
| | *CSC 133* | *C Programming* |
| | *CSC 143* | *Object-Oriented Prog* |
| | *CSC 246* | *Realtime Programming* |
| DFT | 170 | Engineering Graphics |
| DRA | XXX | All Drama courses |
| ECO | XXX | All Economics courses |
| EDU | 216 | Foundations of Education |
| EDU | 221 | Children with Exceptional *(selective)* |
| EGR | 150 | Intro to Engineering |
| EGR | 220 | Engineering Statics |
| EGR | 225 | Engineering Dynamics |
| EGR | 228 | Intro to Solid Mechanics |
| EGR | 230 | Engineering Materials |
| ENG | XXX | All English courses |
| | ***EXCEPT*** | |
| *ENG* | *102* | *Applied Communication II* |
| GEL | XXX | All Geology courses |
| GEO | XXX | All Geography courses |

| | | |
|---|---|---|
| GER | XXX | All German courses |
| HEA | XXX | All Health courses |
| HIS | XXX | All History courses |
| HUM | XXX | All Humanities courses |
| MAT | XXX | All Mathematics courses |
| | ***EXCEPT*** | |
| | *MAT 101* | *Applied Mathematics I* |
| | *MAT 120* | *Geometry & Trigonometry* |
| | *MAT 121* | *Algebra/Trigonometry I* |
| | *MAT 122* | *Algebra/Trigonometry II* |
| | *MAT 223* | *Applied Calculus* |
| MUS | XXX | All Music courses |
| PED | XXX | All Physical Education courses |
| PHI | XXX | All Philosophy courses |
| PHS | XXX | All Physical Science courses |
| PHY | XXX | All Physics courses |
| | ***EXCEPT*** | |
| | *PHY 131* | *Physics-Mechanics* |
| | *PHY 132* | *Physics-Elec & Magnetism* |
| POL | XXX | All Political Science courses |
| PSY | XXX | All Psychology courses |
| REL | XXX | All Religion courses |
| SOC | XXX | All Sociology courses |
| SPA | XXX | All Spanish courses |

# ASSOCIATE IN ARTS
## A10100

**GENERAL EDUCATION: 44 SHC**

(Students who transfer the 44 SHC general education core see pages 54-55 for General Education Competencies and Outcomes)
Please see page 56 for additional guidelines.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| HIS | 111 | World Civilizations I | 3 | FA, SP, SU |
| HIS | 112 | World Civilizations II | 3 | FA, SP, SU |

**English Composition**

**(Select 3 SHC from the following courses)**

| | | | | |
|---|---|---|---|---|
| ENG | 112 | Argument-Based Research | 3 | FA, SP, SU |
| ENG | 113 | Literature-Based Research | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

***The Humanities/Fine Arts General Education Requirement requires four courses from at least three different prefixes; at least one must be from the Humanities/Literature list and at least one must be from the Humanities/Communications list.***

**Humanities/Communications**

**(Select 3 SHC from the following courses)**

| | | | | |
|---|---|---|---|---|
| COM | 110 | Intro to Communication | 3 | FA, SP, SU |
| COM | 120 | Intro Interpersonal Com | 3 | |
| COM | 140 | Intro Intercultural Com | 3 | |
| COM | 231 | Public Speaking | 3 | FA, SP |

**Humanities/Literature**

**(Select 3 SHC from the following courses)**

| | | | | |
|---|---|---|---|---|
| ENG | 231 | American Literature I | 3 | FA, SP |
| ENG | 232 | American Literature II | 3 | FA, SP, SU |
| ENG | 241 | British Literature I | 3 | FA, SP, SU |
| ENG | 242 | British Literature II | 3 | FA, SP |
| ENG | 251 | Western World Literature I | 3 | FA |
| ENG | 252 | Western World Literature II | 3 | SP |

**HUMANITIES/FINE ARTS**

**Select 6 SHC from the Humanities/Fine Arts list on Page 57**

**Social/Behavioral Science**

**Select 6 SHC from two different prefixes that are not HIS from the Social/Behavioral Science list on Page 57**

**NATURAL SCIENCE**

**Select 8 SHC from the Natural Science list on Page 57**

**Mathematics**

**(Select a course from the following set)**

| | | | | |
|---|---|---|---|---|
| MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP, SU |
| MAT | 161/A | College Algebra/Lab | 4 | FA, SP, SU |
| MAT | 171 | Precalculus Algebra | 3 | FA, SP |

**(Select a course from the following set or from above)**

| | | | | |
|---|---|---|---|---|
| MAT | 155/A | Statistical Analysis/Lab | 4 | FA, SP |
| MAT | 172 | Precalculus Trigonometry | 3 | FA, SP |
| MAT | 263/A | Brief Calculus/Lab | 4 | |
| MAT | 271 | Calculus 1 | 4 | SP, SU |

**OTHER REQUIRED HOURS: 20 SHC**

| REQUIRED COURSES | | | | Semester Offered |
|---|---|---|---|---|
| | ACA | 122 | College Transfer Success | 1 | FA, SP, SU |
| | CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |

**PHYSICAL EDUCATION**

***Select 2 SHC from the Physical Education courses***

**GENERAL ELECTIVES**

***Select 14 SHC from college transfer general education, elective, and/or pre-major courses***

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 64 SHC**

***SACS computer literacy requirement must be met. See Page 56 for additional information on the SACS computer literacy requirement.***

# ASSOCIATE IN FINE ARTS
# ART A1020A

## GENERAL EDUCATION: 28 SHC

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |

**English Composition**

*(Select 3 SHC from the following courses)*

| | | | | |
|---|---|---|---|---|
| ENG | 112 | Argument-Based Research | 3 | FA, SP, SU |
| ENG | 113 | Literature-Based Research | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Humanities/Communications**

*(Select 3 SHC from the following courses)*

| | | | | |
|---|---|---|---|---|
| COM | 110 | Intro to Communication | 3 | FA, SP, SU |
| COM | 120 | Intro Interpersonal Com | 3 | |
| COM | 140 | Intro Intercultural Com | 3 | |
| COM | 231 | Public Speaking | 3 | FA, SP |

**Humanities/Literature**

*(Select 3 SHC from the following courses)*

| | | | | |
|---|---|---|---|---|
| ENG | 231 | American Literature I | 3 | FA, SP |
| ENG | 232 | American Literature II | 3 | FA, SP, SU |
| ENG | 241 | British Literature I | 3 | FA, SP, SU |
| ENG | 242 | British Literature II | 3 | FA, SP, SU |
| ENG | 251 | Western World Literature I | 3 | FA |
| ENG | 252 | Western World Literature II | 3 | SP |

**Social/Behavioral Science**

*Select 6 SHC from two different prefixes that are not HIS from the Social/Behavioral Science list on Page 57*

**Social Science/History**

*(Select 3 SHC from the following courses)*

| | | | | |
|---|---|---|---|---|
| HIS | 111 | World Civilizations I | 3 | FA, SP, SU |
| HIS | 112 | World Civilizations II | 3 | FA, SP, SU |
| HIS | 131 | American History I | 3 | FA |
| HIS | 132 | American History II | 3 | SP |

**Natural Science**

*Select 4 SHC from the Natural Science list on Page 57*

**Mathematics**

*(Select 3-4 SHC from the following courses)*

| | | | | |
|---|---|---|---|---|
| MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP, SU |
| MAT | 161/A | College Algebra/Lab | 4 | FA, SP, SU |
| MAT | 171 | Precalculus Algebra | 3 | FA, SP |

## OTHER REQUIRED HOURS: 37 SHC

**Required Courses**

| | | | | |
|---|---|---|---|---|
| ACA | 122 | College Transfer Success | 1 | FA, SP, SU |
| ART | 114 | Art History Survey I | 3 | FA |
| ART | 115 | Art History Survey II | 3 | SP |
| ART | 121 | Two Dimensional Design | 3 | FA, SP, SU |
| ART | 122 | Three Dimensional Design | 3 | SP |
| ART | 131 | Drawing I | 3 | FA, SP, SU |

**Drawing Elective**

*(Select 3 SHC from the following courses)*

| | | | | |
|---|---|---|---|---|
| ART | 132 | Drawing II | 3 | FA, SP, SU |
| ❷ ART | 135 | Figure Drawing I | 3 | FA, SP |

**Art Elective**

*(Select 18 SHC from the following courses)*

| | | | | |
|---|---|---|---|---|
| ART | 116 | Survey of American Art | 3 | FA, SP, SU |
| ART | 117 | Non-Western Art History | 3 | |
| ❷ 💻 ART | 171 | Computer Art I | 3 | FA, SP, SU |
| ❸ ART | 222 | Wood Design I | 3 | |
| ❷ ART | 231 | Printmaking I | 3 | |
| ART | 232 | Printmaking II | 3 | |
| ART | 235 | Figure Drawing II | 3 | FA, SP |
| ❷ ART | 240 | Painting I | 3 | FA, SP |
| ART | 241 | Painting II | 3 | FA, SP |
| ART | 244 | Watercolor | 3 | SU |
| ❷ ART | 261 | Photography I | 3 | FA, SP |
| ART | 262 | Photography II | 3 | FA, SP |
| ❷ ART | 264 | Digital Photography I | 3 | FA, SP, SU |
| ART | 265 | Digital Photography II | 3 | FA, SP, SU |
| ART | 266 | Videography I | 3 | |
| ART | 267 | Videography II | 3 | |
| ART | 271 | Computer Art II | 3 | FA, SP, SU |
| ❸ ART | 281 | Sculpture I | 3 | FA, SP |
| ART | 282 | Sculpture II | 3 | FA, SP |
| ❸ ART | 283 | Ceramics I | 3 | FA, SP, SU |
| ART | 284 | Ceramics II | 3 | FA, SP, SU |
| ART | 289 | Museum Study | 3 | SP |

## MINIMUM TOTAL CREDIT HOURS REQUIRED: 65 SHC

💻 *SACS computer literacy requirement must be met by ART 171. Art 171 will also fulfull 3 hours of ART electives.*

❷ *If a two dimensional studio course, with the exception of ART 131 Drawing I, is to transfer as a pre-major course, the receiving institution may require completion of ART 121 Design I as a prerequisite.*

❸ *If a three dimensional studio course is to transfer as a pre-major course, the receiving institution may require completion of ART 122 Design II as a prerequisite.*

# ASSOCIATE IN FINE ARTS
# DRAMA A1020C

## GENERAL EDUCATION: 28 SHC

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |

**English Composition**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| ENG | 112 | Argument-Based Research | 3 | FA, SP, SU |
| ENG | 113 | Literature-Based Research | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***(Select 3 SHC from the following courses)***

| | | | |
|---|---|---|---|
| DRA | 111 | Theatre Appreciation | 3 |
| DRA | 112 | Literature of the Theatre | 3 |
| DRA | 115 | Theatre Criticism | 3 |
| DRA | 126 | Storytelling | 3 |

**Humanities/Literature**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| ENG | 231 | American Literature I | 3 | FA, SP |
| ENG | 232 | American Literature II | 3 | FA, SP, SU |
| ENG | 241 | British Literature I | 3 | FA, SP, SU |
| ENG | 242 | British Literature II | 3 | FA, SP |
| ENG | 251 | Western World Literature I | 3 | FA |
| ENG | 252 | Western World Literature II | 3 | SP |

**Social/Behavioral Science**

***Select 6 SHC from two different prefixes that are not HIS from the Social/Behavioral Science list on Page 57 (PSY 150 is recommended)***

**Social Science/History**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| HIS | 111 | World Civilizations I | 3 | FA, SP, SU |
| HIS | 112 | World Civilizations II | 3 | FA, SP, SU |
| HIS | 131 | American History I | 3 | FA |
| HIS | 132 | American History II | 3 | SP |

**Natural Science**

***Select 4 SHC from the Natural Science list on Page 57***

**Mathematics**

***(Select 3-4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP, SU |
| MAT | 161/A | College Algebra/Lab | 4 | FA, SP, SU |
| MAT | 171 | Precalculus Algebra | 3 | FA, SP |

## OTHER REQUIRED HOURS: 36 SHC

**Required Courses**

| | | | |
|---|---|---|---|
| ACA | 122 | College Transfer Success | 1 |
| DRA | 120 | Voice for Performance | 3 |
| DRA | 130 | Acting I | 3 |
| DRA | 131 | Acting II | 3 |
| DRA | 140 | Stagecraft I | 3 |
| DRA | 145 | Stage Make-up | 2 |
| DRA | 170 | Play Production I | 3 |

**Drama Elective**

***(Select 6 SHC from the following courses)***

| | | | |
|---|---|---|---|
| DRA | 112 | Literature of the Theatre | 3 |
| DRA | 122 | Oral Interpretation | 3 |
| DRA | 128 | Children's Theatre | 3 |
| DRA | 141 | Stagecraft II | 3 |
| DRA | 260 | Directing | 3 |

**Physical Education**

***Select 2 SHC from the Physical Education courses***

**General Electives**

***Select 10 SHC from college transfer general education, elective, and/or pre-major courses***

## MINIMUM TOTAL CREDIT HOURS REQUIRED: 64 SHC

***SACS computer literacy requirement must be met by CIS 110. CIS 110 will also fulfill 3 SCH of general electives***

# ASSOCIATE IN SCIENCE A10400

## GENERAL EDUCATION: 44 SHC

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |

**English Composition**

*(Select 3 SHC from the following courses)*

| | | | | |
|---|---|---|---|---|
| ENG | 112 | Argument-Based Research | 3 | FA, SP, SU |
| ENG | 113 | Literature-Based Research | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

***The Humanities/Fine Arts General Education Requirement requires three courses from three different prefixes; at least one must be from the Humanities/Literature list and at least one must be from the Humanities/Communications list.***

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 57***

**Humanities/Communications**

*(Select 3 SHC from the following courses)*

| | | | | |
|---|---|---|---|---|
| COM | 110 | Intro to Communication | 3 | FA, SP, SU |
| COM | 120 | Intro Interpersonal Com | 3 | |
| COM | 140 | Intro Intercultural Com | 3 | |
| COM | 231 | Public Speaking | 3 | FA, SP |

**Humanities/Literature**

*(Select 3 SHC from the following courses)*

| | | | | |
|---|---|---|---|---|
| ENG | 231 | American Literature I | 3 | FA, SP |
| ENG | 232 | American Literature II | 3 | FA, SP, SU |
| ENG | 241 | British Literature I | 3 | FA, SP, SU |
| ENG | 242 | British Literature II | 3 | FA, SP |
| ENG | 251 | Western World Literature I | 3 | FA |
| ENG | 252 | Western World Literature II | 3 | SP |

**Social Science/History**

*(Select 3 SHC from the following courses)*

| | | | | |
|---|---|---|---|---|
| HIS | 111 | World Civilizations I | 3 | FA, SP, SU |
| HIS | 112 | World Civilizations II | 3 | FA, SP, SU |
| HIS | 131 | American History I | 3 | FA |
| HIS | 132 | American History II | 3 | SP |

**Social/Behavioral Science**

***Select 6 SHC from two different prefixes that are not HIS from the Social/Behavioral Science list on Page 57***

**Natural Science**

*(Select one of the following sets of courses)*

| | | | | |
|---|---|---|---|---|
| BIO | 111 | General Biology I | 4 | FA, SP, SU |
| BIO | 112 | General Biology II | 4 | FA, SP, SU |
| | | ***OR*** | | |
| CHM | 151 | General Chemistry I | 4 | FA, SP |
| CHM | 152 | General Chemistry II | 4 | SP, SU |
| | | ***OR*** | | |
| PHY | 151 | College Physics I | 4 | FA |
| PHY | 152 | College Physics II | 4 | SP |
| | | ***OR*** | | |
| PHY | 251 | General Physics I | 4 | FA |
| PHY | 252 | General Physics II | 4 | SP |

**Mathematics**

*(Select 6-8 SHC from the following courses)*

| | | | | |
|---|---|---|---|---|
| MAT | 155/A | Statistical Analysis/Lab | 4 | FA, SP, SU |
| MAT | 171 | Precalculus Algebra | 3 | FA, SP |
| MAT | 172 | Precalculus Trigonometry | 3 | FA, SP |
| MAT | 271 | Calculus I | 4 | SP, SU |

**Natural Science/Mathematics**

*(Select 3 - 4 SHC from the following courses or from courses not used above in the Natural Science or Mathematics list)*

| | | | | |
|---|---|---|---|---|
| AST | 151/A | General Astronomy I | 4 | FA |
| AST | 152/A | General Astronomy II | 4 | SP |
| BIO | 120 | Introductory Botany | 4 | |
| BIO | 130 | Introductory Zoology | 4 | |
| GEL | 120 | Physical Geology | 4 | |
| MAT | 272 | Calculus II | 4 | FA |
| MAT | 273 | Calculus III | 4 | SP |

## OTHER REQUIRED HOURS: 20 SHC

**Required Courses**

| | | | |
|---|---|---|---|
| ACA | 122 | College Transfer Success | 1 |

**Natural Science/Mathematics/Computer Science**

***Select 14 SHC of college transfer courses in mathematics, natural sciences or computer science.***

**Physical Education**

***Select 2 SHC from the Physical Education courses***

**General Electives**

***Select 3 SHC from college transfer general education, elective, and/or pre-major courses***

## MINIMUM TOTAL CREDIT HOURS REQUIRED: 64 SHC

***SACS computer literacy requirement must be met by CIS 110, any transferable CSC course, CHM 151, MAT 155/A, PHY 151, or PHY 251.***

# ASSOCIATE IN GENERAL EDUCATION A10300

The Associate in General Education curriculum is designed for the academic enrichment of students who wish to broaden their education, with emphasis on personal interest, growth and development.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences and mathematics, and English composition. Opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and the basic use of computers will be provided.

Through these skills, students will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

The AGE will be awarded upon satisfactory completion of 64 SHC of coursework at the degree level. Students will be required to take the general education core as outlined below. Beyond these requirements, students will select other courses based on interest and scheduling. Students must meet all course prerequisites. A 2.0 GPA is required for graduation. *The AGE will not be awarded to students who have also completed an AA, AFA, AS, or GOT degree.*

## GENERAL EDUCATION: 15 SHC

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |

**English Composition**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| ENG | 112 | Argument-Based Research | 3 | FA, SP, SU |
| ENG | 113 | Literature-Based Research | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

## OTHER REQUIRED HOURS: 49 SHC

**Required Courses**

| | | | | |
|---|---|---|---|---|
| ACA | 122 | College Transfer Success | 1 | |
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP, SU |

**Humanities/Communications**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| COM | 110 | Intro to Communication | 3 | FA, SP, SU |
| COM | 120 | Intro Interpersonal Com | 3 | |
| COM | 140 | Intro Intercultural Com | 3 | |
| COM | 231 | Public Speaking | 3 | FA, SP |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 57 Elementary foreign language courses and their labs (100 level) cannot be utilized as the sole humanities/Fine Arts Elective; these may only be counted as a second elective.***

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 57***

**Natural Science/Mathematics**

***Select 3-4 SHC from the Natural Science list on Page 57 or from math courses that satisfy the general education core requirement in natural science/mathematics.***

***All courses in the General Education Degree must be at the 110-199 or 210-299 level.***

**Physical Education**

***Select 2 SHC from the Physical Education courses***

**General Electives**

***Select 36 SHC from college transfer general education, elective, and/or pre-major courses***

## MINIMUM TOTAL CREDIT HOURS REQUIRED: 64 SHC

***SACS computer literacy requirement must be met. See Page 56 for additional information on the SACS computer literacy requirement.***

***NOTES:***

***Courses numbered 190-199 and 290-299 are limited to a maximum of 3 SHC.***
***Courses with the prefix ACA, HEA, PED and RED 110 are limited to a maximum of 7 SHC.***
***See Page 54-55 for General Education Competencies and Outcomes.***

# ASSOCIATE IN APPLIED SCIENCE DEGREES INTRODUCTION

AAS Degree, Diploma, and Certificate programs are designed to meet the increasing demands for technicians, semiprofessional workers, and skilled craftsmen for employment in industry, business, and the health professions primarily in the region served by Western Piedmont Community College. These credentials are awarded upon satisfactory completion of the requirements as outlined on the following pages. Although some courses offered within AAS degree programs are transferable to senior institutions, each of these programs is designed to prepare students for entrance into a specific occupation following graduation.

In addition to the full AAS degree programs as approved by the NC Community College System, Western Piedmont Community College offers shorter-term diploma or certificate options within many of its AAS degree programs. These programs are designed to train students for entry into a skilled occupation and focus on specific job skills. The specific course and hour requirements for these local diploma and certificate options are indicated on the following pages alongside the AAS degree programs from which they are derived.

# ASSOCIATE IN APPLIED SCIENCE DEGREES REQUIREMENTS

1. The following AAS Degree, Diploma, and Certificate programs indicate the courses which are required of the program and which earn credit toward the AAS Degree, Diploma, or Certificate. Students whose placement scores indicate a need for developmental coursework are required to take additional courses beyond those listed.
2. Admission to all AAS Degree programs and to some Diploma and Certificate programs require a high school diploma or GED completion.
3. All AAS Degree and Diploma students must demonstrate proficiency in basic reading, writing, and mathematics before enrolling in 100 level English and mathematics courses. Proficiency in basic reading, writing, and mathematics skills may be demonstrated by satisfactory performance on the College's placement tests or by successful completion of appropriate basic skills courses. Students should begin any basic skills courses in language arts and/or mathematics their first semester of enrollment. Basic skill requirements of other than English or mathematics courses, if applicable, are indicated in other course prerequisite(s). Developmental courses do not earn credit toward any credential.
4. All AAS Degree students are required to complete at least 15 SHC of general education core depending on the program. (See page 54-55 for General Education Competencies and Outcomes.)
5. All AAS Degree students planning to transfer are strongly recommended to take ENG 112 or ENG 113.
6. All AAS Degree students are required to demonstrate oral communication competence either by taking ENG 114 or by taking a Communications course (COM). Students whose program requires ENG 114 but instead take ENG 112 or ENG 113 must also take COM 110 or COM 231. While Diploma and Certificate programs do not require students to demonstrate oral communication competence, the College strongly recommends that students pursuing such programs take advantage of opportunities to develop oral communication competence.
7. The Southern Association of Colleges and Schools (SACSCOC) computer literacy requirement must be met by one of the following: completion of CIS 110 or CIS 111; successful completion of credit by exam for CIS 110 or CIS 111 prior to graduation; completion of high school course, Computer Applications I, with a grade of 'B' or higher, a raw score of 80 or higher on the standardized VOCATS post assessment and if the student enrolls at WPCC within two years of high school graduation; or completion of courses indicated in the program of study as meeting the computer literacy requirement. While Diploma and Certificate programs do not require students to demonstrate computer literacy, the College strongly recommends that students pursuing such programs take advantage of opportunities to develop basic computer skills.
8. One course may not be used to satisfy two requirements in the same program.
9. Courses numbered 190-199 and 290-299 are limited to a maximum of 3 SHC in AAS Degree, Diploma, and Certificate programs. .
10. Students must have a 2.00 GPA to graduate.
11. Degree or Diploma students must take thirty (30) SHC at Western Piedmont Community College, including the final 10 SHC. In addition, at least half of the SHC listed in the Core or Required Major Hours of the program of study for each AAS Degree, Diploma, or Certificate program must be taken at Western Piedmont. To qualify for any certificate, a student must complete 50 percent of the total semester hour's credit at WPCC. In no case shall the combined total of any transfer credit hours, credits by examination, credit for external examination, or course substitutions represent more than one-half of the specified number of hours required for the degree or diploma toward which students are applying those credits.
12. Students must submit a Petition for Graduation, to the Director of of Records and Registration during the final semester of their enrollment.
13. All course prerequisites and/or co-requisites must be met.
14. Course substitutions can only be approved by student petition.

# COOPERATIVE EDUCATION

Cooperative Education (Co-op) is designed to give students an opportunity to receive college credit for on-the-job experience. The work experience, conducted under the direction of WPCC, must be significantly related to the student's program of study. Co-op students work from one to four semesters at part-time or full-time jobs with employers approved by the College. Academic credit is awarded for the learning experience that occurs during the Co-op work period. Students receive guidance from their Co-op instructor and on-the-job supervisor.

### Eligibility

Any student enrolled in a program offering Co-op for academic credit is eligible if he/she meets the following minimum requirements:

1. Students must have completed nine (9) semester hours credit (SHC) in their program of study including three (3) hours in their core.
2. Students must have a grade point average (GPA) of 2.0 or better in the program courses and has/is completing prerequisite and co-requisite courses.
3. Students must obtain approval from their advisor.
4. Students must obtain approval from the Office of Cooperative Education.

### Academic Credit

A minimum work load of 160 hours per semester is required to qualify for the program. Generally, Co-op students may earn credit toward the Associate degree, Diploma and Certificate programs. (See individual programs for maximum hours allowable.) Grades are awarded by the Co-op Instructor and are based on the student's accomplishment of specific learning objectives, student reports, and employer evaluations.

### Application Procedure

Interested students should complete an application form and schedule an interview with the Director of Cooperative Education in CH-121. Students are selected for Co-op based on the evaluation of information obtained from their application, transcripts, and interviews. Students already working must have the approval of the College and their employer.

### Registration

Students must have the "Approval for Cooperative Education" form completed before registering for a Co-op work experience. Those students who are approved must follow normal registration procedures. Students are invited to inquire at the Office of Cooperative Education for more detailed information.

**Accounting (AAS – A25100)**
Accounting (Diploma – D25100)
Computerized Accounting (Certificate – C25100A)
General Accounting (Certificate – C25100C)
Taxation Accounting (Certificate – C25100B)

**Basic Law Enforcement Training (Certificate – C55120)**

**Building Construction Technology (AAS – A35140)**
Light Construction (Diploma – D35140)
Construction Carpentry (Certificate – C35140A)
Construction Trades (Certificate – C35140E)
HVACR (Certificate – C35140F)

**Business Administration (AAS – A25120)**
Business Administration (Diploma – D25120)
Customer Service (Certificate – C25120A)
Entrepreneurship (Certificate – (C25120J)
Finance (Certificate – C25120B)
General Business (Certificate – C25120C)
Human Resource Management (Certificate – C25120F)
Retail and Service Operations (Certificate – C25120D)
Small Business Development (Certificate – C25120E)
Supervision (Certificate – C25120G)

**Civil Engineering Technology (AAS – A40140)**
Basic Surveying (Certificate – C40140A)

**Computer Engineering Technology (AAS – A40160)**
Network Design and Implementation (Certificate – C40160B)

**Computer Information Technology (AAS – A25260)**
Microsoft Office (Certificate – C25260B)
Networking (Certificate – C25260C)

**Computer-Integrated Machining Technology (AAS – A50210)**
Machining (Diploma – D50210)
CNC Operations (Certificate – C50210A)
Injection Molding (Certificate – C50210C)
Machining Operations (Certificate – C50210B)

**Criminal Justice Technology (AAS – A55180)**
Correctional Technology (Certificate – C55180B)
Law Enforcement Technology (Certificate – C55180A)
Private Security Technology (Certificate – C55180C)

**Dental Assisting (Diploma – D45240)**

**Digital Effects and Animation Technology (AAS – A30130)**
Digital Design and Motion Graphics (Certificate – C30130A)

**Early Childhood Education (AAS – A55220)**
Infant/Toddler Care (Certificate – C55290)
Early Care and Education (Certificate – C55220C)
School Age (Certificate – C55450)

**Electrical Engineering Technology (AAS – A40180)**

**Environmental Science Technology (AAS – A20140)**
Sustainability (Certificate – C2014H)
Water Resources Management (Certificate – C2014A)

**General Occupational Technology (AAS – A55280)**

**Geomatics Technology (AAS - A40420)**
Geomatics (Diploma D40420)

**Horticulture Technology (AAS – A15240)**
Horticulture (Certificate – C15240E)
Landscape Design (Certificate – C15240C)
Plant Production (Certificate – C15240F)

**Human Services Technology (AAS – A45380)**

**Human Services Technology - Substance Abuse Concentration (AAS – A4538E)**
Substance Abuse Counseling (Certificate – C4538EA)

**Industrial Systems (Diploma-D5240)**
Indrustrial Systems (certificate – C50240A)
Industrial Technician (Certificate – C50240B)

**Interpreter Education (AAS – A55300)**
ASL Studies (Certificate – C55300B)
Introduction to American Deaf Community (Certificate -C55300A)

**Mechanical Engineering Technology (AAS – A40320)**
Mechanical Engineering Technology (Diploma – D40320)
Computer Aided Drafting (Certificate – C40320A)
Intro to Mechanical Technology (Certificate – C 40320C)

**Medical Assisting (AAS – A45400)**
Medical Assisting (Diploma – D45400)
Administrative Medical Assisting (Certificate – C45400A)

**Medical Laboratory Technology (AAS – A45420)**

**Medical Office Administration (AAS – A25310)**
Medical Transcription (Certificate – C25310A)

**Nursing – Associate Degree (AAS – A45110)**

**Office Administration (AAS – A25370)**
General Office (Diploma – D25370)
General Office (Certificate – C25370A)
Word Processing (Certificate – C25370B)

**Paralegal Technology (AAS – A25380)**
General Law (Certificate – C25380B)

**Professional Arts and Crafts: Sculpture (AAS – A30290)**

**Professional Crafts: Clay (AAS – A30300)**
Professional Crafts: Clay (Diploma – D30300)
Advanced Pottery (Certificate – C30300C)
Basic Pottery (Certificate – C30300B)
Pottery Business (Certificate – C30300D)

**Professional Crafts: Wood (AAS – A30360)**
Professional Crafts: Wood (Diploma – D30360)
Advanced Wood (Certificate – C30360C)
Basic Wood (Certificate – C30360B)
Wood Business (Certificate – C30360D)

**Simulation and Game Development (AAS – A25450)**
3D Modeling and Animation (Certificate – C25450B)
Game Design and Programming (Certificate – C25450A)

**Sustainability Technologies (AAS – A40370)**
Photovoltaic Energy (Certificate – C40370A)
Green Building (Certificate – C40370B)
Sustainable Energy (Certificate – C40370C)
Thermal Energy (Certificate – C40370D)

**Sustainable Agriculture (AAS – A15410)**
Sustainable Livestock Management (Certificate – C15410A)
Sustainable Crop Production (Certificate – C15410B)

**Therapeutic Recreation Assistant (AAS – A45770)**

**Welding Technology (AAS – A50420)**
Welding (Diploma – D50420)
Welding (Certificate – C50420A)

***The following courses have been approved to satisfy the Humanities/Fine Arts requirement for Associate in Applied Science Degree s:***

| | |
|---|---|
| ART-111 | Art Appreciation |
| ART-113 | Art Methods and Materials |
| ART-114 | Art History Survey I |
| ART-115 | Art History Survey II |
| ART-116 | Survey of American Art |
| ART-117 | Non-Western Art History |
| ART-121 | Design I |
| ART-131 | Drawing I |
| ART-132 | Drawing II |
| ART-171 | Computer Art I |
| ART-240 | Painting I |
| ART-241 | Painting II |
| ART-244 | Watercolor |
| ART-260 | Photography Appreciation |
| ART-261 | Photography I |
| ART-271 | Computer Art II |
| ART-281 | Sculpture I |
| ART-283 | Ceramics I |
| ART-288 | Studio |
| ART-289 | Museum Study |
| ASL-211 | Intermediate ASL I |
| ASL-212 | Intermediate ASL II |
| ASL-281 | ASL Lab 3 |
| ASL-282 | ASL Lab 4 |
| COM-140 | Intro Intercultural Com |
| DRA-111 | Theatre Appreciation |
| DRA-112 | Literature of the Theatre |
| DRA-120 | Voice for Performance |
| DRA-122 | Oral Interpretation |
| DRA-124 | Readers Theatre |
| DRA-126 | Storytelling |
| DRA-128 | Children's Theatre |
| DRA-130 | Acting I |
| ENG-125 | Creative Writing I |
| ENG-231 | American Literature I |
| ENG-232 | American Literature II |

| | |
|---|---|
| ENG-241 | British Literature I |
| ENG-242 | British Literature II |
| ENG-251 | Western World Literature I |
| ENG-252 | Western World Literature II |
| ENG-271 | Contemporary Literature |
| ENG-272 | Southern Literature |
| ENG-273 | African-American Lit |
| ENG-274 | Literature by Women |
| GER-141 | Culture and Civilization |
| GER-211 | Intermediate German I |
| GER-212 | Intermediate German II |
| GER-281 | German Lab 3 |
| GER-282 | German Lab 4 |
| HUM-110 | Technology and Society |
| HUM-120 | Cultural Studies |
| HUM-130 | Myth in Human Culture |
| HUM-160 | Introduction to Film |
| HUM-230 | Leadership Development |
| MUS-110 | Music Appreciation |
| MUS-112 | Introduction to Jazz |
| MUS-113 | American Music |
| MUS-210 | History of Rock Music |
| MUS-211 | History of Country Music |
| PHI-210 | History of Philosophy |
| PHI-240 | Introduction to Ethics |
| REL-110 | World Religions |
| REL-211 | Intro to Old Testament |
| REL-212 | Intro to New Testament |
| SPA-211 | Intermediate Spanish I |
| SPA-212 | Intermediate Spanish II |
| SPA-281 | Spanish Lab 3 |
| SPA-282 | Spanish Lab 4 |

The following elementary foreign language courses cannot be utilized as the sole humanities/fine arts elective; these may only be counted as a second elective:

| | |
|---|---|
| ASL-111 | Elementary ASL I |
| ASL-112 | Elementary ASL II |
| ASL-181 | ASL Lab I |
| ASL-182 | ASL Lab II |
| GER-111 | Elementary German I |
| GER-112 | Elementary German II |
| GER 181 | German Lab I |
| GER 182 | German Lab II |
| SPA-111 | Elementary Spanish I |
| SPA-112 | Elementary Spanish II |
| SPA-181 | Spanish Lab I |
| SPA-182 | Spanish Lab II |

***The following courses have been approved to satisfy the Social/Behavioral Science requirement for Associate in Applied Science Degree s:***

| | |
|---|---|
| ANT-210 | General Anthropology |
| ANT-220 | Cultural Anthropology |
| ANT-230 | Physical Anthropology |
| ANT-240 | Archaeology |
| ECO-151 | Survey of Economics |
| ECO-251 | Prin of Microeconomics |
| ECO-252 | Prin of Macroeconomics |
| GEO-111 | World Regional Geography |
| GEO-112 | Cultural Geography |
| HIS-111 | World Civilization I |
| HIS-112 | World Civilization II |
| HIS-116 | Current World Problems |
| HIS-131 | American History I |
| HIS-132 | American History II |
| HIS-162 | Women and History |
| HIS-221 | African-American History |
| HIS-236 | North Carolina History |
| HIS-251 | English History I |
| HIS-260 | History of Africa |
| HIS-261 | East Asian History |

| | |
|---|---|
| HIS-262 | Middle East History |
| POL-120 | American Government |
| POL-130 | State & Local Government |
| POL-210 | Comparative Government |
| POL-220 | International Relations |
| PSY-150 | General Psychology |
| PSY-237 | Social Psychology |
| PSY-239 | Psychology of Personality |
| PSY-241 | Developmental Psych |
| PSY-243 | Child Psychology |
| PSY-246 | Adolescent Psychology |
| PSY-249 | Psychology of Aging |
| PSY-259 | Human Sexuality |
| PSY-263 | Educational Psychology |
| PSY-281 | Abnormal Psychology |
| SOC-210 | Introduction to Sociology |
| SOC-213 | Sociology of the Family |
| SOC-220 | Social Problems |
| SOC-225 | Social Diversity |
| SOC-254 | Rural and Urban Sociology |

# ASSOCIATE IN APPLIED SCIENCE
## ACCOUNTING A25100

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

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

Graduates should qualify for entry-level accounting positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies. With work experience and additional education, an individual may advance in the accounting profession. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Analyze business transactions utilizing both manual and computerized systems
- Complete all phases of the accounting cycle including the adjustment and closing process
- Prepare and analyze financial statements from both a financial and managerial aspect
- Prepare individual income tax returns based on an understanding of tax law theory
- Develop critical thinking skills necessary to formulate solutions to various accounting issues
- Use written and oral discussion to discover and to articulate ideas (GE I. 1)
- Demonstrate proficiency of computer skills related to office and accounting applications (GE III. 2)



### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ECO | 252 | Prin of Macroeconomics | 3 | SP, SU |
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Mathematics**

***(Select 3-4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 155/A | Statistical Analysis/Lab | 4 | FA, SP, SU |
| MAT | 161/A | College Algebra/Lab | 4 | FA, SP, SU |
| MAT | 171 | Precalculus Algebra | 3 | FA, SP |

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| ACC | 120 | Prin of Financial Acct | 4 | FA, SP, SU |
| ACC | 121 | Prin of Managerial Acct | 4 | SP, SU |
| ACC | 129 | Individual Income Taxes | 3 | FA |
| ACC | 220 | Intermediate Accounting I | 4 | FA |
| BUS | 115 | Business Law I | 3 | FA, SP, SU |
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| ECO | 251 | Prin of Microeconomics | 3 | FA, SU |

(Continued on following page)

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| ACC | 130 | Business Income Taxes | 3 | SP |
| ACC | 140 | Payroll Accounting | 2 | SP |
| ACC | 150 | Acct Software Appl | 2 | FA, SP, SU |
| ACC | 152 | Adv Software Appl | 2 | SP |
| ACC | 227 | Practices in Accounting | 3 | SP |
| BUS | 121 | Business Math | 3 | FA, SP, SU |
| CTS | 130 | Spreadsheet | 3 | FA, SP, SU |
| OST | 136 | Word Processing | 3 | FA, SP, SU |

**General Electives**

***(Select 8 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| ACC | 132 | NC Business Taxes | 2 | FA |
| ACC | 221 | Intermediate Acct II | 4 | SP |
| ACC | 269 | Audit & Assurance Servcs | 3 | SP |
| BUS | 125 | Personal Finance | 3 | SP |
| BUS | 137 | Principles of Management | 3 | FA, SP |
| BUS | 153 | Human Resource Mngmt | 3 | FA, SP |
| BUS | 225 | Business Finance | 3 | FA, SP |
| BUS | 260 | Business Communication | 3 | FA |
| CTS | 125 | Presentation Graphics | 3 | SP |
| DBA | 110 | Database Concepts | 3 | SP |
| COE | XXX | Co-op Work Experience | (up to 6 SHC) | |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 68 SHC**

***This course enhances student learning through the use of appropriate technology.***

# DIPLOMA IN ACCOUNTING D25100

The Diploma in Accounting is designed to introduce students to the basic principles and technical skills associated with accounting. Topics include accounting principles, income taxes, payroll accounting, and computerized accounting. Upon completion, students should have skills that are useful for accounting clerk positions.

## GENERAL EDUCATION

**Required Course** — **Semester Offered**

| | | | | |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Mathematics**

***(Select 3-4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 155/A | Statistical Analysis/Lab | 4 | FA, SP, SU |
| MAT | 161/A | College Algebra/Lab | 4 | FA, SP, SU |
| MAT | 171 | Precalculus Algebra | 3 | FA, SP |

## MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| ACC | 120 | Prin of Financial Acct | 4 | FA, SP, SU |
| ACC | 121 | Prin of Managerial Acct | 4 | FA, SP, SU |
| ACC | 129 | Individual Income Taxes | 3 | FA |
| BUS | 115 | Business Law I | 3 | FA, SP, SU |

(Continued on following page)

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| ACC | 140 | Payroll Accounting | 2 | SP |
| ACC | 150 | Acct Software Appl | 2 | FA, SP, SU |
| BUS | 121 | Business Math | 3 | FA, SP, SU |
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| CTS | 130 | Spreadsheet | 3 | FA, SP, SU |
| ECO | 251 | Prin of Microeconomics | 3 | FA, SU |
| OST | 136 | Word Processing | 3 | FA, SP, SU |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 42 SHC**

# CERTIFICATE IN GENERAL ACCOUNTING C25100C

The Certificate in General Accounting is designed to introduce accounting techniques that prepare the student or employee to better understand bookkeeping and financial data. This short-term program emphasizes the application of accounting principles, taxes, and spreadsheets.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ACC | 120 | Prin of Financial Acct | 4 | FA, SP, SU |
| ACC | 121 | Prin of Managerial Acct | 4 | SP, SU |
| ACC | 129 | Individual Income Taxes | 3 | FA |
| ACC | 140 | Payroll Accounting | 2 | SP |
| ACC | 150 | Acct Software Appl | 2 | FA, SP, SU |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 15 SHC**

# CERTIFICATE IN COMPUTERIZED ACCOUNTING C25100A

The Certificate in Computerized Accounting is designed for individuals who are interested in learning more about accounting software applications, as well as those who wish to upgrade their present skills. Emphasis is placed on the application of accounting principles through the usage of accounting software packages and spreadsheets.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ACC | 120 | Prin of Financial Acct | 4 | FA, SP, SU |
| ACC | 150 | Acct Software Appl | 2 | FA, SP, SU |
| ACC | 152 | Adv Software Appl | 2 | SP |
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| CTS | 130 | Spreadsheet | 3 | FA, SP, SU |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 14 SHC**

# CERTIFICATE IN TAXATION ACCOUNTING C25100B

The Certificate in General Accounting is designed to introduce accounting techniques that prepare the student or employee to better understand bookkeeping and financial data. This short-term program emphasizes the application of accounting principles, taxes, and spreadsheets.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ACC | 120 | Prin of Financial Acct | 4 | FA, SP, SU |
| ACC | 129 | Individual Income Taxes | 3 | FA |
| ACC | 130 | Business Income Taxes | 3 | SP |
| ACC | 132 | NC Business Taxes | 2 | FA |
| ACC | 140 | Payroll Accounting | 2 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 14 SHC**

# CERTIFICATE
## BASIC LAW ENFORCEMENT TRAINING C55120

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

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

Students must successfully complete and pass all units of study which include the certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Demonstrate an understanding of North Carolina criminal law, juvenile law, motor vehicle law, controlled substance law, civil law, and alcoholic beverage control law
- Demonstrate proficiency in defensive tactics, driver training, physical fitness, firearms training, and law enforcement patrol techniques (GE VII.1, 2)
- Describe proper criminal investigation and accident investigation procedures
- Demonstrate an understanding of first responder techniques
- Perform proper custody procedures
- Demonstrate an understanding of laws of arrest, search, and seizure
- Apply proper court procedures
- Demonstrate effective oral and written communication skills (GE I. 7)

**ADMISSIONS POLICY**

Enrollment in this program is restricted to applicants who meet the following criteria:

1. Must be 20 years of age or older;
2. Must hold a high school diploma or GED;
3. Must meet all minimum standards for employment and certification in criminal justice employment; and,
4. Must obtain sponsorship from an organized law enforcement agency.

Students successfully completing a Basic Law Enforcement Training course accredited by the North Carolina Criminal Justice Education and Training Standards Commission will receive credit towards the Associate in Applied Science degree in Criminal Justice Technology.

Students must have successfully passed the Commission's comprehensive certification examination. Please note that credit issued towards the Associate in Applied Science degree in Criminal Justice will coincide with the Seven Year Limit Policy as set forth by the College catalog. Students entering the program must provide a transcript from the insitution in which they have successfully completed CJC 100, be consistently enrolled, and complete the entire program in order for credit to be awarded. Credit awarded is to be used for the sole purpose of completion of the Associate in Applied Science degree in Criminal Justice at Western Piedmont Community College and therefore may not transfer to four-year institutions.

**SPECIAL RESTRICTIONS**

Western Piedmont Community College and the Basic Law Enforcement Training Program have the goal to remain in full compliance with the federal Americans with Disabilities Act. However, job-related tasks have been established for this program, and all students must be in full compliance with each of these tasks in order to be admitted. A listing of these tasks is on file and will be provided upon request.

**Core Required Courses**

CJC 100 Basic Law Enforcement Training .....19

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 19 SHC**

# ASSOCIATE IN APPLIED SCIENCE
## BUILDING CONSTRUCTION TECHNOLOGY
## A35140

The Building Construction Technology curriculum is designed to provide students with an overview of the building construction industry. Construction labs/lecture courses and other related classes provide students with up-to-date knowledge on materials, trends, and techniques of the ever-changing construction industry.

Coursework includes basic construction concepts such as general construction, blueprint reading, construction estimating, and project management. Students may also diversify their knowledge of construction in other areas such as electrical wiring, construction surveying, plumbing, statics/strength of materials, and HVAC.

Graduates should qualify for entry-level jobs in any general construction setting and be able to advance quickly to management positions such as supervisors, superintendents, project coordinators, project planners, estimators, and inspectors. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Perform basic measurements using a various array of measuring instruments in the S.A.E. format of feet, feet and inches, inches and fractions of an inch
- Create, manage, organize, and communicate information through print and electronic media (GE III. 5)
- Demonstrate ability to recognize and apply appropriate general construction skills
- Ability to develop an ethical and professional foundation to become a responsible member of society and the construction industry (GE VI. 1)
- Demonstrate an appropriate mastery of the knowledge, techniques, skills, and modern tools of construction.
- Demonstrate an ability to function effectively on teams (GE V. 3)
- Develop a historical consciousness and global perspective of the need for preserving the environment by applying sustainable technology into building practices (GE IV.2)



### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Mathematics**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 120 | Geometry and Trigonometry | 3 | |
| MAT | 121 | Algebra/Trigonometry I | 3 | FA |

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| ARC | 112 | Constr Matls & Methods | 4 | FA |
| BPR | 130 | Print Reading-Const | 3 | FA |
| CMT | 120 | Codes and inspections | 3 | SP |
| CST | 111 | Construction I | 4 | FA, SP |
| CST | 112 | Construction II | 4 | FA, SP |
| CST | 221 | Statics/Structures | 4 | SP |
| SST | 140 | Green Building & Design Concepts | 3 | FA |

(Continued on following page)

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| AHR | 211 | Residential System Design | 3 | SP |
| ALT | 120 | Renewable Energy Tech | 3 | FA |
| ARC | 114 | Architectural CAD | 2 | SP |
| CST | 150 | Building Science | 3 | SP |
| CST | 241 | Planning/Estimating I | 3 | SP |
| ELC | 120 | Intro to Wiring | 3 | FA |
| MAS | 140 | Intro into Masonry | 2 | SU |
| PLU | 111 | Intro to Plumbing | 2 | SP |
| SST | 110 | Intro to Sustainability | 3 | FA |

**General Electives**

***(Select 4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| AHR | 112 | Heating Technology | 4 | SP |
| AHR | 113 | Comfort Cooling | 4 | FA |
| AHR | 160 | Refrigerant Certification | 1 | FA |
| BUS | 110 | Introduction to Business | 3 | FA, SP |
| CIS | 111 | Basic PC Literacy | 2 | FA, SP |
| ELC | 220 | Photovoltaic System Tech | 3 | FA |
| ISC | 121 | Envir Health & Safety | 3 | FA, SP |
| SST | 120 | Energy Use Analysis | 3 | SP |
| WLD | 112 | Basic Welding Processes | 2 | FA, SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 68 SCH**

- **Students planning to transfer are encouraged to take MAT 171, MAT 172, PHY 151 and PHY 152**

***This course enhances student learning through the use of appropriate technology.***

# DIPLOMA IN LIGHT CONSTRUCTION



## GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |

**Mathematics**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 120 | Geometry and Trigonometry | 3 | |
| MAT | 121 | Algebra/Trigonometry I | 3 | FA |

## MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| AHR | 211 | Residential System Design | 3 | SP |
| ARC | 112 | Construction Materials and Methods | 4 | SP |
| ARC | 114 | Architectural CAD | 2 | SP |
| BPR | 130 | Print Reading/Const | 3 | FA |
| CMT | 120 | Codes and Inspections | 3 | SP |
| CST | 111 | Construction I | 4 | FA, SP |
| CST | 112 | Construction II | 4 | FA,SP |
| CST | 241 | Planning/Estimating I | 3 | SP |
| ELC | 120 | Intro To Wiring | 3 | FA |
| MAS | 140 | Intro to Masonry | 2 | SU |
| PLU | 111 | Intro to Plumbing | 2 | SP |
| SST | 140 | Green Building & Design Concepts | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 42 SHC**

# CERTIFICATE IN CONSTRUCTION CARPENTRY C35140A

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ARC | 112 | Constr Matls & Methods | 4 | FA |
| BPR | 130 | Print Reading/Const | 3 | FA |
| CMT | 120 | Codes and Inspections | 3 | SP |
| CST | 111 | Construction I | 4 | FA,SP |
| CST | 112 | Construction II | 4 | FA,SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 18 SHC**

# CERTIFICATE IN CONSTRUCTION TRADES C35140E

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| BPR | 130 | Print Reading/Const | 3 | FA |
| CST | 111 | Construction I | 4 | FA,SP |
| CST | 150 | Building Science | 3 | SP |
| ELC | 120 | Intro to Wiring | 3 | FA |
| MAS | 140 | Intro to Masonry | 2 | SU |
| PLU | 111 | Intro to Basic Plumbing | 2 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 17 SHC**



# CERTIFICATE IN HVACR C35140F

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| AHR | 112 | Heating Technology | 4 | SP |
| AHR | 113 | Comfort Cooling | 4 | FA |
| AHR | 211 | Residential System Design | 3 | SP |
| AHR | 160 | Refrigerant Certification | 1 | FA |
| ELC | 120 | Intro to Wiring | 3 | FA |
| WLD | 112 | Basic Welding Process | 2 | FA, SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 17 SHC**

# ASSOCIATE IN APPLIED SCIENCE
## BUSINESS ADMINISTRATION A25120

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

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

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Understand and apply the planning, organizing, staffing, directing, and controlling functions of management
- Demonstrate the ability to apply microeconomic and macroeconomic concepts as a basis for understanding our economy
- Use written or oral discussion to discover and to articulate ideas (GE I. 1)
- Demonstrate the ability to interpret and apply principles of financial management
- Develop and apply organizational strategies to decision making
- Display a working knowledge of computing concepts, components and basic office applications(GE III. 5)
- Effectively use microcomputers and software applications

### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ECO | 252 | Prin of Macroeconomics | 3 | SP |
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |
| MAT | 155/A | Statistical Analysis/Lab | 4 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| ACC | 120 | Prin of Financial Acct | 4 | FA |
| BUS | 115 | Business Law I | 3 | FA |
| BUS | 137 | Principles of Management | 3 | SP |
| CIS | 111 | Basic PC Literacy | 2 | SP |
| ECO | 251 | Prin of Microeconomics | 3 | FA |
| MKT | 120 | Principles of Marketing | 3 | SP |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| ACC | 121 | Prin of Managerial Acct | 4 | SP |
| ACC | 150 | Acct Software Appl | 2 | FA |
| BUS | 110 | Introduction to Business | 3 | FA |
| BUS | 121 | Business Math | 3 | FA |
| BUS | 135 | Principles of Supervision | 3 | FA |
| BUS | 153 | Human Resource Management | 3 | FA |
| BUS | 225 | Business Finance | 3 | FA, SP |
| BUS | 239 | Bus Applications Seminar | 2 | SP |
| OST | 136 | Word Processing | 3 | FA |

(Continued on following page)

### General Electives

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| BUS | 125 | Personal Finance | 3 | FA |
| BUS | 255 | Org Behavior in Business | 3 | SP |
| BUS | 260 | Business Communications | 3 | FA |
| CTS | 130 | Spreadsheet | 3 | SP |
| ETR | 220 | Innovation & Creativity | 3 | FA |
| ETR | 230 | Entrepreneur Marketing | 3 | SP |
| ETR | 240 | Funding for Entrepreneurs | 3 | FA |
| MKT | 121 | Retailing | 3 | SP |
| MKT | 123 | Fundamentals of Selling | 3 | SP |
| MKT | 223 | Customer Service | 3 | SP |
| COE | XXX | Co-op Work Experience | (up to 3 SHC) | |

### Business Electives

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| BUS | 217 | Employment Law and Regs | 3 | FA |
| BUS | 230 | Small Business Management | 3 | FA |
| BUS | 240 | Business Ethics | 3 | FA |
| ISC | 112 | Industrial Safety | 2 | FA |
| ISC | 121 | Envir Health & Safety | 3 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 66 SHC**

***This course enhances student learning through the use of appropriate technology.***



# DIPLOMA IN BUSINESS ADMINISTRATION D25120

## GENERAL EDUCATION

### Required Courses

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

## MAJOR COURSES

### Core Required Courses

| | | | | |
|---|---|---|---|---|
| ACC | 120 | Prin of Financial Acct | 4 | FA |
| BUS | 115 | Business Law I | 3 | FA |
| BUS | 137 | Principles of Management | 3 | SP |
| CIS | 111 | Basic PC Literacy | 2 | SP |
| ECO | 251 | Prin of Microeconomics | 3 | FA |
| MKT | 120 | Principles of Marketing | 3 | SP |

### Other Major Required Courses

| | | | | |
|---|---|---|---|---|
| ACC | 121 | Prin of Managerial Acct | 4 | SP |
| BUS | 110 | Introduction to Business | 3 | FA |
| BUS | 121 | Business Math | 3 | FA |
| OST | 136 | Word Processing | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 37 SHC**

# CERTIFICATE IN CUSTOMER SERVICE C25120A

The Certificate in Customer Service is designed for retail managers, restaurant managers, and customer service managers who would like to upgrade their present skills. It will also benefit students who seek employment in these fields.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| BUS | 121 | Business Math | 3 | FA |
| BUS | 137 | Principles of Management | 3 | SP |
| BUS | 255 | Org Behavior in Business | 3 | SP |
| MKT | 120 | Principles of Marketing | 3 | SP |
| MKT | 223 | Customer Service | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 15 SHC**

# CERTIFICATE IN FINANCE C25120B

The Certificate in Finance is designed for individuals who are interested in learning more about non-banking financial institutions or who wish to retain or to upgrade their present skills.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ACC | 120 | Prin of Financial Acct | 4 | FA |
| BUS | 121 | Business Math | 3 | FA |
| BUS | 225 | Business Finance | 3 | FA |
| CIS | 111 | Basic PC Literacy | 2 | SP |
| CTS | 130 | Spreadsheet | 3 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 15 SHC**



# CERTIFICATE IN GENERAL BUSINESS C25120C

The Certificate in General Business is designed to meet the specific individual needs by allowing the student to choose those courses needed for current jobs, future employment, or general interest. This option will also benefit any business which needs specialized training for employees in management, general business, accounting, or computers.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| BUS | 110 | Introduction to Business | 3 | FA |
| BUS | 121 | Business Math | 3 | FA |
| BUS | 137 | Principles of Management | 3 | SP |
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |

**General Electives**

***(Select 6 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| ACC | 120 | Prin of Financial Acct | 4 | FA |
| ACC | 121 | Prin of Managerial Acct | 4 | SP |
| ACC | 150 | Acct Software Appl | 2 | FA |
| BUS | 125 | Personal Finance | 3 | FA |
| BUS | 135 | Principles of Supervision | 3 | FA |

(Continued on following page)

| | | | | |
|---|---|---|---|---|
| | BUS | 153 | Human Resource Management | 3 | FA |
| | BUS | 230 | Small Business Management | 3 | SP |
| | BUS | 255 | Org Behavior in Business | 3 | SP |
| | BUS | 260 | Business Communications | 3 | FA |
| 💻 | CIS | 111 | Basic PC Literacy | 2 | SP |
| | CTS | 130 | Spreadsheet | 3 | SP |
| | MKT | 121 | Retailing | 3 | SP |
| | MKT | 123 | Fundamentals of Selling | 3 | SP |
| | MKT | 223 | Customer Service | 3 | |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 18 SHC**

# CERTIFICATE IN HUMAN RESOURCE MANAGEMENT C25120F

This certificate is designed to prepare students for job opportunities in Human Resource Management, Industrial Relations, Training Manager, and Equipment Specialist.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| BUS | 135 | Principles of Supervision | 3 | FA |
| BUS | 153 | Human Resource Management | 3 | FA |
| BUS | 217 | Employment Law & Regulations | 3 | SP |
| BUS | 240 | Business Ethics | 3 | FA |
| BUS | 255 | Org Behavior in Business | 3 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 15 SHC**



# CERTIFICATE IN RETAIL AND SERVICE OPERATIONS C25120D

The Certificate in Retail and Service Operations is designed for practical business applications dealing with the special problems involved with retail and service operations. Emphasis is placed on training individuals for entry-level managerial positions in chain stores, franchise and small business operations, and to upgrade or retrain individuals presently employed in these types of operations.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| BUS | 121 | Business Math | 3 | FA |
| BUS | 153 | Human Resources Management | 3 | FA |
| 💻 CIS | 111 | Basic PC Literacy | 2 | SP |
| MKT | 121 | Retailing | 3 | SP |
| MKT | 123 | Fundamentals of Selling | 3 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 14 SHC**

# CERTIFICATE IN SMALL BUSINESS DEVELOPMENT C25120E

The Certificate in Small Business Development is designed for individuals who are interested in starting their own business. Students will learn the process of researching, planning, and operating a business, as well as small business management issues and support networks.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| BUS | 110 | Introduction to Business | 3 | FA |
| BUS | 121 | Business Math | 3 | FA |
| BUS | 230 | Small Business Management | 3 | FA |
| CIS | 111 | Basic PC Literacy | 2 | SP |
| MKT | 223 | Customer Service | 3 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 14 SHC**

# CERTIFICATE IN SUPERVISION C25120G

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| BUS | 135 | Principles of Supervision | 3 | FA |
| BUS | 217 | Employment Law and Regs | 3 | FA |
| CIS | 111 | Basic PC Literacy | 2 | SP |
| ISC | 121 | Envir Health & Safety | 3 | SP |

**General Electives**

***(Select 6 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| BUS | 137 | Principles of Management | 3 | SP |
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 17 SHC**

# ENTREPRENEURSHIP CERTIFICATE C25120J

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| BUS | 230 | Small Business Management | 3 | FA |
| ETR | 220 | Innovation and Creativity | 3 | FA |
| ETR | 230 | Entrepreneur Marketing | 3 | SP |
| ETR | 240 | Funding for Entrepreneurs | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 12 SHC**

# ASSOCIATE IN APPLIED SCIENCE
## CIVIL ENGINEERING TECHNOLOGY
## A40140

The Civil Engineering Technology curriculum provides the application of relevant theory of engineering needed by technicians to carry out planning and supervisory tasks in the construction of transportation systems, residential and commercial buildings, bridges, dams, and water and wastewater treatment systems.

Coursework includes the communication and computational skills required to support the fields such as materials testing, structures, estimating, project management, hydraulics, environmental technology, and surveying. Additional coursework will cover the operation of computers and application software including computer-aided drafting.

Graduates should qualify for technician-level jobs with both public and private engineering, construction, and surveying agencies. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Demonstrate ability to properly set up Total Station Surveying Instrument to measure angles and distances
- Identify and analyze the key Geometric Design Elements associated with highway design
- Work effectively and appropriately with others through collaboration and teamwork (GE V. 6)
- Use written and oral discussion to discover and to articulate ideas (GE I. 1)

### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Mathematics**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 121 | Algebra/Trigonometry I | 3 | FA |
| MAT | 171 | Precalculus Algebra | 3 | FA, SP |

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| | CEG | 210 | Construction Materials & Methods | 3 | SP |
| | CEG | 211 | Hydrology & Erosion Control | 3 | FA |
| | CEG | 212 | Intro to Environmental Tech. | 3 | SP |
| | CIV | 111 | Soils and Foundations | 4 | SP |
| | SRV | 110 | Surveying I | 4 | SP |
| | SRV | 111 | Surveying II | 4 | FA |
| Choose One | | | | | |
| | CEG | 115 | intro to Technology & Sustainability | 3 | FA |
| *OR* | EGR | 115 | Intro to Technology | 3 | FA |
| Choose One | | | | | |
| | CEG | 151 | CAD for Engineering Technology | 3 | FA |
| *OR* | DFT | 151 | CAD I | 3 | SP |
| Choose One | | | | | |
| | CEG | 111 | Introduction to GIS and GNSS | 4 | SP |
| *OR* | GIS | 111 | Introduction to GIS | 3 | SP |
| *AND* | GIS | 112 | Introduction to GPS | 3 | SP |

(Continued on following page)

**Statics/Strength Materials**

***(Select 3-5 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| EGR | 250 | Statics & Strength of Materials | 5 | SP |
| EGR | 251 | Statics | 3 | SP |
| MEC | 210 | Applied Mechanics | 3 | SP |

**Other Required Courses**

| | | | | |
|---|---|---|---|---|
| CIS | 111 | Basic PC Literacy | 2 | FA, SP, SU |
| CIV | 215 | Highway Technology | 3 | SP |

**Project Management Choose One Set**

| | | | | |
|---|---|---|---|---|
| | CEG | 235 | Project Management & Est | 3 | FA |
| *or* | CIV | 230 | Construction Estimating | 3 | SP |
| *and* | CIV | 240 | Project Management | 3 | FA |

**Mathematics Elective**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 122 | Algebra/Trigonometry II | 3 | SP |
| MAT | 172 | Precalculus Trigonometry | 3 | FA, SP |

**Physics Elective**

***(Select 4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| PHY | 131 | Physics-Mechanics | 4 | FA, SP |
| PHY | 151 | College Physics I | 4 | FA |

**General Electives**

***(Select 4-5 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| ALT | 120 | Renewable Energy Tech | 3 | FA |
| CEG | 230 | Subdivision Planning & Design | 3 | SP |
| CIV | 250 | Civil Eng Tech Project | 2 | SP |
| CST | 131 | OSHA/Safety/Certification | 3 | SP |
| CST | 251 | Electrical Wiring Systems | 3 | FA |
| DFT | 111 | Technical Drafting I | 2 | FA |
| MAT | 223 | Applied Calculus | 3 | FA |
| PHY | 132 | Physics – Elec & Magnetism | 4 | SP |
| PHY | 152 | College Physics II | 4 | SP |
| SST | 110 | Intro to Sustainability | 3 | FA |
| SST | 120 | Energy Use Analysis | 3 | FA |
| COE | XXX | Co-op Work Experience | (up to 4 SHC) | FA, SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 68 SHC**

***This course enhances student learning through the use of appropriate technology.***



# CERTIFICATE IN BASIC SURVEYING C40140A

**Required Courses** — **Semester Offered**

| | | | | |
|---|---|---|---|---|
| | EGR | 115 | Intro to Technology | 3 | FA |
| *or* | CEG | 115 | Intro to Tech & Sustainability | 3 | FA |
| | SRV | 110 | Surveying I | 4 | SP |
| | SRV | 111 | Surveying II | 4 | FA |

**Mathematics**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 121 | Algebra/Trigonometry I | 3 | FA |
| MAT | 171 | Precalculus Algebra | 3 | FA, SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 14 SHC**

# ASSOCIATE IN APPLIED SCIENCE
## COMPUTER ENGINEERING TECHNOLOGY
## A40160

The Computer Engineering Technology curriculum prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer controlled equipment. Includes instruction in mathematics, computer electronics and programming, prototype development and testing, systems installatikon and testing, solid state and microminiature circuitry, peripheral equipment, and report preparation. Graduates should qualify for employment opportunities in maintenance, programming, and other areas requiring knowledge of electromic and computer systems. Graduates may also qualify for certification in electronics, computer, or networks. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Use basic test equipment and measuring instruments, including oscilliscopes
- Assess and retrieve information through print and electronic media, evaluating the accuracy and authenticity of that information (GE III.4)

### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

**Mathematics**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 121 | Algebra/Trigonometry I | 3 | FA |
| MAT | 171 | Precalculus Algebra | 3 | FA, SP |

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| CET | 111 | Computer Upgrade/Repair I | 3 | SP |
| ELC | 131 | Circuit Analysis I | 4 | FA |
| ELN | 131 | Analog Electronics I | 4 | SP |
| ELN | 132 | Analog Electronics II | 4 | FA |
| ELN | 133 | Digital Electronics | 4 | FA |
| ELN | 232 | Intro to Microprocessors | 4 | SP |

**Programming Elective**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| CSC | 133 | C Programming | 3 | SP |
| CSC | 134 | C++ Programming | 3 | SP |
| CSC | 139 | Visual Basic Programming | 3 | |
| CSC | 151 | JAVA Programming | 3 | SP |
| NOS | 110 | Operating Systems Concepts | 3 | |

(Continued on following page)

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| | CET | 222 | Computer Architecture | 2 | SP |
| | ELN | 233 | Microprocessor Systems | 4 | SP |
| 💻 | EGR | 111 | Engineering Comp and Careers | 3 | FA |
| | EGR | 285 | Design Project | 2 | FA, SP |

**Mathematics Elective (select 3 shc from the following courses)**

| | | | |
|---|---|---|---|
| MAT | 122 | Algebra/Trigonometry II | 3 | SP |
| MAT | 172 | Precalculus Trigonometry | 3 | SP |

**Calculus Elective (select 3 shc from the following courses)**

| | | | |
|---|---|---|---|
| MAT | 223 | Applied Calculus | 3 | FA |
| MAT | 271 | Calculus I | 3 | FA |

**physics elective (select 4 shcfrom the following courses)**

| | | | |
|---|---|---|---|
| PHY | 131 | Physics - Mechanics | 4 | FA |
| PHY | 151 | College Physics I | 4 | FA |
| PHY | 251 | General Physics | 4 | FA |

**general electives (select 5 shc from the following courses)**

| | | | |
|---|---|---|---|
| ATR | 112 | Intro to Automation | 3 |
| ATR | 211 | Robot Programming | 3 |
| CET | 111 | Computer Upgrade/Repair I | 3 |
| CET | 125 | Voice and Data Cabling | 3 |
| CET | 130 | Operating System Prin | 3 |
| CET | 161 | Procedural Programming | 3 |
| CET | 225 | Digital Signal Processing | 3 |
| CET | 245 | Internet Servers | 3 |
| CSC | 143 | Object-Oriented Progranning | 3 |
| CSC | 246 | Realtime Programming | 3 |
| CSC | 249 | Data Struct & Algorithms | 3 |
| DFT | 151 | CAD 1 | 3 |
| ELC | 128 | Intro to PLC | 3 |
| ELN | 152 | Fabrication Techniques | 2 |
| ELN | 234 | Communications Systems | 3 |
| ELN | 237 | Local Area Networks | 3 |
| ELN | 238 | Advanced LANs | 3 |
| HYD | 110 | Hydraulics/Pneumatics I | 3 |
| MEC | 130 | Mechanisms | 3 |
| PHY | 132 | Physic-Elec & Magnetism | 4 |
| COE | XXX | Co-op Work Experience | (up to 3 SHC) |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 65 SHC**

💻 ***This course enhances student learning through the use of appropriate technology.***

# CERTIFICATE IN NETWORK DESIGN AND IMPLEMENTATION C40160B

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| CET | 111 | Computer Upgrade/Repair I | 3 | SP |
| CET | 125 | Voice and Data Cabling | 3 | |
| CET | 245 | Internet Servers | 3 | |
| CSC | 134 | C++ Programming | 3 | SP |
| ELN | 237 | Local Area Networks | 3 | |
| ELN | 238 | Advanced LANs | 3 | |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 18 SHC**

# ASSOCIATE IN APPLIED SCIENCE
## COMPUTER INFORMATION TECHNOLOGY
## A25260

The Computer Information Technology curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information systems needs.

Coursework will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Demonstrate proficiency in software applications, such as word processing, spreadsheets, databases, and business presentations
- Utilize the latest operating systems and systems software
- Apply problem-solving techniques and skills including the use of logic (GE II. 6)
- Display knowledge of hardware/software maintenance, upgrades, and support
- Setup and manage client/ server systems in a Local Area Network (LAN)
- Design and implement technical solutions to optimize business processes
- Effectively use the Internet for research, communication, collaboration, and to create websites
- Create, implement, and maintain security policies and procedures
- Use written and oral discussion to discover and to articulate ideas (GE I. 1)
- Demonstrate attitudes and skills that promote success in the workplace (GE V. 5)

### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |
| MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| BUS | 110 | Introduction to Business | 3 | FA, SP, SU |
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| CIS | 115 | Intro to Prog & Logic | 3 | SP |
| CTS | 120 | Hardware/Software Support | 3 | FA |
| CTS | 285 | System Analysis & Design | 3 | FA |
| CTS | 289 | Systems Support Project | 3 | SP |
| DBA | 110 | Database Concepts | 3 | SP |

(Continued on following page)

| | | | | |
|---|---|---|---|---|
| NET | 125 | Networking Basics | 3 | FA |
| NOS | 110 | Operating System Concepts | 3 | FA |
| NOS | 130 | Windows Single User | 3 | SP |
| NOS | 230 | Windows Admin I | 3 | FA |
| SEC | 110 | Security Concepts | 3 | SP |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| CSC | 139 | Visual BASIC Prog | 3 | FA |
| CSC | 239 | Adv Visual BASIC Prog | 3 | SP |
| CTS | 220 | Adv Hard/Software Support | 3 | SP |
| CTS | 287 | Emerging Technologies | 3 | FA |
| WEB | 110 | Internet/Web Fundamentals | 3 | FA |

**General Electives**

***(Select 6 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| CCT | 110 | Intro to Cyber Crime | 3 | SU |
| CTI | 150 | Mobile Computing Devices | 3 | FA, SP |
| CTS | 125 | Presentation Graphics | 3 | SP |
| CTS | 130 | Spreadsheet | 3 | FA, SP, SU |
| NET | 126 | Routing Basics | 3 | SP |
| OST | 136 | Word Processing | 3 | FA, SP, SU |
| WEB | 140 | Web Development Tools | 3 | SP |
| COE | XXX | Co-op Work Experience | (up to 3 SHC) | |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 73 SHC**

***This course enhances student learning through the use of appropriate technology.***



# Certificate in Microsoft Office C25260B

The Certificate in Microsoft Office is designed for students currently employed or who will be seeking work in a computer environment that uses Microsoft Office. Students who successfully complete this program will have a working knowledge of the individual programs Word, Excel, Access, and PowerPoint and will be able to move data between each program in order to have a fully integrated system.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| CTS | 130 | Spreadsheet | 3 | FA, SP, SU |
| DBA | 110 | Database Concepts | 3 | SP |
| CTS | 125 | Presentation Graphics | 3 | SP |
| OST | 136 | Word Processing | 3 | FA, SP, SU |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 15 SHC**

# CERTIFICATE IN NETWORKING C25260C

The Certificate in Networking is designed for students currently employed or who will be seeking work in a computer environment using or planning a Local Area Network (LAN). Students who successfully complete this program will have a working knowledge of networking terms, topology, installation, and interconnectivity. A popular network operating system will be the focus of attention.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| CTS | 120 | Hardware/Software Support | 3 | FA |
| NET | 125 | Networking Basics | 3 | FA |
| NET | 126 | Routing Basics | 3 | SP |
| NOS | 130 | Windows Single User | 3 | SP |
| NOS | 230 | Windows Admin I | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 18 SHC**

# ASSOCIATE IN APPLIED SCIENCE
## COMPUTER-INTEGRATED MACHINING TECHNOLOGY A50210

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development and production, resulting in a finished product.

Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Create, manage, organize, and communicate information through print and electronic media (GE III. 5)
- Demonstrate activities and skills that promote success in the workplace (GE V. 5)
- Demonstrate competence in precision measurement and layout
- Demonstrate competence in drilling and sawing
- Demonstrate competence in turning, milling, and precision grinding

### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Mathematics**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 120 | Geometry and Trigonometry | 3 | |
| MAT | 121 | Algebra/Trigonometry I | 3 | FA |

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| BPR | 111 | Print Reading | 2 | FA |
| MAC | 111 | Machining Technology I | 6 | FA |
| MAC | 112 | Machining Technology II | 6 | SP |
| MAC | 121 | Intro to CNC | 2 | SP |
| MAC | 124 | CNC Milling | 2 | FA |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| BPR | 121 | Blueprint Reading: Mech | 2 | SP |
| MAC | 113 | Machining Technology III | 6 | FA |
| MAC | 114 | Intro to Metrology | 2 | FA |
| MAC | 122 | CNC Turning | 2 | FA |
| MAC | 151 | Machining Calculations | 2 | FA |

(Continued on following page)

| | | | | |
|---|---|---|---|---|
| MAC | 214 | Machining Technology IV | 6 | SP |
| MAC | 224 | Advanced CNC Milling | 2 | SP |
| MAC | 229 | CNC Programming | 2 | SP |
| MAC | 231 | CAM: CNC Turning | 3 | SP |
| MAC | 232 | CAM: CNC Milling | 3 | SP |
| MAC | 247 | Production Tooling | 2 | SU |

**Computer Elective**

***(Select 2-3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| CIS | 111 | Basic PC Literacy | 2 | FA, SP, SU |
| EGR | 111 | Eng Comp and Careers | 3 | FA, SP |

**Tool Design Elective**

***(Select 4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| DDF | 214 | Tool Design | 4 | SU |
| MAC | 241 | Jigs & Fixtures I | 4 | SU |

**Metallurgy Elective**

***(Select 2 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MEC | 142 | Physical Metallurgy | 2 | FA |
| WLD | 143 | Welding Metallurgy | 2 | FA |

**General Elective**

***(Select 2-4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| DFT | 121 | Intro to GD & T | 2 | |
| DFT | 151 | CAD I | 3 | FA, SP |
| EGR | 150 | Intro to Engineering | 2 | FA, SP |
| HYD | 110 | Hydraulics/Pneumatics I | 3 | FA |
| ISC | 112 | Industrial Safety | 2 | FA, SP |
| ISC | 121 | Envir Health & Safety | 2 | FA, SP |
| MEC | 151 | Mechanical Mfg. Systems | 2 | |
| PLA | 110 | Intro to Plastics | 2 | |
| PLA | 120 | Injection Molding | 3 | |
| PLA | 230 | Adv. Plastics Mfg | 4 | |
| WLD | 110 | Cutting Processes | 2 | FA, SP |
| WLD | 112 | Basic Welding Processes | 2 | FA, SP |
| COE | XXX | Co-op Work Experience | (up to 4 SHC) | |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 75 SHC**

***This course enhances student learning through the use of appropriate technology.***



# DIPLOMA IN MACHINING D50210

## GENERAL EDUCATION

**Required Courses** — **Semester Offered**

| | | | | |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

(Continued on following page)

**MAJOR COURSES**

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| BPR | 111 | Print Reading | 2 | FA |
| MAC | 111 | Machining Technology I | 6 | FA |
| MAC | 112 | Machining Technology II | 6 | SP |
| MAC | 124 | CNC Milling | 2 | FA |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| BPR | 121 | Blueprint Reading: Mech | 2 | SP |
| MAC | 113 | Machining Technology III | 6 | FA |
| MAC | 114 | Intro to Metrology | 2 | FA |
| MAC | 122 | CNC Turning | 2 | FA |
| MAC | 151 | Machining Calculations | 2 | FA |

**Metallurgy Elective**

***(Select 2 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MEC | 142 | Physical Metallurgy | 2 | FA |
| WLD | 143 | Welding Metallurgy | 2 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 38 SHC**

# CERTIFICATE IN CNC OPERATIONS C50210A

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| MAC | 121 | Intro to CNC | 2 | SP |
| MAC | 122 | CNC Turning | 2 | FA |
| MAC | 124 | CNC Milling | 2 | FA |
| MAC | 224 | Advanced CNC Milling | 2 | SP |
| MAC | 229 | CNC Programming | 2 | SP |
| MAC | 231 | CAM: CNC Turning | 3 | SP |
| MAC | 232 | CAM: CNC Milling | 3 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 16 SHC**

# CERTIFICATE IN INJECTION MOLDING C50210C

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| BPR | 111 | Print Reading | 2 | FA |
| ISC | 112 | Industrial Safety | 2 | FA, SP |
| MEC | 151 | Mechanical Mfg. Systems | 2 | |
| PLA | 110 | Intro to Plastics | 2 | |
| PLA | 120 | Injection Molding | 3 | |
| PLA | 230 | Adv Plastics Manufacturing | 4 | |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 15 SHC**

# CERTIFICATE IN MACHINING OPERATIONS C50210B

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| MAC | 111 | Machining Technology I | 6 | FA |
| MAC | 112 | Machining Technology II | 6 | SP |
| MAC | 113 | Machining Technology III | 6 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 18 SHC**

# ASSOCIATE IN APPLIED SCIENCE
# CRIMINAL JUSTICE TECHNOLOGY A55180

The Criminal Justice Technology curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system's role within society will be explored.

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers, and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Demonstrate an understanding of criminal justice systems and operations
- Demonstrate an understanding of criminal and constitutional law, investigative principles, ethics and community relations
- Use written and oral discussion to discover and to articulate ideas (GE I. 1)
- Demonstrate a working knowledge of basic computer software components
- Demonstrate an understanding of the criminal justice system's role within society (GE VI. 1)
- Demonstrate an understanding of the judicial processes, corrections, and security services

## GENERAL EDUCATION

### Required Courses

| | | | | Semester Offered |
|---|---|---|---|---|
| COM | 110 | Introduction to Communication | 3 | FA, SP, SU |
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |
| MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP, SU |
| PSY | 150 | General Psychology | 3 | FA, SP, SU |
| SOC | 210 | Introduction to Sociology | 3 | FA, SP, SU |

### Humanities/Fine Arts

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

## MAJOR COURSES

### Core Required Courses

| | | | | |
|---|---|---|---|---|
| CJC | 111 | Intro to Criminal Justice | 3 | FA |
| CJC | 112 | Criminology | 3 | FA |
| CJC | 113 | Juvenile Justice | 3 | SP |
| CJC | 131 | Criminal Law | 3 | FA |
| CJC | 212 | Ethics & Comm Relations | 3 | SP |
| CJC | 221 | Investigative Principles | 4 | FA |
| CJC | 231 | Constitutional Law | 3 | FA |

### Other Major Required Courses

| | | | | |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| CJC | 121 | Law Enforcement Operations | 3 | SP |
| CJC | 132 | Court Procedure & Evidence | 3 | SP |
| CJC | 141 | Corrections | 3 | FA |
| CJC | 223 | Organized Crime | 3 | SP |
| CJC | 225 | Crisis Intervention | 3 | SP |
| CJC | 255 | Issue in Crim Justice App | 3 | SP |
| POL | 120 | American Government | 3 | FA, SP, SU |

(Continued on following page)

**General Electives**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| CJC | 151 | Intro to Loss Prevention | 3 | SU |
| CJC | 211 | Counseling | 3 | SU |
| CJC | 233 | Correctional Law | 3 | FA, SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 71 SHC**

***This course enhances student learning through the use of appropriate technology.***

*Students successfully completing a Basic Law Enforcement Training course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriff's Education and Training Standards Commission will receive credit towards the Associate in Applied Science degree in Criminal Justice Technology.*

*Students must have successfully passed the Commission's comprehensive certification examination. Please note that credit issued towards the Associate in Applied Science degree in Criminal Justice will coincide with the Seven Year Limit Policy as set forth by the College catalog. Students entering the program must provide a transcript from the institution in which they have successfully completed CJC 100, be consistently enrolled, and complete the entire program in order for credit to be awarded. Credit awarded is to be used for the sole purpose of completion of the Associate in Applied Science degree in Criminal Justice at Western Piedmont Community College and therefore may not transfer to four-year institutions.*

# Certificate in Correctional Technology C55180B

The Certificate in Correctional Technology is designed to give students a better understanding of statutory/case law pertinent to correctional concepts, facilities, and related practices. Students who successfully complete this program will have a working knowledge of legal issues encompassing incarceration, probation, parole, restitution, pardons, and other related topics. This certificate will teach students how to establish inter-relationships and evaluate career options within the correctional field.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| CJC | 111 | Intro to Criminal Justice | 3 | FA |
| CJC | 141 | Corrections | 3 | FA |
| CJC | 212 | Ethics and Comm Relations | 3 | SP |
| CJC | 223 | Organized Crime | 3 | SP |
| CJC | 225 | Crisis Intervention | 3 | SP |
| CJC | 233 | Correctional Law | 3 | FA, SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 18 SHC**



# Certificate in Law Enforcement Technology C55180A

The Certificate in Law Enforcement Technology is designed to give students a better understanding in the fundamentals of general law enforcement operations. Students who successfully complete this program will have a working knowledge of theories, practices, and other issues related to law enforcement operations. This certificate will teach students how to establish inter-relationships and evaluate career options within the law enforcement field.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| CJC | 111 | Intro to Criminal Justice | 3 | FA |
| CJC | 132 | Court Procedure and Evidence | 3 | SP |
| CJC | 121 | Law Enforcement Operations | 3 | SP |
| CJC | 212 | Ethics and Comm Relations | 3 | SP |
| CJC | 223 | Organized Crime | 3 | SP |
| CJC | 231 | Constitutional Law | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 18 SHC**

# CERTIFICATE IN PRIVATE SECURITY TECHNOLOGY
# C55180C

The Certificate in Private Security Technology is designed to give students a better understanding in the concepts and methods related to commercial and private security systems. Students who successfully complete this program will have a working knowledge of security systems, risk management, and laws relative to loss prevention. This certificate will teach students how to establish inter-relationships and evaluate career options within the security field.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| CJC | 111 | Intro to Criminal Justice | 3 | FA |
| CJC | 113 | Juvenile Justice | 3 | SP |
| CJC | 151 | Intro to Loss Prevention | 3 | SU |
| CJC | 212 | Ethics and Comm Relations | 3 | SP |
| CJC | 223 | Organized Crime | 3 | SP |
| CJC | 225 | Crisis Intervention | 3 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 18 SHC**

# DIPLOMA
# DENTAL ASSISTING D45240

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chairside and related office and laboratory procedures.

Coursework includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Conduct oneself in an ethical, legal and professional manner as a member of the dental team (GE V. 2)
- Communicate effectively with staff and patients in the dental setting, through effective verbal and written skills (GE I. 2)
- Work as a skilled Dental Assistant II in performance of assigned duties under the guidance and supervision of a licensed dentist
- Perform administrative and clinical skills and techniques with a degree of competence appropriate for safe and effective office management and patient care
- Discuss, identify, operate, and maintain essential dental operatory equipment
- Be able to expose, process, and store intraoral radiographs
- Systematically collect diagnostic data including medical and dental histories, vital signs, preliminary impressions and study casts
- Manage infection and hazard control protocol consistent with published guidelines

## ADMISSION POLICY

**Must be completed by February 1.**

1. WPCC application for admission.
2. Complete College's admissions and testing procedures.
3. Submit an official high school transcript showing graduation date or an official copy of the GED in a sealed envelope.
4. Submit official transcripts from all previously attended colleges in a sealed envelope . Students must score a "C" or better in each course in order to transfer credit.
5. Achieve COMPASS Reading score of 71 and COMPASS Writing score of 60 or above, or provide proof of successful completion of ENG 090 and RED 090, or DRE 097.
6. Achieve ASSET Numerical Skills score of 41 or above, COMPASS Pre-Algebra score of 47 or above, or provide proof of successful completion of MAT 060 or DMA 010 and DMA 020 and DMA 030 .
7. Complete all general education courses and other major required courses with a score of "C" or better.
8. It is the student's responsibility to verify that all required documentation has been received prior to the deadline.



## PROGRAM ADMISSION INFORMATION

- Notification of acceptance or rejection will be made by April 1.
- Upon admission, students will receive a copy of the Dental Assisting Program Policies. These rules are in addition to regular College policies.
- Following admission, each student must submit a completed medical appraisal.
- Students are admitted to the program each Fall semester

## GENERAL EDUCATION

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ✎ ENG | 102 | Applied Communications II | 3 | |
| PSY | 150 | General Psychology | 3 | FA, SP, SU |

(Continued on following page)

## MAJOR COURSES

### Core Required Courses

| | | | | |
|---|---|---|---|---|
| DEN | 100 | Basic Orofacial Anatomy | 2 | FA |
| DEN | 101 | Preclinical Procedures | 7 | FA |
| DEN | 102 | Dental Materials | 5 | FA |
| DEN | 103 | Dental Sciences | 2 | SP |
| DEN | 104 | Dental Health Education | 3 | SP |
| DEN | 105 | Practice Management | 2 | SP |
| DEN | 106 | Clinical Practice I | 5 | SP |
| DEN | 107 | Clinical Practice II | 5 | SP |
| DEN | 111 | Infection/Hazard Control | 2 | FA |
| DEN | 112 | Dental Radiography | 3 | FA |

### Other Major Required Courses

| | | | | |
|---|---|---|---|---|
| BIO | 106 | Intro to Anat/Phys/Micro | 3 | FA, SP |

## MINIMUM TOTAL CREDIT HOURS REQUIRED: 45 SHC

✐ ***Students may substitute ENG 111 and ENG 114, or ENG 111 and a communication course (COM) for ENG 102.***

➢ ***Students may substitute BIO 163 and BIO 275 or BIO 168, BIO 169, and BIO 275 for BIO 106.***

# ASSOCIATE IN APPLIED SCIENCE
## DIGITAL EFFECTS AND ANIMATION TECHNOLOGY A30130

The Digital Effects and Animation Technology curriculum is designed to provide students with the training necessary to become competent in creating, manipulating, and animating digital images. These skills have application in the production of a variety of moving image forms.

Students will take courses covering computer hardware/software applications, computer animation, creation and manipulation of digital images and nonlinear editing. They will become proficient at using media industry standard hardware/software to generate and manipulate images, and create digital special effects.

Upon completion of this program, students will be able to generate moving images and manipulate captured images for a variety of media production applications. Graduates should qualify for employment in the creation and/or editing of a variety of media forms. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Demonstrate proficiency in computer hardware/ software applications such as computer motion graphics animation, creation and manipulation of digital images, 3D content creation, video production techniques and nonlinear editing
- Utilize media industry standard hardware/software to generate motion graphics and digital special effects for video and web output
- Utilize MAC operating systems and MAC systems software
- Demonstrate knowledge of key terminology of production processes from pre-production to post production
- Design and implement portfolio content in both 2D, 3D content creation and video
- Develop proficiency in logic, problem solving, and programming skills (GE II. 6)
- Effectively use the internet for research, communication, collaboration, and create and maintain portfolio website (GE III. 5)
- Demonstrate effective oral and written communication skills (GE I.1)



### ADMISSION POLICY

1. Must have a high school diploma or GED;
2. Complete College admissions and testing procedures;
3. Interview and advisement with Coordinator of Digital Effects and Animation Technology Program;
4. COMPASS Reading score of 71 or above and COMPASS Writing score of 60 or above, or completion of ENG 090 and RED 090, or DRE 097.
5. ASSET Numerical Skills score of 41 or above, COMPASS Prealgebra score of 47 or above, or completion of MAT 060 or DMA 010 and DMA 020 and DMA 030.

Additional classes may be admitted to the program as deemed appropriate by the College. Due to limited laboratory space and course prerequisites, only students admitted to the Digital Effects and Animation Technology Program may enroll for courses with the DEA prefix. Should the number of qualified applicants exceed the number of available spaces, students will be admitted based upon the program application date.

### GENERAL EDUCATION

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Pro Research Report | 3 | FA, SP, SU |

**Natural Sciences/Mathematics**

***(Select 4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| BIO | 111 | General Biology I | 4 | FA, SP, SU |
| MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP, SU |
| MAT | 155/A | Statistical Analysis/Lab | 4 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

(Continued on following page)

**Social/Behavorial Science**

*Select 3SHC from the Social/Behavorial Science list on Page 67*

## MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| 💻 DEA | 111 | Introduction to DEAT | 3 | FA |
| DEA | 112 | 2D Design and Animation I | 3 | SP |
| DEA | 212 | 2D Design and Animation II | 3 | FA |
| DEA | 213 | 3D Design and Animation I | 3 | SP |
| DEA | 214 | 3D Design and Animation II | 3 | SU |
| DEA | 220 | DEAT Compositing | 3 | FA |
| DEA | 221 | DEAT Modeling | 3 | FA |
| DEA | 230 | Implementation Project I | 4 | FA |
| DEA | 231 | Implementation Project II | 4 | SP |
| DEA | 240 | DEAT Portfolio Review | 4 | SP |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| ART | 121 | Two Dimensional Design | 3 | FA, SP, SU |
| ART | 131 | Drawing I | 3 | FA, SP, SU |
| FVP | 114 | Camera & Lighting I | 3 | SU |
| FVP | 238 | Software Apps for FVP | 3 | SP |
| WEB | 140 | Web Development Tools | 3 | SP |

**General Elective**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| ART | 266 | Videography I | 3 | FA,SP |
| FVP | 227 | Multimedia Production | 3 | SP |
| SGD | 111 | Introduction to SGD | 3 | FA, SP |
| SGD | 165 | SG Character Development | 3 | SP, SU |
| SGD | 172 | Virtual SG Environments | 3 | SP, SU |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 67 SHC**

💻 ***This course enhances student learning through the use of appropriate technology.***

∞ ***Math competency must be met by satisfactory completion of MAT 060 or DMA 010 and DMA 020 and DMA 030 or the following placement test scores: ASSET Numerical Skills score of 41 or above or COMPASS Prealgebra Skills score of 47 or above***



# CERTIFICATE IN DIGITAL DESIGN AND MOTION GRAPHICS C30130A

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ART | 121 | Two Dimensional Design | 3 | FA, SP, SU |
| DEA | 111 | Introduction to DEAT | 3 | FA |
| DEA | 112 | 2D Design and Animation I | 3 | SP |
| DEA | 212 | 2D Design and Animation II | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 12 SHC**

# ASSOCIATE IN APPLIED SCIENCE
## EARLY CHILDHOOD EDUCATION A55220

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

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

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs. *Students should consult their advisor for information about course scheduling.*

This program is nationally-accredited by the NATIONAL ASSOCIATION FOR THE EDUCATION OF YOUNG CHILDREN (NAEYC). The competencies that follow are from the NAEYC standards and are compatible with the general education competencies and learning outcomes of WPCC as the key assessments used by NAEYC for evaluation and continued accreditation of the early childhood education program align with them. Note below the selected general education competencies associated with the selected NAEYC standards.

***Upon successful completion of this program, the student should be able to:***

- Know and understand young children's characteristics and needs
- Know and understand the multiple influences on development and learning
- Use developmental knowledge to create healthy, respectful, supportive, and challenging learning environments
- Know about and understand family and community characteristics (GE I.1)
- Support and empower families and communities through respectful, reciprocal relationships
- Involve families and communities in their children's development and learning
- Understand the goals, benefits and uses of assessment
- Know about and use observation, documentation and other appropriate assessment tools and approaches (GE I.1)
- Understand and practice responsible assessment (GE I.1)
- Know about assessment partnerships with families and other professionals
- Know, understand, and use positive relationships and supportive interactions
- Know, understand and use effective approaches, strategies and tools for early education
- Know and understand the importance, central concepts, inquiry tools, and structures of content areas or academic disciplines
- Use own knowledge and other resources to design, implement, and evaluate meaningful, challenging curriculum to promote positive outcomes (GE II .9)
- Identify and involve oneself with early childhood field
- Know about and uphold ethical standards and other professional guidelines
- Engage in continuous, collaborative learning to inform practice (GE II. 9)
- Integrate knowledgeable, reflective, and critical perspectives on early education (GE I. 1)
- Engage in informed advocacy for children and the profession outcomes (GE II. )
- Demonstrate skills in mastering and applying foundation concepts from general education
- Demonstrate written and verbal communication (GE I. 1)
- Demonstrate skills in making connections between prior knowledge/experience and new learning
- Demonstrate skills in identifying and using professional resources
- Demonstrate skills in self-assessment and self-advocacy

*****Cited from the NAEYC Standards for Early Childhood Professional Preparation—Associate Degree Programs (2003)***

**PROGRAM CONTINUATION POLICY**

Early Childhood Education requires a high level of professionalism and knowledge in dealing with children, families, co-workers, and the community. As a result, students enrolled in this nationally-accredited early childhood program must continuously demonstrate growth in and development of ethical and professional conduct as well as application of knowledge to skills in teaching young children. Students therefore will be required to maintain an average GPA of 2.0 for all coursework throughout the entire program of study. Students receiving two grades of "D" or lower in core or other required major hour courses will be withdrawn from the program. Students may apply for readmission after one year.

Furthermore, before participating in practicum experiences, students may be required to submit to a criminal records check, a TB test, and/or attest to physical fitness. These requirements are at the discretion of the cooperating placement site but any student in this program of study should be prepared to agree to this request.

(Continued on following page)

## GENERAL EDUCATION

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| | ENG | 111 | Expository Writing ....3 | FA, SP, SU |
| | ENG | 114 | Prof Research & Reporting ....3 | FA, SP, SU |
| | PSY | 150 | General Psychology ....3 | FA, SP, SU |

### Humanities/Fine Arts

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

### Natural Science/Mathematics

***(Select 4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| ∞ | BIO | 110 | Principles of Biology ....4 | |
| ∞ | BIO | 111 | General Biology I ....4 | FA, SP, SU |
| ∞ | BIO | 140/A | Environmental Biology/Lab ....4 | FA, SP, SU |
| ∞ | CHM | 131/A | Intro to Chemistry/Lab ....4 | FA, SP, SU |
| ∞ | CHM | 151 | General Chemistry I ....4 | FA, SP |
| ∞ | GEL | 120 | Physical Geology ....4 | SP, SU |
| | MAT | 140/A | Survey of Mathematics/Lab ....4 | FA, SP, SU |
| | MAT | 155/A | Statistical Analysis/Lab ....4 | FA, SP, SU |
| | MAT | 161/A | College Algebra/Lab ....4 | FA, SP, SU |
| ∞ | PHY | 151 | College Physics I ....4 | FA |

## MAJOR COURSES

### Core Required Courses

| | | | | |
|---|---|---|---|---|
| | EDU | 119 | Intro to Early Child Educ ....4 | FA, SP |
| | EDU | 131 | Child, Family, & Commun ....3 | SP |
| | EDU | 144 | Child Development I ....3 | FA |
| | EDU | 145 | Child Development II ....3 | SP |
| | EDU | 146 | Child Guidance ....3 | FA |
| | EDU | 151 | Creative Activities ....3 | SP |
| | EDU | 153 | Health, Safety & Nutrit ....3 | SP |
| | EDU | 221 | Children with Exceptional ....3 | FA |
| | EDU | 271 | Educational Technology ....3 | SP |
| | EDU | 280 | Language & Literacy Exp ....3 | FA |
| | EDU | 284 | Early Child Capstone Prac ....4 | FA, SP |

### Other Major Required Courses

| | | | | |
|---|---|---|---|---|
| 💻 | CIS | 110 | Introduction to Computers ....3 | FA, SP, SU |
| | EDU | 184 | Early Child Intro Pract ....2 | FA, SP |
| | EDU | 234/A | Infants, Toddlers, & Twos/Lab ....4 | SU |
| | EDU | 251 | Exploration Activities ....3 | SU |
| | EDU | 259 | Curriculum Planning ....3 | FA |
| | SOC | 210 | Introduction to Sociology ....3 | FA, SP, SU |

### Behavioral Science Elective

***(Select 3 SHC from the following courses)***

| | | | |
|---|---|---|---|
| PSY | 241 | Developmental Psych ....3 | FA, SP, SU |
| PSY | 281 | Abnormal Psychology ....3 | FA, SP, SU |
| SOC | 213 | Sociology of the Family ....3 | FA |
| SOC | 220 | Social Problems ....3 | SP |

(Continued on following page)

**General Elective**

***(Select 3-4 SHC from the following courses)***

| | | | | | |
|---|---|---|---|---|---|
| ✠ | ASL | 111 | Elementary ASL I | 3 | FA, SP, SU |
| | ASL | 181 | ASL Lab I | 1 | FA, SP, SU |
| | BUS | 230 | Small Business Management | 3 | FA, SP |
| | EDU | 235 | School-Age Dev & Program | 3 | SP |
| | EDU | 261 | Early Childhood Admin I | 3 | SP |
| | EDU | 262 | Early Childhood Admin II | 3 | SP |
| ✠ | SPA | 111 | Elementary Spanish I | 3 | FA |
| | SPA | 181 | Spanish Lab I | 1 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 75 SHC**

***This course enhances student learning through the use of appropriate technology.***

∞ ***Math competency must be met by satisfactory completion of MAT 060*** *or DMA 010 and DMA 020 and DMA 030* ***or the following placement test scores: ASSET Numerical Skills score of 41 or above or COMPASS Prealgebra Skills score of 47 or above.***

✠ ***Corresponding lab must be taken; ASL 111 and ASL 181; SPA 111 and SPA 181.***

# Certificate Early Care and Education C55220C

The curriculum prepares individuals to work in early childhood education settings serving children from age birth through age eight in diverse settings. It provides foundational work for entry in the field of early education.

Coursework includes introductory information concerning history of the field, theories of child development,roles and responsibilities, planning activities and environments as well as physical/nutritional needs of children, skills in communication with children and families, and guidance of children.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| EDU | 119 | Intro to Early Child Educ | 4 | FA, SP |
| EDU | 131 | Child, Family, & Commun | 3 | SP |
| EDU | 146 | Child Guidance | 3 | FA |
| EDU | 151 | Creative Activities | 3 | SP |
| EDU | 153 | Health, Safety, & Nutrition | 3 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 16 SHC**

# Certificate Infant/Toddler Care C55290

The curriculum prepares individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with infants and toddlers.

Coursework includes infant/toddler growth and development: physical/nutritional needs of infants and toddlers; safety issues in the care of infants and toddlers; care and guidance; communication skills with families and children; design an implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start Programs, and other infant/toddler programs.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| EDU | 119 | Intro to Early Child Educ | 4 | FA, SP |
| EDU | 131 | Child, Family, & Commun | 3 | SP |
| EDU | 144 | Child Development I | 3 | FA |
| EDU | 153 | Health, Safety & Nutrit | 3 | SP |
| EDU | 234/A | Infants, Toddlers, & Twos/Lab | 4 | SU |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 17 SHC**

# CERTIFICATE SCHOOL-AGE CARE C55450

This curriculum prepares individuals to work with school-age children in diverse learning environments. The curriculum is specifically designed for students planning to work in public or private school-age environments.

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

Graduates are prepared to plan and implement developmentally appropriate activities in school-age environments. Employment opportunities include school-age teaching or administration positions in child care/development programs, group leaders, before and after school programs, recreational centers and other programs that work with school-age populations.

| Required Courses | | | Semester Offered |
|---|---|---|---|
| EDU 131 | Child Family and Community | 3 | SP |
| EDU 145 | Child Development II | 3 | SP |
| EDU 146 | Child Guidance | 3 | FA |
| EDU 158 | Healthy Lifestyles-Youth | 3 | FA |
| EDU 235 | School Age Dev & Program | 3 | SP |
| EDU 263 | School Age Program Administration | 2 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED :17 SHC**

# ASSOCIATE IN APPLIED SCIENCE
## ELECTRICAL ENGINEERING TECHNOLOGY
## A40180

The Electrical Engineering Technology curriculum prepares the students to apply basic engineering principles and technical skills in electrical maintenance and management or in the design, planning, construction, development, and installation of electrical systems, machines, and power generating equipment. Includes instruction in electrical circuitry, prototype development and testing, systems analysis and testing, systems maintenance, instrument calibration, and report preparation.

Graduates may seek employment as technicians, engineering assistants, technical managers, or salespersons in electrical generation/distribution, industrial maintenance, electronic repair, or other fields requiring a broad-based knowledge of electrical and electronic concepts. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Use basic test equipment and measuring instruments including oscilloscopes
- Assess and retrieve information through print and electronic media, evaluating the accuracy and authenticity of that information,(GE III. 4)

### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

**Mathematics**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 121 | Algebra/Trigonometry I | 3 | FA |
| MAT | 171 | Precalculus Algebra | 3 | FA, SP |

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| ELC | 128 | Intro to PLC | 3 | FA |
| ELC | 131 | Circuit Analysis I | 4 | FA |
| ELC | 135 | Electrical Machines I | 3 | FA |
| ELC | 231 | Electric Power Systems | 4 | SP |
| ELN | 131 | Analog Electronics I | 4 | SP |
| ELN | 133 | Digital Electronics | 4 | FA |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| EGR | 111 | Eng Comp and Careers | 3 | FA |
| EGR | 285 | Design Project | 2 | FA, SP |
| ELC | 136 | Electrical Machines II | 4 | SP |
| ELN | 132 | Analog Electronics II | 4 | FA |

**Programming Elective** ***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| CET | 161 | Procedural Programming | 3 | SP |
| CSC | 133 | C Programming | 3 | SP |

(Continued on following page)

| | | | | |
|---|---|---|---|---|
| CSC | 134 | C++ Programming | 3 | SP |
| CSC | 143 | Object-Oriented Prog | 3 | SP |
| CSC | 151 | JAVA Programming | 3 | SP |

**MATHEMATICS ELECTIVE** ***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 122 | Algebra/Trigonometry II | 3 | SP |
| MAT | 172 | Precalculus Trigonometry | 3 | FA, SP |

**CALCULUS ELECTIVE** ***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 223 | Applied Calculus | 3 | FA |
| MAT | 271 | Calculus I | 3 | FA, SP, SU |

**PHYSICS ELECTIVE** ***(Select 4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| PHY | 131 | Physics - Mechanics | 4 | FA |
| PHY | 151 | College Physics I | 4 | FA |
| PHY | 251 | General Physics I | 4 | FA |

**GENERAL ELECTIVES** ***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| ATR | 112 | Intro into Automation | 3 | |
| ATR | 211 | Robot Programming | 3 | |
| ATR | 215 | Sensors and Transducers | 3 | |
| CET | 111 | Computer Upgrade/Repair I | 3 | |
| CET | 125 | Voice and Data Cabling | 3 | |
| DFT | 151 | CAD I | 3 | |
| ELC | 228 | PLC Applications | 4 | |
| ELC | 233 | Energy Management | 3 | |
| ELN | 152 | Fabrication Techniques | 2 | |
| ELN | 232 | Intro to Microprocessors | 4 | |
| ELN | 237 | Local Area Networks | 3 | |
| HYD | 110 | Hydraulics/Pneumatics I | 3 | |
| MEC | 130 | Mechanisms | 3 | |
| PHY | 132 | Physics-Elec & Magnetism | 4 | |
| PHY | 152 | College Physics II | 4 | SP |
| COE | XXX | Co-op Work Experience | (up to 4 SHC) | |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 66 SHC**

***This course enhances student learning through the use of appropriate technology.***

# ASSOCIATE IN APPLIED SCIENCE
## ENVIRONMENTAL SCIENCE TECHNOLOGY
## A20140

The Environmental Science Technology curriculum is designed to prepare individuals for employment in environmental testing/consulting and related industries. Major emphasis is placed on biological and chemical evaluation of human impact on the environment.

Coursework includes general education, computer applications, biology, chemistry, industrial safety, and an extensive array of detailed environmentally specific classes.

Graduates should qualify for numerous positions within the industry. Employment opportunities include, but are not limited to, the following: Chemical Analysis, Biological Analysis, Water/Wastewater Treatment, EPA Compliance Inspection, Hazardous Material Handling, Waste Abatement/Removal, and Contaminated Site Assessment/Remediation. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Use written and oral discussion to discover and to articulate ideas (GE I, 1)
- Acknowledge diverse perspectives and cultural values (GE V, 4)
- Demonstrate the ability to make good decisions based on information learned in the classroom and the ability to locate and retrieve additional information from other sources (GE III.2)
- Demonstrate an understanding of the basic concepts of the natural world; how human interaction affects the natural world; and how to prevent, detect, and mitigate environmental problems caused by humans
- Demonstrate an understanding of the basic concepts of the natural world and how cultural and societal differences affect the treatment of our natural resources
- Identify and state problems, issues, arguments, and questions contained in a body of information (GE II, 1)



### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Mathematics**

***(Select 3-4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 121 | Algebra/Trigonometry I | 3 | FA, SP |
| MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP |
| MAT | 155/A | Statistical Analysis/Lab | 4 | FA, SP |

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| CHM | 131 | Introduction to Chemistry | 3 | FA, SP |
| ENV | 120 | Earth Science | 4 | FA |
| ENV | 218 | Environmental Health | 3 | SP |
| ENV | 110 | Environmental Science | 3 | SP, FA |
| ENV | 210 | Management of Waste | 4 | SP |
| ENV | 214 | Water Quality | 4 | FA |
| WAT | 110 | Basic Wastewater Treatment | 3 | SP, FA |

(Continued on following page)

**Biology (Choose one)**

| | | | | |
|---|---|---|---|---|
| BIO | 110 | Principles of Biology | 4 | |
| BIO | 111 | General Biology I | 4 | FA, SP, SU |

**Safety Elective**

***(Select 3-4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| EHS | 114 | Osha Regulations | 4 | FA |
| ISC | 121 | Envir Health & Safety | 3 | SP, FA |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| CHM | 131/A | Introduction to Chemistry Lab | 1 | |
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| ENV | 224 | Land Resource Management | 4 | SP |
| SST | 110 | Introduction to Sustainability | 3 | FA |
| SST | 210 | Issues in Sustainability | 3 | SP |

**General Electives**

***(Select 9 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| AST | 151/A | General Astronomy /Lab | 4 | |
| BIO | 112 | General Biology II | 4 | SP, SU |
| BIO | 120 | Introductory Botany | 4 | FA, SP |
| BIO | 130 | Zoology | 4 | FA, SP |
| BIO | 275 | Microbiology | 4 | |
| BIO | 140/A | Environmental Biology/Lab | 4 | FA, SP, SU |
| CHM | 132 | Organic and Biochemistry | 4 | |
| CIV | 240 | Project Management | 3 | FA |
| EGR | 115 | Introduction to Technology | 3 | FA |
| ELC | 233 | Energy Management | 3 | |
| GEL | 120 | Physical Geology | 4 | SP |
| PHY | 110/A | Conceptual Physics/lab | 4 | SU |
| SST | 120 | Energy Use Analysis | 3 | FA |
| WLD | 112 | Basic Welding Processes | 2 | |
| COE | XXX | Co-op Work Experience | (up to 2 SHC) | |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 69 SHC**

***This course enhances student learning through the use of appropriate technology.***



# CERTIFICATE IN ENVIRONMENTAL SUSTAINABILITY C2014H

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ENV | 110 | Environmental Science | 3 | SP, FA |
| ENV | 210 | Management of Waste | 4 | SP |
| ENV | 218 | Environmental Health | 3 | SP |
| ENV | 224 | Land Resource Management | 4 | SP |
| SST | 110 | Introduction To Sustainability | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 17 SHC**

# CERTIFICATE IN WATER RESOURCES MANAGEMENT
# C2014A

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | SP |
| ENV | 210 | Management of Waste | 4 | FA |
| ENV | 214 | Water Quality | 4 | FA, SP |
| WAT | 110 | Basic Wastewater Trmt | 3 | FA, SP |

**Safety Elective**

***(Select 3-4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| EHS | 114 | OSHA Regulations | 4 | FA |
| ISC | 121 | Envir Health & Safety | 3 | FA, SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 17 - 18 SHC**

***This course enhances student learning through the use of appropriate technology.***

# ASSOCIATE IN APPLIED SCIENCE
## GEOMATICS TECHNOLOGY A40420

The Geomatics Technology Curriculum prepares students to use mathematical and scientific principles for the delineation, determination, planning and positioning of land tracts, boundaries, countours and features applying principles of route surveying, construction surveying, photogrammetry, mapping, global positioning systems, geographical information systems, and other kinds of property description and measurement to create related maps, charts and reports. Includes instructon in applied geodesy, computer graphics, photointerpretation, plane and geodetic surveying, mensuration, traversing, survey equipment operation and maintenance, instrument calibration, and basic cartography. Graduates should qualify for jobs as survey party chief, instrument person, surveying technician, highway surveyor, mapper, GPS technician, and CAD operator. Graduates will be prepared to pursue the requirements necessary to become a Registered Land Surveyor in North Carolina.

***Upon successful completion of this program, the student should be able to:***

- **Demonstrate ability to properly set up Total Station Surveying Instrument to measure angles and distances**
- **Prepare a Survey Boundary Plat to NC GS 4730 requirements using Auto Cad software**
- **Work effectively and appropriately with others through collaboration and teamwork (GE V.6)**
- **Use written and oral discussion to discover and to articulate ideas (GE I. 1)**

### GENERAL EDUCATION

**REQUIRED COURSES**

| | | | | SEMESTER OFFERED |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**MATHEMATICS**

***(SELECT 3 SHC FROM THE FOLLOWING COURSES)***

| | | | | |
|---|---|---|---|---|
| MAT | 121 | Algebra/Trigonometry I | 3 | FA |
| MAT | 171 | Precalculus Algebra | 3 | FA, SP |

**HUMANITIES/FINE ARTS**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**SOCIAL/BEHAVIORAL SCIENCE**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

### MAJOR COURSES

**CORE REQUIRED COURSES**

| | | | | |
|---|---|---|---|---|
| | CEG | 211 | Hydrology & Erosion Control | 3 | FA |
| | CEG | 230 | Subdivision Planning and Design | 3 | FA |
| | SRV | 220 | Surveying Law | 3 | SP |
| | SRV | 111 | Surveying II | 4 | FA |
| | SRV | 210 | Surveying III | 4 | SP |
| | SRV | 110 | Surveying I | 4 | SP |
| | SRV | 240 | Topo/Site Surveying | 4 | SP |
| ***CHOOSE ONE*** | | | | | |
| | CEG | 115 | Intro to Tech & Sustainability | 3 | FA |
| ***OR*** | EGR | 115 | Intro to Technology | 3 | FA |
| ***CHOOSE ONE*** | | | | | |
| | CEG | 151 | CAD for Engineering Technology | 3 | FA |
| ***OR*** | DFT | 151 | CAD I | 3 | SP |
| ***CHOOSE ONE*** | | | | | |
| | CEG | 111 | Intro to GIS and GNSS | 4 | SP |
| ***OR*** | GIS | 111 | Introduction to GIS | 3 | SP |
| ***AND*** | GIS | 112 | Introduction to GPS | 3 | SP |

(Continued on following page)

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| CIS | 111 | Basic PC Literacy | 2 | FA, SP, SU |
| CIV | 215 | Highway Technology | 2 | SP |
| SRV | 250 | Advanced Surveying | 4 | SP |

**Mathematics Elective**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 122 | Algebra/Trigonometry II | 3 | SP |
| MAT | 172 | Precalculus Trigonometry | 3 | FA, SP |

**Physics Elective**

***(Select 4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| PHY | 131 | Physics-Mechanics | 4 | FA |
| PHY | 151 | College Physics I | 4 | FA |

**General Electives**

***(Select 2-3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| CEG | 235 | Project Management & Estimating | 3 | FA |
| CIV | 240 | Project Management | 3 | FA |
| PHY | 152 | College Physics II | 3 | SP |
| CST | 211 | Construction Surveying | 3 | SP |
| SRV | 260 | Field & Office Practices | 2 | SP |
| COE | XXX | Co-op Work Experience | (up to 4 SHC) | |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 67**

***Students planning to transfer are encouraged to take MAT 171, MAT 172, PHY 151 and PHY 152.***

***This course enhances student learning through the use of appropriate technology***



# DIPLOMA GEOMATICS TECHNOLOGY D40420

## GENERAL EDUCATION

**Required Courses** — **Semester Offered**

| | | | | |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |

**Mathematics**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 121 | Algebra/Trigonometry I | 3 | FA |
| MAT | 171 | Precalculus Algebra | 3 | FA, SP |

## MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| CEG | 211 | Hydrology & Erosion Control | 3 | FA |
| SRV | 110 | Surveying I | 4 | SP |
| ***Choose one*** | | | | |
| CEG | 115 | Intro to Tech & Sustainability | 3 | FA |
| ***or*** EGR | 115 | Intro to Technology | 3 | FA |
| ***Choose one*** | | | | |
| CEG | 151 | CAD for Engineering Technology | 3 | FA |
| ***or*** DFT | 151 | CAD I | 3 | SP |

(Continued on following page)

***CHOOSE ONE***

| | | | | | |
|---|---|---|---|---|---|
| | CEG | 111 | Intro to GIS and GNSS | 4 | SP |
| ***OR*** | GIS | 111 | Introduction to GIS | 3 | SP |
| ***AND*** | GIS | 112 | Introduction to GPS | 3 | SP |

**OTHER MAJOR REQUIRED COURSES**

| | | | | | |
|---|---|---|---|---|---|
| 💻 | CIS | 111 | Basic PC Literacy | 2 | FA, SP, SU |
| | SRV | 111 | Surveying II | 4 | FA |
| | SRV | 210 | Surveying III | 4 | FA |
| | SRV | 220 | Surveying Law | 3 | SP |
| | SRV | 240 | Topo/Site Surveying | 4 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 40**

💻 ***This course enhances student learning through the use of appropriate technology***

# ASSOCIATE IN APPLIED SCIENCE
## HORTICULTURE TECHNOLOGY A15240

The Horticulture Technology curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Coursework includes plant science, plant materials, propagation, soils, fertilizers, and pest management. Also included are courses in plant production, landscaping, and the management and operation of horticulture businesses.

Graduates should qualify for employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, and governmental agencies. Graduates should also be prepared to take the North Carolina Pesticide Applicator's Examination and the North Carolina Certified Plant Professional Examination. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Identify and state problems, issues, arguments and questions contained in a body of information (GE II. 1)
- Use written and oral discussion to discover and to articulate ideas. (GE I, 1)
- Identify IPM and its various components and develop an IPM program for a specific landscape, nursery or greenhouse crop or situation (GE I 1)
- Identify and determine reasons for, and methods of, the major forms of plant propagation with specific, regionally appropriate examples of each in horticultural operations.

### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |
| MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| AGR | 170 | Soil Science | 3 | FA |
| HOR | 112 | Landscape Design I | 3 | FA |
| HOR | 124 | Nursery Operations | 3 | SP |
| HOR | 134 | Greenhouse Operations | 3 | FA |
| HOR | 160 | Plant Materials I | 3 | FA |
| HOR | 162 | Applied Plant Science | 3 | SP |
| HOR | 164 | Hort Pest Management | 3 | SP |
| HOR | 168 | Plant Propagation | 3 | FA |
| HOR | 235 | Greenhouse Production | 3 | SP |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| AGR | 263 | Vegetable Production | 3 | SU |
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| HOR | 116 | Landscape Management I | 3 | SP |
| HOR | 138 | Greenhouse Vegetable Production | 2 | FA |
| HOR | 245 | Horticulture Specialty Crops | 3 | SU |
| HOR | 260 | Plant Materials II | 3 | SP |
| HOR | 265 | Advanced Plant Materials | 2 | FA |
| HOR | 273 | Hor Mgmt & Marketing | 3 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 65 SHC**

***This course enhances student learning through the use of appropriate technology***

# CERTIFICATE IN HORTICULTURE C15240E

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| AGR | 170 | Soil Science | 3 | FA |
| HOR | 160 | Plant Materials I | 3 | FA |
| HOR | 162 | Applied Plant Science | 3 | SP |
| HOR | 164 | Hort Pest Management | 3 | SP |
| HOR | 168 | Plant Propagation | 3 | FA |
| HOR | 273 | Hor Mgmt & Marketing | 3 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 18 SHC**

# CERTIFICATE IN LANDSCAPE DESIGN C15240C

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| AGR | 170 | Soil Science | 3 | FA |
| HOR | 112 | Landscape Design I | 3 | FA |
| HOR | 116 | Landscape Management I | 3 | SP |
| HOR | 160 | Plant Materials I | 3 | FA |
| HOR | 260 | Plant Materials II | 3 | SP |
| HOR | 265 | Advanced Plant Materials | 2 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 17 SHC**

# CERTIFICATE IN PLANT PRODUCTION C15240F

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| AGR | 170 | Soil Science | 3 | FA |
| HOR | 124 | Nursery Operations | 3 | SP |
| HOR | 134 | Greenhouse Operations | 3 | FA |
| HOR | 164 | Hort Pest Management | 3 | SP |
| HOR | 168 | Plant Propagation | 3 | FA |
| HOR | 235 | Greenhouse Production | 3 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 18 SHC**

# ASSOCIATE IN APPLIED SCIENCE
## HUMAN SERVICES TECHNOLOGY A45380

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for entry - level positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Demonstrate understanding of legal issues in the human services field
- Apply a variety of treatment modalities in numerous settings
- Show adequate skills and knowledge in applying the principles of group dynamics
- Demonstrate effective communication, critical thinking, and interpersonal skills (GE I. 1, 9; GE II. 1, 9; GE V. 1, 2)
- Perform a formal intake interview
- Show an applied understanding of crisis management in a variety of settings
- Demonstrate understanding of behavioral and substance addictions and standard treatment modalities
- Show a working knowledge of the available human services resources in our community

### PROGRAM PROGRESSION POLICY

Counselor training programs raise sensitive issues for both the client and the counselor. The counselor must be able to identify and deal with these sensitive issues in both the client and the self. Students must demonstrate growth in ethical and professional conduct, counseling skills and appropriate attitude. Faculty may conduct subjective interviews following the freshman year and prior to internship. Validation of emotional health may be required, and in that case the Dean of Health Sciences, the Human Services Coordinator, Director of Admissions, and an outside clinician will serve as a review committee.

A student judged deficient in any area may be withdrawn from the program. A student may apply for readmission through the review committee after one year. Students receiving two "D"s in core or concentration courses will be withdrawn immediately from the program. Students may apply for readmission after one year. In addition, this program raises sensitive personal issues, and it is strongly recommended that students in recovery be chemical-free for one year prior to admission.

Each student in the Human Services Technology Program must satisfactorily complete a two part internship in order to meet degree requirements. Any conduct by a student which results in termination from their internship placemant will result in course grades of "F" for both the Supervision and Internship courses. In addition . the student will be immediately terminated from the Human Services and Substance Abuse Technology Programs for a minimum of one calendar year. Students may apply for readmission after one year to either program.
A student must satisfactorily complete("C" or higher) Clinical Experience I (HSE 163) before he/she may enroll in Clinical Experience II (HSE 264).



### GENERAL EDUCATION

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |
| PSY | 241 | Developmental Psych | 3 | FA, SP, SU |

**Humanities/ Fine Arts**

***Select 3 SHC from Humanities/fine arts list on Page 67***

(Continued on following page)

**Natural Science/Mathematics**

***(Select 4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| BIO | 110 | Principles of Biology | 4 | |
| BIO | 140/A | Environmental Biology/Lab | 4 | FA, SP, SU |
| MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP, SU |

## MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| HSE | 110 | Intro to Human Services | 3 | FA, SP |
| HSE | 112 | Group Process I | 2 | SP |
| HSE | 123 | Interviewing Techniques | 3 | FA, SP |
| HSE | 125 | Counseling | 3 | FA, SP |
| HSE | 210 | Human Services Issues | 2 | SP |
| HSE | 225 | Crisis Intervention | 3 | FA |
| PSY | 150 | General Psychology | 3 | FA, SP, SU |
| PSY | 281 | Abnormal Psychology | 3 | FA, SP, SU |
| SOC | 210 | Introduction to Sociology | 3 | FA, SP, SU |

**Choose one Computer Elective Course:**

| | | | | |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| CIS | 111 | Basic PC Literacy | 2 | FA, SP, SU |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| HSE | 160 | HSE Clinical Supervis I | 1 | FA, SP |
| HSE | 163 | HSE Clinical Exp I | 3 | FA, SP |
| HSE | 212 | Group Process II | 2 | SU |
| HSE | 220 | Case Management | 3 | FA |
| HSE | 245 | Stress Management | 3 | FA |
| HSE | 260 | HSE Clinical Supervis II | 1 | FA, SP |
| HSE | 264 | HSE Clinical Exp II | 4 | FA, SP |
| SAB | 110 | Substance Abuse Overview | 3 | FA |
| SAB | 135 | Addictive Process | 3 | SP |
| SOC | 213 | Sociology of the Family | 3 | FA |

## MINIMUM TOTAL CREDIT HOURS REQUIRED: 69 SHC

***This course enhances student learning through the use of appropriate technology***

∞ ***Math competency must be met by satisfactory completion of MAT 060 or DMA 010 and DMA 020 and DMA 030 or the following placement test scores: ASSET Numerical Skills score of 41 or above or COMPASS Prealgebra Skills score of 47 or above***

# ASSOCIATE IN APPLIED SCIENCE
## HUMAN SERVICES TECHNOLOGY
## SUBSTANCE ABUSE CONCENTRATION
## A4538E

The Human Services Technology/Substance Abuse concentration prepares students to assist in drug and alcohol counseling, prevention-oriented educational activities, rehabilitation with recovering clients, managing community-based programs, counseling in residential facilities, and pursuit of four-year degrees.

Course work includes classroom and experiential activities oriented toward an overview of chemical dependency, psychological/sociological process, the twelve Core Functions, intervention techniques with individuals in groups, and follow-up activities with recovering clients.

Graduates should qualify for entry level positions as substance abuse counselors, DUI counselors, halfway house workers, residential facility employees, and substance education specialists. With educational and clinical experiences, graduates may apply for certification by the North Carolina Substance Abuse Professional Practice Board. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Demonstrate understanding of legal issues in the human services field
- Apply a variety of treatment modalities in numerous settings
- Show adequate skills and knowledge in applying the principles of group dynamics
- Demonstrate effective communication, critical thinking, and interpersonal skills (GE I.1,9; GE II.1,9; GE V.1,2)
- Perform a formal intake interview
- Show an applied understanding of crisis management in a variety of settings
- Demonstrate understanding of behavioral and substance addictions and standard treatment modalities
- Demonstrate proficiency in the 12 core functions of addiction counseling
- Show a working knowledge of the available human services resources in our community



### PROGRAM PROGRESSION POLICY

Counselor training programs raise sensitive issues for both the client and the counselor. The counselor must be able to identify and deal with these sensitive issues in both the client and the self. Students must demonstrate growth in ethical and professional conduct, counseling skills and appropriate attitude. Faculty may conduct subjective interviews following the freshman year and prior to internship. Validation of emotional health may be required, and in that case the Dean of Health Sciences, the Human Services Coordinator, Director of Admissions, and an outside clinician will serve as a review committee.

A student judged deficient in any area may be withdrawn from the program. A student may apply for readmission through the review committee after one year. Students receiving two "D"s in core or concentration courses will be immediately withdrawn from the program. Students may apply for readmission after one year. In addition, this program raises sensitive personal issues, and it is strongly recommended that students in recovery be chemical-free for one year prior to admission.

Each student in the Substance AbuseTechnology Program must satisfactorily complete a two part Co-op work experience in order to meet degree requirements. Any conduct by a student which results in termination from their Co-op placement will result in course grades of "F" for both the Seminar and Co-op Work Experience. In addition . the student will be immediately terminated from the Human Services and Substance Abuse Technology Programs for a minimum of one calendar year. Students may apply for readmission after one year to either program.
A student must satisfactorily complete("C" or higher) Co-op Work Experience I (COE 111) before he/she may enroll in Co-op Work Experience II (COE 121).

### GENERAL EDUCATION

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |
| PSY | 241 | Developmental Psych | 3 | FA, SP, SU |

**Humanities/ Fine Arts**

***Select 3 SHC from Humanities/fine arts list on Page 67***

(Continued on following page)

**Natural Science/Mathematics**

***(Select 4 SHC from the following courses)***

| | | | |
|---|---|---|---|
| BIO | 110 | Principles of Biology | 4 |
| BIO | 140/A | Environmental Biology/Lab | 4 |
| MAT | 140/A | Survey of Mathematics/Lab | 4 |

## MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| HSE | 110 | Intro to Human Services | 3 | FA, SP |
| HSE | 112 | Group Process I | 2 | SP |
| HSE | 123 | Interviewing Techniques | 3 | FA, SP |
| HSE | 125 | Counseling | 3 | FA, SP |
| HSE | 210 | Human Services Issues | 2 | SP |
| HSE | 225 | Crisis Intervention | 3 | FA |
| PSY | 150 | General Psychology | 3 | FA, SP, SU |
| PSY | 281 | Abnormal Psychology | 3 | FA, SP, SU |
| SOC | 210 | Introduction to Sociology | 3 | FA, SP, SU |

**Required Concentration Courses**

| | | | | |
|---|---|---|---|---|
| COE | 111 | Co-op Work Experience I | 1 | FA, SP |
| COE | 115 | Work Exp Seminar I | 1 | FA, SP |
| SAB | 110 | Substance Abuse Overview | 3 | FA |
| SAB | 120 | Intake and Assessment | 3 | SP |
| SAB | 125 | SAB Case Mgmt | 3 | FA |
| SAB | 135 | Addictive Process | 3 | SP |
| SAB | 240 | SAB Issues in Client Serv | 3 | SP |

**Choose one Computer Elective Course:**

| | | | | |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| CIS | 111 | Basic PC Literacy | 2 | FA, SP, SU |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| COE | 121 | Co-op Work Experience II | 1 | FA, SP |
| COE | 125 | Work Exp Seminar II | 1 | FA, SP |
| SAB | 210 | Sub Abuse Counseling | 3 | FA |
| SAB | 230 | Family Therapy | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 68 SHC**

***This course enhances student learning through the use of appropriate technology***

∞ ***Math competency must be met by satisfactory completion of MAT 060 or DMA 010 and DMA 020 and DMA 030 or the following placement test scores: ASSET Numerical Skills score of 41 or above or COMPASS Prealgebra Skills score of 47 or above.***



# CERTIFICATE IN SUBSTANCE ABUSE COUNSELING C4538A

| Core Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| PSY | 150 | General Psychology | 3 | FA, SP, SU SAB |
| 110 | Substance Abuse Overview | | 3 | FA |
| SAB | 120 | Intake and Assessment | 3 | SP |
| SAB | 135 | Addictive Process | 3 | SP |
| SAB | 210 | Sub Abuse Counseling | 3 | FA |
| SAB | 240 | SAB Issues in Client Serv | 3 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 18 SHC**

# CERTIFICATES
# INDUSTRIAL SYSTEMS TECHNOLOGY

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspection, testing, troubleshooting, and diagnosing industrial systems. Students will learn multi-craft technical skills including machine processes, hydraulics/pneumatics and industrial safety. Practical application in these industrial systems will be emphasized.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners. *Students should consult their advisor for information about scheduling.*

Upon successful completion of this program, the student should be able to:

- Demonstrate competence in troubleshooting simple hydraulic/pneumatic circuits.
- Demonstrate competence in safely machining simple parts to specified tolerances.
- Demonstrate knowledge of basic concepts in industrial safety.

## CERTIFICATE IN INDUSTRIAL SYSTEMS TECHNOLOGY C50240A

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| BPR | 111 | Blueprint Reading | 2 | FA |
| HYD | 110 | Hydraulics/Pneumatics I | 3 | FA |
| MEC | 111 | Machine Processes I | 3 | FA |
| MNT | 110 | Intro to Maint Procedures | 2 | |

**Electronics Elective**

***(Select 3-5 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| ELC | 128 | Intro to PLC | 3 | FA |
| ELC | 131 | Circuit Analysis I | 4 | FA |

**Safety Elective**

***(Select 2-3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| ISC | 112 | Industrial Safety | 2 | FA, SP |
| ISC | 121 | Envir Health & Safety | 3 | FA, SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 15 SHC**

## CERTIFICATE IN INDUSTRIAL TECHNICIAN C50240B

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| HYD | 110 | Hydraulics/Pneumatics I | 3 | FA |
| ISC | 112 | Industrial Safety | 2 | FA, SP |
| MEC | 111 | Machine Processes I | 3 | FA |
| MNT | 240 | Indust Equip Troubleshoot | 2 | |
| WLD | 112 | Basic Welding Processes | 2 | FA, SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 12 SHC**

# ASSOCIATE IN APPLIED SCIENCE
## INTERPRETER EDUCATION A55300

The Interpreter Education curriculum prepares individuals to work as entry-level Sign Language Interpreters who will provide communication access in interview and interactive settings. In addition, this curriculum provides in-service training for working interpreters who want to upgrade their skills.

Coursework includes the acquisition of American Sign Language (ASL); grammar, structure, and sociolinguistic properties; cognitive processes associated with interpretation between ASL and English; the structure and character of the deaf community; and acquisition of consecutive and simultaneous interpreting skills.

Entry-level jobs for paraprofessional interpreters are available in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/freelance positions or apply language skills to other human service related areas. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Demonstrate the cognitive processes associated with effective interpretation between the linguistic structure of American Sign Language and English
- Synthesize knowledge of ethical standards and practices in the field of sign language interpreting
- Demonstrate their set of professional skills during an Exit Interview/Portfolio Review in their final semester
- Identify and analyze the audience and purpose for any intended communication (GE V, 6)
- Formulate attitudes, values, and behaviors that promote responsible citizenship (GE VI, 1)

### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| COM | 231 | Public Speaking | 3 | |
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |
| MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP, SU |
| PSY | 150 | General Psychology | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| ASL | 111 | Elementary ASL I | 3 | FA, SP, SU |
| ASL | 112 | Elementary ASL II | 3 | FA, SP, SU |
| ASL | 250 | Linguistics of ASL | 3 | FA |
| COE | 111 | Co-op Work Experience I | 1 | |
| COE | 115 | Work Exp Seminar I | 1 | |
| IPP | 111 | Intro to Interpretation | 3 | FA |
| IPP | 112 | Comparative Cultures | 3 | SP |
| IPP | 152 | ASL/English Translation | 3 | FA |
| IPP | 161 | Consecutive Interpreting | 5 | SP |
| IPP | 221 | Simultaneous Interpret I | 5 | FA |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| ASL | 151 | Numbers & Fingerspelling | 1 | SP |
| ASL | 181 | ASL Lab 1 | 1 | FA, SP, SU |
| ASL | 182 | ASL Lab 2 | 1 | FA, SP, SU |
| ASL | 211 | Intermediate ASL I | 3 | |
| ASL | 281 | ASL Lab 3 | 1 | |

(Continued on following page)

| | | | | |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | |
| COE | 121 | Co-op Work Experience II | 1 | |
| COE | 125 | Work Exp Seminar II | 1 | |
| IPP | 130 | Analytical Skills for Int | 3 | SP |
| IPP | 153 | Intro Discourse Analysis | 3 | FA |
| IPP | 222 | Simultaneous Interpret II | 5 | SP |
| IPP | 240 | Ethical Stnds & Practices | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 75 SHC**

***This course enhances student learning through the use of appropriate technology***

# CERTIFICATE IN ASL STUDIES C55300B

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ASL | 111 | Elementary ASL I | 3 | FA, SP, SU |
| ASL | 112 | Elementary ASL II | 3 | FA, SP, SU |
| ASL | 181 | ASL Lab 1 | 1 | FA, SP, SU |
| ASL | 182 | ASL Lab 2 | 1 | FA, SP, SU |
| ASL | 211 | Intermediate ASL I | 3 | |
| ASL | 281 | ASL Lab 3 | 1 | |
| ASL | 250 | Linguistics of ASL | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 15 SHC**

# CERTIFICATE IN INTRODUCTION TO THE AMERICAN DEAF COMMUNITY C55300A

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ASL | 111 | Elementary ASL I | 3 | FA, SP, SU |
| ASL | 112 | Elementary ASL II | 3 | FA, SP, SU |
| ASL | 151 | Numbers & Fingerspelling | 1 | SP |
| ASL | 181 | ASL Lab 1 | 1 | FA, SP, SU |
| ASL | 182 | ASL Lab 2 | 1 | FA, SP, SU |
| ASL | 211 | Intermediate ASL I | 3 | |
| ASL | 281 | ASL Lab 3 | 1 | |
| IPP | 112 | Comparative Cultures | 3 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 16 SHC**

# ASSOCIATE IN APPLIED SCIENCE
## MECHANICAL ENGINEERING TECHNOLOGY A40320

The Mechanical Engineering Technology curriculum prepares graduates for employment as technicians in the diversified mechanical and manufacturing engineering fields. Mechanical Engineering technicians assist in design, development, testing, process design and improvement, and troubleshooting and repair of engineered systems. Emphasis is placed on the integration of theory and hands-on application of engineering principles.

In addition to coursework in engineering graphics, engineering fundamentals, materials and manufacturing processes, mathematics, and physics, students will study computer applications, critical thinking, planning and problem solving, and oral and written communications.

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Gather, evaluate, select and organize information and document sources appropriately (GE I, 4)
- Define the steps applied to the design process
- Apply fundamental orthographic projection techniques to a hand sketch of a simple part
- Use print and electronic information and technology in an ethical and responsible manner (GE III, 1)

### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Mathematics**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 121 | Algebra/Trigonometry I | 3 | FA |
| MAT | 171 | Precalculus Algebra | 3 | FA, SP |

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| EGR | 250 | Statics & Strength of Materials | 5 | SP |
| DFT | 153 | CAD III | 3 | SP |
| HYD | 110 | Hydraulics & Pneumatics | 3 | FA |
| MEC | 145 | MFG Materials I | 3 | FA |

Choose one:

| | | | | |
|---|---|---|---|---|
| DFT | 151 | CAD I | 3 | SP |
| DFT | 170 | Engineering Graphics | 3 | |

Choose one:

| | | | | |
|---|---|---|---|---|
| PHY | 131 | Physics-Mechanics | 4 | SP |
| PHY | 151 | College Physics I | 4 | FA |

(Continued on following page)

### Other Major Required Courses

| | | | | |
|---|---|---|---|---|
| DDF | 211 | Design Process I | 4 | FA |
| DFT | 152 | CAD II | 3 | FA |
| EGR | 285 | Design Project | 2 | FA, SP |
| MAC | 111 | Machine Technology I | 6 | FA |

### Safety Elective

***(Select 2-3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| ISC | 112 | Industrial Safety | 2 | FA, SP |
| ISC | 121 | Envir Health & Safety | 3 | FA, SP |

### Computer Elective

***(Select 2-3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | FA,SP, SU |
| CIS | 111 | Basic PC Literacy | 2 | FA, SP, SU |
| EGR | 111 | Eng Comp and Careers | 3 | FA, SP, SU |

### Drafting I Elective

***(Select 2 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| BPR | 111 | Blueprint Reading | 2 | FA |
| DFT | 111 | Technical Drafting I | 2 | FA |

### Drafting II Elective

***(Select 2 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| BPR | 121 | Blueprint Reading: Mech | 2 | SP |
| DFT | 112 | Technical Drafting II | 2 | SP |

### Engineering Elective

***(Select 2-3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| EGR | 110 | Intro to Engineering Tech | 2 | FA |
| EGR | 115 | Intro to Technology | 3 | FA |

### Mathematics Elective

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 122 | Algebra/Trigonometry II | 3 | FA |
| MAT | 172 | Precalculus Trigonometry | 3 | FA, SP |

### General Electives

***(Select 2 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| CSC | 134 | C++ Programming | 3 | |
| DFT | 121 | Intro to GD & T | 2 | FA |
| MAC | 121 | Intro to CNC | 2 | SP, SU |
| MAT | 223 | Applied Calculus | 3 | FA |
| MEC | 130 | Mechanisms | 3 | SP |
| MEC | 142 | Physical Metallurgy | 2 | FA |
| MEC | 231 | Comp-Aided Manufac I | 3 | FA |
| PLA | 110 | Introduction to Plastics | 2 | |
| WLD | 112 | Basic Welding Processes | 2 | SP |
| COE | XXX | Co-op Work Experience | (up to 4 SHC) | |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 66 - 69 SHC**

***This course enhances student learning through the use of appropriate technology***

# DIPLOMA IN MECHANICAL ENGINEERING TECHNOLOGY D40320

## GENERAL EDUCATION

**Required Courses** — **Semester Offered**

| | | | | |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA. SP. SU |

**Mathematics**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 121 | Algebra/Trigonometry I | 3 | |
| MAT | 171 | Precalculus Algebra | 3 | |

## MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| DFT | 151 | CAD I | 3 | SP |
| DFT | 153 | CAD III | 3 | SP |
| HYD | 110 | Hydraulics & Pneumatics | 3 | FA |
| MEC | 145 | Manufacturing Materials I | 3 | SP |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| DFT | 152 | CAD II | 3 | FA |
| DDF | 211 | Design Process I | 4 | FA |
| MAC | 111 | Machining Technology I | 6 | FA |

**Computer Electives**

***(Select 2-3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| CIS | 111 | Basic PC Literacy | 2 | FA, SP, SU |
| EGR | 111 | Eng Comp and Careers | 3 | FA |

**Drafting I Elective**

***(Select 2 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| BPR | 111 | Blueprint Reading | 2 | FA |
| DFT | 111 | Technical Drafting I | 2 | FA |

**Drafting II Elective**

***(Select 2 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| BPR | 121 | Blueprint Reading: Mech | 2 | SP |
| DFT | 112 | Technical Drafting II | 2 | SP |

**Engineering Elective**

***(Select 2-3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| EGR | 110 | Intro to Engineering Tech | 2 | FA |
| EGR | 115 | Intro to Technology | 3 | FA |

**Mathematics Elective**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 122 | Algebra/Trigonometry II | 3 | SP |
| MAT | 172 | Precalculus Trigonometry | 3 | FA, SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 45-47 SHC**

***This course enhances student learning through the use of appropriate technology***

# CERTIFICATE IN COMPUTER AIDED DRAFTING (CAD) C40320A

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| DFT | 151 | CAD I | 3 | SP |
| DFT | 152 | CAD II | 3 | FA |
| DFT | 153 | CAD III | 3 | SP |

**Computer Electives**

***(Select 2-3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| CIS | 111 | Basic PC Literacy | 2 | FA. SP, SU |
| EGR | 111 | Eng Comp and Careers | 3 | FA, SP, SU |

**Drafting I Elective**

***(Select 2 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| BPR | 111 | Blueprint Reading | 2 | FA |
| DFT | 111 | Technical Drafting I | 2 | FA |

**Drafting II Elective**

***(Select 2 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| BPR | 121 | Blueprint Reading: Mech | 2 | SP |
| DFT | 112 | Technical Drafting II | 2 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 15 - 16 SHC**

***This course enhances student learning through the use of appropriate technology***



# CERTIFICATE IN INTRODUCTION TO MECHANICAL TECHNOLOGY C40320C

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| DFT | 151 | CAD I | 3 | SP |
| DFT | 152 | CAD II | 3 | FA |
| MAC | 111 | Machine Technology I | 6 | FA |
| MEC | 145 | Manufacturing Materials | 3 | SP |
| BPR | 111 | Blueprint Reading | 2 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 17 SHC**

# ASSOCIATE IN APPLIED SCIENCE
## MEDICAL ASSISTING A45400

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Coursework includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care. The WPCC Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon recommendation of the Medical Assisting Education Review Board (MAERB).

Graduates are eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the graduate will:***

- Apply critical thinking skills in performing patient assessment and care
- Communicate with staff and clients in the medical setting, through effective verbal and written skills (GE I, 1)
- Prepare patients for and assist with physical examinations, procedures, treatments, and minor office surgeries
- Perform administrative and clinical skills and techniques with a degree of competence appropriate for safe and effective office management and patient care
- Use computer skills to schedule appointments, process billing; code and process insurance accounts, and provide written documentation in medical settings(GE II, 5)
- Demonstrate knowledge of basic math computations and use this knowledge to solve equations (GE IV. 2)
- Conduct oneself at all times in an ethical, legal, and professional manner as a member of a health services profession
- Demonstrate knowledge and understanding of federal and state health care legislation and regulations

### ELIGIBILITY REQUIREMENTS

1. High school diploma or GED.
2. COMPASS Reading score of 81 or above and COMPASS Writing score of 70 or above, or completion of ENG 090 and RED 090 or DRE 098.
3. ASSET Numerical Skills score of 41 or above, COMPASS Prealgebra score of 47 or above, or completion of MAT 060 or DMA 010 and DMA 020 AND DMA 030.
4. Basic computer and keyboarding competence through previous work experience, coursework, or testing. (OST 080 or OST 131 satisfies this requirement).
5. Cumulative grade point of 2.0 on all coursework completed at post-secondary institutions.
6. Meet, with or without accommodations, essential functions (available in program coordinators office) required to perform the tasks of a medical assistant.

### MEDICAL ASSISTING DEGREE AND DIPLOMA INFORMATION

WPCC's Medical Assisting Program is structured in the one-plus-one format. All competencies required for entry-level medical assisting are met in the one-year diploma, and graduates are eligible to sit for the national certification examination.

Students who have completed the requirements for the diploma and/or students waiting to enter the diploma curriculum can take selected courses to earn the Associate in Applied Science degree.

The number of students that are selected in the Diploma program is limited and students are accepted in the order that they meet eligibility requirements. Students may start ***GENERAL EDUCATION*** classes in the Degree option any semester.

Notification of Acceptance is given in April prior to Fall Semester start date.

(Continued on following page)

**Additional Program Information**

1. Students will be required to meet the safety standards for health care workers exposure to bloodborne pathogens. This includes attending the training session offered in MED 110 and completing the HBV immunizations or signing the mandatory declination form.
2. Students will be required to meet confidentiality standards following admission to the Medical Assisting Program by attending a HIPAA training session offered in MED 140.

3. Students must submit evidence of physical and emotional health during the first semester of the Diploma program sequence.
4. Clinical agencies may require drug screening and/or a criminal background check.
5. Students who are denied clinical placement will not be able to complete MA program.
5. Visible tatoos are not allowed in clinical classes or the clinical practicum.
6. Copies of additional policies and procedures are available in the Medical Assisting Program Coordinators office and will be provided to students upon program advisement and admission to the program.

# DIPLOMA IN MEDICAL ASSISTING

## GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

## MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| MED | 110 | Orientation to Med Assist | 1 | SP |
| MED | 116 | Introduction to A & P | 4 | SP |
| MED | 118 | Medical Law and Ethics | 2 | SP |
| MED | 121 | Medical Terminology I | 3 | SP |
| MED | 122 | Medical Terminology II | 3 | FA |
| MED | 130 | Admin Office Proc I | 2 | SP |
| MED | 131 | Admin Office Proc II | 2 | FA |
| MED | 140 | Exam Room Procedures I | 5 | FA |
| MED | 150 | Laboratory Procedures I | 5 | FA |
| MED | 260 | MED Clinical Externship | 5 | SP |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| MED | 113 | Ori to Clinic Setting II | 2 | SP |
| MED | 180 | CPR Certification | 1 | SP |
| MED | 262 | Clinical Perspectives | 1 | SP |
| MED | 264 | Med Assisting Overview | 2 | SP |
| MED | 272 | Drug Therapy | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 47 SHC**

**Students pursuing the two-year degree should complete the one-year diploma of 47 SHC and continue with the following courses.**

## GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| PSY | 150 | General Psychology | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

(Continued on following page)

**Natural Science**

***(Select 4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| BIO | 110 | Principles of Biology | 4 | |
| BIO | 111 | General Biology I | 4 | FA, SP, SU |

## MAJOR COURSES

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| MED | 138 | Infection/Hazard Control | 2 | FA |
| MED | 270 | Symptomatology | 3 | FA |
| MED | 274 | Diet Therapy/Nutrition | 3 | FA |
| OST | 136 | Word Processing | 3 | FA |

## MINIMUM TOTAL CREDIT HOURS REQUIRED: 68 SHC

***This course enhances student learning through the use of appropriate technology***

∞ ***Math competency must be met by satisfactory completion of MAT 060 or DMA 010 and DMA 020 and DMA 030 or the following placement test scores: ASSET Numerical Skills score of 41 or above or COMPASS Prealgebra Skills score of 47 or above.***

# ASSOCIATE IN APPLIED SCIENCE
## MEDICAL LABORATORY TECHNOLOGY
## A45420

The Medical Laboratory Technology curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Coursework emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take the examination given by the Board of Certification of the American Society for Clinical Pathologists. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

The Medical Laboratory Technology program is accredited by: National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd. Suite 720, Rosemont, IL 60018-5119, telephone number (773) 714-8880. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Perform clinical laboratory tests as the primary analyst making specimen oriented decisions based on predetermined criteria and a working knowledge of critical values (GE II.6)
- Perform analyses in point of care testing and in levels from waived to complex testing in all major areas of the clinical laboratory
- Demonstrate diverse functions in areas of pre-analytical, analytical, and post analytical processes
- Demonstrate communication skills which will extend to frequent interactions with members of the health care team, external relations, customer service and patient education
- Display abilities in information processing, training and quality control monitoring in the clinical laboratory setting (GE IV.6)
- Demonstrate ethical, legal, and professional conduct as appropriate for a member of the health services profession
- Recognize the need for professional development activities



### ELIGIBILITY REQUIREMENTS

1. High school diploma or GED
2. COMPASS Reading score of 81 or above and COMPASS Writing score of 70 or above, or completion of ENG 090 and RED 090 or DRE 098.
3. ASSET Numerical Skills and Elementary Algebra scores of 41 or above, COMPASS Prealgebra Skills score of 47 or above and Algebra Skills score of 46 or above, or completion of MAT 060 and MAT 070 *or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050.*
4. Schedule and participate in a personal interview with the Program Coordinator of the Medical Laboratory Technology program following the College admission and testing process.
5. Meet with or without accommodation Essential Functions (available in the MLT program office) required to perform the tasks of a medical laboratory technician.

### ADMISSION INFORMATION

Notification of acceptance is given in April prior to the Fall Semester start date. All academic requirements must be completed prior to the acceptance date. If space is available, students may be admitted until the Fall Semester. In the event the number of qualified applicants exceeds the number of spaces available in the program, admission will be granted based upon the application date of qualified applicants.

Students who are accepted into the MLT Program must return the acceptance form and completed Essential Functions form before admission is confirmed. A copy of the MLT Student Policies will be sent upon confirmation of admission. These rules and College Academic Policies apply to all students enrolled in the MLT Program. All students must meet MLT Program requirements for that entering class.

Certified Laboratory Assistants may be eligible for advanced placement in certain MLT courses or given experiential credit for clinical courses.

### PROGRAM INFORMATION

1. Students are strongly encouraged to complete the Anatomy and Physiology Elective and CHM 130/A prior to entering the MLT program. ***Students may substitute CHM 131 and CHM 132 or CHM 151 and CHM 152 for CHM 130/A. Students may also substitute BIO 168 and BIO 169 for the Anatomy and Physiology Elective.***
2. Students must purchase liability insurance through the MLT program.

(Continued on following page)

3. Following admission:

A. Students must meet safety standards for health care workers exposure to bloodborne pathogens by attending the Bloodborne Pathogen Training in MLT 110 and completing the HBV immunization or signing the mandatory declination forms.
B. Students must meet confidentiality standards by attending a HIPAA training session in MLT 110.
C. Students must purchase and wear uniforms consistent with the uniform guidelines for WPCC laboratory and Clinical affiliates.

4. After completing the first year of the MLT Program and prior to Clinical Practicum:
   A. Students must submit documentation (Medical Appraisal Form) of physical and emotional health to the MLT Program.
   B. Students must submit a completed criminal background check and drug screen to the clinical facility for approval to participate in clinical training in the facility.
   C. Students must provide personal transportation to assigned clinical affiliate which may require up to one hour travel time.

***If a clinical facility denies admission to the student due to the results of the criminal background check or drug screen, the student will NOT be able to complete the MLT program. Copies of additional policies and procedures are available in the Medical Laboratory Technology Coordinator's office.***

## GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |
| MAT | 140/A | Survey of Mathematics/Lab | 4 | SU |
| PSY | 150 | General Psychology | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

## MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| CHM | 130/A | Gen, Org, & Biochemistry/Lab | 4 | FA |
| MLT | 110 | Intro to MLT | 3 | FA |
| MLT | 111 | Urinalysis & Body Fluids | 2 | SP |
| MLT | 120 | Hematology/Hemostasis I | 4 | FA |
| MLT | 125 | Immunohematology I | 5 | SP |
| MLT | 130 | Clinical Chemistry I | 4 | SP |
| MLT | 140 | Intro to Microbiology | 3 | FA |
| MLT | 240 | Special Clin Microbiology | 3 | SP |
| MLT | 266 | MLT Practicum II | 6 | SP |
| MLT | 275 | MLT Practicum III | 5 | SP |
| MLT | 283 | MLT Practicum I | 13 | FA |

**Anatomy and Physiology Elective**

***(Select 5 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| BIO | 163 | Basic Anat & Physiology | 5 | FA, SP, SU |
| MLT | 116 | Anatomy & Med Terminology | 5 | FA |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| MLT | 216 | Professional Issues | 1 | SP |

## MINIMUM TOTAL CREDIT HOURS REQUIRED: 74 SHC

***This course enhances student learning through the use of appropriate technology***

# ASSOCIATE IN APPLIED SCIENCE
## MEDICAL OFFICE ADMINISTRATION
## A25310

This curriculum prepares individuals for employment in medical and other health-care related offices.

Coursework will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Demonstrate competency in software applications, such as word processing, spreadsheets, databases, and business presentations
- Demonstrate knowledge of Medical Terminology and Legal Issues and their importance in the medical office setting
- Demonstrate competency in the use of a medical office software package to include setting up patient files, entering procedures and diagnoses, billing, filing insurance claims, and generating reports
- Demonstrate knowledge of record keeping principles in both manual and electronic record keeping systems
- Identify and utilize the required skills, knowledge, and technical information necessary to effectively function as an office assistant
- Use written and oral discussion to discover and to articulate ideas (GE I. 1)
- Demonstrate attitudes and skills that promote success in the workplace (GE V. 5)

### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ECO | 151 | Survey of Economics | 3 | SP |
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Mathematics**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP, SU |
| MAT | 161/A | College Algebra/Lab | 4 | FA, SP, SU |
| MAT | 171 | Precalculus Algebra | 3 | FA, SP |

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| OST | 131 | Keyboarding | 2 | FA, SP, SU |
| OST | 136 | Word Processing | 3 | FA, SP, SU |
| OST | 141 | Med Terms I - Med Office | 3 | FA |
| OST | 142 | Med Terms II - Med Office | 3 | SP |
| OST | 148 | Med Coding Billing & Insu | 3 | FA |
| OST | 149 | Medical Legal Issues | 3 | SP |
| OST | 164 | Text Editing Applications | 3 | FA |
| OST | 243 | Med Office Simulation | 3 | SP |
| OST | 289 | Administrative Office Mgt | 3 | SP |

**Computer Electives**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| OST | 137 | Office Software Application. | 3 | FA, SU |

**Other Major Required Courses** — **Semester Offered**

| | | | | |
|---|---|---|---|---|
| ACC | 120 | Prin of Financial Acct | 4 | FA |
| BIO | 163 | Basic Anat & Physiology | 5 | FA, SP, SU |
| BUS | 121 | Business Math | 3 | FA |
| OST | 134 | Text Entry & Formatting | 3 | SP |
| OST | 184 | Records Management | 3 | SP |
| OST | 241 | Med Off Transciption I | 2 | SP |
| OST | 286 | Professional Development | 3 | FA |

**General Elective**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| ACC | 150 | Acct Software Appl | 2 | SP |
| CTS | 130 | Spreadsheet | 3 | FA, SP |
| DBA | 110 | Database Concepts | 3 | SP |
| OST | 236 | Adv Word/Information Proc | 3 | FA |
| OST | 242 | Med Off Transcription II | 2 | FA |
| OST | 244 | Med. Document Production | 2 | FA, SP, SU |
| OST | 247 | Procedure Coding | 2 | SP |
| OST | 248 | Diagnostic Coding | 2 | SP |
| OST | 249 | CPC Certification | 4 | SU |
| COE | XXX | Co-op Work Experience | (up to 3 SHC) | |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 70 SHC**

***This course enhances student learning through the use of appropriate technology***

# CERTIFICATE IN MEDICAL TRANSCRIPTION C25310A

The Certificate in Medical Transcription is designed for individuals wanting to prepare for positions that utilize medical transcriptions. Through a curriculum that emphasizes medical terminology, keyboarding, and computer skills, as well as a course in text editing, individuals completing this program will be equipped with the skills to prepare medical transcription documents. Individuals planning to enter this certificate must pass a required examination to receive credit for OST 131 or take OST 131 Keyboarding.

**Required Courses** — **Semester Offered**

| | | | | |
|---|---|---|---|---|
| OST | 134 | Text Entry & Formatting | 3 | FA, SP, SU |
| OST | 141 | Med Terms I - Med Office | 3 | FA |
| OST | 142 | Med Terms II - Med Office | 3 | SP |
| OST | 164 | Text Editing Applications | 3 | FA |
| OST | 241 | Med Off Transciption I | 2 | SP, SU |
| OST | 242 | Med Off Transcription II | 2 | FA, SU |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 16 SHC**

# ASSOCIATE IN APPLIED SCIENCE
## ASSOCIATE DEGREE NURSING A45110

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Coursework includes and builds upon the domains of health care, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities. *Students should consult their advisor for information about course scheduling.*

Upon successful completion of this program, the student should be able to:

- Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence
- Communicate professionally and effectively with individuals, significant support person(s), and members of the interdisciplinary health care team (GE I. 2)
- Incorporate informatics and evidence-based practice for clinical decision making in delivering safe, effective nursing care to individuals (GE II. 5)
- Develop teaching plans for individuals, and/or the nursing team, incorporating teaching and learning principles
- Collaborate with the interdisciplinary health care team to advocate for positive individual and organizational outcomes (GE V. 6)
- Manage health care for the individual using cost effective nursing strategies, quality improvement processes, and current technologies (GE II. 6)

**ADMISSION REQUIREMENTS FOR THE 2014 NURSING CLASS**

**Admission is competitive and all requirements (1-11) must be completed by Dec. 31, 2013 for admission into the 2014 nursing class. Notification of admission status will be mailed by March 16, 2014.**

*Completion of all requirements does not guarantee admission into the 2014 nursing class.*

1. Complete a Western Piedmont Community College Admission Application by December 31, 2013.
2. Submission of official high school and all college transcripts.
3. A cumulative grade point average (GPA) of 2.5 on all post-secondary coursework within the last 7 years.
4. COMPASS Reading score of 81 or above, or completion of ENG 090 or DRE 098, or a college level English course with a grade of "C" or better.
5. COMPASS Writing score of 70 or above, or completion of ENG 090, or DRE 098, or a college level English course with a grade of "C" or better.
6. Compass Intermediate Algebra score of 66 or above, or completion of MAT 080 or DMA 080 or a college level algebra course with a grade of "C" or better within the last 7 years.
7. Completion of high school chemistry, CHM 130 or CHM 131 or higher with a grade of "C" or better within the last 7 years.
8. Completion of high school biology, BIO 111 or BIO 168 with a grade of "C" or better within the last 7 years.
9. Completion of CIS 110 or CIS 111 within the last 7 years, High school Computer application I with a grade of "B" or higher, or a raw score of 80 or higher on the VOCATS post -assessment within 2 years of high school graduation.
10. A certificate of completion from a state approved CNA program and an active DHSR listing. Contact Linda Wright at 828-448-3532 or lwright@wpcc.edu for information about the Certified Nursing Assistant program at WPCC.
11. Completion of Test of Essential Academic Skills V (TEAS V). A schedule of TEAS test offerings will be posted September 30, 2013 in Student Services, and online at www.wpcc.edu. Students may take TEAS V two times per academic year with 45 days between testing sessions. Visit www.atitesting.com to purchase study materials.

(Continued on following page)

**Applicants are ranked on the following Admission Points grid and admitted as space permits.**

| Course | | Points per Grade | | |
|---|---|---|---|---|
| BIO 168 Anatomy & Physiology I | | A = 20 points | B = 15 points | C = 10 points |
| BIO 169 Anatomy & Physiology II | | A = 20 points | B = 15 points | C = 10 points |
| ENG 111 Expository Writing | | A = 10 points | B = 7 points | C = 5 points |
| MAT 161 or higher Mathematics | | A = 10 points | B = 7 points | C = 5 points |
| PSY 150 General Psychology | | A = 10 points | B = 7 points | C = 5 points |
| **TEAS V categories::** | | | | |
| Exemplary | | | 30 points | |
| Advanced | | | 25 points | |
| Proficient | | | 20 points | |
| Basic | | | 0 points | |

**Other Information:**

1. Nursing applicants are encouraged to complete Anatomy & Physiology I and II before entering the Nursing Program.
2. North Carolina law requires a nursing student to be physically and emotionally healthy in order to ensure safe care of clients. The determination that a student is healthy and can participate in clinical practice must be made by a licensed medical provider (physician, physician's assistant, or nurse practioner). *A student is admitted conditionally until a completed physical appraisal form, including the statement verifying the student is able to perform clinical practice and with documentation of all required immunizations, is submitted to the Nursing Director's office.*
3. An applicant is considered a nursing student at Western Piedmont Community College when official written notification of admission is received, the student has submitted written acceptance of admission to the program, and the health form with documentation of immunizations are completed as stated above.
4. A fee is assessed for professional liability insurance and Assessment Technology Institute supplemental resources at the time of registration.
5. Clinical practice experiences are provided at many different facilities. Students are responsible for providing transportation to the sites and purchasing required uniforms.
6. Clinical agencies accredited by Joint Commission may require a criminal background check on and /or a urine drug screen for nursing students. This is a requirement of the agencies and not the nursing program. Any student denied clinical practicum access due to the results of the criminal background check and /or a urine drug screen is dismissed from the program. Also the North Carolina Board of Nursing requires a separate criminal background check on all program graduates prior to taking the NCLEX Licensure exam. Specific information regarding this process is provided to students in the last semester of the nursing program.

*Western Piedmont Community College complies with section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990. In the case of a qualified individual with a disability, attempts will be made to provide reasonable accommodations. Western Piedmont Community College reserves the right to make changes on the admissions requirements as needed.*



## GENERAL EDUCATION

**Required Courses** — **Semester Offered**

| | | | | |
|---|---|---|---|---|
| BIO | 168 | Anatomy and Physiology I | 4 | FA, SP |
| BIO | 169 | Anatomy and Physiology II | 4 | SP, SU |
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |
| PSY | 150 | General Psychology | 3 | FA, SP, SU |

(Continued on following page)

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| NUR | 111 | Intro to Health Concepts | 8 | FA |
| NUR | 112 | Health - Illness Concepts | 5 | SP |
| NUR | 113 | Family Health Concepts | 5 | SP |
| NUR | 114 | Holistic Health Concepts | 5 | FA |
| NUR | 211 | Health Care Concepts | 5 | FA |
| NUR | 212 | Health System Concepts | 5 | FA |
| NUR | 213 | Complex Health Concepts | 10 | SP |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| BIO | 275 | General Microbiology | 4 | FA, SP, SU |
| PSY | 241 | Developmental Psych | 3 | FA, SP, SU |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 70 SHC**

***This course enhances student learning through the use of appropriate technology***

# ASSOCIATE IN APPLIED SCIENCE
## OFFICE ADMINISTRATION A25370

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Demonstrate competency in software applications, such as word processing, spreadsheets, databases, and business presentations
- Demonstrate attitudes and skills that promote success in the workplace (GE V. 5)
- Key with efficiency and be able to format a variety of workplace documents ranging from basic to advanced
- Demonstrate knowledge of record keeping principles in both manual and electronic record keeping systems
- Identify and utilize the required skills, knowledge, and technical information necessary to effectively function as an office assistant
- Use written and oral discussion to discover and to articulate ideas (GE I. 1)

### GENERAL EDUCATION

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ECO | 151 | Survey of Economics | 3 | SP |
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Mathematics**

***(Select 3-4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP, SU |
| MAT | 161/A | College Algebra/Lab | 4 | FA, SP, SU |
| MAT | 171 | Precalculus Algebra | 3 | FA, SP |

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| OST | 136 | Word Processing | 3 | |
| OST | 164 | Text Editing Applications | 3 | |
| OST | 184 | Records Management | 3 | SP |
| OST | 289 | Administrative Office Management | 3 | |

**Computer Elective Choose one:**

| | | | | |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | FA |
| OST | 137 | Office Software Application | 3 | FA |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| ACC | 120 | Prin of Financial Acct | 4 | FA |
| ACC | 150 | Acct Software Appl | 2 | SP |
| BUS | 121 | Business Math | 3 | FA |
| BUS | 135 | Principles of Supervision | 3 | SP |
| CTS | 130 | Spreadsheet | 3 | FA |
| DBA | 110 | Database Concepts | 3 | SP |
| OST | 131 | Keyboarding | 2 | FA, SP, SU |
| OST | 134 | Text Entry & Formatting | 3 | FA, SP, SU |
| OST | 236 | Adv Word/Information Proc | 3 | FA |
| OST | 286 | Professional Development | 3 | FA |

(Continued on following page)

**General Elective**

***(Select 6 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| ACC | 140 | Payroll Accounting | 2 | SP |
| BUS | 125 | Personal Finance | 3 | SP |
| BUS | 153 | Human Resource Management | 3 | FA, SP |
| BUS | 260 | Business Communication | 3 | FA |
| CTS | 120 | Hardware/Software Support | 3 | FA |
| CTS | 125 | Presentation Graphics | 3 | SP |
| OST | 132 | Keyboard Skill Building | 2 | FA, SP |
| OST | 233 | Office Publications Design | 3 | SP |
| WEB | 110 | Internet/Web Fund | 3 | FA |
| COE | XXX | Co-op Work Experience | (up to 3 SHC) | |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 65 SHC**

*This course enhances student learning through the use of appropriate technology*

# DIPLOMA IN GENERAL OFFICE D25370

## GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

## MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| OST | 136 | Word Processing | 3 | FA, SP, SU |
| OST | 164 | Text Editing Applications | 3 | FA |
| OST | 184 | Records Management | 3 | SP |
| OST | 289 | Administrative Office Management | 3 | SP |

**Computer Electives**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | FA, SU, SP |
| OST | 137 | Office Software Applicat. | 3 | FA, SU |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| BUS | 121 | Business Math | 3 | FA, SP, SU |
| OST | 131 | Keyboarding | 2 | FA, SP, SU |
| OST | 134 | Text Entry & Formatting | 3 | FA, SP, SU |
| CTS | 130 | Spreadsheet | 3 | FA, SU |
| OST | 286 | Professional Development | 3 | FA |

**General Elective**

***(Select 4 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| ACC | 120 | Prin of Financial Acct | 4 | FA, SP |
| BUS | 135 | Principles of Supervision | 3 | FA |
| BUS | 260 | Business Communication | 3 | FA, SU |
| DBA | 110 | Database Concepts | 3 | SP |
| OST | 132 | Keyboard Skill Building | 2 | FA, SP, SU |
| OST | 233 | Office Publications Design | 3 | SP |
| OST | 236 | Adv Word/Information Proc | 3 | FA |
| WEB | 110 | Internet/Web Fund | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 39 SHC**

***This course enhances student learning through the use of appropriate technology***

# CERTIFICATE IN GENERAL OFFICE C25370A

The General Office Certificate is designed for the individual entering, upgrading, or retraining in the office occupations relating to general office and clerical duties. Credit for the required courses listed below will transfer to the General Office Diploma or to the AAS degree program in Office Systems Administration.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| OST | 131 | Keyboarding | 2 | FA, SP, SU |
| OST | 134 | Text Entry & Formatting | 3 | FA, SP, SU |
| OST | 136 | Word Processing | 3 | FA, SP, SU |
| OST | 164 | Text Editing Applications | 3 | FA, SP |
| OST | 184 | Records Management | 3 | SP |
| OST | 286 | Professional Development | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 17 SHC**

# CERTIFICATE IN WORD PROCESSING C25370B

The Certificate in Word Processing is designed for students currently employed or seeking work that involves knowledge of word processing applications. Most offices today use a word processing software package and this certificate will be helpful to anyone planning to work in an office environment. This certificate will also benefit those individuals who want to use word processing for personal use.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| OST | 131 | Keyboarding | 2 | FA, SP, SU |
| OST | 136 | Word Processing | 3 | FA, SP, SU |
| OST | 137 | Office Software Applicat. | 3 | FA, SP, SU |
| OST | 164 | Text Editing Applications | 3 | FA, SP |
| OST | 233 | Office Publications Design | 3 | SP |
| OST | 236 | Adv Word/Information Proc | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 17 SHC**

***This course enhances student learning through the use of appropriate technology***

# ASSOCIATE IN APPLIED SCIENCE
## PARALEGAL TECHNOLOGY A25380

The Paralegal Technology curriculum prepares individuals to work under the supervision of attorneys by performing routine legal tasks and assisting with substantive legal work. A paralegal/legal assistant may not practice law, give legal advice, or represent clients in a court of law.

Coursework includes substantive and procedural legal knowledge in the areas of civil litigation, legal research and writing, real estate, family law, wills, estates, trusts, and commercial law. Required courses also include subjects such as English, mathematics, and computer utilization.

Graduates are trained to assist attorneys in probate work, investigations, public records search, drafting and filing legal documents, research, and office management. Employment opportunities are available in private law firms, governmental agencies, banks, insurance agencies, and other business organizations. *Students should consult their advisor for information about course scheduling.*

***Western Piedmont's Paralegal Program has been recognized by the North Carolina State Bar Paralegal Certification Board as a Qualified Paralegal Studies Program (QLSP).***

***Upon successful completion of this program, the student should be able to:***

- Use written and oral discussion to discover and to articulate ideas (GE I. 1)
- Identify and state problems, issues, arguments, and questions contained in a body of information (GE II. 1)
- Demonstrate organization and documentation skills
- Demonstrate the ability to locate, retrieve, and interpret public records
- Demonstrate knowledge and application of the ethical standards of the practice of law
- Demonstrate legal research and writing skills
- Demonstrate and apply knowledge of relevant substantive and procedural authority

### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 112 | Argument-Based Research | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |
| MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| LEX | 110 | Intro to Paralegal Study | 2 | FA, SU |
| LEX | 120 | Legal Research/Writing I | 3 | FA |
| LEX | 130 | Civil Injuries | 3 | FA, SP, SU |
| LEX | 140 | Civil Litigation I | 3 | FA |
| LEX | 150 | Commercial Law I | 3 | FA, SP, SU |
| LEX | 210 | Real Property I | 3 | FA |
| LEX | 240 | Family Law | 3 | FA, SU |
| LEX | 250 | Wills, Estates, & Trusts | 3 | FA, SU |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| ACC | 120 | Prin of Financial Acct | 4 | FA, SP, SU |
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| LEX | 121 | Legal Research/Writing II | 3 | SP |
| LEX | 141 | Civil Litigation II | 3 | SP |

(Continued on following page)

| | | | | |
|---|---|---|---|---|
| LEX | 160 | Criminal Law & Procedure | 3 | FA |
| LEX | 211 | Real Property II | 3 | SP |
| LEX | 280 | Ethics & Professionalism | 2 | FA, SP, SU |
| LEX | 286 | Medical Evidence Analysis | 2 | FA |
| OST | 136 | Word Processing | 3 | FA, SP, SU |

**General Elective**

***(Select 2 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| LEX | 220 | Corporate Law | 2 | FA, SP |
| LEX | 260 | Bankruptcy & Collections | 3 | FA, SP |
| LEX | 270 | Law Office Mgt/Technology | 2 | FA, SP |
| LEX | 285 | Workers' Comp Law | 2 | FA |
| COE | XXX | Co-op Work Experience | (up to 3 SHC) | |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 70 SHC**

***SThis course enhances student learning through the use of appropriate technology***

# GENERAL LAW OFFICE CERTIFICATE C25380B

The certificate in General Law Office is designed for individuals who wish to gain a general understanding of the legal environment to upgrade present skills or for purposes of retraining. emphasis is placed on providing a foundational understanding of legal concepts that supports clerical positions in attorneys' offices, local, state and federal governmental agencies, and other business with a legal component.

**MAJOR COURSES**

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| LEX | 120 | Legal Research/Writing I | 3 | FA |
| LEX | 130 | Civil Injuries | 3 | SA, SP |
| LEX | 140 | Civil Litigation I | 3 | FA |
| LEX | 150 | Commercial Law I | 3 | FA, SP, SU |
| LEX | 160 | Criminal Law & Procedure | 3 | FA |
| LEX | 270 | Law Office Mgt/Technology | 2 | FA, SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 17 SCH**

# ASSOCIATE IN APPLIED SCIENCE
## PROFESSIONAL ARTS AND CRAFTS: SCULPTURE A30290

This curriculum is designed to prepare individuals to become professional craftsman and entrepreneurs in the areas of clay and metal sculpture. Course work concentrates on the development of skills in each area of craftsmanship. Emphasis is placed on hands-on training and the design skills needed to aid students in personalizing their own work.

Graduates will be able to open and operate their own professional craft studio, work for an existing professional craftsman, or obtain employment in craft retail sales. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to: •Demonstrate proficiency in clay modeling and hand building processes.***

- Demonstrate ability to produce wheel thrown utilitarian pottery.
- Demonstrate proficiency in clay modeling and handbuilding processes.
- Demonstrate knowledge of clay and glaze preparation, chemical and material safety and application.
- Use written and oral discussion to discover and to articulate ideas. (GE I. 1)
- Create, manage, organize and communicate information through print and electronic media. (GE III. 5)
- Create a Craft Marketing and Business Plan
- Demonstrate proficiency in metal welding, cutting, forging, and finishing processes including safety
- Exhibit knowledge of Studio Crafts history, societal influences and production methods.
- Apply drawing principles and design techniques to render, edit, and create artistic sculptures
- Demonstrate organization and documentation skills

### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ART | 114 | Art History Survey I | 3 | FA |
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |
| MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP, SU |

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| PCC | 110 | Intro to Pottery | 8 | FA, SP |
| PCD | 110 | Intro to Craft Design | 2 | FA |
| PCS | 110 | Intro to Metal Sculpture | 5 | FA |
| PCS | 112 | Beg. Welding for Artists | 3 | SP |
| PCS | 210 | Intro to Clay Sculpture | 4 | SP |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| DES | 125 | Graphic Presentation I | 2 | SP |
| PCJ | 262 | Hand Wrought Metals | 2 | FA |
| PCJ | 267 | Hand Wrought Joinery | 2 | SP |
| PCR | 112 | 20th-Century Crafts | 2 | SP |
| PCR | 212 | Craft Marketing | 2 | FA |
| PCR | 213 | Craft Enterprise | 2 | SP |
| PCS | 114 | Advanced Metal Sculpture | 5 | SP |
| WLD | 110 | Cutting Processes | 2 | FA |

(Continued on following page)

**General Pottery Elective**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| PCC | 114 | Raku | 2 | FA, SP, SU |
| PCC | 116 | Pottery Tool Making | 2 | FA, SP, SU |
| PCC | 118 | Clay: Special Study | 2 | FA, SP, SU |
| PCC | 119 | Clay Design: Spec Study | 2 | FA, SP, SU |
| PCC | 121 | Handbuilding I | 3 | FA, SP, SU |
| PCC | 122 | Handbuilding II | 2 | FA, SP, SU |
| PCC | 125 | Clay Casting | 2 | FA, SP, SU |
| PCC | 132 | Glaze Formulation | 2 | FA, SP, SU |
| PCC | 241 | Kiln Design/Construction | 2 | FA, SP, SU |
| COE | XXX | Co-op Work Experience | (up to 3 SHC) | |

**General Woodworking Elective**

***(Select 2 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| PCW | 130 | Veneer, Marquetry | 2 | FA, SP, SU |
| PCW | 131 | Woodbending | 2 | FA, SP, SU |
| PCW | 132 | Composite Materials Const | 2 | FA, SP, SU |
| PCW | 134 | Woodcarving | 2 | FA, SP, SU |
| PCW | 135 | Wood Lathe Work | 2 | FA, SP, SU |
| PCW | 136 | Wood Finishing | 2 | FA, SP, SU |
| PCW | 230 | Wood Design: Special Study | 2 | FA, SP, SU |
| COE | XXX | Co-op Work Experience | (up to 3 SHC) | |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 65 SHC**

***This course enhances student learning through the use of appropriate technology***

# ASSOCIATE IN APPLIED SCIENCE
## PROFESSIONAL CRAFTS: CLAY A30300

The Professional Crafts: Clay curriculum is designed to prepare individuals for employment as professional potters or in pottery-related fields. Using traditional and contemporary concepts, instruction includes technical knowledge, design skills, and marketing and business essentials.

Coursework includes development of basic and advanced throwing skills with emphasis on form and design. Study will include a pottery studio and marketing procedures.

Graduates will be able to open and operate their own pottery business, work for existing pottery businesses, or transfer to a four-year degree program. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Demonstrate proficiency in important elements of designing and producing utilitarian pottery
- Use written and oral discussion to discover and to articulate ideas. (GE I.1)
- Create, manage, organize and communicate information through print and electronic media. (GE III. 5)
- Create a Craft Marketing and Business Plan
- Demonstrate proficiency in production skills such as uniformity in design, scale, and function
- Demonstrate organization and documentation skills
- Demonstrate knowledge of clay and glaze preparation, chemical and material safety and application
- Demonstrate knowledge of kiln design and construction, safety, firing techniques, and maintenance.
- Exhibit knowledge of Studio Crafts history, societal influences and production methods.

### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ART | 114 | Art History Survey I | 3 | FA |
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Natural Science/Mathematics**

***(Select 4 SHC from the following courses)***

| | | | | | |
|---|---|---|---|---|---|
| ∞ | BIO | 110 | Principles of Biology | 4 | |
| ∞ | BIO | 140/A | Environmental Biology/Lab | 4 | FA, SP, SU |
| ∞ | GEL | 120 | Physical Geology | 4 | SP |
| | MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP, SU |

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| PCC | 110 | Intro to Pottery | 8 | FA, SP |
| PCC | 111 | Functional Pottery I | 8 | FA, SP |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| PCC | 117 | Glaze Testing | 2 | SP |
| PCC | 210 | Functional Pottery II | 8 | FA, SP |
| PCC | 211 | Decorative Pottery | 8 | FA, SP |
| PCC | 231 | Pottery Production: Sets | 3 | SP |
| PCD | 110 | Intro to Craft Design | 2 | FA |
| PCR | 112 | 20th-Century Crafts | 2 | SP |
| PCR | 212 | Craft Marketing | 2 | FA |
| PCR | 213 | Craft Enterprise | 2 | SP |

(Continued on following page)

**General Elective**

***(Select 2 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| PCC | 114 | Raku | 2 | FA, SP, SU |
| PCC | 116 | Pottery Tool Making | 2 | FA, SP, SU |
| PCC | 118 | Clay: Special Study | 2 | FA, SP, SU |
| PCC | 119 | Clay Design: Spec Study | 2 | FA, SP, SU |
| PCC | 125 | Clay Casting | 2 | FA, SP, SU |
| PCC | 132 | Glaze Formulation | 2 | FA, SP, SU |
| PCC | 241 | Kiln Design/Construction | 2 | FA, SP, SU |
| COE | XXX | Co-op Work Experience | (up to 3 SHC) | |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 66 SHC**

***SThis course enhances student learning through the use of appropriate technology***

***∞ Math competency must be met by satisfactory completion of MAT 060 or DMA 010 and DMA 020 and DMA 030 or the following placement test scores: ASSET Numerical Skills score of 41 or above or COMPASS Prealgebra Skills score of 47 or above.***

# DIPLOMA IN PROFESSIONAL CRAFTS: CLAY D30300

Students will learn valuable computer skills and create marketing and business plans relevant to small cottage industries. Training in production techniques with an overview of the myriad forms relevant to both traditional and contemporary life styles help students develop skills needed to produce a personal pottery production line.

## GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

## MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| PCC | 110 | Intro to Pottery | 8 | FA, SP |
| PCC | 111 | Functional Pottery I | 8 | FA, SP |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| PCC | 117 | Glaze Testing | 2 | SP |
| PCC | 118 | Clay: Special Study | 2 | FA, SP, SU |
| PCC | 210 | Functional Pottery II | 8 | FA, SP |
| PCC | 211 | Decorative Pottery | 8 | FA, SP |
| PCR | 212 | Craft Marketing | 2 | FA |
| PCR | 213 | Craft Enterprise | 2 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 46 SHC**

# CERTIFICATE IN ADVANCED POTTERY (C 30300C)

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| PCC | 111 | Functional Pottery I | 8 | FA, SP |
| PCC | 117 | Glaze Testing | 2 | SP |
| PCC | 210 | Functional Pottery II | 8 | FA, SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 18 SHC**

# CERTIFICATE IN BASIC POTTERY C30300B

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| PCC | 110 | Intro to Pottery | 8 | FA, SP |
| PCC | 111 | Functional Pottery | 8 | FA, SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 16 SHC**

# CERTIFICATE IN POTTERY BUSINESS C30300D

This certificate is designed for potters, post bachelor degree students, or crafts people working in pottery-related fields needing additional training to own and operate a profitable pottery business.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| PCC | 111 | Functional Pottery I | 8 | FA, SP |
| PCC | 231 | Pottery Production: Sets | 3 | SP |
| PCR | 212 | Craft Marketing | 2 | FA |
| PCR | 213 | Craft Enterprise | 2 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 18 SHC**

***This course enhances student learning through the use of appropriate technology***

# ASSOCIATE IN APPLIED SCIENCE
## PROFESSIONAL CRAFTS: WOOD A30360

The Professional Crafts: Wood curriculum provides individuals with traditional values of fine craftsmanship, creative design, and an entrepreneurial spirit for a small woodworking enterprise.

The coursework includes a strong emphasis on creative thinking and problem solving. Study involves a mix of theoretical and hands-on training combined with a blend of historical and modern methods of woodworking and small business management.

Upon completion of required coursework, graduates may earn a degree or a diploma. They should be prepared for self-employment, for positions in the craft industry, or for continued study toward a bachelor's degree at a four-year institution. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Demonstrate proficiency in important elements of designing and producing fine furniture and wood accessories.
- Use written and oral discussion to discover and to articulate ideas. (GE I. 1)
- Create, manage, organize and communicate information through print and electronic media. (GE III. 5)
- Create a Craft Marketing and Business Plan
- Design and produce items for various price points
- Exhibit knowledge of Studio Crafts history, societal influences and production methods.
- Demonstrate knowledge of wood properties and selection; machine safety, operation, and maintenance
- Apply drawing principles and design techniques to create, edit, render, and generate multi-view drawings using graphite and design software.
- Demonstrate organization and documentation skills

### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ART | 114 | Art History Survey I | 3 | FA, SP, SU |
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Natural Science/Mathematics**

***(Select 4 SHC from the following courses)***

| | | | | | |
|---|---|---|---|---|---|
| ∞ | BIO | 110 | Principles of Biology | 4 | |
| ∞ | BIO | 140/A | Environmental Biology/Lab | 4 | FA, SP, SU |
| ∞ | GEL | 120 | Physical Geology | 4 | SP |
| | MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP, SU |

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| PCW | 110 | Intro to Woodworking | 8 | FA, SP |
| PCW | 111 | Framing Joinery/Design | 8 | FA, SP |
| PCW | 112 | Production Design | 4 | SP |
| PCW | 210 | Chair Design & Const | 7 | FA |
| PCW | 211 | Casework Design & Const | 7 | SP |

**Other Major Required Courses**

| | | | | | |
|---|---|---|---|---|---|
| 💻 | CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| | DFT | 111 | Technical Drafting I | 2 | FA |

(Continued on following page)

| | | | | |
|---|---|---|---|---|
| PCD | 110 | Intro to Craft Design | 2 | FA |
| PCR | 112 | 20th-Century Crafts | 2 | SP |
| PCR | 212 | Craft Marketing | 2 | FA |
| PCR | 213 | Craft Enterprise | 2 | SP |

**General Elective**

***(Select 2 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| PCW | 130 | Veneer, Marquetry | 2 | FA, SP, SU |
| PCW | 131 | Woodbending | 2 | FA, SP, SU |
| PCW | 132 | Composite Materials Const | 2 | FA, SP, SU |
| PCW | 134 | Woodcarving | 2 | FA, SP, SU |
| PCW | 135 | Wood Lathe Work | 2 | FA, SP, SU |
| PCW | 136 | Wood Finishing | 2 | FA, SP, SU |
| PCW | 230 | Wood Design: Special Study | 2 | FA, SP, SU |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 65 SHC**

***This course enhances student learning through the use of appropriate technology***

∞ ***Math competency must be met by satisfactory completion of MAT 060 or DMA 010 and DMA 020 and DMA 030 or the following placement test scores: ASSET Numerical Skills score of 41 or above or COMPASS Prealgebra Skills score of 47 or above.***



# DIPLOMA IN PROFESSIONAL CRAFTS: WOOD D30360

## GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

## MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| PCW | 110 | Intro to Woodworking | 8 | FA, SP |
| PCW | 111 | Framing Joinery/Design | 8 | FA, SP |
| PCW | 210 | Chair Design & Const | 7 | FA |
| PCW | 211 | Casework Design & Const | 7 | SP |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| DFT | 111 | Technical Drafting I | 2 | FA |
| PCR | 212 | Craft Marketing | 2 | FA |
| PCR | 213 | Craft Enterprise | 2 | SP |
| PCW | 230 | Wood Design: Special Study | 2 | FA, SP, SU |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 44 SHC**

# CERTIFICATE IN ADVANCED WOOD C30360C

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| DFT | 111 | Technical Drafting I | 2 | FA |
| PCW | 210 | Chair Design & Const | 7 | FA |
| PCW | 211 | Casework Design & Const | 7 | SP |
| PCW | 230 | Wood Design: Special Study | 2 | SA, SP, SU |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 18 SHC**

# CERTIFICATE IN BASIC WOOD C30360B

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| PCW | 110 | Intro to Woodworking | 8 | FA, SP |
| PCW | 111 | Framing Joinery/Design | 8 | FA, SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 16 SHC**

# CERTIFICATE IN WOOD BUSINESS C30360D

This certificate is designed for woodworkers, post bachelor degree students, or crafts people working in wood-related fields needing additional training to own and operate a profitable wood working business.

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| PCR | 212 | Craft Marketing | 2 | FA |
| PCR | 213 | Craft Enterprise | 2 | SP |
| PCW | 112 | Production Design | 4 | SP |
| PCW | 211 | Casework Design & Const | 7 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 18 SHC**

***This course enhances student learning through the use of appropriate technology***

# ASSOCIATE IN APPLIED SCIENCE
## SIMULATION AND GAME DEVELOPMENT
## A25450

The Simulation and Game Development curriculum provides a broad background in simulation and game development with practical applications in creative arts, visual arts, audio/video technology, creative writing, modeling, design, programming and management.

Students will receive hands-on training in design, 3D modeling, and programming for the purpose of creating simulations and games.

Graduates should qualify for employment as designers, artists, animators, programmers, testers, quality assurance analysts, engineers and administrators in the entertainment industry, health care, education, corporate training, and government organizations. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Utilize computer programming languages such as C/C++, VB, Java, etc.
- Demonstrate knowledge of software packages commonly used in game development such as Maya, Game Maker, Torque, etc.
- Exhibit story design and development skills(GE I. 2)
- Use all Microsoft Office programs (for budgets, communications, scheduling, planning, etc.)
- Demonstrate soft skills such as verbal skills, teamwork, and good work ethics (GE V. 6)
- Exercise entrepreneurial skills in portfolio management and/or business management (GE III. 5)

### ADMISSION POLICY

1. Must have a high school diploma or GED.
2. Complete College admissions and testing procedures.
3. Interview and advisement with Coordinator of Digital Effects and Animation Technology Program.
4. COMPASS Reading score of 71 or above and COMPASS Writing score of 60 or above, or completion of ENG 090 and RED 090 or DRE 097.
5. ASSET Numerical Skills score of 41 or above, COMPASS Pre-algebra score of 47 or above, or completion of MAT 060 or DMA 010 and DMA 020 and DMA 030.

Additional classes may be admitted to the program as deemed appropriate by the College. Due to limited laboratory space and course prerequisites, only students admitted to the Simulation and Game Development Program may enroll for courses with the SGD prefix. Should the number of qualified applicants exceed the number of available spaces, students will be admitted based upon the program application date.

### GENERAL EDUCATION

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |

**English Composition**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| ENG | 112 | Argument-Based Research | 3 | FA, SP, SU |
| ENG | 113 | Literature-Based Research | 3 | FA, SP |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

**Mathematics** ***(Select one of the following sets)***

| | | | | | |
|---|---|---|---|---|---|
| ***Set 1:*** | MAT | 140/A | Survey of Mathematics Lab | 4 | FA, SP, SU |
| ***Set 2:*** | MAT | 171 | Precalculus Algebra | 3 | FA, SP |
| and | MAT | 172 | Precalculus Trigonometry | 3 | FA, SP |

(Continued on following page)

## MAJOR COURSES

### Core Required Courses

| | | | | |
|---|---|---|---|---|
| SGD | 111 | Introduction to SGD | 3 | FA, SP |
| SGD | 112 | SGD Design | 3 | FA, SP |
| SGD | 113 | SGD Programming | 3 | FA, SP |
| SGD | 114 | 3D Modeling | 3 | FA, SP |
| SGD | 162 | SG 3D Animation | 3 | SP |
| SGD | 168 | Mobile SG Programming 1 | 3 | SP |
| SGD | 212 | SGD Design II | 3 | FA |
| SGD | 213 | SGD Programming II | 3 | FA |
| SGD | 244 | 3D Modeling III | 3 | SU |
| SGD | 289 | SGD Project | 3 | SP |

### Other Major Required Courses

| | | | | |
|---|---|---|---|---|
| ART | 131 | Drawing I | 3 | FA, SP, SU |
| ART | 171 | Computer Art I | 3 | FA, SP, SU |
| SGD | 116 | Graphic Design Tools | 3 | FA |
| SGD | 214 | 3D Modeling II | 3 | SP |

### General Elective *(Select 9 SHC from the following courses)*

| | | | | |
|---|---|---|---|---|
| CSC | 151 | Java Programming | 3 | |
| CSC | 134 | C++ Programming | 3 | |
| CSC | 249 | Data Structure and Algorithms | 3 | |
| DEA | 111 | Introduction to DEAT | 3 | FA |
| DEA | 213 | 3D Design and Animation I | 3 | SP |
| DEA | 214 | 3D Design & Animation II | 3 | SU |
| FVP | 114 | Camera and Lighting 1 | 3 | SU |
| FVP | 227 | Multimedia Production | 3 | SP |
| FVP | 238 | Software Apps for FVP | 3 | SP |
| SGD | 117 | Art for Games | 3 | SP, SU |
| SGD | 135 | Serious Games | 3 | SP, SU |
| SGD | 158 | Business Management | 3 | SP, SU |
| SGD | 161 | SG Animation | 3 | SP, SU |
| SGD | 164 | SG Audio/Video | 3 | SP, SU |
| SGD | 165 | SG Character Development | 3 | SP, SU |
| SGD | 172 | Virtual SG Environments | 3 | SP, SU |
| SGD | 174 | SG Level Design | 3 | SP, SU |
| SGD | 181 | SGD Machinima | 3 | SP, SU |
| SGD | 210 | Data Capture | 3 | SP, SU |
| SGD | 237 | Rigging 3D models | 3 | SU |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 67 - 70 SHC**

***This course enhances student learning through the use of appropriate technology***



# CERTIFICATE IN 3D MODELING AND ANIMATION C25450B

### Required Courses

| | | | | Semester Offered |
|---|---|---|---|---|
| SGD | 114 | 3D Modeling | 3 | FA, SP |
| SGD | 162 | SG 3D Animation | 3 | SP |
| SGD | 214 | 3D Modeling II | 3 | SP |
| SGD | 244 | 3D Modeling III | 3 | SU |
| SGD | 237 | Rigging 3D models | 3 | SU |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 15 SHC**

# CERTIFICATE IN GAME DESIGN AND PROGRAMMING
# C25450A

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| SGD | 111 | Introduction to SGD | 3 | FA, SP |
| SGD | 112 | SGD Design | 3 | FA, SP |
| SGD | 113 | SGD Programming | 3 | FA, SP |
| SGD | 114 | 3D Modeling | 3 | FA, SP |
| SGD | 213 | SGD Programming II | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 15 SHC**

# ASSOCIATE IN APPLIED SCIENCE
## SUSTAINABILITY TECHNOLOGIES A40370

The Sustainability Technologies curriculum is designed to prepare individuals for employment in environmental, construction, alternative energy, manufacturing, or related industries, where key emphasis is placed on energy production and waste reduction along with sustainable technologies.

Course work may include alternative energy, environmental engineering technology, sustainable manufacturing, and green building technology. Additional topics may include sustainability, energy management, waste reduction, renewable energy, site assessment, and environmental responsibility.

Graduates should qualify for positions within the alternative energy, construction, environmental, and/or manufacturing industries. Employment opportunities exist in both the government and private industry sectors where graduates may function as manufacturing technicians, sustainability consultants, environmental technicians, or green building supervisors. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Demonstrate effective oral and written communication skills. (GE I. 1)
- Demonstrate an understanding of the concepts of sustainability and Green technologies.
- Demonstrate the ability to gather and organize information, identify and analyze sustainability issues, and offer reasonable solutions using the available technologies. (GE II. 6; GE III. 6)
- Demonstrate an understanding of mathematical and scientific concepts, skills, and applications by applying classroom knowledge to hands-on activities. (GE IV . 4)
- Develop a historical consciousness and a global perspective of the need for preserving the environment through the implementation of sustainable technology. (GE VI. 4)
- Gain an understanding of the interconnectedness of all living organisms and how human interactions affect the health and welfare of the entire planet.

### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Mathematics**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 121 | Algebra/Trigonometry I | 3 | FA |
| MAT | 171 | Precalculus Algebra | 3 | FA, SP |

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| CST | 111 | Construction I | 4 | FA, SP |
| CST | 150 | Building Science | 3 | SP |
| CMT | 120 | Codes & Inspection | 3 | SP |
| ENV | 110 | Environmental Science | 3 | FA, SP |
| SRV | 110 | Surveying I | 4 | SP |
| SST | 110 | Intro to Sustainability | 3 | FA |
| SST | 120 | Energy Use Analysis | 3 | SP |
| SST | 210 | Issues in Sustainability | 3 | SP |
| SST | 140 | Green Bldg & Design Concepts | 3 | FA |

(Continued on following page)

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| AHR | 211 | Residential System Design | 3 | SP |
| ARC | 114 | Architectural Cad | 2 | SP |
| ALT | 120 | Renewable Energy Tech | 3 | FA |
| ALT | 250 | Thermal Systems | 3 | SP |
| EGR | 285 | Design Project | 2 | |
| ELC | 220 | Photovoltaic Sys Tech | 3 | FA |

**Utility Elective**

***(Select one from the following courses)***

| | | | | |
|---|---|---|---|---|
| ELC | 120 | Introduction to Wiring | 3 | FA |
| PLU | 111 | introduction to Plumbing | 2 | SP |

**Computer Elective**

***(Select one from the following courses)***

| | | | | |
|---|---|---|---|---|
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |
| CIS | 111 | Basic PC Literacy | 2 | FA, SP, SU |
| EGR | 111 | Eng Comp and Careers | 3 | |

**Safety Elective**

***(Select one from the following courses)***

| | | | | |
|---|---|---|---|---|
| EHS | 114 | OSHA Regulations | 3 | FA |
| ISC | 121 | Envir Health & Safety | 3 | SP, FA |

**General Electives**

***(Select one from the following courses)***

| | | | | |
|---|---|---|---|---|
| BUS | 110 | Introduction to Business | 3 | |
| BUS | 280 | REAL Small Business | 4 | |
| AHR | 112 | Heating Technology | 4 | SP |
| AHR | 113 | Comfort Cooling | 4 | FA |
| CIV | 240 | Project Management | 3 | FA |
| EGR | 115 | Intro to Technology | 3 | FA |
| ELC | 233 | Energy Managemant | 3 | |
| PHY | 110/110A | Conceptual Physics/Lab | 4 | SU |
| WAT | 110 | Basic Wastewater Treatment | 3 | SP, FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 66 SHC**

***Students planning to transfer are encouraged to take MAT 171 and MAT 172.***

***This course enhances student learning through the use of appropriate technology***



# Certificate in Photovoltaic Energy C40370A

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| ALT | 120 | Renewable Energy Technology | 3 | FA |
| SST | 110 | Intro to Sustainability | 3 | FA |
| ELC | 120 | Introduction to Wiring | 3 | FA |
| ELC | 220 | Photovoltaic Systems | 3 | FA |
| ENV | 110 | Environmental Science | 3 | FA, SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 15 SHC**

***This course enhances student learning through the use of appropriate technology***

# CERTIFICATE IN THERMAL ENERGY C40370D

| Required Courses | | | Semester Offered |
|---|---|---|---|
| CST 150 | Building Science | 3 | SP |
| SST 110 | Intro to Sustainability | 3 | FA |
| ENV 110 | Environmental Science | 3 | SP, FA |
| AHR 211 | Residential System Design | 3 | SP |
| ALT 250 | Thermal Systems | 3 | SP |
| PLU 111 | introduction to Plumbing | 2 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 17**

# CERTIFICATE IN SUSTAINABLE ENERGY C40370C

| Required Courses | | | Semester Offered |
|---|---|---|---|
| ALT 120 | Renewable Energy Technology | 3 | FA |
| ENV 110 | Environmental Science | 3 | SP, FA |
| SST 110 | Intro to Sustainability | 3 | FA |
| SST 120 | Energy Use Analysis | 3 | SP |
| SST 210 | Issues in Sustainability | 3 | SP |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 15**

# CERTIFICATE IN GREEN BUILDING C40370B

| Required Courses | | | Semester Offered |
|---|---|---|---|
| CMT 120 | Codes and Inspections | 3 | SP |
| CST 111 | Construction I | 4 | FA, SP |
| CST 150 | Building Science | 3 | SP |
| SST 110 | Introduction to Sustainability | 3 | FA |
| SST 140 | Green Building & Design Concepts | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 16**

# ASSOCIATE IN APPLIED SCIENCE
## SUSTAINABLE AGRICULTURE A15410

The Sustainable Agriculture program is designed to provide the entrepreneurial and technical skills necessary to manage a profitable, environmentally sound, community based small farm or agricultural business. The objective is the development of a workforce knowledgeable in sustainable agriculture practices.

Students will learn the fundamentals of sustainable agriculture, focusing on crop production and farm business. Emphasis is placed on entrepreneurial and practical field training. Students will complete a business plan and an agricultural internship in marketing and farming.

Graduates should qualify for employment in a variety of positions associated with sustainable agriculture, including horticultural and live stock operations, wholesale and retail produce management, nursery operations, and environmental and agricultural education. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Use written and oral discussion to discover and articulate ideas (GE I. 1)
- Identify and state problems, issues, arguments and questions contained in a body of information (GE II. 1)
- To identify IPM and its various components and develop an IPM program for a specific agricultural crop or situation
- To identify and determine reasons for, and methods of, the major forms of plant propagation with specific, regionally appropriate examples of each in agricultural operations

### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |
| MAT | 140/A | Survey of Mathematics/Lab | 4 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| AGR | 121 | Biological Pest Mgmt | 3 | SP |
| AGR | 139 | Intro to Sustainable Ag | 3 | FA |
| AGR | 214 | Agricultural Marketing | 3 | SP |
| AGR | 170 | Soil Science | 3 | FA |
| ANS | 110 | Animal Science | 3 | FA |
| AGR | 111 | Basic Farm Maintenance | 2 | SP |
| AGR | 160 | Plant Science | 3 | SP |
| AGR | 263 | Vegetable Production | 3 | SU |
| AGR | 265 | Organic Crop Prod: Spring | 3 | SP |
| AGR | 266 | Organic Crop Prod: Fall | 3 | FA |
| COE | 111 | Co-op Work Experience I | 1 | FA, SP, SU |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| AGR | 221 | Farm Structures | 3 | SP |
| ANS | 111 | Sustainable Livestock Mgt | 3 | SP |
| ANS | 115 | Animal Feed and Nutrition | 3 | FA |
| HOR | 168 | Plant Propagation | 3 | FA |
| HOR | 235 | Greenhouse Production | 3 | SP |
| HOR | 245 | Horticulture Specialty Crops | 3 | SU |
| CIS | 110 | Introduction to Computers | 3 | FA, SP, SU |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 67 SHC**

***This course enhances student learning through the use of appropriate technology***

# CERTIFICATE IN SUSTAINABLE LIVESTOCK MANAGEMENT C15410A

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| AGR | 111 | Basic Farm Maintenance | 2 | SP |
| AGR | 139 | Intro to Sustainable Ag | 3 | FA |
| AGR | 214 | Agricultural Marketing | 3 | SP |
| ANS | 110 | Animal Science | 3 | FA |
| ANS | 111 | Sustainable Livestock Mgt | 3 | SP |
| ANS | 115 | Feed and Nutrition | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 17 SHC**

# CERTIFICATE IN SUSTAINABLE CROP PRODUCTION C15410B

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| AGR | 121 | Biological Pest Mgmt | 3 | SP |
| AGR | 139 | Intro to Sustainable Ag | 3 | FA |
| AGR | 170 | Soil Science | 3 | FA |
| AGR | 214 | Agricultural Marketing | 3 | SP |
| AGR | 265 | Organic Crop Prod: Spring | 3 | SP |
| AGR | 263 | Vegetable Production | 3 | SU |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 18 SHC**

# ASSOCIATE IN APPLIED SCIENCE
## THERAPEUTIC RECREATION ASSISTANT
## A45770

The therapeutic recreation assistant curriculum prepares individuals to plan, implement, and document therapeutic recreation interventions, according to national standards of practice. The curriculum emphasizes the use of recreation as treatment designed to (re)habilitate a client's level of functioning and independence.

Coursework includes facilitating adaptive, inclusive and universal activities (ropes courses, creative arts, water sports, etc) and leading or co-leading recreational therapy sessions (social skills, team building, problem solving, leisure education etc.) for people with disabilities and their families.

Graduates should qualify for a LRTA license from the North Carolina Board for Recreational Therapy Licensure. Employment opportunities include group homes, retirement facilities, agencies serving people with developmental disabilities, psychiatric or mental health agencies, and other rehabilitation facilities. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Develop individualized treatment plans that identify goals, objectives, and treatment intervention strategies
- Identify activities and activity adaptations that may be included in the individualized treatment plan
- Apply problem-solving techniques and skills, including the use of logic (GE II. 6)
- Demonstrate mastery of the conventions of writing including grammar, spelling, and mechanics, and mastery of the conventions of speech, including speaking clearly and confidently, using the voice, volume, tone, and articulation appropriate to the audience and occasion (GE I. 7)
- Work effectively and appropriately with others through collaboration and teamwork (GE V. 6)

### ADMISSION POLICY

1. High school diploma or GED.
2. Completion of College's admission and testing procedures.

Students may be admitted to the program with placement test scores which indicate a deficiency in reading, writing, and/or mathematics. However, these students will be required to remove these deficiencies by completion of the appropriate developmental, non-credit coursework.

### PROGRAM INFORMATION

Clinical facilities may require students to submit a physical and emotional health form and a criminal background check prior to working with patients or clients. If a clinical facility denies admission to a student for any reason, the student will not be able to complete the program.

### GENERAL EDUCATION

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| BIO | 163 | Basic Anat & Physiology | 5 | FA, SP, SU |
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |
| HUM | 230 | Leadership Development | 3 | |
| PSY | 150 | General Psychology | 3 | FA, SP, SU |

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| TRE | 110 | Intro to Therapeutic Rec | 3 | SP |
| TRE | 112 | Inclusive Programming | 3 | FA |
| TRE | 120 | Adapted Activities | 2 | SP |
| TRE | 171 | Social Skills Lab | 1 | SP |
| TRE | 172 | Team Building Lab | 2 | FA |
| TRE | 210 | Th Rec Programming | 3 | FA |

(Continued on following page)

| | | | | |
|---|---|---|---|---|
| TRE | 211 | Th Rec Professionalism | 3 | FA |
| TRE | 220 | Initiatives/Chal Course | 2 | FA |
| TRE | 221 | Beh Mgmt in Thera Rec | 3 | SP |
| TRE | 288 | TRE Internship III | 8 | SP |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| CIS | 111 | Basic PC Literacy | 2 | |
| MED | 120 | Survey of Med Terminology | 2 | |
| PSY | 241 | Developmental Psych | 3 | |
| PSY | 281 | Abnormal Psychology | 3 | |
| TRE | 111 | Leisure Education | 3 | SP |
| TRE | 121 | Creative Expressive Arts I | 2 | FA |
| TRE | 122 | Activity Coordinator | 4 | FA |
| TRE | 170 | Thera Rec Psych Lab | 1 | FA |
| TRE | 173 | Community Integration Lab | 1 | FA |
| TRE | 270 | Ment Retard/Dev Dis Lab | 1 | FA |
| TRE | 271 | Thera Rec Geriatrics Lab | 1 | SP |
| TRE | 282 | TRE Internship III Supervs | 1 | SP |

**Physical Education Elective**

***(Select 2 SHC from the following courses)***

| | | | |
|---|---|---|---|
| PED | XXX | Pick from all PED courses | 2 |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 73 SHC**

***This course enhances student learning through the use of appropriate technology.***

∞ ***Math competency must be met by satisfactory completion of MAT 060 or DMA 010 and DMA 020 and DMA 030 or the following placement test scores: ASSET Numerical Skills score of 41 or above or COMPASS Prealgebra Skills score of 47 or above.***

# ASSOCIATE IN APPLIED SCIENCE
## WELDING TECHNOLOGY A50420

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment. *Students should consult their advisor for information about course scheduling.*

***Upon successful completion of this program, the student should be able to:***

- Demonstrate how and when to self-start, especially in learning and seeking new knowledge in an ever changing field
- Demonstrate safe work habits that reflect concern and care for self, others and the environment relative to the welding field
- Operate ethically, integrating law, company rules and policies, and individual decision-making. (GE V. 2.5)
- Demonstrate technical Welding skills to prepare for industry certification, or to be technically competent in a particular welding job or field. (GE III. 2)

### GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Mathematics**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 120 | Geometry and Trigonometry | 3 | |
| MAT | 121 | Algebra/Trigonometry I | 3 | FA, SP, SU |

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

### MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| WLD | 110 | Cutting Processes | 2 | FA, SP |
| WLD | 115 | SMAW (Stick) Plate | 5 | FA, SP |
| WLD | 121 | GMAW (MIG) FCAW/Plate | 4 | FA, SP |
| WLD | 131 | GTAW (TIG) Plate | 4 | FA, SP |
| WLD | 141 | Symbols & Specifications | 3 | FA |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| CIS | 111 | Basic PC Literacy | 2 | FA, SP, SU |
| ISC | 112 | Industrial Safety | 2 | FA |
| WLD | 111 | Oxy-Fuel Welding | 2 | SP |
| WLD | 116 | SMAW (Stick) Plate/Pipe | 4 | SP |
| WLD | 132 | GTAW Plate/Pipe | 3 | SP |
| WLD | 143 | Welding Metallurgy | 2 | FA |
| WLD | 151 | Fabrication I | 4 | FA |
| WLD | 261 | Certification Practices | 2 | SP |

(Continued on following page)

| | | | | |
|---|---|---|---|---|
| WLD | 262 | Inspection & Testing | 3 | FA |

**Drafting Elective**

***(Select 2-3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| BPR | 111 | Blueprint Reading | 2 | FA |
| DFT | 111 | Technical Drafting I | 2 | FA |

**General Elective**

***(Select 6 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| DFT | 151 | CAD I | 3 | SP |
| ELC | 111 | Intro to Electricity | 3 | SP |
| MAC | 111 | Machining Technology I | 6 | FA, SP, SU |
| MAC | 112 | MachinIng Technology I I | 6 | FA |
| PHY | 131 | Physics-Mechanics | 4 | SP |
| WLD | 112 | Basic Welding Processes | 2 | FA, SP |
| WLD | 265 | Automated Welding/Cutting | 4 | FA |
| COE | XXX | Co-op Work Experience | (up to 4 SHC) | |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 65 SHC**

***This course enhances student learning through the use of appropriate technology***

# DIPLOMA IN WELDING D50420

## GENERAL EDUCATION

**Required Courses**

| | | | | Semester Offered |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |

**Mathematics**

***(Select 3 SHC from the following courses)***

| | | | | |
|---|---|---|---|---|
| MAT | 120 | Geometry and Trigonometry | 3 | |
| MAT | 121 | Algebra/Trigonometry I | 3 | FA, SP, SU |

## MAJOR COURSES

**Core Required Courses**

| | | | | |
|---|---|---|---|---|
| WLD | 110 | Cutting Processes | 2 | FA, SP |
| WLD | 115 | SMAW (Stick) Plate | 5 | FA, SP |
| WLD | 121 | GMAW (MIG) FCAW/Plate | 4 | FA, SP |
| WLD | 131 | GTAW (TIG) Plate | 4 | FA, SP |
| WLD | 141 | Symbols & Specifications | 3 | FA |

**Other Major Required Courses**

| | | | | |
|---|---|---|---|---|
| ISC | 112 | Industrial Safety | 2 | FA |
| WLD | 111 | Oxy-Fuel Welding | 2 | SP |
| WLD | 116 | SMAW (Stick) Plate/Pipe | 4 | SP |
| WLD | 132 | GTAW TIG Plate/Pipe | 3 | SP |
| WLD | 143 | Welding Metallurgy | 2 | FA |
| WLD | 261 | Certification Practices | 2 | FA |
| WLD | 262 | Inspection & Testing | 3 | FA |
| WLD | 265 | Automated Welding/Cutting | 4 | |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 46 SHC**

# CERTIFICATE IN WELDING C50420A

| Required Courses | | | | Semester Offered |
|---|---|---|---|---|
| WLD | 110 | Cutting Processes | 2 | FA, SP |
| WLD | 115 | SMAW (Stick) Plate | 5 | FA,SP |
| WLD | 121 | GMAW (MIG) FCAW/Plate | 4 | FA, SP |
| WLD | 131 | GTAW (TIG) Plate | 4 | FA, SP |
| WLD | 141 | Symbols & Specifications | 3 | FA |

**MINIMUM TOTAL CREDIT HOURS REQUIRED: 18 SHC**

# ASSOCIATE IN APPLIED SCIENCE
## GENERAL OCCUPATIONAL TECHNOLOGY
## A55280

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for individual occupational interests and/or needs.

The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses (100-189 or 200-289) offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities. *Students should consult their advisor for information about course scheduling.*

***The General Occupational Technology Degree will NOT be awarded to students who have also completed another Associate in Applied Science Degree.***

### GENERAL EDUCATION

**Required Courses** — **Semester Offered**

| | | | | |
|---|---|---|---|---|
| ENG | 111 | Expository Writing | 3 | FA, SP, SU |
| ENG | 114 | Prof Research & Reporting | 3 | FA, SP, SU |

**Humanities/Fine Arts**

***Select 3 SHC from the Humanities/Fine Arts list on Page 67***

**Natural Science/Mathematics**

∞ ***Select 3 SHC from courses that satisfy the Natural Science/Mathematics requirement***

**Social/Behavioral Science**

***Select 3 SHC from the Social/Behavioral Science list on Page 67***

### MAJOR COURSES

**Core Required Courses**

18 SHC must be selected from core requirements of associate degree-level curriculum programs offered at the College. See your advisor.

**Other Major Required Courses**

The following courses enhance student learning through the use of appropriate technology: completion of CIS 110 or school course, Computer Applications I, with a grade of "B" or higher, a raw score of 80 or higher on the standardized VoCATS post-assessment, must enroll at WPCC within two years of high school graduation; or CIS 111; successful completion of credit by exam for CIS 110 or CIS 111 prior to graduation; completion of courses indicated in the program of study as meeting the computer literacy requirement.

### MINIMUM TOTAL CREDIT HOURS REQUIRED: 64 SHC

∞ ***Math competency must be met by satisfactory completion of MAT 060 or DMA 010 and DMA 020 and DMA 030 or the following placement test scores: ASSET Numerical Skills score of 41 or above or COMPASS Prealgebra Skills score of 47 or above.***

# COLLABORATIVE ARTICULATION AGREEMENTS

Western Piedmont collaborates with other community colleges to offer a broader range of AAS degree programs. Upon successful completion of the courses offered at Western Piedmont students are eligible to apply at the host institution for admission to the program where the remaining courses will be taught. Upon successful completion of the program, students will receive their AAS degree from the host institution.

***Contact the Dean of Science, Engineering, and Mathematics for more information regarding the following Biological and Chemical Technologies Program:***

## BIOTECHNOLOGY A20100

**Host College: Asheville-Buncombe Technical Community College**

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Coursework emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist, laboratory technician/ instrumentation technician, and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government, including research and development, manufacturing, sales, and customer service.

***Contact the Dean of Health Sciences for more information regarding the following Health Science Programs:***



## DENTAL HYGIENE A45260

**Host College: Catawba Valley Community College**

The Dental Hygiene curriculum provides individuals with the knowledge and skills to access, plan, implement, and evaluate dental hygiene care for the individual and the community.

Students will learn to prepare the operatory, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

Graduates of this program may be eligible to take national and state/regional examinations for licensure which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

## DIETETIC TECHNICIAN A45310

**Host College: Gaston College**

The Dietetic Technician program prepares individuals to promote optimal health through proper nutrition by providing personalized services to meet client's needs, and ensure balanced diets. Dietetic Technicians work under the supervision of a registered, licensed dietician.

Coursework includes content related to food, nutrition, communication, and management. The physical, biological, behavioral, and social sciences support these areas.

Employment opportunities include childcare centers, hospitals, correctional centers, public health agencies, retirement centers, rehabilitation centers, hospices, clinics, nursing homes, home care programs, or medical offices.

# COURSE DESCRIPTIONS

The following is a listing of course descriptions arranged alphabetically by subject. Each listing contains the following information about the course:

1. **COURSE PREFIX** indicates the subject area of the course.
2. **COURSE NUMBER** indicates the level of the course. Courses with a first digit of 0 are developmental and do not earn graduation credit for any program. Courses numbered 100-109 and 200-209 earn graduation credit for diploma and certificate programs only. Courses numbered 110-199 and 210-299 earn graduation credit for all programs.
3. **COURSE TITLE** indicates the general course topic.
4. **CONTACT-CREDIT VALUE** indicates the class, lab, clinical/work experience hours and credit hours for the course. EX: 3-0-3 indicates that the course meets 3 class and 0 lab hours per week and earns 3 SHC. 3-3-4 indicates that the course meets 3 class and 3 lab hours per week and earns 4 SHC. 1-0-9-4 indicates that the course meets 1 class hour, 0 lab hours, and 9 clinical or work experience hours per week and earns 4 SHC.
5. **PREREQUISITE**, if any, indicates course(s) that must be completed prior to enrolling for the course. No technical or vocational courses completed more than seven years ago will satisfy prerequisite or co-requisite requirements.
6. **CO-REQUISITE**, if any, indicates course(s) that must be taken either prior to or along with the course. No technical or vocational courses that were completed more than seven years ago will satisfy prerequisite or co-requisite requirements.
7. **COURSE DESCRIPTION** indicates the general content of the course as contained in the Common Course Library for the North Carolina Community College System. Specific features of the course at Western Piedmont may be indicated in a fourth sentence.
8. Consult your advisor for information about course scheduling.

## ACADEMIC RELATED

**ACA 090 STUDY SKILLS 3-0-3**

This course is intended for those who placed into credit-level course work but who are not maintaining satisfactory academic progress toward meeting program goals. Topics include study skills, note taking, learning styles and strategies, test taking, goal setting, and self-assessment skills. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. *This course is intended to target students with two or more developmental needs, or who could benefit from instruction in student success skills.*

**ACA 122 COLLEGE TRANSFER SUCCESS 1-0-1**

**Prerequisites: ENG 090 and RED 090 , or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college 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 will also cover study skills such as time management, note taking, test taking, memory techniques, active reading strategies, learning styles, and other strategies for effective learning. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*



## ACCOUNTING

**ACC 120 PRIN OF FINANCIAL ACCT 3-2-4**

**Prerequisites: ENG 090, RED 090 and MAT 070 , or DRE 097, or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces business decision-making 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 and the Independent Comprehensive Articulation Agreement pre-major and/or elective course requirement*.

**ACC 121 PRIN OF MANAGERIAL ACCT 3-2-4**
**Prerequisites: ACC 120**

This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product-costing systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement pre-major and/or elective course requirement*.

**ACC 129 INDIVIDUAL INCOME TAXES 2-2-3**
**Prerequisites: ENG 080 and RED 080 or DRE 096 and MAT 060 or DMA 010 and DMA 020 and DMA 030 or appropriate placement scores as outlined on page 20 of this catalog.**

This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

**ACC 130 BUSINESS INCOME TAXES 2-2-3**
**Prerequisites: ENG 080 and RED 080 or DRE 096 and MAT 060 or DMA 010 and DMA 020 and DMA 030 or appropriate placement scores as outlined on page 20 of this catalog.**

This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

**ACC 132 NC BUSINESS TAXES 2-0-2**
**Prerequisites: ENG 080 and RED 080 or DRE 096 and MAT 060 or DMA 010 and DMA 020 and DMA 030 or appropriate placement scores as outlined on page 20 of this catalog.**

This course introduces the relevant laws governing North Carolina taxes as they apply to business. Topics include sales taxes, income taxes for business entities, payroll taxes, unemployment taxes, and other taxes pertaining to the State of North Carolina. Upon completion, students should be able to maintain a company's records to comply with the laws governing North Carolina business taxes.

**ACC 140 PAYROLL ACCOUNTING 1-2-2**
**Prerequisites: ACC 120**

This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

**ACC 150 ACCT SOFTWARE APPL 1-2-2**
**Prerequisites: ACC 120**

This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

**ACC 152 ADV SOFTWARE APPL 1-2-2**
**Prerequisites: ACC 150**

This course provides continued exposure to commercial accounting software and the opportunity to refine skills developed in ACC 150. Emphasis is placed on advanced applications of software packages. Upon completion, students should be able to use commercial software to complete complex accounting tasks.

**ACC 220 INTERMEDIATE ACCOUNTING I 3-2-4**
**Prerequisites: ACC 120**

This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analyses of financial statements. 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 3-2-4**
**Prerequisites: ACC 220**

This course is a continuation of ACC 220. Emphasis is placed on special problems which may include leases, bonds, investments, ratio analyses, present value applications, accounting changes, and corrections. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.

**ACC 227 Practices in Accounting 3-0-3**
**Prerequisites: ACC 220**

This course provides an advanced in-depth study of selected topics in accounting using case studies and individual and group problem solving. Topics include cash flow, financial statement analysis, individual and group problem solving, practical approaches to dealing with clients, ethics, and critical thinking. Upon completion, students should be able to demonstrate competent analytical skills and effective communication of their analysis in written and/or oral presentations.

**ACC 269 Audit & Assurance Servcs 3-0-3**
**Prerequisites: ACC 220**

This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

# AGRICULTURE

**AGR 111 Basic Farm Maintenance 1-3-2**

This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment.

**AGR 121 Biological Pest Mgmt 3-0-3**

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 should be able to identify and recommend methods of prevention and control of selected insects and diseases.

**AGR 139 Intro to Sustainable Ag 3-0-3**

This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students should be able to identify the principles of sustainable agriculture as they relate to basic production practices.

**AGR 160 Plant Science 2-2-3**

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 2-2-3**

This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care proctices 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 214 Agricultural Marketing 3-0-3**

This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product.

**AGR 221 Farm Structures 2-2-3**

This course covers basic agricultural buildings and structures. Topics include building materials, cost estimating, basic blueprint reading, and job planning. Upon completion, students should be able to complete a cost estimate for constructing an agricultural structure.

**AGR 263 Vegetable Production 2-2-3**

This course includes a study of vegetable crop production practices. Topics include variety selection, production methods, fertility management, insect and disease control, and harvesting. Upon completion, students should be able to demonstrate a knowledge of vegetable crop production.

**AGR 265 Organic Crop Prod: Spring 2-2-3**

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 should be able to demonstrate a knowledge of organic crop production appropriate for the spring season.

**AGR 266 Organic Crop Prod: Fall 2-2-3**

The course includes a study of fall 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 should be able to demonstrate a knowledge of organic crop production appropriate for the fall season.

## AIR CONDITIONING, HEATING, AND REFRIGERATION

**AHR 112 Heating Technology 2-4-4**

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

**AHR 113 Comfort Cooling 2-4-4**

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

**AHR 160 Refrigerant Certification 1-0-1**

This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

**AHR 211 Residential System Design 2-2-3**

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.



## ALTERNATIVE ENERGY TECHNOLOGY

**ALT 120 Renewable Energy Tech 2-2-3**

This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydroelectric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment.

**ALT 220 Photovoltaic Sys Tech 2-3-3**

This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.

**ALT 250 Thermal Systems 2-2-3**

This course introduces concepts, tools, techniques, and materials used to convert thermal energy into a viable, renewable energy resource. Topics include forced convection, heat flow and exchange, radiation, the various elements of thermal system design, regulations, and system installation and maintenance. Upon completion, students should be able to demonstrate an understanding of geothermal and solar thermal systems and corresponding regulations.

# ANIMAL SCIENCE

**ANS 110 ANIMAL SCIENCE 3-0-3**

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing,sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide and internationally.

**ANS 111 SUSTAINABLE LIVESTOCK MGT 2-2-3**

This course covers the integration of livestock as part of a sustainable farming system with emphasis on small-scale production for niche markets and pasture. Topics included are appropriate breed selection, nutrition and living requirements for livestock such as goats, hogs, sheep, poultry, and bees. Upon completion, student should recognize appropriate breeds for their farm needs and demonstrate knowledge of small-scale livestock production.

**ANS 115 ANIMAL FEEDS AND NUTRITION 2-2-3**

This course covers the fundamentals of animal feeding and nutrition. Topics include nutrient requirements, digestion, feed formulation, and classification. Upon completion, students should be able to demonstrate knowledge of nutritional requirements and feeding practices of farm animals.

# ANTHROPOLOGY

**ANT 210 GENERAL ANTHROPOLOGY 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**ANT 220 CULTURAL ANTHROPOLOGY 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**ANT 230 PHYSICAL ANTHROPOLOGY 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the scientific study of human evolution and adaptation. Emphasis is placed on evolutionary theory, population genetics, biocultural adaptation and human variation, as well as non-human primate evolution, morphology, and behavior. Upon completion, students should be able to demonstrate an understanding of the biological and cultural processes which have resulted in the formation of the human species. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**ANT 240 ARCHAEOLOGY 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the scientific study of the unwritten record of the human past. Emphasis is placed on the process of human cultural evolution as revealed through archaeological methods of excavation and interpretation. Upon completion, students should be able to demonstrate an understanding of how archaeologists reconstruct the past and describe the variety of past human cultures. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

# ARCHITECTURE

**ARC 111 Intro to Arch Technology 1-6-3**

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.

**ARC 112 Const. Materials and Methods 3-2-4**

This course introduces construction materials and methodologies. Topics include construction terminology, traditional and alternative materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.

**ARC 114 Architectural CAD 1-3-2**

This course introduces badsic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.

**ARC 210 Intro to Sustain Design 1-3-2**

**Prerequisites: ARC 111**

This course introduces concepts and principles related to sustainable site development and architectural design. Topics include low impact and sustainable site development, water efficiency, energy efficiency, material and resource management, indoor environmental quality, and return on investment. Upon completion, students should be able to articulate and integrate sustainable design principles into site and architectural design.

# ART

**ART 111 Art Appreciation 3-0-3**

This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms, including but not limited to, sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ART 113 Art Methods and Materials 2-2-3**

This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familiarity with a variety of methods, materials, and processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 114 Art History Survey I 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ART 115 Art History Survey II 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ART 116 SURVEY OF AMERICAN ART 3-0-3**

**Prerequisites: ENG 090 and RED 090 ,or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course covers the development of American art forms from colonial times to the present. Emphasis is placed on architecture, painting, sculpture, graphics, and the decorative arts. Upon completion, students should be able to demonstrate understanding of the history of the American creative experience. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ART 117 NON-WESTERN ART HISTORY 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces non-Western cultural perspectives. Emphasis is placed on, but not limited to, African, Oriental, and Oceanic art forms throughout history. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of non-Western social and cultural development. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ART 121 TWO-DIMENSIONAL DESIGN 0-6-3**

This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 122 THREE-DIMENSIONAL DESIGN 0-6-3**

**Prerequisites: ART 121**

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

**ART 131 DRAWING I 0-6-3**

This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 132 DRAWING II 0-6-3**

**Prerequisites: ART 131**

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 135 FIGURE DRAWING I 0-6-3**

**Prerequisites: ART 131**

This course introduces rendering the human figure with various drawing materials. Emphasis is placed on the use of the visual elements, anatomy, and proportion in the representation of the draped and undraped figure. Upon completion, students should be able to demonstrate competence in drawing the human figure. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 171 COMPUTER ART I 0-6-3**

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

**ART 212 Gallery Assistantship I** **0-2-1**

This course covers the practical application of display techniques. Emphasis is placed on preparation of artwork for installation, hardware systems, and exhibition graphics. Upon completion, students should be able to demonstrate basic gallery exhibition skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 222 Wood Design I** **0-6-3**

This course introduces the historical and contemporary design concepts and their application to the construction of functional and sculptural wood forms. Emphasis is placed on the mastery of hand and power tools. Upon completion, students should be able to demonstrate appropriate use of tools to create unique designs. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 231 Printmaking I** **0-6-3**

This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 232 Printmaking II** **0-6-3**

**Prerequisites: ART 231**

This course includes additional methods and printmaking processes. Emphasis is placed on the printed image as related to method, source, and concept. Upon completion, students should be able to produce expressive images utilizing both traditional and innovative methods. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 235 Figure Drawing II** **0-6-3**

**Prerequisites: ART 135**

This course extends the study and rendering of the draped and undraped human figure. Emphasis is placed on the exploration of materials and approaches to drawing. Upon completion, students should be able to demonstrate creativity in the representation of the figure. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 240 Painting I** **0-6-3**

This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 241 Painting II** **0-6-3**

**Prerequisites: ART 240**

This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 244 Watercolor** **0-6-3**

This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 260 PHOTOGRAPHY APPRECIATION 3-0-3**

This course introduces the origins and historical development of photography. Emphasis is placed on the study of composition and history of photography as an art form. Upon completion, students should be able to recognize and produce, using color transparencies, properly exposed, well-composed photographs. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course has been approved for transfer under the ICAA as a pre-major and/or elective course requirement.*

**ART 261 PHOTOGRAPHY I 0-6-3**

This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 262 PHOTOGRAPHY II 0-6-3**

**Prerequisites: ART 261**

This course introduces the creative manipulation of alternative photographic materials and processes such as toning, hand coloring, infrared, and multiple exposure. Emphasis is placed on personal vision and modes of seeing. Upon completion, students should be able to create properly exposed images using a variety of photographic materials and processes. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 263 COLOR PHOTOGRAPHY 0-6-3**

**Prerequisites: ART 262**

This course provides an introduction to the procedures and processes involved in color photography. Emphasis is placed on the study of light, filtration, exposure, and films along with the processing and printing of color negative materials. Upon completion, students should be able to demonstrate an understanding of color principles, theories, and processes by using them creatively in the production of color prints. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 264 DIGITAL PHOTOGRAPHY I 1-4-3**

This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 265 DIGITAL PHOTOGRAPHY II 1-4-3**

**Prerequisites: ART 264**

This course provides exploration of the concepts and processes of photo manipulation through complex composite images, special effects, color balancing and image/text integration. Emphasis is placed on creating a personal vision and style. Upon completion, students should be able to produce well-executed images using a variety of photographic and photo manipulative approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 266 VIDEOGRAPHY I 0-6-3**

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

**ART 267 VIDEOGRAPHY II 0-6-3**

**Prerequisites: ART 266**

This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 271 Computer Art II** **0-6-3**
**Prerequisites: ART 171**

This course includes advanced computer imaging techniques. Emphasis is placed on creative applications of digital technology. Upon completion, students should be able to demonstrate command of computer systems and applications to express their personal vision. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 281 Sculpture I** **0-6-3**

This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in variety of sculptural approaches. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 282 Sculpture II** **0-6-3**
**Prerequisites: ART 281**

This course builds on the visual and technical skills learned in ART 281. Emphasis is placed on developing original solutions to sculptural problems in a variety of media. Upon completion, students should be able to express individual ideas using the techniques and materials of sculpture. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 283 Ceramics I** **0-6-3**

This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 284 Ceramics II** **0-6-3**
**Prerequisites: ART 283**

This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*



**ART 288 Studio** **0-6-3**
**Prerequisites: Limited to those who have completed a sequence of art courses in the proposed area of study.**

This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ART 289 Museum Study** **2-2-3**

This course introduces research methods in the museum setting. Emphasis is placed on the chronology, styles, periods, context, and meaning in art. Upon completion, students should be able to demonstrate the advantage of first-hand and on-site research. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

## American Sign Language

**ASL 111 Elementary ASL I** **3-0-3**
**Co-requisites: ASL 181**

This course introduces the fundamental elements of American Sign Language within a cultural context. Emphasis is placed on the development of basic expressive and receptive skills. Upon completion, students will be able to comprehend and respond with grammatical accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ASL 112 Elementary ASL II** **3-0-3**
**Prerequisites: ASL 111**
**Co-requisites: ASL 182**

This course is a continuation of ASL 111 focusing on the fundamental elements of American Sign Language in a cultural context. Emphasis is placed on the progressive development of expressive and receptive skills. Upon completion, the students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ASL 151 Numbers & Fingerspelling** **0-2-1**
**Prerequisites: ASL 111**

This course provides an in-depth study of number systems and fingerspelling techniques in ASL. Emphasis is placed on generating and receiving numbers and fingerspelling in context. Upon completion, students should be able to accurately express and receive numbers and fingerspelling.

**ASL 181 ASL Lab 1** **0-2-1**
**Co-requisites: ASL 111**

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ASL 182 ASL Lab 2** **0-2-1**
**Prerequisites: ASL 181**
**Co-requisites: ASL 112**

This course provides an opportunity to enhance acquisition of the fundamental elements of American Sign Language. Emphasis is placed on the progressive development of basic expressive and receptive skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing accuracy to expressive American Sign Language and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ASL 211 Intermediate ASL I** **3-0-3**
**Prerequisites: ASL 112**
**Co-requisites: ASL 281**

This course provides a review and expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills, study of authentic and representative literacy and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively using American Sign Language about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ASL 212 Intermediate ASL II** **3-0-3**
**Prerequisites: ASL 211**
**Co-requisites: ASL 282**

This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills 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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ASL 250 Linguistics of ASL** **3-0-3**
**Prerequisites: ASL 112**

This course is designed to increase knowledge and skills necessary to linguistically analyze ASL. Emphasis is placed on applying phonology, morphology, syntax, semantics, discourse and socio- linguistics of ASL. Upon completion, students should be able to demonstrate knowledge and understanding of the basic linguistics of ASL through a variety of assessment methods.

**ASL 281 ASL Lab 3** **0-2-1**
**Prerequisites: ASL 182**
**Co-requisites: ASL 211**

This course provides an opportunity to enhance the review and the expansion of the essential skills of American Sign Language. Emphasis is placed on the progressive development of expressive and receptive skills study of 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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ASL 282 ASL Lab 4** **0-2-1**
**Prerequisites: ASL 281**
**Co-requisites: ASL 212**

This course provides an opportunity to enhance the review and the expansion of the essential skills of American Sign Language. Emphasis is placed on the continuing development of expressive and receptive skills 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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

# ASTRONOMY

**AST 151 General Astronomy I** **3-0-3**
**Prerequisites: ENG 080 and RED 080 or DRE 097 and MAT 070 or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050**
**Co-requisites: AST 151A**

This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**AST 151A General Astronomy I Lab** **0-2-1**
**Co-requisites: AST 151**

This course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**AST 152 General Astronomy II** **3-0-3**
**Prerequisites: AST 151 and AST 151A**
**Co-requisites: AST 152A**

This course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including cosmology. Upon completion, students should be able to demonstrate a working knowledge of astronomy. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**AST 152A General Astronomy II Lab** **0-2-1**
**Co-requisites: AST 152**

This course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

# AUTOMATION & ROBOTICS

**ATR 112 INTRO TO AUTOMATION 2-3-3**

This course introduces the basic principles of automated systems and describes the tasks that technicians perform on the job. Topics include the history, development and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

**ATR 211 ROBOT PROGRAMMING 2-3-3**

This course provides the operational characterisitcs 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 215 SENSORS AND TRANSDUCERS 2-3-3**

This course provides the theory and application of sensors typically found in an automated manufacturing system. Topics include physical properties, operating range, and other characteristics of numerous sensors and transducers used to detect temperature, pressure, position, and other desired physical parameters. Upon completion, students should be able to properly interface a sensor to a PLC, PC, or process control system.

# BIOLOGY

**BIO 106 INTRO TO ANAT/PHYS/MICRO 2-2-3**

This course covers the fundamental and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. *This is a diploma level course.*

**BIO 110 PRINCIPLES OF BIOLOGY 3-3-4**

**Prerequisites: ENG 090 and RED 090 or DRE 097,or appropriate placement scores as outlined on page 20 of this catalog**

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, 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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**BIO 111 GENERAL BIOLOGY I 3-3-4**

**Prerequisites: ENG 090 and RED 090 or DRE 097,or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**BIO 112 GENERAL BIOLOGY II 3-3-4**

**Prerequisites: BIO 111**

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**BIO 120 INTRODUCTORY BOTANY 3-3-4**

**Prerequisites: BIO 110 or BIO 111**

This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**BIO 130 INTRODUCTORY ZOOLOGY 3-3-4**

**Prerequisites: BIO 110 or BIO 111**

This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**BIO 140 ENVIRONMENTAL BIOLOGY 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

**Co-requisites: BIO 140A**

This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**BIO 140A ENVIRONMENTAL BIOLOGY LAB 0-3-1**

**Co-requisites: BIO 140**

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**BIO 163 BASIC ANAT & PHYSIOLOGY 4-2-5**

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

**BIO 168 ANATOMY AND PHYSIOLOGY I 3-3-4**

**Prerequisites: ENG 090 and RED 090, or DRE 097, and MAT 070 or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 or appropriate placement scores as outlined on page 20 of this catalog; the completion of high school preparatory biology and chemistry or BIO 111 and CHM 130 or higher is recommended.**

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

**BIO 169 ANATOMY AND PHYSIOLOGY II 3-3-4**

**Prerequisites: BIO 168**

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**BIO 275 Microbiology 3-3-4**

**Prerequisites: BIO 110 or BIO 111 or BIO 163 or BIO 168**

This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

# BLUEPRINT READING

**BPR 111 Blueprint Reading 1-2-2**

This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

**BPR 121 Blueprint Reading: Mech 1-2-2**

**Prerequisites: BPR 111**

This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

**BPR 130 Print Reading-Const 1-2-2**

**Prerequisites: ENG 080 and RED 080 or DRE 096, and MAT 060 or DMA 010 and DMA 020 and DMA 030 or appropriate placement scores as outlined on page 20 of this catalog**

This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for founations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.

# BUSINESS

**BUS 110 Introduction to Business 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**BUS 115 Business Law I 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**BUS 121 Business Math 2-2-3**

**Prerequisites: ENG 080 and RED 080 or DRE 096, and MAT 060 or DMA 010 and DMA 020 and DMA 030 or appropriate placement scores as outlined on page 20 of this catalog**

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. *An electronic calculator is used in this course.*

**BUS 125 Personal Finance 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

**BUS 135 Principles of Supervision 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

**BUS 137 Principles of Management 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

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

**BUS 153 Human Resource Management 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

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 217 Employment Law and Regs 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

**BUS 225 Business Finance 2-2-3**

**Prerequisites: ACC 120**

This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

**BUS 230 Small Business Management 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

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 239 Bus Applications Seminar 1-2-2**

**Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120 and either ECO 151, ECO 251 or ECO 252**

This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

**BUS 240 Business Ethics 3-0-3**

This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

**BUS 255 Org Behavior in Business 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

**BUS 260 Business Communication 3-0-3**
**Prerequisites: ENG 111**

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 280 REAL Small Business 4-0-4**

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

# CARPENTRY

**CAR 114 Residential Bldg Codes 3-0-3**

This course covers building codes and the requirements of state and local construction regulations. Emphasis is placed on the minimum requirements of the North Carolina building codes related to residential structures. Upon completion, students should be able to determine if a structure is in compliance with North Carolina building codes.

# CYBER CRIME TECHNOLOGY

**CCT 110 Intro to Cyber Crime 3-0-3**

This course introduces and explaines 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 delect an appropriate response to deal with the problem.

# CIVIL ENGINEERING & GEOMATIC

**CEG 111 Intro to GIS and GNSS 2-4-4**

This course introduces the methods and techniques used in the Geographic Information Systems (GIS) and Global Navigation Satellite systems (GNSS ) professions. Emphasis is placed on data collection and mapping using GIS software. Upon completion, students should be able to use GNSS technologies to collect field data and create GIS maps.

**CEG 115 Intro to Tech and Sustainability 2-3-3**

This course introduces basic skills, sustainability concepts and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, professional ethics, and related topics. Upon completion, students should be able to identify drawing elements and create sketches, perform basic engineering computations and identify measures of sustainable development.

**CEG 151 CAD for Engineering Technoogy 2-3-3**

This course introduces computer-aided drafting (CAD) software. Topics include file and data management, drawing , editing, dimensioning commands, plotting and related topics. Upon completion, students should be able to create and plot basic drawings and maps using CAD software.

**CEG 211 Hydrology & Erosion Control 2-3-3**
**Prerequisites: DMA 060 and DMA 070 and DMA 080, MAT 120, MAT 121, MAT 161 or MAT 171**

This course introduces basic engineering principles and characteristics of hydrology, erosion and sediment control. Topics include stormwater runoff, gravity pipe flow, open channel flow, low impact development (LID), erosion control devices and practices. Upon completion, students should be able to analyze and design gravitational drainage structures, identify LID and erosion control elements, and prepare a stormwater drainage plan.

**CEG 230 Subdivision Planning and Design 1-6-3**

**Prerequisites: CEG 151, DFT 151, or ERG 120 and SRV 111**

This course covers the planning and design concepts related to subdivisions including analysis of development standards, engineering, and the creation of CAD drawings. Topics include applicable codes, lot creation, roadway system layout, stormwater drainage, low impact development (LID) concepts, and related topics. Upon completion, students should be able to prepare a set of subdivision plans.

**CET 111 Computer Upgrade/Repair I 2-3-3**

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 125 Voice and Data Cabling 2-3-3**

This course provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, including signal transmission. Topics include network design documentation, part list set-up, pulling and mounting cable, cable management, wiring closets, patch panel installation and termination including cable testing. Upon completion, students should be able to understand documentation, design, installation and safety issues associated with voice and data cabling.

**CET 130 Operating System Prin 2-3-3**

This course introduces the concepts, usage, internals and applications of operating systems used in engineering technology. Topics include resource management, shells, schedulers, file systems, networking, software considerations and other related topics. Upon completion, students should be able to choose and evaluate an operating system for engineering applications.

**CET 161 Procedural Programming 2-3-3**

This course introduces procedural computer programming for Engineering applications. Emphasis is placed on event-driven programming methods, including creating and manipulating data, sequencing, iteration, and blocking of code. Upon completion, students should be able to design, code, test and debug at a beginning level.

**CET 222 Computer Architecture 2-0-2**

This course introduces the organization and design philosophy of computer systems with respect to resource management, throughput, and operating system interaction. Topics include instruction sets, registers, data types, memory management, virtual memory, cache, storage management, multi-processing, and pipelining. Upon completion, students should be able to evaluate system hardware and resources for installation and configuration purposes.

**CET 225 Digital Signal Processing 2-2-3**

This course introduces concepts and applications of digital signal processing. Topics include Fourier analysis, signal sampling, digital filtering, IIR filters, FIR filters, and DSP programming. Upon completion, students should be able to implement and troubleshoot DSP systems in hardware and software.

**CET 245 Internet Servers 2-3-3**

This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and HTTP; installation and configuration of server software for web, FTP, DNS, mail, and other services. Upon completion, students should be able to set up and maintain Internet servers.



# CHEMISTRY

**CHM 130 Gen, Org, & Biochemistry 3-0-3**

**Prerequisites: ENG 080 and RED 080 ,or DRE 096 and MAT 070 or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 or appropriate placement scores as outlined on page 20 of this catalog**

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

**CHM 130A** **Gen, Org, & Biochemistry Lab** **0-2-1**
**Co-requisites: 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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**CHM 131** **Introduction to Chemistry** **3-0-3**
**Prerequisites: ENG 080 and RED 080 ,or DRE 096 and MAT 070 or DMA 010 and DMA 020 and DMA 030 and DMA040 and DMA 050 or appropriate placement scores as outlined on page 20 of this catalog**
**Co-requisites: 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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**CHM 131A** **Introduction to Chemistry Lab** **0-3-1**
**Co-requisites: CHM 131**

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**CHM 132** **Organic and Biochemistry** **3-3-4**
**Prerequisites: CHM 131 and CHM 131A or CHM 151**

This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**CHM 151** **General Chemistry I** **3-3-4**
**Prerequisites: ENG 080 and RED 080, or DRE 097 and MAT 080 or DMA 010 and DMA 020 and DMA 030 and DMA040 and DMA 050 and DMA 060 and DMA 070 and DMA 080 or appropriate placement scores as outlined on page 20 of this catalog**

This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**CHM 152** **General Chemistry II** **3-3-4**
**Prerequisites: CHM 151**

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**CHM 251 Organic Chemistry I 3-3-4**
**Prerequisites: CHM 152**

This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**CHM 252 Organic Chemistry II 3-3-4**
**Prerequisites: CHM 251**

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

# INFORMATION SYSTEMS

**CIS 110 Introduction to Computers 2-2-3**
**Prerequisites: Basic English/Reading Skills Course or appropriate placement scores as outlined on page 20 of this catalog**

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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).*

**CIS 111 Basic PC Literacy 1-2-2**

This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

**CIS 115 Intro to Prog & Logic 2-3-3**
**Prerequisites: MAT 070, MAT 080, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 or DMA 010 and DMA 020 and DMA 030 and DMA 040 and ENG 080 and RED 080. or DRE 096, or appropriate placement scores as outlined on page 20 of this catalog.**

This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural science/mathematics (Quantitative Option).*



# CIVIL ENGINEERING TECHNOLOGY

**CIV 110 Statics/Strength of Materials 2-6-4**
**Prerequisites: MAT 121, MAT 161, MAT 171, or MAT 175**

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.

**CIV 111 Soils and Foundations 2-4-4**
**Prerequisites: EGR 250, EGR 251 or MEC 210**

This course presents an overview of soil as a construction material using both analysis and testing procedures. Topics include index properties, classification, stress analysis, compressibility, compaction, dewatering, excavation, stabilization, settlement, and foundations. Upon completion, students should be able to perform basic soil tests and analyze engineering properties of soil.

**CIV 125 Civil/Surveying CAD 1-6-3**

This course introduces civil/surveying computer-aided drafting (CAD) software. Topics include drawing, editing, and dimensioning commands; plotting; and other related civil/surveying topics. Upon completion, students should be able to produce civil/surveying drawings using CAD software.

**CIV 210 Engineering Materials 1-3-2**

This course covers the behavior and properties of Portland cement and asphaltic concretes and laboratory and field-testing. Topics include cementing agents and aggregates; water and admixtures; proportioning, production, placing, consolidation, and curing; and inspection methods. Upon completion, students should be able to proportion concrete mixes to attain predetermined strengths and other properties and perform standard control tests.

**CIV 211 Hydraulics and Hydrology 2-3-3**

**Prerequisites: CIV 110 or MEC 250**

This course introduces the basic engineering principles and characteristics of hydraulics and hydrology. Topics include precipitation and runoff, fluid statics and dynamics, flow measurement, and pipe and open channel flow. Upon completion, students should be able to analyze and size drainage structures.

**CIV 212 Environmental Planning 2-3-3**

**Prerequisites: CIV 211**

This course covers water and wastewater technology, erosion and sedimentation control, and other related topics. Topics include collection, treatment, and distribution of water and wastewater and erosion and sedimentation control law. Upon completion, students should be able to demonstrate knowledge of water and wastewater systems and prepare erosion and sedimentation control plans.

**CIV 215 Highway Technology 2-3-3**

**Prerequisites: CEG 115 or EGR 115 and MAT 121, MAT 161 or MAT 171**

This course introduces the essential elements of roadway components and design. Topics include subgrade and pavement construction, roadway drawings and details, traffic analysis, geometric design and other related topics. Upon completion, students should be able to interpret roadway details and specifications, and produce street and highway construction drawings.

**CIV 230 Construction Estimating 2-3-3**

**Prerequisites: CIS 110, CIS 111, or EGR 115**

This course covers quantity take-offs of labor, materials, and equipment and calculation of direct and overhead costs for a construction project. Topics include the interpretation of working drawings and specifications, types of contracts and estimates, building codes, bidding techniques and procedures, and estimating software. Upon completion, students should be able to prepare a detailed cost estimate and bid documents for a construction project.

**CIV 240 Project Management 2-3-3**

This course introduces construction planning and scheduling techniques and project management software. Topics include construction safety, operation analysis, construction scheduling, construction control systems, claims and dispute resolutions, project records and documentation. Upon completion, students should be able to demonstrate an understanding of the roles of construction project participants, maintain construction records, and prepare construction schedules.

**CIV 250 Civil Eng Tech Project 1-3-2**

This course includes an integrated team approach to civil engineering technology projects. Emphasis is placed on project proposal, site selection, analysis/design of structures, construction material selection, time and cost estimating, planning, and management of a project. Upon completion, students should be able to apply team concepts, prepare estimates, submit bid proposals, and manage projects.

## CRIMINAL JUSTICE

**CJC 100 Basic Law Enforcement Trn 9-30-19**

This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination.

**CJC 111 INTRO TO CRIMINAL JUSTICE 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

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

**CJC 112 CRIMINOLOGY 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

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 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

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 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

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

**CJC 131 CRIMINAL LAW 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

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 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

**CJC 141 CORRECTIONS 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

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

**CJC 151 INTRO TO LOSS PREVENTION 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

**CJC 211 COUNSELING 3-0-3**

This course introduces the basic elements of counseling and specific techniques applicable to the criminal justice setting. Topics include observation, listening, recording, interviewing , and problem exploration necessary to form effective helping relationships. Upon completion, students should be able to discuss and demonstrate the basic techniques of counseling.

**CJC 212 ETHICS & COMM RELATIONS 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

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 221 INVESTIGATIVE PRINCIPLES 3-2-4**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

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 223 ORGANIZED CRIME 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

**CJC 225 CRISIS INTERVENTION 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

**CJC 231 CONSTITUTIONAL LAW 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

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 233 CORRECTIONAL LAW 3-0-3**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces statutory/case law pertinent to correctional concepts, facilities, and related practices. Topics include examination of major legal issues encompassing incarceration, probation, parole, restitution, pardon, restoration of rights, and other related topics. Upon completion, students should be able to identify/discuss legal issues which directly affect correctional systems and personnel.

**CJC 255 ISSUE IN CRIM JUSTICE APP 3-0-3**

**Prerequisites: CJC 111, CJC 221, and CJC 231**

This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer.

# CONSTRUCTION MANAGEMENT

**CMT 120 CODES AND INSPECTIONS 3-0-3**

This course covers building codes and the code inspections process used in the design and construction of residential and commercial buildings. Emphasis is placed on commercial residential and accessibility (handicapped) building codes. Upon completion, students should be able to understand the building code inspections process and apply building code principals and requirements to construction projects.

**CMT 210 PROF CONSTRUCTION SUPERV 3-0-3**

This course introduces the student to the fundamentals of effective supervision emphasizing professionalism through knowledge and applied skills. Topics include safety, planning and scheduling, contracts, problem-solving, communications, conflict resolution, recruitment, employment laws and regulations, leadership, motivation, teamwork, discipline, setting objectives, and training. Upon completion, the student should be able to demonstrate the basic skills necessary to be successful as a supervisor in the construction industry.

# COOPERATIVE EDUCATION

**COE XXX CO-OP WORK EXPERIENCE 10-40 CONTACT HOURS PER WEEK; 1-4**

This course provides work experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

**COE XXX WORK EXP SEMINAR 1-0-1**

**Co-requisites: Co-Op Work Experience**

This course provides an opportunity to discuss issues that relate to the student's cooperative education placement. Emphasis is placed on discussion of positive and negative aspects of the work experience and on developing problem-solving skills and strategies for improving job performance.

# COMMUNICATION

**COM 110 INTRODUCTION TO COMMUNICATION 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097,or appropriate placement scores as outlined on page 20 of this catalog**

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 will also include study and practice in the elements of effective public speaking. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts (substitute). This course has been approved to satisfy the SACS oral communication competence requirement for AA and AS degree programs.*

**COM 120 INTRO INTERPERSONAL COM 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097,or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/ fine arts (substitute). This course has been approved to satisfy the SACS oral communication competence requirement for AA and AS degree programs.*

**COM 140 Intro Intercultural Com 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog.**

This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute).*

**COM 150 Intro to Mass Communications 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog.**

This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Topics include the nature, history, functions, and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completion, students should be able to demonstrate awareness of the pervasive nature of mass media and how media operate in an advanced post-industrial society. *This course has been approved for transfer under the CAA and under the ICAA as a pre-major and /or elective course requirement.*

**COM 231 Public Speaking 3-0-3**

**Prerequisites: ENG 111**

This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts (substitute). This course has been approved to satisfy the SACS oral communication competence requirement for AA and AS degree programs.*

# COMPUTER SCIENCE

**CSC 120 Computing Fundamentals I 3-2-4**

**Prerequisites: MAT 080, MAT 120, MAT 121, MAT 161, MAT 171, or MAT 175 or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 and DMA 060 and DMA 070 and DMA 080 or appropriate placement scores as outlined on page 20 of this catalog**

This course provides the essential foundation for the discipline of computing and a program of study in computer science, including the role of the professional. Topics include algorithm design, data abstraction, searching and sorting algorithms, and procedural programming techniques. Upon completion, students should be able to solve problems, develop algorithms, specify data types, perform sorts and searches, and use an operating system. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**CSC 130 Computing Fundamentals II 3-2-4**

**Prerequisites: CSC 120**

This course provides in-depth coverage of the discipline of computing and the role of the professional. Topics include software design methodologies, analysis of algorithm and data structures, searching and sorting algorithms, and file organization methods. Upon completion, students should be able to use software design methodologies and choice of data structures and understand social/ethical responsibilities of the computing professional. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**CSC 133 C Programming 2-3-3**

This course introduces computer programming using the C programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level.

**CSC 134 C++ Programming 2-3-3**

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

**CSC 136 Fortran Programming 2-3-3**

**Prerequisites: MAT 070 or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces computer programming using the Fortran programming language with structured programming principles. Topics include input/output operations, iteration, arithmetic operations, arrays, pointers, filters, and other related topics. Upon completion, students should be able to design, code, test and debug at a beginning level. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**CSC 139 Visual BASIC Prog 2-3-3**

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

**CSC 143 Object-Oriented Prog 2-3-3**

This course introduces the concepts of object-oriented programming. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, test, debug, and implement objects at the application level using the appropriate environment.

**CSC 151 JAVA Programming 2-3-3**

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



**CSC 220 Machine Implem of Algor 3-2-4**

**Prerequisites: CSC 120**

**Co-requisites: MAT 271**

This course covers the organization and operation of real computer systems at the assembly language level. Topics include mapping of statements and constructs onto machine instruction sequences, internal data types and structures representation, numerical computation, and iterative approximation methods. Upon completion, students should be able to analyze computer system organization, implement procedural language elements, and describe the programming language translation process. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**CSC 239 Adv Visual BASIC Prog 2-3-3**

**Prerequisites: CSC 139**

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

**CSC 246 REALTIME PROGRAMMING 2-3-3**

**Prerequisites: A high-level or assembly programming language**

This course covers the techniques for programming in a realtime environment. Topics include signals, critical sections, polling, interface devices, timing, open and closed loop control, speed/size optimization, and special considerations for embedded controllers. Upon completion, students should be able to write and modify interface routines used with time-critical applications.

**CSC 249 DATA STRUCTURE & ALGORITHMS 2-3-3**

**Prerequisites: CSC-133, CSC-134, CSC-136, or CSC-139**

This course introduces the data structures and algorithms frequently used in programming applications. Topics include lists, stacks, queues, dequeues, heaps, sorting, searching, mathematical operations, recursion, encryption, random numbers, algorithm testing, and standards. Upon completion, students should be able to design data structures and implement algorithms to solve various problems.

# CONSTRUCTION

**CST 110 INTRO TO CONSTRUCTION 1-2-2**

This course introduces construction terminology, materials, and practices found at a construction worksite. Emphasis is placed on common and innovative practices, methods, materials, and other related topics of the construction industry. Upon completion, students should be able to successfully identify various practices, methods, and materials used in the construction industry.

**CST 111 CONSTRUCTION I 3-3-4**

This course covers standard and alternative building methods to include wall framing. Topics include safety and footings, foundations, floor framing systems, and wall framing systems commonly used in the construction industry. Upon completion, students should be able to safely erect all framing necessary to begin roof framing.

**CST 112 CONSTRUCTION II 3-3-4**

**Prerequisites: CST 111**

This course covers building methods and materials used to dry-in a building. Topics include safety, ceiling/roof framing applications, roof finishes, windows, and exterior doors. Upon completion, students should be able to safely erect different roof types and properly install windows and exterior doors, roofing, and exterior finish materials.

**CST 113 CONSTRUCTION III 3-3-4**

**Prerequisites: CST 112**

This course covers building methods and materials used to complete the interior of a structure. Topics include safety, installation of thermal and acoustical barriers, and interior finishes including millwork, cabinets, interior doors, flooring, and wall treatments. Upon completion, students should be able to safely and accurately install interior treatments including insulation, paneling, drywall, molding, doors, flooring, and cabinetry.

**CST 131 OSHA/SAFETY/CERTIFICATION 2-2-3**

This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications.

**CST 150 BUILDING SCIENCE 2-2-3**

This course introduces concepts and techniques for the design and interaction of the mechanical systems of high performance buildings. Topics include building envelope, heating, ventilation and air conditioning (HVAC), indoor air quality, lighting, plumbing and electrical. Upon completion, students should be able to understand building systems interaction and performance.

**CST 211 CONSTRUCTION SURVEYING 2-3-3**

**Prerequisites: MAT 120 or MAT 121 or MAT 161 or MAT 171 or MAT 175**

This course covers field-surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings.

**CST 221 STATICS/STRUCTURES 3-3-4**

**Prerequisites: MAT 120 or MAT 121 or MAT 161 or MAT 171 or MAT 175 and CST 112**

This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members.

**CST 241 PLANNING/ESTIMATING I 2-2-3**

**Prerequisites: BPR 130, MAT 120, MAT 121, MAT 161 or MAT 171**

This course covers the procedures involved in planning and estimating a residential structure. Topics include labor and equipment with emphasis placed on quantity take-off of materials necessary to construct a residential structure. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs and plan the labor to construct a residential structure.

**CST 242 PLANNING/ESTIMATING II 3-2-4**

**Prerequisites: CST 241**

This course covers planning and estimating practices, which are applicable to commercial construction. Emphasis is placed on planning and developing take-offs of materials, labor, and equipment in accordance with industry formats. Upon completion, students should be able to accurately complete take-offs and planning time lines necessary to complete a commercial structure.

**CST 244 SUSTAINABLE BLDG DESIGN 2-3-3**

This course is designed to increase student knowledge about integrating sustainable design principles and green building technologies into mainstream residential construction practices. Emphasis is placed on reducing negative environmental impact and improving building performance, indoor air quality and the comfort of a building's occupants. Upon completion, students should be able to identify principles of green building, environmental efficiency and conservation of natural resources in relation to basic construction practices.

**CST 251 ELECTRICAL WIRING SYSTEMS 2-2-3**

This course introduces residential and commercial electrical wiring systems. Topics include safety, care and use of tools and materials, use of NEC, circuit planning, overcurrent protection, and installation of conduits, cables, and conductors. Upon completion, students should be able to correctly identify tools, materials, and procedures for electrical installation.

## COMPUTER INFORMATION TECHNOLOGY

**CTI 150 MOBILE COMPUTING DEVICES 2-2-3**

This course introduces mobile computing devices, including topics related to their selection, usage, deployment, and support in enterprise environments. Emphasis is placed on the evaluation, usage, deployment, security, and support of mobile devices, applications (apps), and peripherals. Upon completion, students should be able to select, deploy, and support mobile devices in an enterprise environment.

**CTS 120 HARDWARE/SOFTWARE SUPPORT 2-3-3**

**Prerequisites: CIS 110 or CIS 111**

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 125 PRESENTATION GRAPHICS 2-2-3**

**Prerequisites: CIS 110 or CIS 111**

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation.

**CTS 130 SPREADSHEET 2-2-3**

**Prerequisites: CIS 110 or CIS 111 or OST 137**

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 2-3-3**
**Prerequisites: CTS 120**

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 285 Systems Analysis & Design 3-0-3**
**Prerequisites: CIS 115**

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 287 Emerging Technologies 3-0-3**

This course introduces emerging information technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.

**CTS 289 System Support Project 1-4-3**
**Prerequisites: CTS 285**

This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

## DATABASE MANAGEMENT TECHNOLOGY

**DBA 110 Database Concepts 2-3-3**
**Prerequisites: CIS 110, CIS 111, CIS 115 or OST 137**

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.

## DESIGN DRAFTING

**DDF 211 Design Process I 1-6-4**

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product.

**DDF 214 Tool Design 2-4-4**

This course introduces the principles of tool design. Topics including gaging, die work, and cost analysis using available catalogs and studies using manufacturing processes. Upon completion, students should be able to use catalogs to identify vendors and prepare working drawings for tooling.

## DIGITAL EFFECTS AND ANIMATION

**DEA 111 Introduction to DEAT 2-2-3**

This course is an overview of the digital effects and animation technology field from the most simple processes to the most complex. Topics covered include digitizing existing images, creating digital images, manipulation of images and various forms of computer animation. Upon completion, students should be able to demonstrate a vocabulary of the digital effects and animation field and knowledge of outstanding examples of work in the field.

**DEA 112 2D Design & Animation I 2-3-3**
**Prerequisites: DEA 111**

This course covers the process of creating still graphics and 2D animations for use in video, film or web applications. Topics include multilayering, color correction, alpha channel creation, masking, and keyframing. Upon completion, students should be able to demonstrate basic knowledge of 2D animation and add simple special effects and flying text to video, film or web applications.

**DEA 212 2D Design & Animation II 2-3-3**
**Prerequisites: DEA 112**

This course covers relatively complex applications of 2D design and animation for use in video, film or web applications. Topics will include designing animation that is true to the physics of movement, realism in the movements of animals and people, and combining elements of animation. Upon completion, students should be able to produce short professional level project in 2D animation.

**DEA 213 3D Design & Animation I 2-3-3**
**Prerequisites: DEA 111**

This course provides in-depth demonstration and practice in modeling and texturing in a 3D environment for use in film, video and web applications. Emphasis is placed on understanding the process and various steps involved in the creation of 3Dmodels and text elements for use in 3D animations. Upon completion, students should be able to create, import and manipulate objects in order to demonstrate an understanding of the basics in 3D animation.

**DEA 214 3D Design & Animation II 2-3-3**
**Prerequisites: DEA 213**

This course covers animation techniques, morphing and special effects used to complete 3D animation for use in film, video and web application. Emphasis is placed on the knowledge, appropriate use, and application of the animation industry's latest tools for 3D animation. Upon completion, students should have rendered an entire 3D scene using models and animations created in 3D Animation I.

**DEA 220 DEAT Compositing 2-3-3**
**Prerequisites: DEA 112**
**Co-requisites: DEA 212 and DEA 213**

This course covers the process of combining digital elements to create or enhance scenes. Topics include keying techniques, rotoscoping, motion tracking and the use of alpha channels. Upon completion, students should have an understanding and experience in combining elements from both 2D and 3D applications into one scene.

**DEA 221 DEAT Modeling 2-3-3**

This course covers the principle and skills involved in the synthetic creation of objects and environments with computers. Topics will include initial form creation, constructing wire models, model interaction and environmental modes. Upon completion, students should be able to crate synthetic objects and environments using surface, solids and other popular modeling techniques.

**DEA 230 Implementation Project I 2-6-4**
**Prerequisites: DEA 112**
**Co-requisites: DEA 212 and DEA 220**

This course provides an opportunity to complete a significant implementation project involving skills and knowledge gained to this point in the DEAT curriculum. Topics include hardware and software systems, digital creation and manipulation of images, editing, multimedia production, animation and the creation of a demo reel. Upon completion, students, should be able to create scenes with computer generated image as in order to demonstrate mastery of material covered in previous and concurrent course work.

**DEA 231 Implementation Project II 2-6-4**
**Prerequisites: DEA 230**
**Co-requisites: DEA 214 and DEA 221**

This course provides an opportunity to complete a significant culmination project involving skills and knowledge gained to this point in the DEAT curriculum. Topics include hardware and software systems, digital creation and manipulation of images, editing, multimedia production, 2D animation, 3D animation, online postproduction, and postproduction audio. Upon completion, students should be able to use this project in creating a demonstration reel on tape and a compact disk of works completed during the program.

**DEA 240 DEAT Portfolio Review** **2-4-4**
**Prerequisites: DEA 230**
**Co-requisites: DEA 221 and DEA 231**

This course provides the opportunity to review and refine selected examples of work for the creation of a digital effects and animation portfolio. Topics include video levels, importing and exporting media, creating and manipulating images, editing techniques, and outputting. Upon completion, students should have a videotape and compact disk of their animations, digital effects, and edited projects to show to potential employers.

# DENTAL

***Admission to the Dental Assisting Program is a Prerequisite for All Dental Assisting courses. Successful completion of each course is required for progression.***

**DEN 100 Basic Orofacial Anatomy** **2-0-0-2**

This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. *This is a diploma-level course.*

**DEN 101 Preclinical Procedures** **4-6-0-7**

This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. *This is a diploma-level course.*

**DEN 102 Dental Materials** **3-4-0-5**

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. *This is a diploma-level course.*

**DEN 103 Dental Sciences** **2-0-0-2**

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. *This is a diploma-level course.*

**DEN 104 Dental Health Education** **2-2-0-3**

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. *This is a diploma-level course.*

**DEN 105 Practice Management** **2-0-0-2**

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. *This is a diploma-level course.*

**DEN 106 Clinical Practice I** **1-0-12-5**
**Prerequisites: DEN 101**

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. *This is a diploma-level course.*

**DEN 107 Clinical Practice II** **1-0-12-5**
**Prerequisites: DEN 106**

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. *This is a diploma-level course.*

**DEN 111 INFECTION/HAZARD CONTROL 2-0-0-2**

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.

**DEN 112 DENTAL RADIOGRAPHY 2-3-0-3**

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

## DESIGN: CREATIVE

**DES 110 ARCHITECTURAL GRAPHICS 0-6-2**

This course introduces basic drafting skills and techniques. Emphasis is placed on the use of drafting equipment, lettering, dimensioning, elevations, sections, construction details, and actual fixture sizes as related to interior design situations. Upon completion, students should be able to complete working drawings skillfully utilizing principles of drafting.

**DES 125 GRAPHIC PRESENTATION I 0-6-2**

This course introduces graphic presentation techniques for communicating ideas. Topics include drawing, perspective drawing, and wet and dry media. Upon completion, students should be able to produce a pictorial presentation.

## DRAFTING

**DFT 111 TECHNICAL DRAFTING I 1-3-2**

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorials drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices.

**DFT 112 TECHNICAL DRAFTING II 1-3-2**

**Prerequisites: DFT 111**

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings.

**DFT 121 INTRO TO GD & T 1-2-2**

This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, students should be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings.

**DFT 151 CAD I 2-3-3**

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 2-3-3**

**Prerequisites: DFT 151**

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 153 CAD III 2-3-3**

**Prerequisites: DFT 152**

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

**DFT 154 INTRO SOLID MODELING 2-3-3**

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 2-2-3**

This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement*.

# DRAMA/THEATRE

**DRA 111 THEATRE APPRECIATION 3-0-3**

This course provides a study of the art, craft, and business of the theatre. Emphasis is placed on the audience's appreciation of the work of the playwright, director, actor, designer, producer, and critic. Upon completion, students should be able to demonstrate a vocabulary of theatre terms and to recognize the contributions of various theatre artists. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**DRA 112 LITERATURE OF THE THEATRE 3-0-3**

This course provides a survey of dramatic works from the classical Greek through the present. Emphasis is placed on the language of drama, critical theory, and background as well as on play reading and analysis. Upon completion, students should be able to articulate, orally and in writing, their appreciation and understanding of dramatic works. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**DRA 120 VOICE FOR PERFORMANCE 3-0-3**

This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**DRA 122 ORAL INTERPRETATION 3-0-3**

This course introduces the dramatistic study of literature through performance. Emphasis is placed on analysis and performance of poetry, drama, and prose fiction. Upon completion, students should be able to embody and discuss critically the speakers inherent in literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts. This course has been approved to satisfy the SACS oral communication competence requirement for all associate degree programs.*

**DRA 124 READERS THEATRE 3-0-3**

This course provides a theoretical and applied introduction to the medium of readers theatre. Emphasis is placed on the group performance considerations posed by various genres of literature. Upon completion, students should be able to adapt and present a literary script following the conventions of readers theatre. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**DRA 126 STORYTELLING 3-0-3**

This course introduces the art of storytelling and the oral traditions of folk literature. Topics include the history of storytelling, its value and purpose, techniques of the storyteller, and methods of collecting verbal art. Upon completion, students should be able to present and discuss critically stories from the world's repertory of traditional lore. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**DRA 128 Children's Theatre 3-0-3**

This course introduces the philosophy and practice involved in producing plays for young audiences. Topics include the selection of age-appropriate scripts and the special demands placed on directors, actors, designers, and educators in meeting the needs of young audiences. Upon completion, students should be able to present and critically discuss productions for children. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**DRA 130 Acting I 0-6-3**

This course provides an applied study of the actor's craft. Topics include role analysis, training the voice and body, concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**DRA 131 Acting II 0-6-3**

**Prerequisites: DRA 130**

This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**DRA 135 Acting for the Camera I 1-4-3**

This course provides an applied study of the camera actor's craft. Topics include commercial, dramatic, and print performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**DRA 136 Acting for the Camera II 1-4-3**

This course provides additional hands-on study of the camera actor's craft. Emphasis is placed on more advanced camera acting theories, auditioning techniques, daytime drama, feature film, and print advertisement performance styles. Upon completion, students should be able to explore their creativity in on-camera performance. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**DRA 140 Stagecraft I 0-6-3**

This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**DRA 141 Stagecraft II 0-6-3**

**Prerequisites: DRA 140**

This course provides additional hands-on practice in the elements of stagecraft. Emphasis is placed on the design and implementation of the arts and crafts of technical theatre. Upon completion, students should be able to pursue vocational or avocational roles in technical theatre. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**DRA 145 Stage Make-up 1-2-2**

This course covers the research, design, selection of materials, and application of stage make-up, prosthetics, wigs, and hairpieces. Emphasis is placed on the development of techniques, style, and presentation of the finished make-up. Upon completion, students should be able to create and apply make-up, prosthetics, and hairpieces. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**DRA 170 Play Production I 0-9-3**

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**DRA 171 Play Production II 0-9-3**
**Prerequisites: DRA 170**

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**DRA 260 Directing 0-6-3**
**Prerequisites: DRA 130**
**Co-requisites: DRA 140**

This course provides an analysis and application of the techniques of theatrical directing. Topics include script selection, analysis, casting, rehearsal planning, blocking, stage business, tempo, and technical considerations. Upon completion, students should be able to plan, execute, and critically discuss a student-directed production. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**DRA 270 Play Production III 0-9-3**
**Prerequisites: DRA 171**

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**DRA 271 Play Production IV 0-9-3**
**Prerequisites: DRA 270**

This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

# ECONOMICS

**ECO 151 Survey of Economics 3-0-3**
**Prerequisites: DRE 097**

This course introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**ECO 251 Prin of Microeconomics 3-0-3**
**Prerequisites: DRE 097**

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 and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**ECO 252 PRIN OF MACROECONOMICS 3-0-3**

**Prerequisites: ENG 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

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 and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

# EDUCATION

**EDU 119 INTRO TO EARLY CHILDHOOD EDUC 4-0-4**

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children.

**EDU 131 CHILD, FAMILY, & COMMUN 3-0-3**

**Prerequisites: ENG 080 and RED 080 or DRE 097 or appropriate placement scores as outlined on page 20 of this catalog**

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. 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. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

**EDU 144 CHILD DEVELOPMENT I 3-0-3**

**Prerequisites: ENG 080 and RED 080 or DRE 097 or appropriate placement scores as outlined on page 20 of this catalog**

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**EDU 145 CHILD DEVELOPMENT II 3-0-3**

**Prerequisites: ENG 080 and RED 080 or DRE 097 or appropriate placement scores as outlined on page 20 of this catalog**

This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**EDU 146 CHILD GUIDANCE 3-0-3**

**Prerequisites: ENG 080 and RED 080 or DRE 097 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**EDU 151 Creative Activities 3-0-3**

**Prerequisites: ENG 080 and RED 080 or DRE 097 or appropriate placement scores as outlined on page 20 of this catalog**

This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments.

**EDU 153 Health, Safety, & Nutrition 3-0-3**

**Prerequisites: ENG 080 and RED 080 or DRE 097 or appropriate placement scores as outlined on page 20 of this catalog**

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

**EDU 158 Healthy Lifestyles Youth 3-0-3**

**Prerequisites: ENG 090 and RED 090 or DRE 097**

This course introduces the topics of health, safety, nutrition, physical activities and environments for the school-age child/youth that promote development, fitness and healthy lifestyles. Topics include the use of physical and nutritional/coding activities (indoor/outdoor, teacher-directed/ youth -directed) appropriate for youth developing typically/atypically;safe/healthy environmental design, assessment and supervision. Upon completion, students should be able to plan/facilitate safe/healthy physical and nutritional/cooking activities, discuss safety policies/regulation and identify health/safety/nutritional needs of youth.

**EDU 184 Early Child Intro Pract 1-3-2**

**Prerequisites: ENG 080 and RED 080 or DRE 097 or appropriate placement scores as outlined on page 20 of this catalog and EDU 119**

This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and on site faculty visits.

**EDU 216 Foundations of Education 4-0-4**

**Prerequisites: ENG 090 and RED 090 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement at select institutions only.*

**EDU 221 Children with Exceptional 3-0-3**

**Prerequisites: ENG 090 and RED 090 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog and EDU 144 and EDU 145**

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

**EDU 234 Infants, Toddlers, & Twos 3-0-3**

**Prerequisites: ENG 090 and RED 090 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog and EDU 119**

**Co-requisites: EDU 234A**

This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

**EDU 234A** **Infants/Toddlers/Twos Lab** **0-2-1**

**Prerequisites:** **ENG 090 and RED 090 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

**Co-requisites:** **EDU 234**

This course focuses on practical applications that support the healthy development of very young children by applying principles of quality inclusive early care and education. Emphasis is placed on recognizing the interrelated factors that impact children's development through planning, evaluating and adapting quality environments, including activities and adult/child interactions. Upon completion, students should be able to demonstrate the ability to engage in respectful, responsive care that meets the unique needs of individual children/families.

**EDU 235** **School-Age Dev & Program** **3-0-3**

**Prerequisites:** **ENG 090 and RED 090 or DRE 096 appropriate placement scores as outlined on page 20 of this catalog**

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. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.

**EDU 251** **Exploration Activities** **3-0-3**

**Prerequisites:** **ENG 090 and RED 090 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

**EDU 259** **Curriculum Planning** **3-0-3**

**Prerequisites:** **ENG 090 and RED 090 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog and EDU 119**

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments.

**EDU 261** **Early Childhood Admin I** **3-0-3**

**Prerequisites:** **ENG 090 and RED 090 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

**Co-requisites:** **EDU 119**

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.

**EDU 262** **Early Childhood Admin II** **3-0-3**

**Prerequisites:** **ENG 090 and RED 090 or DRE 097 or appropriate placement scores as outlined on page 20 of this catalog and EDU 261**

**Co-requisites:** **EDU 119**

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** **2-2-3**

**Prerequisites:** **ENG 090 and RED 090 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog and CIS 110**

This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

**EDU 263 School Age Program Administration 2-0-2**

**Prequisites: ENG 090 and RED 090 or DRE 098 or appropriate placement scores as outlined on page 20 of this catalog and CIS 110**

This course introduces the methods and procedures for development and administration of school-age programs in the public or proprietary setting. Emphasis is placed on the construction and organization of the physical environment. Upon completion, students should be able to plan, develop and administer a quality school-age program.

**EDU 280 Language & Literacy Exp 3-0-3**

**Prerequisites: ENG 090 and RED 090 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences.

**EDU 284 Early Child Capstone Prac 1-9-4**

**Prerequisites: ENG 090 and RED 090 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog and EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151**

This course is designed to allow students to apply 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/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and on site faculty visits.

# ENGINEERING

**EGR 110 Intro to Engineering Tech 1-2-2**

This course introduces general topics relevant to engineering technology. Topics include career assessment, professional ethics, critical thinking and problem solving, usage of college resources for study and research, and using tools for engineering computations. Upon completion, students should be able to choose a career option in engineering technology and utilize college resources to meet educational goals.

**EGR 111 Eng Comp and Careers 2-2-3**

This course introduces principles, fields of study, computational tools and techniques used in engineering and engineering technology. Topics include use of word processors, spreadsheets, databases, math editors, graphics and CAD packages, simulators, symbolic and numerical math solvers, and related application software. Upon completion, students should be able to utilize computer applications in an engineering technology career.

**EGR 115 Intro to Technology 2-3-3**

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 1-2-2**

This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**EGR 220 Engineering Statics 3-0-3**
**Prerequisites: PHY 251**
**Co-requisites: MAT 272**

This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed 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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**EGR 225 Engineering Dynamics 3-0-3**
**Prerequisites: EGR 220**
**Co-requisites: 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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**EGR 228 Intro To Solid Mechanics 3-0-3**
**Prerequisites: EGR 220**

This course provides an introduction to engineering theory of deformable solids and applications. Topics include stress and deformation resulting from axial, torsion, and bending loads; shear and moment diagrams; Mohr's circle of stress; and strain and buckling of columns. Upon completion, students should be able to analyze solids subject to various forces and design systems using a variety of materials. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**EGR 230 Engineering Materials 3-0-3**
**Prerequisites: CHM 151**

This course provides an introduction to fundamental physical principals governing the structure and constitution of metallic and nonmetallic materials. Topics include the relationships among the fundamental physical principles and the mechanical, physical and chemical properties of engineering materials. Upon completion, students should be able to explain the fundamental physical properties important to the design and understanding of engineering materials. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*



**EGR 250 Statics/Strength of Matter 4-3-5**
**Prerequisites: MAT 121, MAT 161 or MAT 171**

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 0-4-2**

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. *This course may be taught in two incremental units: EGR 285AB (0-2-1) and EGR 285BB (0-2-1).*

## ELECTRICITY

**ELC 111 Intro to Electricity 2-2-3**

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/electronic 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 120 INTRO TO WIRING 2-2-3**

This course is an introduction to wiring concepts for non-electricians. Topics include safety, tools, materials, techniques and terminology associated with electrical wiring. Upon completion, students should be able to use and/or identify wiring tools, materials and procedures at an introductory level.

**ELC 128 INTRO TO PLC 2-3-3**

This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

**ELC 131 CIRCUIT ANALYSIS I 3-3-4**

**Prerequisites: MAT 070 or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 or appropriate placement scores as outlined on page 20 of this catalog**

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. Calculations involving complex numbers will be included.

**ELC 135 ELECTRICAL MACHINES I 2-2-3**

This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC machine circuits.

**ELC 136 ELECTRICAL MACHINES II 3-3-4**

This course covers DC/AC machine fundamentals including applications and control. Topics include control devices and induction single and polyphase AC motors, DC motors, stepper, and special purpose motors. Upon completion, students should be able to perform regulation and efficiency calculations and apply motor theory to practical control applications.

**ELC 213 INSTRUMENTATION 3-2-4**

This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and other instruments. Upon completion, students should be able to install, maintain, and calibrate instrumentation.

**ELC 220 PHOTOVOLTAIC SYSTEMS TECHNOLOGY 2-3-3**

This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.

**ELC 228 PLC APPLICATIONS 2-6-4**

This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

**ELC 233 ENERGY MANAGEMENT 2-2-3**

This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources.

# ELECTRONICS

**ELN 131 ANALOG ELECTRONICS I 3-3-4**

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 discrete component circuits using appropriate techniques and test equipment.

**ELN 132 ANALOG ELECTRONICS II 3-3-4**

This course introduces the characteristics and applications of linear integrated circuits. Topics include op-amp circuits, waveform generators, active filters, IC voltage regulators, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot linear integrated circuits using appropriate techniques and test equipment.

**ELN 133 DIGITAL ELECTRONICS 3-3-4**

**Prerequisites: DMA 010 and DMA 020 and DMA 030 or appropriate placement scores as outlined on page 20 of this catalog**

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 152 FABRICATION TECHNIQUES 1-3-2**

This course covers the fabrication methods required to create a prototype product from the initial circuit design. Topics include CAD, layout, sheet metal working, component selection, PC board layout and construction, reverse engineering, soldering, and other related topics. Upon completion, students should be able to design and construct an electronic product with all its associated documentation.

**ELN 231 INDUSTRIAL CONTROLS 2-3-3**

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 3-3-4**

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.

**ELN 233 MICROPROCESSOR SYSTEMS 3-3-4**

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment.

**ELN 234 COMMUNICATION SYSTEMS 3-3-4**

This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

**ELN 237 LOCAL AREA NETWORKS 2-3-3**

This course introduces the fundamentals of local area networks and their operation. Topics include the characteristics of network topologies, system hardware, system configuration, installation and operation of the LAN. Upon completion, students should be able to install and maintain a local area network.

**ELN 238 ADVANCED LANs 2-3-3**

This course covers advanced concepts, tools, and techniques associated with servers, workstations, and overall local area network performance. Topics include network security and configuration, system performance and optimization, communication protocols and packet formats, troubleshooting techniques, multi-platform integration, and other related topics. Upon completion, students should be able to use advanced techniques to install, manage, and troubleshoot networks and optimize server and workstation performance.

**ELN 276 ELECTRICAL TROUBLESHOOTING 3-3-4**

This course covers methods of analyzing and repairing failures in electrical and electronic equipment. Topics include: safety, service information, component substitutions, repairing without access to reference materials, reverse engineering, analog and digital control systems, and documenting procedures and methods used. Upon completion students should be able to demonstrate a logical process for analyzing, troubleshooting, and repairing electrical and electronic equipment with or without service information.

# ENGLISH

**DRE 096 INTEGRATED READING AND WRITING I 2.5-1-0-3**

**Prerequisites: Satisfactory completion of Basic Reading or Writing Skills class or appropriate placement scores as outlined on page 20 of this catalog**

**Co-requisites: ACA 090**

This course develops proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile(c) range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs.

**DRE 097 INTEGRATED READING AND WRITING II 2.5-1-0-3**

**Prerequisites: ENG 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course develops proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent and unified texts; these topics are primarily taught at a reinforcement level using texts primarily in a Lexile(c) range of 1070 to 1220. Upon completion, students should be able to apply those skills toward understanding a variety of complex academic and career-related texts and composing essays incorporating revelent, valid evidence

**DRE 098. INTEGRATED READING AND WRITING III 2.5-1-0-3**

**Prerequisites: DRE 097**

This course develops proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent and unified texts; except where noted,these topics are taught using texts primarily in a Lexile(c) range of 1185 - 1385 in order to prepare students to be career and college ready. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay.

**ENG 102 APPLIED COMMUNICATIONS II 3-0-3**

This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. *This is a diploma-level course.*

**ENG 111 EXPOSITORY WRITING 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 098, or appropriate placement scores as outlined on page 20 of this catalog**

This course is the required first course in a series of two designed to develop the ability to produce clear expository prose. Emphasis is placed on the writing process including audience analysis, topic selection, thesis support and development, editing, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. Students will also be introduced to term paper writing using resources and documentation skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in English composition.*

**ENG 112 Argument-Based Research 3-0-3**
**Prerequisites: ENG 111**

This course, the second in a series of two, introduces research techniques, documentation styles, and argumentative strategies. Emphasis is placed on analyzing data and incorporating research findings into documented argumentative essays and research projects. Upon completion, students should be able to summarize, paraphrase, interpret, and synthesize information from primary and secondary sources using standard research format and style. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in English composition.*

**ENG 113 Literature-Based Research 3-0-3**
**Prerequisites: ENG 111**

This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, cultural context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in English composition.*

**ENG 114 Prof Research & Reporting 3-0-3**
**Prerequisites: ENG 111**

This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in English composition.*

**ENG 125 Creative Writing I 3-0-3**
**Prerequisites: ENG 111**

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ENG 126 Creative Writing II 3-0-3**
**Prerequisites: ENG 125**

This course is designed as a workshop approach for advancing imaginative and literary skills. Emphasis is placed on the discussion of style, techniques, and challenges for first publications. Upon completion, students should be able to submit a piece of their writing for publication. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ENG 231 American Literature I 3-0-3**
**Prerequisites: ENG 112, ENG 113, or ENG 114**

This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 232 American Literature II 3-0-3**
**Prerequisites: ENG 112, ENG 113, or ENG 114**

This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 241 British Literature I** **3-0-3**

**Prerequisites: ENG 112 or ENG 113, or ENG 114**

This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 242 British Literature II** **3-0-3**

**Prerequisites: ENG 112 or ENG 113, or ENG 114**

This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 251 Western World Literature I** **3-0-3**

**Prerequisites: ENG 112 or ENG 113, or ENG 114**

This course provides a survey of selected European works from the Classical period through the Renaissance. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 252 Western World Literature II** **3-0-3**

**Prerequisites: ENG 112 or ENG 113, or ENG 114**

This course provides a survey of selected European works from the Neoclassical 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 selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**ENG 271 Contemporary Literature** **3-0-3**

**Prerequisites: ENG 112 or ENG 113, or ENG 114**

This course includes a study of contemporary literature. Emphasis is placed on literary and cultural trends of selected texts. Upon completion, students should be able to interpret, analyze, and respond to the literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ENG 272 Southern Literature** **3-0-3**

**Prerequisites: ENG 112 or ENG 113, or ENG 114**

This course provides an analytical study of the works of several Southern authors. Emphasis is placed on the historical and cultural contexts, themes, aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ENG 273 African-American Literature** **3-0-3**

**Prerequisites: ENG 112 or ENG 113, or ENG 114**

This course provides a survey of the development of African-American literature from its beginnings to the present. Emphasis is placed on historical and cultural context, themes, literary traditions, and backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and respond to selected texts. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**ENG 274 Literature by Women** **3-0-3**

**Prerequisites: ENG 112, ENG 113, or ENG 114**

This course provides an analytical study of the works of several women authors. Emphasis is placed on the historical and cultural contexts, themes and aesthetic features of individual works, and biographical backgrounds of the authors. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

# ENVIRONMENTAL SCIENCE

**EHS 114 OSHA Regulations 4-0-4**

This course emphasizes application of OSHA performance-oriented standards for workplace safety and health. Topics include hazard communication, bloodborne pathogens, and the laboratory standard. Upon completion, students should be able to implement written plans required for compliance.

**ENV 110 Environmental Science 3-0-3**

This course covers the environmental problems facing society today. Topics include population, natural resources, air and water pollution, and waste disposal problems. Upon completion, students should be able to demonstrate insight into the role the individual plays in shaping the environment.

**ENV 120 Earth Science 3-2-4**

**Prerequisites: ENV 110 or BIO 140 and BIO 140A**

This course covers the fundamental principles of earth science that provide a foundation for continued study in environmental science. Emphasis is placed on the basic principles of geology, oceanography, meteorology, astronomy, and the development of inquiry about the natural world through observation. Upon completion, students should be able to demonstrate an understanding of the component areas of earth science.

**ENV 210 Management of Waste**

**Prerequisites: CHM 131 and ENV 110 or CHM 131, BIO 140 and BIO 140A 3-2-4**

This course examines contemporary environmental issues concerning the disposal of wastes. Topics include problems associated with the disposal of municipal solid waste, low-level radioactive waste, high-level radioactive waste, hazardous waste, and toxic materials. Upon completion, students should be able to demonstrate an understanding of the methodologies and technologies involved in the proper handling and disposal of wastes.

**ENV 214 Water Quality 3-2-4**

**Prerequisites: CHM 131 and either ENV 110 or BIO 140 and BIO 140A**

This course examines the constituents of natural waters from a biological and geochemical perspective. Topics include common components of water sources, water law, health consequences, water treatment procedures, and the design of water treatment plants. Upon completion, students should be able to demonstrate an understanding of the biological, chemical, and geological factors affecting water quality.

**ENV 218 Environmental Health 3-0-3**

**Prerequisites: ENV 110 or BIO 140 and BIO 140A or BIO 111**

This course covers the influence of environmental conditions on human health. Emphasis is placed on environmental contaminants and the major exposure routes of the human body. Upon completion, students should be able to examine segments of the environment, including air, water, and food, and determine how the conditions of these influence human health.

**ENV 222 Air Quality 3-2-4**

**Prerequisites: CHM 131 and ENV 110 or BIO 140 and BIO 140A**

This course introduces the study of air quality and air pollution. Emphasis is placed on air pollution basics, current atmospheric conditions, effects of air pollution, air quality analysis and measurement, and regulatory control of air pollution. Upon completion, students should be able to demonstrate an understanding of the environmental hazards associated with air pollution from a human health and welfare perspective.

**ENV 224 Land Resource Management 3-2-4**

**Prerequisites: ENV 110 or BIO 140 and BIO 140A or ENV 120 or GEL 120**

This course covers methods of properly managing land-based resources for maximum conservation and use. Emphasis is placed on the physical, biological, and ecological principles underlying sustainable use of soil, mineral, forest, and ground and surface water resources for current and future generations. Upon completion, students should be able to develop conservation plans for sustainable use of major land resources.

# ENTREPRENEURSHIP

**ETR 220 INNOVATION AND CREATIVITY 3-0-3**

This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

**ETR 230 ENTREPRENEUR MARKETING 3-0-3**

This course covers the techniques to correctly research and define the target market to increase sales for startup business or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a startup business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources.

**ETR 240 FUNDING FOR ENTREPRENEURS 3-0-3**

**PREREQUISITES: ACC 120**

This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting startup and growth capital. Topics include sources of funding including angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.

# FILM AND VIDEO PRODUCTION

***Admission to the Digital Effects and Animation Technology Program is a prerequisite for ALL Film and Video Production courses.***

**FVP 114 CAMERA & LIGHTING I 2-3-3**

This course covers the basic principles of video camera and recorder operations in professional formats, crew protocol and safety, and basic lighting theory and application. Emphasis is placed on terminology, the characteristics of light, basic lighting procedures, and proper procedures of field recording with video equipment. Upon completion, students should be able to demonstrate an understanding of the basic technical terms of camera operation, video recording and lighting equipment.

**FVP 227 MULTIMEDIA PRODUCTION 2-3-3**

This course covers technical terms used in the multimedia industry and introduces skills related to digital manipulation of audio and video materials. Emphasis is placed on technical terms used in multimedia work and integration of sound, video, graphics, and text into a single production. Upon completion, students should be able to define technical terms in multimedia work and work with a variety of computer hardware and software.

**FVP 238 SOFTWARE APPS FOR FVP 2-3-3**

This course introduces the use of industry standard computer software unique to the motion picture industry using personal computers. Emphasis is placed on hands-on work with budgeting and scheduling software and in facilitating the relationship between the technical crew and the script. Upon completion, students should be able to assist with script breakdown for budgeting and scheduling and work with that information in computer-based formats.

# GEOLOGY

**GEL 120 PHYSICAL GEOLOGY 3-2-4**

**Prerequisites: ENG 080 and RED 080 or DRE 096, and MAT 070 or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 or appropriate placement scores as outlined on page 20 of this catalog**

This course provides a study of the structure and composition of the earth's crust. Emphasis is placed on weathering, erosional and depositional processes, mountain building forces, rocks and minerals, and structural changes. Upon completion, students should be able to explain the structure, composition, and formation of the earth's crust. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

# GEOGRAPHY

**GEO 111 World Regional Geography 3-0-3**

**Prerequisites: ENG 090 and RED 090 ,or DRE 097 or appropriate placement scores as outlined on page 20 of this catalog**

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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**GEO 112 Cultural Geography 3-0-3**

**Prerequisites: ENG 090 and RED 090 ,or DRE 097 or appropriate placement scores as outlined on page 20 of this catalog**

This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences*.

# GERMAN

**GER 111 Elementary German I 3-0-3**

**Co-requisites: GER 181**

This course introduces the fundamental elements of the German 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 German and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**GER 112 Elementary German II 3-0-3**

**Prerequisites: GER 111**

**Co-requisites: GER 182**

This course is a continuation of GER 111 focusing on the fundamental elements of the German 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 German and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**GER 141 Culture and Civilization 3-0-3**

This course, taught in English, provides an opportunity to explore issues related to the German-speaking world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the German-speaking world. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**GER 181 German Lab 1 0-2-1**

**Co-requisites: GER 111**

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written German and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**GER 182 German Lab 2** **0-2-1**
**Prerequisites: GER 181**
**Co-requisites: GER 112**

This course provides an opportunity to enhance acquisition of the fundamental elements of the German language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written German and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**GER 211 Intermediate German I** **3-0-3**
**Prerequisites: GER 112**
**Co-requisites: GER 281**

This course provides a review and expansion of the essential skills of the German 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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**GER 212 Intermediate German II** **3-0-3**
**Prerequisites: GER 211**
**Co-requisites: GER 282**

This course provides a continuation of GER 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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**GER 281 German Lab 3** **0-2-1**
**Prerequisites: GER 182**
**Co-requisites: GER 211**

This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of 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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**GER 282 German Lab 4** **0-2-1**
**Prerequisites: GER 281**
**Co-requisites: GER 212**

This course provides an opportunity to enhance the review and expansion of the essential skills of the German language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of 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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*



## Geographic Information Systems

**GIS 111 Introduction to GIS** **2-2-3**

This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

# HEALTH

**HEA 110 PERSONAL HEALTH/WELLNESS 3-0-0-3**

This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**HEA 112 FIRST AID & CPR 1-2-0-2**

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

**HEA 120 COMMUNITY HEALTH 3-0-0-3**

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

# HISTORY

**HIS 111 WORLD CIVILIZATIONS I 3-0-3**

**Prerequisites: ENG 090 and RED 090 or DRE 097 appropriate placement scores as outlined on page 20 of this catalog**

This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**HIS 112 WORLD CIVILIZATIONS II 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**HIS 116 CURRENT WORLD PROBLEMS 3-0-3**

This course covers current world events from an historical perspective. Topics include regional problems as well as international concerns. Upon completion, students should be able to analyze significant current world problems from an historical perspective. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**HIS 131 AMERICAN HISTORY I 3-0-3**

**Prerequisites: ENG 090 and Red 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**HIS 132 American History II 3-0-3**

**Prerequisites: ENG 090 and Red 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**HIS 162 Women and History 3-0-3**

**Prerequisites: ENG 090 and Red 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course surveys the experience of women in historical perspective. Topics include the experiences and contributions of women in culture, politics, economics, science, and religion. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural contributions of women in history. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**HIS 221 African-American History 3-0-3**

**Prerequisites: ENG 090 and Red 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of African Americans. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**HIS 235 The Spanish Borderlands 3-0-3**

**Prerequisites: ENG 090 and Red 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course surveys the development of the Spanish Borderlands of the American South and Southwest. Topics include Native American cultures, European contact, and subsequent conflicts. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the Spanish Borderlands. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement*.

**HIS 236 North Carolina History 3-0-3**

**Prerequisites: ENG 090 and Red 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**HIS 251 English History I 3-0-3**

**Prerequisites: ENG 090 and Red 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course traces the political, social, and economic development of England to the Elizabethan period. Topics include the early development of England, the Norman Conquest, medieval society, and Elizabethan England. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early English history. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**HIS 260 History of Africa 3-0-3**

**Prerequisites: ENG 090 and Red 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course surveys the history of Africa from pre-history to the present. Emphasis is placed on the evolution of social, political, economic, and governmental structures in Africa. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in Africa. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**HIS 261 East Asian History 3-0-3**

**Prerequisites: ENG 090 and Red 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course surveys the history of China and Japan from the development of civilization in Asia to the present. Emphasis is placed on the evaluation of social, political, economic, and governmental structures in China and Japan. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in East Asia. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**HIS 262 Middle East History 3-0-3**

**Prerequisites: ENG 090 and Red 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course surveys the history of the Middle East from the development of civilization in Mesopotamia to the present. Emphasis is placed on social, political, economic, religious, and governmental structures in the Middle East. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the Middle East. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

# HORTICULTURE

**HOR 112 Landscape Design I 2-3-3**

This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization, encouraged use of native plants and discouraged use of invasive species. Upon completion, students should be able to read plans and draft a landscape design according to sustainable practices.

**HOR 116 Landscape Management I 2-2-3**

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 2-3-3**

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 138 Greenhouse Vegetable Production 1-2-2**

This course covers the production of greenhouse vegetable crops. Emphasis is placed on controlling the greenhouse environment, production principles, insect and disease control, and harvesting and marketing the crops. Upon completion, students should be bale to produce and market a greenhouse vegetable crop.

**HOR 160 Plant Materials I 2-2-3**

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 2-2-3**

This course introduces the basic concepts of botany as they apply to horticulture. Topics include nomenclature, physiology, morphology, and anatomy as they apply to plant culture. Upon completion, students should be able to apply the basic principles of botany to horticulture.

**HOR 164 Hort Pest Management 2-2-3**

This course covers the identification and management of plant pests including insects, diseases, and weeds. Topics include pest identification and beneficial organisms, pesticide applicationsafety 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 forvNorth Carolina Commercial Pesticide Ground Applicators license.

**HOR 168 PLANT PROPAGATION 2-2-3**

This course is a study of sexual and asexual reproduction of plants. Emphasis is placed on seed propagation, grafting, stem and root propagation, micro-propagation, and other propagation techniques. Upon completion, students should be able to successfully propagate ornamental plants.

**HOR 235 GREENHOUSE PRODUCTION 2-2-3**

This course covers the production of greenhouse crops. Emphasis is placed on product selection and production based on market needs and facility availability, including record keeping. Upon completion, students should be able to select and make production schedules to successfully produce greenhouse crops.

**HOR 245 HORTICULTURE SPECIALTY CROPS 2-2-3**

This course introduces the techniques and requirements for the production of horticultural crops of special or local interest. Topics include development of a local market, proper varietal selection, cultural practices, site selection, and harvesting and marketing practices. Upon completion, students should be able to choose, grow, and market a horticultural crop of special or local interest.

**HOR 251 INSECTS & DISEASES 2-2-3**

This course introduces insects and diseases of economic importance to horticultural crops. Topics include insect life cycles and identifying characteristics; plant diseases, including their signs and symptoms; control methods; and insect scouting for IPM. Upon completion, students should be able to demonstrate an understanding of insect and disease identification, collection, and control.

**HOR 260 PLANT MATERIALS II 2-2-3**

This course covers important landscape plants. Emphasis is placed on identification, plant nomenclature, growth characteristics, culture requirements, and landscape uses. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials.

**HOR 265 ADV PLANT MATERIALS 1-2-2**

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

**HOR 273 HOR MGMT & MARKETING 3-0-3**

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.

## HUMAN SERVICES

**HSE 110 INTRO TO HUMAN SERVICES 2-2-0-3**

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 1-2-0-2**

**Prerequisites: Enrollment in the HSE program and ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

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 2-2-0-3**

**Prerequisites: ENG 080 and RED 080, or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

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 2-2-0-3**

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 160 HSE Clinical Supervision I 1-.75-.50-1**

**Co-requisites: HSE 163**

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

**HSE 163 HSE Clinical Exp I 0-0-9-3**

**Co-requisites: HSE 160**

This course provides supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

**HSE 210 Human Services Issues 2-0-0-2**

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 212 Group Process II 1-2-0-2**

**Prerequisites: HSE 112**

This course is a continuation of the study of 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 demonstrate their ability to communicate with others and facilitate communications between others.

**HSE 220 Case Management 2-2-0-3**

**Prerequisites: ENG 080 and RED 080, or DRE 096, or appropriate placement scores as outlined on page 20 of this catalog and HSE 110**

This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.

**HSE 225 Crisis Intervention 3-0-0-3**

**Prerequisites: Enrollment in the HSE program and ENG 090, and RED 090 or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

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 245 Stress Management 2-2-0-3**

**Prerequisites: Enrollment in the HSE program and ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course covers stressors and techniques for stress management. Topics include anger, assertiveness, breathing, change, coping skills, family, time management, meditation, guided imagery, and journaling. Upon completion, students should be able to identify areas of stress and the skills and management techniques for dealing with stressors.

**HSE 260 HSE Clinical Supervision II 1-.75-.50-1**

**Co-requisites: HSE 264**

This course provides an opportunity to discuss clinical experiences with peers and faculty. Emphasis is placed on discussing application of concepts and principles from related course content to clinical placement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes required in human services clinical experiences.

**HSE 264 HSE Clinical Exp II .75-.50-12-4**
**Co-requisites: HSE 260**

This course provides additional supervised clinical experience in human services delivery agencies. Emphasis is placed on the application and practice of concepts, principles, knowledge, and skills from related course work. Upon completion, students should be able to demonstrate and apply skills, knowledge, and values from human services classes.

# HUMANITIES

**HUM 110 Technology and Society 3-0-3**

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**HUM 120 Cultural Studies 3-0-3**

This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. A component of this course is an on-site travel experience to the culture(s) being studied, thereby providing greater emersion and exposure to the culture for the student. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**HUM 130 Myth in Human Culture 3-0-3**

This course provides an in-depth study of myths and legends. Topics include the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**HUM 160 Introduction to Film 2-2-3**

This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**HUM 180 Internet Cultural Exploration 2-3-3**

This course provides a framework for students to visit, examine, and analyze a country/region outside the United States to learn about the place and people. Emphasis is placed on the distinctive cultural characteristics of a country or region. Upon completion, students should be able to identify similarities/differences, analyze causes/effects, and clearly articulate the impact of one or more cultural elements. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**HUM 230 Leadership Development 3-0-3**
**Prerequisites: ENG 111**

This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

# HYDRAULICS AND PNEUMATICS

**HYD 110 Hydraulics/Pneumatics I 2-3-3**

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

# INFORMATION SYSTEMS SECURITY

**SEC 110 Security Concepts** **2-2-3**
**Prerequisites: CIS 110**

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 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.

# INTERPRETER PREPARATION PROGRAM

**IPP 111 Intro to Interpretation** **3-0-3**

This course provides an orientation to the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, theories, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

**IPP 112 Comparative Cultures** **4-0-4**

This course introduces various cultural attributes and how they impact the consumers and the interpreting process. Topics include value systems of deaf and non-deaf individuals, enculturation stages, sociolinguistic continuum of language use within the deaf community, and cross-cultural management. Upon completion, students should be able to compare deaf and non-deaf cultures and discuss how attitudes impact communication interactions and interpreting.

**IPP 130 Analytical Skills for Int** **1-4-3**
**Prerequisites: ASL 112**

This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization, and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between ASL and English. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between ASL and English.

**IPP 152 ASL/English Translation** **3-0-3**
**Prerequisites: ASL 112**

This course provides a study of the component parts of a cultural scheme and the manner in which ASL and English differ. Emphasis is placed on analyzing, discussing, and translating basic ASL and English texts. Upon completion, students should be able to discuss and apply techniques of cross-cultural communication and translation between deaf and non-deaf communities.

**IPP 153 Intro Discourse Analysis** **1-4-3**
**Prerequisites: ASL 112**

This course introduces discourse types and functions and specialized vocabulary and examines the specific nature of ASL discourse. Emphasis is placed on applying and practicing a model of analysis utilizing specialized vocabulary. Upon completion, students should be able to utilize specialized vocabulary and demonstrate ASL discourse features.

**IPP 161 Consecutive Interpreting** **2-6-5**
**Prerequisites: IPP 152**

This course introduces the process of ASL/English consecutive interpreting in a variety of interview, meeting, and small conference settings. Emphasis is placed on generating equivalent messages between ASL and English. Upon completion, students should be able to discuss and apply the principles of the protocol of consecutive interpreting.

**IPP 221 Simultaneous Interpret I** **2-6-5**
**Prerequisites: IPP 161**

This course introduces simultaneous ASL/English interpreting through a variety of expository texts originating in group, meeting, and conference settings. Emphasis is placed on analyzing expository texts, identifying registers, and applying principles of the protocol of interpreting. Upon completion, students should be able to apply the appropriate linguistic and/or cultural adjustments required to generate equivalent messages.

**IPP 222 Simultaneous Interpret II 2-6-5**
**Prerequisites: IPP 221**

This course provides additional experience in interpreting a variety of situations which occur during basic expository presentations. Emphasis is placed on interpreting texts which serve an informational, hortatory, and/or procedural function. Upon completion, students should be able to apply the appropriate linguistic and cultural adjustments necessary to achieve an equivalent register in the interpretation.

**IPP 240 Ethical Standards & Practices 3-0-3**
**Co-requisites: IPP 221**

This course develops intellectual and ethical decision-making abilities and considers common ethical dilemmas that arise within the interpreting process. Topics include a model of ethical/intellectual development and the application of the model to interpreting practices. Upon completion, students should be able to discuss ethical resolution to various case studies and apply recognized principles of professional behavior to the interpreting process.

# INDUSTRIAL SCIENCE

**ISC 112 Industrial Safety 2-0-2**

This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

**ISC 121 Envir Health & Safety 3-0-3**

This course covers workplace environmental health and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety.

# LEGAL EDUCATION

**LEX 110 Intro to Paralegal Study 2-0-2**
**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the paralegal profession and the legal system, and an emphasis is placed on the role of professional and legal ethics. Topics include regulations, ethics, case analysis, legal reasoning, career opportunities, professional organizations, terminology and other related topics. Upon completion, the student should be able to explain the role of a paralegal and identify the skills, knowledge, and ethics required of paralegals.

**LEX 120 Legal Research/Writing I 2-2-3**
**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the techniques of legal research and writing. Emphasis is placed on locating, analyzing, applying, and updating sources of law; effective legal writing, including proper citation; and the use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

**LEX 121 Legal Research/Writing II 2-2-3**
**Prerequisites: LEX 120**

This course covers advanced topics in legal research and writing. Topics include more complex legal issues and assignments involving preparation of legal memos, briefs, and other documents and the advanced use of electronic research methods. Upon completion, students should be able to perform legal research and writing assignments using techniques covered in the course.

**LEX 130 Civil Injuries 3-0-3**
**Prerequisites: ENG 090 and Red 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course covers traditional tort concepts and the evolving body of individual rights created by statute. Topics include intentional and non-intentional torts with emphasis on negligence, strict liability, civil rights, workplace and environmental liability, remedies, and damages. Upon completion, students should be able to recognize, explain, and evaluate elements of civil injuries and related defenses.

**LEX 140 Civil Litigation I** **3-0-3**

**Prerequisites: ENG 090 and Red 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the structure of the legal system and the rules governing civil litigation. Topics include jurisdiction, state and federal rules of civil procedure and evidence. Upon completion, students should be able to assist an attorney in the preparation of pleadings and motions.

**LEX 141 Civil Litigation II** **2-2-3**

**Prerequisites: LEX 140**

This course covers advanced topics in the civil litigation process. Topics include motions, discovery, and trial and appellate procedures. Upon completion, students should be able to assist an attorney in preparing and organizing documents for trial, settlement and post-trial practice.

**LEX 150 Commercial Law I** **2-2-3**

**Prerequisites: ENG 090 and Red 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course covers legally enforceable agreements, forms of organization, and selected portions of the Uniform Commercial Code. Topics include drafting and enforcement of contracts, leases, and related documents and selection and implementation of business organization forms, sales, and commercial papers. Upon completion, students should be able to apply the elements of a contract, prepare various business documents, and understand the role of commercial paper.

**LEX 160 Criminal Law & Procedure** **2-2-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces substantive criminal law and procedural rights of the accused. Topics include elements of state/federal crimes, defenses, constitutional issues, pre-trial and trial process, and other related topics. Upon completion, students should be able to explain elements of specific crimes and assist an attorney in preparing a criminal case.

**LEX 210 Real Property I** **3-0-3**

**Prerequisites: ENG 090 and Red 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the study of real property law. Topics include the distinction between real and personal property, various estates, mechanics of conveyance and encumbrance, recordation, special proceedings, and other related topics. Upon completion, students should be able to identify estates, forms of deeds, requirements for recording, and procedures to enforce rights to real property.

**LEX 211 Real Property II** **1-4-3**

**Prerequisites: LEX 210**

This course continues the study of real property law relating to title examination and preparation of closing documents. Topics include use of courthouse and other public records in title examination and preparation of documents required in real estate transactions and closings. Upon completion, students should be able to plot/draft a description, perform complete title examination, draft closing documents including title insurance forms, and prepare disbursement reconciliation.

**LEX 220 Corporate Law** **2-0-2**

**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course covers the legal aspects of forming, operating, and maintaining a business. Emphasis is placed on the business corporation with additional coverage of sole proprietorships and partnerships. Upon completion, students should be able to draft basic partnership and corporate documents and file these documents as required.

**LEX 240 Family Law** **3-0-3**

**Prerequisites: LEX 120**

This course covers laws governing domestic relations. Topics include marriage, separation, divorce, child custody, support, property division, adoption, domestic violence, and other related topics. Upon completion, students should be able to interview clients, gather information, and draft documents related to family law.

**LEX 250 Wills, Estates, & Trusts** **2-2-3**

**Prerequisites: LEX 120**

This course covers various types of wills, trusts, probate, estate administration, and intestacy. Topics include types of wills and execution requirements, caveats and dissents, intestate succession, inventories and accountings, distribution and settlement, and other related topics. Upon completion, students should be able to draft simple wills, prepare estate forms, understand administration of estates including taxation, and explain terms regarding trusts.

**LEX 260 Bankruptcy & Collections 3-0-3**

**Prerequisites: ENG 090 and Red 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course provides an overview of the laws of bankruptcy and the rights of creditors and debtors. Topics include bankruptcy procedures and estate management, attachment, claim and delivery, repossession, foreclosure, collection, garnishment, and post-judgment collection procedure. Upon completion, students should be able to prepare and file bankruptcy forms, collection letters, statutory liens, and collection of judgments.

**LEX 270 Law Office Mgt/Technology 1-2-2**

**Prerequisites: ENG 090 and Red 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course provides an overview of law office management and organization. Topics include office forms, filing systems, billing/time keeping, computer systems, calendar systems, library administration, case management, office/personnel procedures, ethics, and technology. Upon completion, students should be able to establish and maintain various law office systems, monitor case progress, and supervise non-lawyer personnel.

**LEX 280 Ethics & Professionalism 2-0-2**

**Prerequisites: LEX 110**

This course reinforces legal ethics and the role of the paralegal in a professional work environment. Topics include a review of ethics, employment opportunities, and search techniques; paralegal certification; and other related topics. Upon completion, students should be able to understand the paralegal's role in the ethical practice of law.

**LEX 285 Workers' Comp Law 2-0-2**

**Prerequisites: ENG 090 and Red 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course covers the process of initiating and handling workers' compensation claims. Emphasis is placed on reviewing and drafting relevant Industrial Commission forms. Upon completion, students should be able to interview clients, gather information, and draft documents related to workers' compensation claims.

**LEX 286 Medical Evidence Analysis 1-2-2**

**Prerequisites: LEX 130**

This course is designed to teach reading and analyzing medical records for legal evaluation of bodily injury and disability claims. Emphasis is placed on terminology, identifying, obtaining and reviewing medical records and study of the major systems of the human body. Upon completion, students will be able to compile, analyze and organize medical documents to support or disprove injury claims.

# MACHINING

**MAC 111 Machining Technology I 2-12-6**

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. *This course may be taught in two incremental units: MAC 111AB (1-6-3) and MAC 111BB (1-6-3).*

**MAC 112 Machining Technology II 2-12-6**

**Prerequisites: MAC 111**

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 on measuring, layout , drilling, sawing, turning, and milling. *This course may be taught in two incremental units MAC 112AB (1-6-3 and MAC 112 BB (1-6-3).*

**MAC 113 Machining Technology III 2-12-6**

**Prerequisites: MAC 112**

This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications. *This course may be taught in two incremental units: MAC 113AB (1-6-3) and MAC 113BB (1-6-3).*

**MAC 114 Intro to Metrology 2-0-2**

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments.

**MAC 121 INTRO TO CNC 2-0-2**

This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

**MAC 122 CNC TURNING 1-3-2**

**Prerequisites: MAC 121**

This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

**MAC 124 CNC MILLING 1-3-2**

**Prerequisites: MAC 121**

This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

**MAC 151 MACHINING CALCULATIONS 1-2-2**

**Prerequisites: MAT 070 or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 or appropriate placement scores as outlined on page 20 of this catalog**

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 214 MACHINING TECHNOLOGY IV 2-12-6**

**Prerequisites: MAC 113**

This course provides advanced applications and practical experience in the manufacturing of complex parts. Emphasis is placed on inspection, gaging, and the utilization of machine tools. Upon completion, students should be able to manufacture complex assemblies to specifications.

**MAC 224 ADVANCED CNC MILLING 1-3-2**

**Prerequisites: MAC 124**

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 229 CNC PROGRAMMING 2-0-2**

This course provides concentrated study in advanced programming techniques for working with modern CNC machine tools. Topics include custom macros and subroutines, canned cycles, and automatic machining cycles currently employed by the machine tool industry. Upon completion, students should be able to program advanced CNC functions while conserving machine memory.

**MAC 231 CAM: CNC TURNING 1-4-3**

**Prerequisites: MAC 122**

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 1-4-3**

**Prerequisites: MAC 124**

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 241 JIGS & FIXTURES I 2-6-4**

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.

# MASONRY

**MAS 140 Intro to Masonry 1-2-2**

This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques.

# MATHEMATICS

**MAT 050 Basic Math Skills 3-2-4**

This course is designed to strengthen basic math skills. Topics include properties, rounding estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems.

**DMA 010 Operations with Integers .75-.50-1**

**Prerequisite: Satisfactory completion of Basic Math Skills course and ENG 080 and RED 080 or DRE 096**

**Co-requisites: ACA 090**

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

**DMA 020 Fractions and Decimals .75-.50-1**

**Prerequisite: DMA 010 and ENG 080 and RED 080 or DRE 096**

**Co-requisites: ACA 090**

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

**DMA 030 Properties/Ratios/Rates/Percents .75-.50-1**

**Prerequisites: DMA 010 and DMA 020 and ENG 080 and RED 080 or DRE 096**

**Co-requisite: ACA 090**

This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

**DMA 040 Expressions/Linear Equations/ Linear Inequalities .75-.50-1**

**Prerequisites: DMA 010 and DMA 020 and DMA 030 and ENG 080 and RED 080 or DRE 096**

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

**DMA 050 Graphs and Equations of Lines .75-.50-1**

**Prerequisites: DMA 010 and DMA 020 and DMA 030 and DMA 040 and ENG 080 and RED 080 or DRE 096**

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

**DMA 060 Polynomial/Quadratic Applications .75-.50-1**

**Prerequisites: DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 and ENG 080 and RED 080 or DRE 096**

This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics, Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

**DMA 070 Rational Expressions and Equations .75-.50-1**

**Prerequisites: DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 and DMA 060 and ENG 080 and RED 080 or DRE 096**

This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

**DMA 080 Radical Express/Equations .75-.50-1**

**Prerequisites: DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 and DMA 060 and DMA 070 and ENG 080 and RED 080 or DRE 096**

This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

**MAT 101 Applied Mathematics I 2-2-3**

**Prerequisites: MAT 060, MAT 070, or MAT 080 or DMA 010 and DMA 020 and DMA 030 or appropriate placement scores as outlined on page 20 of this catalog**

This course is a comprehensive review of arithmetic with basic algebra designed to meet the needs of certificate and diploma programs. Topics include arithmetic and geometric skills used in measurement, ratio and proportion, exponents and roots, applications of percent, linear equations, formulas, and statistics. Upon completion, students should be able to solve practical problems in their specific areas of study. *This course is intended for diploma programs.*

**MAT 120 Geometry and Trigonometry 2-2-3**

**Prerequisites: MAT 070, MAT 080, MAT 121, MAT 161, MAT 171, MAT 175 or DMA 010 and DMA 020 and DMA 030 and DMA 040 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.

**MAT 121 Algebra/Trigonometry I 2-2-3**

**Prerequisites: MAT 070, MAT 080 or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 or appropriate placement scores as outlined on page 20 of this catalog**

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include simplification, evaluation, and solving of algebraic and radical functions; complex numbers; right triangle trigonometry; systems of equations; and the use of technology. Upon completion, students should be able to demonstrate an understanding of the use of mathematics and technology to solve problems and analyze and communicate results.

**MAT 122 Algebra/Trigonometry II 2-2-3**

**Prerequisites: MAT 121, MAT 161, MAT 171, or MAT 175**

This course extends the concepts covered in MAT 121 to include additional topics in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, translation and scaling of functions, Sine Law, Cosine Law, vectors, and statistics. Upon completion, students should be able to demonstrate an understanding of the use of technology to solve problems and to analyze and communicate results.

**MAT 140 Survey of Mathematics 3-0-3**

**Prerequisites: MAT 070, MAT 080, MAT 120, MAT 121, MAT 161, MAT 171, MAT 175 or DMA 010 and DMA 020 and DMA 030 and DMA 040 or appropriate placement scores as outlined on page 20 of this catalog**

**Co-requisites: MAT 140A**

This course provides an introduction in a non-technical setting to selected topics in mathematics. Topics may include, but are not limited to, sets, logic, probability, statistics, matrices, mathematical systems, geometry, topology, mathematics of finance, and modeling. Upon completion, students should be able to understand a variety of mathematical applications, think logically, and be able to work collaboratively and independently. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 140A** **Survey of Mathematics Lab** **0-2-1**

**Prerequisites: MAT 070, MAT 080, MAT 120, MAT 121, MAT 161, MAT 171, MAT 175 or DMA 010 and DMA 020 and DMA 030 and DMA 040 or appropriate placement scores as outlined on page 20 of this catalog**

**Co-requisites: MAT 140**

This course is a laboratory for MAT 140. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**MAT 155** **Statistical Analysis** **3-0-3**

**Prerequisites: MAT 080, MAT 120, MAT121, MAT 161, MAT 171, MAT 175 or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050, or appropriate placement scores as outlined on page 20 of this catalog**

**Co-requisites: MAT 155A**

This course is an introduction to descriptive and inferential statistics. Topics include sampling, distributions, plotting data, central tendency, dispersion, Central Limits Theorem, confidence intervals, hypothesis testing, correlations, regressions, and multinomial experiments. Upon completion, students should be able to describe data and test inferences about populations using sample data. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics (Quantitative Option).*

**MAT 155A** **Statistics Analysis Lab** **0-2-1**

**Prerequisites: MAT 080, MAT 120, MAT 121, MAT 161, MAT 171, MAT 175, or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 or appropriate placement scores as outlined on page 20 of this catalog**

**Co-requisites: MAT 155**

This course is a laboratory for MAT 155. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**MAT 161** **College Algebra** **3-0-3**

**Prerequisites: MAT 080 or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 and DMA 060 and DMA 070 and DMA 080 or appropriate placement scores as outlined on page 20 of this catalog**

**Co-requisites: MAT 161A**

This course provides an integrated technological approach to algebraic topics used in problem solving. Emphasis is placed on applications involving equations and inequalities; polynomial, rational, exponential and logarithmic functions; and graphing and data analysis/modeling. Upon completion, students should be able to choose an appropriate model to fit a data set and use the model for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics for the Associate in Arts Degree.*

**MAT 161A** **College Algebra Lab** **0-2-1**

**Prerequisites: MAT 080 or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 and DMA 060 and DMA 070 and DMA 080 or appropriate placement scores as outlined on page 20 of this catalog**

**Co-requisites: MAT 161**

This course is a laboratory for MAT 161. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**MAT 171** **Precalculus Algebra** **3-0-3**

**Prerequisites: MAT 080, MAT 161 or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 and DMA 060 and DMA 070 and DMA 080, or appropriate placement scores as outlined on page 20 of this catalog**

This is the first of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions (linear, polynomial, rational), systems of equations and inequalities, and parametric equations. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and predictions. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. Students may receive credit for only one of the following courses: MAT 161, 171, or 175.*

**MAT 172 Precalculus Trigonometry** **3-0-3**

**Prerequisites: MAT 171**

This is the second of two courses designed to emphasize topics which are fundamental to the study of calculus. Emphasis is placed on properties and applications of transcendental functions and their graphs, right and oblique triangle trigonometry, conic sections, vectors, and polar coordinates. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics. Students may not receive credit for both MAT 172 and 175.*

**MAT 223 Applied Calculus** **2-2-3**

**Prerequisites: MAT 122**

This course provides an introduction to the calculus concepts of differentiation and integration by way of application and is designed for engineering technology students. Topics include limits, slope, derivatives, related rates, areas, integrals, and applications. Upon completion, students should be able to demonstrate an understanding of the use of calculus and technology to solve problems and to analyze and communicate results.

**MAT 263 Brief Calculus** **3-0-3**

**Prerequisites: MAT 161, MAT 171 or MAT 175**

**Co-requisites: MAT 263A**

This course is designed for students needing only one semester of calculus. Topics include functions, 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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 263A Brief Calculus Lab** **0-2-1**

**Prerequisites: MAT 161, MAT 171 or MAT 175**

**Co-requisites: MAT 263**

This course is a laboratory for MAT 263. Emphasis is placed on experiences that enhance the materials presented in the class. Upon completion, students should be able to solve problems, apply critical thinking, work in teams, and communicate effectively. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**MAT 271 Calculus I** **3-2-4**

**Prerequisites: MAT 172 or MAT 175**

This course covers in depth the differential calculus portion of a three-course calculus sequence. Topics include limits, continuity, derivatives, and integrals of algebraic and transcendental functions of one variable, with applications. Upon completion, students should be able to apply differentiation and integration techniques to algebraic and transcendental functions. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 272 Calculus II** **3-2-4**

**Prerequisites: MAT 271**

This course provides a rigorous treatment of integration and is the second calculus course in a three-course sequence. Topics include applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to use integration and approximation techniques to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 273 Calculus III** **3-2-4**

**Prerequisites: MAT 272**

This course covers the calculus of several variables and is the third calculus course in a three-course sequence. Topics include functions of several variables, partial derivatives, multiple integrals, solid analytical geometry, vector-valued functions, and line and surface integrals. Upon completion, students should be able to solve problems involving vectors and functions of several variables. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**MAT 280 LINEAR ALGEBRA 3-0-3**
**Prerequisites: MAT 271**

This course provides a study of linear algebra topics with emphasis on the development of both abstract concepts and applications. Topics include vectors, systems of equations, matrices, determinants, vector spaces, linear transformations in two or three dimensions, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate both an understanding of the theoretical concepts and appropriate use of linear algebra models to solve application problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**MAT 285 DIFFERENTIAL EQUATIONS 3-0-3**
**Prerequisites: MAT 272**

This course provides an introduction to ordinary differential equations with an emphasis on applications. Topics include first-order, linear higher-order, and systems of differential equations; numerical methods; series solutions; eigenvalues and eigenvectors; Laplace transforms; and Fourier series. Upon completion, students should be able to use differential equations to model physical phenomena, solve the equations, and use the solutions to analyze the phenomena. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

# MECHANICAL

**MEC 111 MACHINE PROCESSES I 1-4-3**

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

**MEC 112 MACHINE PROCESSES II 2-3-3**
**Prerequisites: MEC 111**

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

**MEC 130 MECHANISMS 2-2-3**

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

**MEC 142 PHYSICAL METALLURGY 1-2-2**

This course covers the heat treating of metals. Emphasis is placed on the effects of hardening, tempering, and annealing on the structure and physical properties of metals. Upon completion, students should be able to heat treat materials.

**MEC 145 MANUFACTURING MATERIALS I 2-3-3**

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 151 MECHANICAL MFG SYSTEMS 1-3-2**

This course covers mechanical systems and sub-systems including timing cams, cam followers, timing belts, servo-motors, mechanical drive units, bearings, and mechanical linkage. Emphasis will be placed on the understanding of these components and their integration into operating systems. Upon completion, students should be able to diagnose mechanical problems using a structured approach to troubleshooting mechanical systems and sub-systems.

**MEC 180 ENGINEERING MATERIALS 2-3-3**

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications.

**MEC 231 Comp-Aided Manufact I 1-4-3**

This course introduces computer-aided design / manufacturing (CAD / CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD / CAM applications.

**MEC 250 Statics & Strength of Mat 4-3-5**

This course covers the concepts and principles of statics and stress analysis. Topics include systems of forces on structures in equilibrium and analysis of stresses and strains on these components. Upon completion, students should be able to analyze forces and the results of stresses and strains on structural components.

# MEDICAL ASSISTING

**MED 110 Orientation to Med Assist 1-.75-.50-1**

**Prerequisites: Admission to the Medical Assisting Program**

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. *Topics include cultural influences, death and dying, and needs specific to patients.*

**MED 113 Orientation to Clinic Setting II 0-0-6-2**

**Prerequisites: Admission to the Medical Assisting Program**

This course provides an opportunity to observe and/or perform in the medical setting. Emphasis is placed on administrative and clinical medical assisting. Upon completion, students should be able to identify administrative and clinical procedures in the health care environment. *Topics include office environment, infection control, and patient care procedures.*

**MED 116 Introduction to A & P 3-2-0-4**

**Prerequisites: Admission to the Medical Assisting Program**

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 2-0-0-2**

**Prerequisites: Admission to the Medical Assisting Program**

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 120 Survey of Med Terminology 2-0-0-2**

This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

**MED 121 Medical Terminology I 3-0-0-3**

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 122 Medical Terminology II 3-0-0-3**

**Prerequisites: MED 121**

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

**MED 130 ADMIN OFFICE PROC I** **1-2-0-2**

**Prerequisites: Admission to the Medical Assisting Program**

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** **1-2-0-2**

**Prerequisites: Admission to the Medical Assisting Program and 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 138 INFECTION/HAZARD CONTROL** **2-0-0-2**

**Prerequisites: Admission to the Medical Assisting Program**

This course introduces the student to infection and hazard control procedures necessary for the healthcare worker. Topics include introduction to Microbiology, Practical Infection control, Sterilization and Monitoring, Chemical Disinfectants, Aseptic Technique, Infectious Diseases, OSH Standards, and Applicable North Carolina Laws. Upon completion, students should be able to: understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSH Standards, and applicable North Carolina laws.

**MED 140 EXAM ROOM PROCEDURES I** **3-4-0-5**

**Prerequisites: Admission to the Medical Assisting Program**

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. *Emphasis is placed on specialty practices and procedures.*

**MED 150 LABORATORY PROCEDURES I** **3-4-0-5**

**Prerequisites: Admission to the Medical Assisting Program**

**Co-requisites: MED 140**

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

**MED 180 CPR CERTIFICATION** **0-2-0-1**

**Prerequisites: Admission to the Medical Assisting Program**

This course provides the basic knowledge and skills necessary to perform infant, child, and adult CPR and to manage foreign body airway obstruction. Emphasis is placed on triage, assessment, and proper management of emergency care. Upon completion, students should be able to perform the infant, child, and adult CPR. *Fire, personal, and environmental safety and emergency practices will be covered.*

**MED 260 MED CLINICAL PRACTICUM** **.75-.50-15-5**

**Prerequisites: Admission to the Medical Assisting Program, MED 131, MED 140, and MED 150**

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

**MED 262 CLINICAL PERSPECTIVES** **1-.75-.50-1**

**Prerequisites: Admission to the Medical Assisting Program, MED 131, MED 140, and MED 150**

**Co-requisites: MED 260**

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

**MED 264 Med Assisting Overview 2-0-0-2**
**Prerequisites: Admission to the Medical Assisting Program**
**Co-requisites: 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 2-2-0-3**
**Prerequisites: Admission to the Medical Assisting Program**

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

**MED 272 Drug Therapy 3-0-0-3**
**Prerequisites: Admission to the Medical Assisting Program and MED 113**
**Co-requisites: MED 140**

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.

**MED 274 Diet Therapy/Nutrition 3-0-0-3**
**Prerequisites: Admission to the Medical Assisting Program**

This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education.

## Marketing and Retailing

**MKT 120 Principles of Marketing 3-0-3**
**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

**MKT 121 Retailing 3-0-3**
**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

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 3-0-3**
**Prerequisites: Eng 080 and RED 080 or DRE 096 or appropriate placement scores as outlined on page 20 of this catalog**

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 223 Customer Service 3-0-3**

This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

# MEDICAL LABORATORY TECHNOLOGY

**MLT 110 INTRO TO MLT 2-3-0-3**

**Prerequisites: Admission to the Medical Laboratory Technology Program**

This course introduces all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.

**MLT 111 URINALYSIS & BODY FLUIDS 1-3-0-2**

**Prerequisites: Admission to the Medical Laboratory Technology Program, MLT 110, MLT 120, and MLT 140**

This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.

**MLT 116 ANATOMY AND MED TERMINOLOGY 5-0-0-5**

**Prerequisites: ENG 090 and RED 090 or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course provides a basic study of the structure and function of the human body and medical terminology relevant to medical laboratory technology. Emphasis is placed on the structure and function of cells, tissues, human organ systems, and related terminology. Upon completion, students should be able to demonstrate a basic understanding of fundamental anatomy and physiology principles and application of terminology.

**MLT 120 HEMATOLOGY/HEMOSTASIS I 3-3-0-4**

**Prerequisites: Admission to the Medical Laboratory Technology Program**

This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.

**MLT 125 IMMUNOHEMATOLOGY I 4-3-0-5**

**Prerequisites: Admission to the Medical Laboratory Technology Program, MLT 110, MLT 120, and MLT 140**

This course introduces the immune system and response; basic concepts of antigens, antibodies, and their reactions; and applications in transfusion medicine and serodiagnostic testing. Emphasis is placed on immunological and blood banking techniques including concepts of cellular and humoral immunity and pre-transfusion testing. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting routine immunological and blood bank procedures.

**MLT 130 CLINICAL CHEMISTRY I 3-3-0-4**

**Prerequisites: Admission to the Medical Laboratory Technology Program, MLT 110, MLT 120, and MLT 140**

This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.

**MLT 140 INTRO TO MICROBIOLOGY 2-3-0-3**

**Prerequisites: Admission to the Medical Laboratory Technology Program**

This course introduces basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.

**MLT 216 PROFESSIONAL ISSUES 0-2-0-1**

**Prerequisites: Admission to the Medical Laboratory Technology Program and MLT 283**

This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.

**MLT 240 Special Clin Microbiology 2-3-0-3**

**Prerequisites: Admission to the Medical Laboratory Technology Program, MLT 110, MLT 120 and MLT 140**

This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures. *Topics will include mycobacterium, viruses, parasitology and mycology.*

**MLT 266 MLT Practicum II 0-0-18-6**

**Prerequisites: Admission to the Medical Laboratory Technology Program and MLT 283**

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

**MLT 275 MLT Practicum III 0-0-15-5**

**Prerequisites: Admission to the Medical Laboratory Technology Program and MLT 283**

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

**MLT 283 MLT Practicum I 0-0-39-13**

**Prerequisites: Admission to the Medical Laboratory Technology Program and MLT 240**

This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations.

# MAINTENANCE

**MNT 110 Intro to Maint Procedures 1-3-2**

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 2-2-3**

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 1-3-2**

This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

# MUSIC

**MUS 110 Music Appreciation 3-0-3**

This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**MUS 112 Introduction to Jazz 3-0-3**

This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**MUS 113 American Music** **3-0-3**

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**MUS 210 History of Rock Music** **3-0-3**

This course is a survey of Rock music from the early 1950's to the present. Emphasis is placed on musical groups, soloists, and styles related to the evolution of this idiom and on related historical and social events. Upon completion, students should be able to identify specific styles and to explain the influence of selected performers within their respective eras. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**MUS 211 History of Country Music** **3-0-3**

This course introduces the varied origins of country music and the commercialization of this art form. Emphasis is placed on historical, sociocultural, and stylistic factors related to country music and musicians. Upon completion, students should be able to identify specific styles and explain the influence of pop culture on the development of country music. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

# Networking Technology

**NET 125 Networking Basics** **1-4-3**

This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.

**NET 126 Routing Basics** **1-4-3**

**Prerequisites: NET 125**

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.

# Networking Operating System

**NOS 110 Operating System Concepts** **2-3-3**

This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is place 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 130 Windows Single User** **2-2-3**

**Prerequisites: NOS 110**

This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

**NOS 230 Windows Admin I** **2-2-3**

**Prerequisites: NOS 130**

This course covers the installation and administration of a Windows Server network operating system. Topics include managing and maintaining physical and logical devices, access to resources, the server environment, managing users, computers, and groups, and Managing/Implementing Disaster Recovery. Upon completion, students should be able to manage and maintain a Windows Server environment.

# NURSING

***Admission to the Nursing Program is a prerequisite for ALL Nursing courses. Successful completion of each course is required for progression.***

**NUR 111 INTRO TO HEALTH CONCEPTS 4-6-6-8**

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**NUR 112 HEALTH-ILLNESS CONCEPTS 3-0-6- 5**

**Prerequisites: NUR 111, and NUR 113**

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**NUR 113 FAMILY HEALTH CONCEPTS 3-0-6-5**

**Prerequisites: NUR 111**

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**NUR 114 HOLISTIC HEALTH CONCEPTS 3-0-6-5**

**Prerequisites: NUR 111, NUR 112, and NUR 113**

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**NUR 211 HEALTH CARE CONCEPTS 3-0-6-5**

**Prerequisites: NUR 111, NUR 112, NUR 113, and NUR 114**

This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

**NUR 212 HEALTH SYSTEM CONCEPTS 3-0-6-5**

**Prerequisites: NUR 111, NUR 112, and NUR 113**

**Co-requisites: NUR 114 (A-term) and NUR 211 (B-term)**

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 4-3-15-10**

**Prerequisites: NUR 111, NUR 112, NUR 113, NUR 114, NUR 211, and NUR 212**

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

# OFFICE SYSTEMS TECHNOLOGY

**OST 080 KEYBOARDING LITERACY 1-2-2**

This course is designed to develop elementary keyboarding skills. Emphasis is placed on mastery of the keyboard. Upon completion, students should be able to demonstrate basic proficiency in keyboarding.

**OST 131 KEYBOARDING 1-2-2**

This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system.

**OST 132 KEYBOARD SKILL BUILDING 1-2-2**

**Prerequisites: OST 131 or placement**

This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed.

**OST 134 TEXT ENTRY & FORMATTING 2-2-3**

**Prerequisites: OST 131 or placement**

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 2-2-3**

**Prerequisites: OST 080, OST 131, or placement**

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 SOFTWARE APPLICAT 2-2-3**

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 TERMS I – MED OFFICE 3-0-3**

**Prerequisites: DRE 097**

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 TERMS II – MED OFFICE 3-0-3**

**Prerequisites: OST 141**

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 148 MED CODING BILLING & INS 3-0-3**

**Prerequisites: DRE 097**

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 MED LEGAL ISSUES 3-0-3**

**Prerequisites: DRE 097**

This course introduces the complex legal, moral, and ethical issues involved in providing health-care 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 164 TEXT EDITING APPLICATIONS 3-0-3**

This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

**OST 184 RECORDS MANAGEMENT 2-2-3**

**Prerequisite: OST 137 or CIS 110**

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 233 OFFICE PUBLICATIONS DESIGN 2-2-3**

**Prerequisites: OST 136**

This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

**OST 236 ADV WORD/INFORMATION PROC 2-2-3**

**Prerequisites: OST 136**

This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.

**OST 241 MEDICAL OFC TRANSCRIPTION I 1-2-2**

**Prerequisites: OST 141 or MED 121; and OST 134 and OST 164**

This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.

**OST 242 MED OFC TRANSCRIPTION II 1-2-2**

**Prerequisites: OST 241**

This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing , efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents.

**OST 243 MEDICAL OFC SIMULATION 2-2-3**

**Prerequisites: OST 148**

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

**OST 244 MEDICAL DOCUMENT PRODUCTION 1-2-2**

**Prerequisites: OST 134**

This course provides production-level skill development in processing medical documents. Emphasis is placed on producing mailable documents through the use of medical-related materials. Upon completion, students should be able to perform competently in preparing accurate, correctly formatted, and usable documents.

**OST 247 PROCEDURE CODING 1-2-2**

**Prerequisites: MED 121 or OST 141**

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 1-2-2**

**Prerequisites: MED 121 or OST 141**

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 249 CPC Certification 3-2-4**

**Prerequisites: OST 247 and OST 248**

This course provides instruction that will prepare students to sit for the American Association of Professional Coders (AAPC) CPC Exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for the AAPC CPC Exam.

**OST 286 Professional Development 3-0-3**

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 Administrative Office Mgt 2-2-3**

**Prerequisites: OST 164 and either OST 134 or OST 136**

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

# PROFESSIONAL CRAFTS: CLAY

**PCC 110 Intro to Pottery 3-15-8**

This course introduces pottery making for potters, including clay preparation, wheel throwing and trimming, surface decoration, and glazing and firing techniques. Topics include clay bodies and the mixing process, potter's wheel basics, glazing, kiln loading and firing, and safety issues. Upon completion, students should be able to prepare clay; center and throw basic forms; trim, mix, and apply basic glazes; and load and fire bisque kilns. *This course may be taught in two incremental units: PCC 110AB (1.5-7.5-4) and PCC 110BB (1.5-7.5-4).*

**PCC 111 Functional Pottery I 3-15-8**

This course covers the important elements of designing and producing utilitarian pottery, including wall thickness, balance and proportion, surface decoration, and glazing and firing techniques. Topics include bowls, mugs, plates, casseroles, stemware, and bottles, with emphasis on safe glazing and supervised firing. Upon completion, students should be able to produce a variety of functional pots, apply a glaze, and load and assist firing a kiln. *This course may be taught in two incremental units: PCC 111AB (1.5-7.5-4) and PCC 111BB (1.5-7.5-4).*

**PCC 114 Raku 1-3-2**

This course introduces clay bodies, glazes, kilns, and firing techniques necessary for making and safely firing Raku pottery. Topics include clay properties, glaze types, kiln design, firing techniques, and historical information and safety related to the raku process. Upon completion, students should be able to make, glaze, and fire a variety of raku projects.

**PCC 116 Pottery Tool Making 1-3-2**

This course covers design concepts and construction techniques for building simple personal studio equipment, including wedging tables, extruders, and kiln furniture. Emphasis is placed on skills and safe use of hand tools, design fundamentals, selection of needed materials, and construction methods. Upon completion, students should be able to identify appropriate projects, select materials and tools, obtain materials, and construct several small and one major project.

**PCC 117 Glaze Testing 1-3-2**

This course provides the opportunity to identify and test numerous glazes for a personal glaze inventory. Topics include firing temperature, color, texture, methods of adjustment, and methods of testing on sample tiles. Upon completion, students should be able to select glaze recipes; weigh out test batches; apply glazes to tile; and fire, adjust results, and refire.

**PCC 118 Clay: Special Study 0-4-2**

This course provides a format in which to explore personal interests in clay with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete clay works as specified in student-instructor-designed contractual agreements.

**PCC 119 Clay Design: Spec Study 0-4-2**

This course provides a format in which to explore personal interests in clay design with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete clay design projects as specified in student-instructor-designed contractual agreements.

**PCC 121 HANDBUILDING I 2-3-3**

This course introduces students to the basic handbuilding processes of creating three-dimensional functional and sculptural vessels in clay. Emphasis is placed on using design elements and principles for the purpose of forming and decorating ceramic vessels. Upon completion students should be able to demonstrate skills in pinch, coil, and slab methods as well as function and creative expression.

**PCC 122 HANDBUILDING II 0-6-2**

**Prerequisites: PCC 121**

This course is designed to build upon experience gained with basic handbuilding techniques for the purpose of creating original sculpture or functional ceramics. Emphasis is placed on personal instruction geared toward skill development in the areas of constructing and solving structural problems. Upon completion, students should be able to demonstrate the ability to form clay into complex sculptures or functional vessels.

**PCC 125 CLAY CASTING 1-3-2**

**Prerequisites: PCC 110**

This course introduces the different ways of shaping ceramic items, leading to the use of plaster molds and process of "slipcasting." Topics include model and mold-making, block and case mastermold, gypsum, resins, clay selection, mineral additives, flocculation, thixotrophy, deflocculation, rheology, specific gravity, and casting rates. Upon completion, students should be able to cast in molds, remove, de-seam and clean greenware, maintain molds, and layout studios.

**PCC 132 GLAZE FORMULATION 1-3-2**

This course provides an in-depth study of glazes used on pottery. Emphasis is placed on performing glaze tests, analyzing glazes, mixing a variety of glazes, and correcting glaze faults. Upon completion, students should be able to demonstrate an understanding of glaze chemical qualities and formulate new glazes.

**PCC 210 FUNCTIONAL POTTERY II 3-15-8**

**Prerequisites: PCC 111**

This course expands previous wheel throwing skills and involves larger, more complicated forms, production skills, slip and glaze theory, kiln theory, and glaze firing. Topics include centering and throwing larger amounts of clay, production techniques, record keeping, studio layout, kiln design, and fuel systems. Upon completion, students should be able to produce pots with competent handles, proper lids, and matching multiple forms and identify kiln properties and burner types. *This course may be taught in two incremental units: PCC 210AB (1.5-7.5-4) and PCC 210BB (1.5-7.5-4).*

**PCC 211 DECORATIVE POTTERY 3-15-8**

**Prerequisites: PCC 111**

This course continues previous functional skill development, including limited production and one-of-a-kind pieces with emphasis on forming techniques. Topics include multiple cylinder forms, thrown additions, production skills, glaze testing, surface decoration, and firing techniques. Upon completion, students should be able to produce entry-level professional work for show and sale using a variety of forming and finishing techniques. *This course may be taught in two incremental units: PCC 211AB (1.5-7.5-4) and PCC 211BB (1.5-7.5-4).*

**PCC 231 POTTERY PRODUCTION: SETS 1-6-3**

This course includes the production of sets of pottery forms that are uniform in function and design. Emphasis is placed on the production of the different components that make up a dinnerware set. Upon completion, students should be able to complete a dinnerware set that is coherent in design and shape.

**PCC 241 KILN DESIGN/CONSTRUCTION 1-3-2**

This course covers basic concepts of kiln design and construction. Topics include construction materials, heat sources, kiln furniture, and site selection. Upon completion, students should be able to design and construct a kiln prototype.

## PROFESSIONAL CRAFTS: DESIGN

**PCD 110 INTRO TO CRAFT DESIGN 1-3-2**

This course introduces the basic principles, elements, vocabulary, and process of two-dimensional design within the context of professionally produced crafts. Emphasis is placed on general design concepts and vocabulary, conceptual thinking, design process application, and observational skills. Upon completion, students should be able to demonstrate enhanced observational skills and a working knowledge of design vocabulary, concepts, and processes.

# PROCESS CONTROL INSTRUMENTATION

**PCI 264 PROCESS CONTROL WITH PLCS 3-3-4**

This course introduces automatic process control implemented with PLC technology. Topics include interfacing and controlling advanced control loops and devices using various PLC-based systems. Upon completion, students should be able to demonstrate an understanding of advanced applications of process control and instrumentation systems with PLC-based devices.

# PROFESSIONAL CRAFTS: JEWELRY

**PCJ 262 HAND WROUGHT METALS 1-3-2**

This course covers the fundamental processes, techniques and tools for heating and forging ferrous and non-ferrous metals. Topics include fire control, use of hammers, tools and traditional techniques for metal shapes. Upon completion, students should be able to heat and use a variety of metals to create tools and shape basic metal projects.

**PCJ 267 HAND WROUGHT JOINERY 1-3-2**

**Prerequisites: PCJ 262**

This course introduces the use of traditional joinery techniques used in the Hand Wrought Metal Profession. Emphasis is placed on the history and processes of the traditional joinery using tenons, mortises, collars, rivets, and forge welded joints. Upon completion, students should be able to create joints for hand wrought metal work using mortise and tenon, collars, and hot wraps.

# PROFESSIONAL CRAFTS

**PCR 112 20TH-CENTURY CRAFTS 2-0-2**

This course surveys the origins and influences of American craft from the late 19th century to the present. Emphasis is placed on the relationship between period stylistic trends in craft, the arts, and architecture and larger societal influences. Upon completion, students should be able to demonstrate an understanding of design movements and social events of the 20th century and their influence on American craft.

**PCR 212 CRAFT MARKETING 2-0-2**

This course introduces marketing and business planning as applied to hand crafts and development of a written marketing plan. Emphasis is placed on self-evaluation, goal setting, development of a business idea, presentation skills, professional image, and organizing and writing a marketing plan. Upon completion, students should be able to demonstrate realistic craft marketing goals, individual presentation skills, and professional image and organize, write, and present a marketing plan.

**PCR 213 CRAFT ENTERPRISE 2-0-2**

**Prerequisites: PCR 212**

This course covers financial information and small business skills needed to develop a written business plan combining a craft marketing plan and studio planning. Topics include business plan analysis, break-even point, cash flow, filing systems, operations, policies, manual and computerized bookkeeping, writing, and presentational skills. Upon completion, students should be able to write a craft business plan, project a cash flow statement, explain break-even point, and establish filing and record systems.

# PROFESSIONAL CRAFTS: SCULPTURE

**PCS 110 INTRO TO METAL SCULPTURE 2-9-5**

**Prerequisites: PCS 112**

This course introduces the process and design of metal sculpture for the craftsman. Topics include design of metal sculpture, layout, construction, and finishing. Upon completion, students should be able to demonstrate the ability to design and construct metal sculptures.

**PCS 112 BEG. WELDING FOR ARTISTS 1-4-3**

This course is an introduction to the proper equipment and tools of the metal shop and welding methods for the artist. Topics include welding, cutting, forging, fabricating and finishing, and studio safety. Upon completion, students should be able to demonstrate efficient and safe use of metal shop tools and equipment.

**PCS 114 Advanced Metal Sculpture 2-9-5**

**Prerequisites: PCS 110**

This course is designed to introduce advanced techniques of metal sculpture. Topics include forging, fabricating, and casting, with emphasis placed on the design and construction of artistic sculpture. Upon completion, students will demonstrate advanced skills in the techniques of welding, forging, and casting metal sculpture.

**PCS 210 Intro to Clay Sculpture 1-9-4**

This course introduces various techniques of making clay sculpture, including clay modeling, carving, and forming clay with and without the use of armatures. Topics include the artistic concepts of form, rhythm, flow, movement, color and its relation to light. Upon completion, students should be able to form well-designed sculptures demonstrating artistic concepts as applied to ceramics.

## PROFESSIONAL CRAFTS: WOOD

**PCW 110 Intro to Woodworking 3-15-8**

This course introduces the properties of wood, basic machine and tool use and safety, box design and construction, and various furniture joinery for woodworkers. Topics include the technical study of wood, hand woodworking methods of box making, assorted box and framing joinery, and hand finishing methods. Upon completion, students should be able to demonstrate woodworking joinery, box design and construction techniques, and knowledge of wood properties and their effect on furniture design. *This course may be taught in two incremental units: PCW 110AB (1.5-7.5-4) and PCW 110BB (1.5-7.5-4).*

**PCW 111 Framing Joinery/Design 3-15-8**

This course introduces design embellishment techniques and design and construction of various furniture functions through the use of framing structures. Topics include designing and making mirror frames, stools, benches, coffee tables, and dining tables, with emphasis on specialty techniques such as woodbending, veneering, and finishing. Upon completion, students should be able to design and make furniture and accessories utilizing framing construction and specialty design techniques. *This course may be taught in two incremental units: PCW 111AB (1.5-7.5-4) and PCW 111BB (1.5-7.5-4).*

**PCW 112 Production Design 2-6-4**

This course covers the design, construction, and cost analysis of small-scale production items targeting various price points. Topics include basic market research, production, jigs and fixtures, time studies, and the making of various production prototypes such as lamps, cutting boards, and boxes. Upon completion, students should be able to design, make, and cost out production items for various price points.

**PCW 130 Veneer, Marquetry & Inlay 1-3-2**

This course introduces veneering, marquetry, and inlay techniques as means of decorating surfaces in wood design. Emphasis is placed on hands-on experience in veneering, marquetry, and inlay techniques using tools, materials, process, and design applications. Upon completion, students should be able to design and produce a sample of various techniques and develop design applications.

**PCW 131 Woodbending 1-3-2**

This course covers various types of woodbending methods used in furniture design. Topics include bent lamination, steam bending, and molded plywood methods with emphasis on mold making, clamping systems, and design applications. Upon completion, students should be able to demonstrate mold making, clamping systems, and design applications for laminating, steam bending, and molding plywood.

**PCW 132 Composite Materials Const 1-3-2**

This course covers the design and methods of using composite materials in woodworking. Topics include the use of composite materials such as plywood, m.d.f., particle board, and plastic laminate and their design and construction methods. Upon completion, students should be able to demonstrate a series of technical exercises and designs and make an object utilizing composite materials.

**PCW 134 Woodcarving 1-3-2**

This course covers both hand and machine methods of carving, including applications for furniture design and sculptured objects. Topics include the use of hand carving tools, gouges, rasps, spoke shaves, and machines (rotary carvers, grinders, chain saws) and design applications of carving. Upon completion, students should be able to demonstrate the care and use of carving tools and their application to furniture design.

**PCW 135 Wood Lathe Work 1-3-2**

This course covers the use of the wood lathe for both furniture and accessory design applications. Topics include spindle and face plate turning with emphasis on tools, sharpening, sanding, and projects including candle holders, furniture parts, and bowls. Upon completion, students should be able to demonstrate wood lathe skills through various turning samples and finished objects.

**PCW 136 Wood Finishing 1-3-2**

This course covers wood finishing options with hand, brush, and spray applications, including special finishing effects. Topics include finish compositions, including oils, varnish, lacquer, paints, dyes, and stains, and special techniques such as fuming, bleaching, and pickling. Upon completion, students should be able to demonstrate various special finishing techniques and skills through samples and completed projects.

**PCW 210 Chair Design & Const 2-15-7**

This course covers the design and construction of various seating functions and the associated woodworking technology for chair-making. Topics include design of chair prototypes, testing of structures, advanced woodbending, carving, jigs and fixtures, and coloring methods of finishing. Upon completion, students should be able to design, test, and make a chair and demonstrate various advanced specialty woodworking techniques. *This course may be taught in two incremental units: PCW 210AB (1-9-4) and PCW 210BB (1-6-3).*

**PCW 211 Casework Design & Const 2-15-7**

This course covers case goods design and construction through an independent project that demonstrates professionalism in a craft business. Topics include the study of various case goods' functions such as dressers, desks, and cabinets and the independent development of a professional quality project. Upon completion, students should be able to design and make a case work piece of furniture and demonstrate professionalism in a project of their choice. *This course may be taught in two incremental units: PCW 211AB (1-9-4) and PCW 211BB (1-6-3).*

**PCW 230 Wood Design: Special Study 0-4-2**

This course provides a format in which to explore personal interests in wood design with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete a design project as specified in student-instructor-approved contractual agreement.

# PHYSICAL EDUCATION

**PED 110 Fit and Well for Life 1-2-2**

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 111 Physical Fitness I 0-3-1**

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

**PED 113 Aerobics I 0-3-1**

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 117 Weight Training I 0-3-1**

This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 118 Weight Training II** **0-3-1**

**Prerequisites: PED 117**

This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 120 Walking for Fitness** **0-3-1**

This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. This course will be conducted on the WPCC campus. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 121 Walk, Jog, Run** **0-3-1**

This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities. This course will take place on the WPCC campus and areas surrounding it. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 122 Yoga I** **0-2-1**

This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 123 Yoga II** **0-2-1**

**Prerequisites: PED 122**

This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 125 Self-Defense-Beginning** **0-2-1**

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

**PED 126 Self-Defense-Intermediate** **0-2-1**

**Prerequisites: PED 125**

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

**PED 128 Golf-Beginning** **0-2-1**

This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. This course will be conducted at local golf courses and driving ranges. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 129 GOLF-INTERMEDIATE 0-2-1**

**Prerequisites: PED 128**

This course covers the more advanced phases of golf. Emphasis is placed on refining the fundamental skills and learning more advanced phases of the games such as club selection, trouble shots, and course management. Upon completion, students should be able demonstrate the knowledge and ability to play a recreational round of golf. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 130 TENNIS-BEGINNING 0-2-1**

This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 131 TENNIS-INTERMEDIATE 0-2-1**

**Prerequisites: PED 130**

This course emphasizes the refinement of playing skills. Topics include continuing the development of fundamentals, learning advanced serves, and strokes and pace and strategies in singles and doubles play. Upon completion, students should be able to play competitive tennis. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 132 RACQUETBALL-BEGINNING 0-2-1**

This course introduces the fundamentals of racquetball. Emphasis is placed on rules, fundamentals, and strategies of beginning racquetball. Upon completion, students should be able to play recreational racquetball. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 137 BADMINTON 0-2-1**

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 143 VOLLEYBALL-BEGINNING 0-2-1**

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 will also involve some moderate cardiovascular endurance, flexibility and strength exercise. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 152 SWIMMING-BEGINNING 0-2-1**

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 153 SWIMMING-INTERMEDIATE 0-2-1**

**Prerequisites: PED 152**

This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 155 WATER AEROBICS 0-3-1**

This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 156 Scuba Diving 0-2-1**

**Prerequisites: PED 153**

This course provides basic instruction in fundamental skills and safety procedures for scuba diving. Emphasis is placed on the history, theory, and principles of diving; development of diving skills; safety; and care and maintenance of equipment. Upon completion, students should be able to demonstrate skills, knowledge, and techniques of scuba diving in preparation for diver certification. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 160 Canoeing-Basic 0-2-1**

This course provides basic instruction for the beginning canoeist. Emphasis is placed on safe and correct handling of the canoe and rescue skills. Upon completion, students should be able to demonstrate basic canoeing, safe-handling, and self-rescue skills. *This course will be conducted at the WPCC pond. This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 161 Canoeing-Rivers 0-2-1**

**Prerequisites: PED 160**

This course provides practice in the basic skills of river and whitewater canoeing. Emphasis is placed on river running, safety, and care of equipment. Upon completion, students should be able to demonstrate navigation in a moving current, canoe safety, and self-rescue skills. *This course will be conducted on area rivers. This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 170 Backpacking 0-2-1**

This course covers the proper techniques for establishing a campsite, navigating in the wilderness, and planning for an overnight trip. Topics include planning for meals, proper use of maps and compass, and packing and dressing for extended periods in the outdoors. Upon completion, students should be able to identify quality backpacking equipment, identify the principles of no-trace camping, and successfully complete a backpacking experience. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 171 Nature Hiking 0-2-1**

This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. *This course will be conducted in various mountainous areas of the Blue Ridge. This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 173 Rock Climbing 0-2-1**

This course teaches the fundamental skills and safety of rock climbing. Topics include rock climbing, bouldering, rappelling, the correct method of belaying for climbing and rappelling, and knowledge of equipment. Upon completion, students should be able to demonstrate strong and skillful techniques in climbing and rappelling. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 174 Wilderness Pursuits 0-2-1**

This course covers the skills necessary to prepare for and participate in a wilderness trip. Emphasis is placed on planning, preparing, and participating in a wilderness pack trip. Upon completion, students should be able to safely participate in overnight wilderness pack trips. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 181 Snow Skiing-Beginning 0-2-1**

This course introduces the fundamentals of snow skiing. Topics include basic techniques, safety, and equipment involved in snow skiing. Upon completion, students should be able to ski a down slope, enter and exit a ski lift, and perform basic maneuvers on skis. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 183 Folk Dancing 0-2-1**

This course teaches the fundamental folk dance movements along with cultural traditions from various countries. Emphasis is placed on the history and traditions of the folk dance as well as the movements and the dances themselves. Upon completion, students should be able to demonstrate folk dances as well as knowledge of their origins and cultural traditions. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 184 Square Dancing I 0-2-1**

This course introduces the terminology and skills necessary to perform square dancing. Topics include working from squared sets-squared circles to squared throughs, right and left throughs, and Dixie Chains. Upon completion, students should be able to perform square dance routines and recognize the calls made for all formations. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 187 Social Dance-Beginning 0-2-1**

This course introduces the fundamentals of popular social dances. Emphasis is placed on basic social dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 211 New Games 0-2-1**

This course includes explanation, demonstration, and participation in games that provide an alternative to traditional sports. Emphasis is placed on playing for pleasure rather than for competitive purposes. Upon completion, students should be able to participate and lead others in participating in non-competitive games. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 215 Outdoor Cycling 0-2-1**

This course is designed to promote physical fitness through cycling. Emphasis is placed on selection and maintenance of the bicycle, gear shifting, pedaling techniques, safety procedures, and conditioning exercises necessary for cycling. Upon completion, students should be able to demonstrate safe handling of a bicycle for recreational use. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PED 235 Tai Chi 0-3-1**

This course introduces martial arts using the Tai Chi form. Topics include proper conditioning exercises, proper terminology, historical foundations, etiquette and drills. Upon completion, students should be able to perform skills and techniques related to this form of martial arts. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

# PHILOSOPHY

**PHI 210 History of Philosophy 3-0-3**

**Prerequisites: ENG 111**

This course introduces fundamental philosophical issues through an historical perspective. Emphasis is placed on such figures as Plato, Aristotle, Lao-Tzu, Confucius, Augustine, Aquinas, Descartes, Locke, Kant, Wollstonecraft, Nietzsche, and Sartre. Upon completion, students should be able to identify and distinguish among the key positions of the philosophers studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**PHI 240 Introduction to Ethics 3-0-3**

**Prerequisites: ENG 111**

This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on utilitarianism, rule-based ethics, existentialism, relativism versus objectivism, and egoism. Upon completion, students should be able to apply various ethical theories to individual moral issues such as euthanasia, abortion, crime and punishment, and justice. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

# PHYSICS

**PHY 110 Conceptual Physics 3-0-3**
**Prerequisites: ENG 080and RED 080 or DRE 096, and MAT 070 or DMA 010 and DMA 020 and DMA 030 and DMA 040 and DMA 050 or appropriate placement scores as outlined on page 20 of this catalog**
**Co-requisites: PHY 110A**

This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**PHY 110A Conceptual Physics Lab 0-2-1**
**Co-requisites: 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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**PHY 131 Physics – Mechanics 3-2-4**
**Prerequisites: MAT 121, MAT 161, MAT 171, or MAT 175**

This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

**PHY 132 Physics – Elec & Magnetism 3-2-4**
**Prerequisites: PHY 131**

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

**PHY 151 College Physics I 3-2-4**
**Prerequisites: MAT 161, MAT 171, or MAT 175**

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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**PHY 152 College Physics II 3-2-4**
**Prerequisites: PHY 151**

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**PHY 251 General Physics I** **3-3-4**
**Prerequisites: MAT 271**
**Co-requisites: 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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**PHY 252 General Physics II** **3-3-4**
**Prerequisites: MAT 272 and PHY 251**

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.*

**PHY 253 Modern Physics** **3-3-4**
**Prerequisites: PHY 251**

This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include atomic structure, nuclear processes, natural and artificial radioactivity, quantum theory, and special relativity. 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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

# PLASTICS

**PLA 110 Introduction to Plastics** **2-0-2**

This course introduces the plastics processing industry, including thermoplastics and thermosets. Emphasis is placed on the description, classification, and properties of common plastics and processes and current trends in the industry. Upon completion, students should be able to describe the differences between thermoplastics and thermosets and recognize the basics of the different plastic processes.

**PLA 120 Injection Molding** **2-3-3**

This course provides theory and processing experience with the injection molding process. Topics include machine type, molds, controls, machine-polymer part relationship, molding factors, troubleshooting, and molding problems/solutions. Upon completion, students should be able to demonstrate an understanding of machine setup and operation and be able to optimize common injection molding machines.

**PLA 230 Adv Plastics Manufacturing** **3-3-4**

This course covers advanced plastics manufacturing processes. Topics include hands-on experience, material selection, manufacturing cost, process optimization, troubleshooting, and project management. Upon completion, students should be able to understand, perform, and troubleshoot advanced processes in a manufacturing environment. *This course may be taught in two incremental units: PLA 230AB (1-3-2) and PLA 230BB (2-0-2).*

# PLUMBING

**PLU 111 Intro to Basic Plumbing** **1-3-2**

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.

# POLITICAL SCIENCE

**POL 120 AMERICAN GOVERNMENT 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**POL 130 STATE & LOCAL GOVERNMENT 3-0-3**

**Prerequisites: ENG 090 and RED 090 ,or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course includes state and local political institutions and practices in the context of American federalism. Emphasis is placed on procedural and policy differences as well as political issues in state, regional, and local governments of North Carolina. Upon completion, students should be able to identify and discuss various problems associated with intergovernmental politics and their effect on the community and the individual. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**POL 210 COMPARATIVE GOVERNMENT 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course provides a cross-national perspective on the government and politics of contemporary nations such as Great Britain, France, Germany, and Russia. Topics include each country's historical uniqueness, key institutions, attitudes and ideologies, patterns of interaction, and current political problems. Upon completion, students should be able to identify and compare various nations' governmental structures, processes, ideologies, and capacity to resolve major problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**POL 220 INTERNATIONAL RELATIONS 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course provides a study of the effects of ideologies, trade, armaments, and alliances on relations among nation-states. Emphasis is placed on regional and global cooperation and conflict, economic development, trade, non-governmental organizations, and international institutions such as the World Court and UN. Upon completion, students should be able to identify and discuss major international relationships, institutions, and problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*



# PSYCHOLOGY

**PSY 150 GENERAL PSYCHOLOGY 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**PSY 237 SOCIAL PSYCHOLOGY 3-0-3**

**Prerequisites: PSY 150 or SOC 210**

This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**PSY 239 PSYCHOLOGY OF PERSONALITY 3-0-3**
**Prerequisites: PSY 150**

This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**PSY 241 DEVELOPMENTAL PSYCH 3-0-3**
**Prerequisites: PSY 150**

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**PSY 243 CHILD PSYCHOLOGY 3-0-3**
**Prerequisites: PSY 150**

This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PSY 246 ADOLESCENT PSYCHOLOGY 3-0-3**
**Prerequisites: PSY 150**

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

**PSY 249 PSYCHOLOGY OF AGING 3-0-3**
**Prerequisites: PSY 150**

This course covers the particular needs and behaviors of the maturing adult. Emphasis is placed on psychosocial processes; biological and intellectual aspects of aging; adjustments to retirement, dying, bereavement; and the stereotypes and misconceptions concerning the elderly. Upon completion, students should be able to show an understanding of the psychological factors related to the aging process. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PSY 259 HUMAN SEXUALITY 3-0-3**
**Prerequisites: PSY 150**

This course provides the biological, psychological, and sociocultural aspects of human sexuality and related research. Topics include reproductive biology, sexual and psychosexual development, sexual orientation, contraception, sexually transmitted diseases, sexual disorders, theories of sexuality, and related issues. Upon completion, students should be able to demonstrate an overall knowledge and understanding of human sexuality. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement*

**PSY 263 EDUCATIONAL PSYCHOLOGY 3-0-3**
**Prerequisites: PSY 150**

This course examines the application of psychological theories and principles to the educational process and setting. Topics include learning and cognitive theories, achievement motivation, teaching and learning styles, teacher and learner roles, assessment, and developmental issues. Upon completion, students should be able to demonstrate an understanding of the application of psychological theory to educational practice. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**PSY 281 Abnormal Psychology 3-0-3**
**Prerequisites: PSY 150**

This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

# RELIGION

**REL 110 World Religions 3-0-3**
**Prerequisites: ENG 090 and RED 090 , or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**REL 211 Intro to Old Testament 3-0-3**
**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**REL 212 Intro to New Testament 3-0-3**
**Prerequisites: ENG 090 and RED 090 ,or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*



# SIMULATION AND GAME DEVELOPMENT

**SGD 111 Introduction to SGD 2-3-3**

This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development.

**SGD 112 SGD Design 2-3-3**

This course introduces the fundamentals of simulation and game design. Topics include industry standards and design elements for simulations and games. Upon completion, students should be able to design simple simulations and/or games.

**SGD 113 SGD Programming 2-3-3**

This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations.

**SGD 114 3D Modeling 2-3-3**

This course introduces the tools required to create three dimensional (3D) models. Emphasis is placed on exploring tools used to create 3D models. Upon completion, students should be able to create and animate 3D models using 3D modeling tools.

**SGD 116 Graphic Design Tools 2-2-3**

This course introduces students to computer-based graphic design tools and their use within the context of simulation and game design. Topics include texture creation, map creation, and introduction to advanced level graphic design techniques. Upon completion, students should be able to competently use and explain industry-standard graphic design software.

**SGD 117 Art for Games 2-3-3**

This course introduces students to the basic principles of art and how they apply to simulations and games. Emphasis is placed on learning to develop industry quality concept art for characters and other assets, as well as techniques needed to create such art. Upon completion, students should be able to create their own industry standard concept art for use in SGD projects.

**SGD 135 SERIOUS GAMES 2-3-3**

This course provides students with an overview of serious games and their applications in immersive learning and education. Emphasis is placed on developing games for education, corporate training, and medical/military simulations. Upon completion, students should be able to design their own serious games.

**SGD 158 SGD BUSINESS MANAGEMENT 2-3-3**

This course introduces the business side of the interactive game industry. Emphasis will be placed on licenses, serious games, psychological profiling, publisher/developer relations, and contract negotiation skills. Upon completion, students should be able to understand how a game evolves from concept to the customer.

**SGD 161 SG Animation 2-3-3**

This course introduces the fundamental principles of animation used in simulation and game development. Emphasis is placed on a historical survey of animation, aspects of the animation process and animation techniques. Upon completion, students should be able to produce character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.

**SGD 162 SG 3D Animation 2-3-3**

This course introduces the fundamental principles of 3D animation used in simulation and game development. Emphasis is placed on a historical survey of 3D animation, aspects of the 3D animation process and 3D animation techniques. Upon completion, students should be able to produce 3D character sketches, morph simple objects, create walk and run cycles and develop professional storyboards.

**SGD 164 SG Audio/Video 2-3-3**

This course introduces various aspects of audio and video and their application in simulations and games. Topics include techniques for producing and editing audio and video for multiple digital mediums. Upon completion, students should be able to produce and edit audio and video for simulations and games.

**SGD 165 SG Character Development 2-3-3**

This course introduces the concepts needed to create a fictional personality for use in digital videos, animations, simulations and games. Topics include aspects of character, developing backgrounds, mannerisms and voice. Upon completion, students should be able to develop characters and backgrounds for simulations and games.

**SGD 168 Mobile SG Programming 2-3-3**

**Co-requisites: SGD 213**

This course introduces the mobile simulation and game programming process. Topics include mobile simulation/game programming, performance tuning, animation, sound effects, music and mobile networks. Upon completion, students should be able to apply simulation/game programming concepts to the creation of mobile simulations and games.

**SGD 172 Virtual SG Environments 2-3-3**

This course covers the use of virtual reality tools and techniques in simulation and game development. Emphasis is placed on acquiring the skills necessary to create scalable virtual characters and environments for use in simulations and games. Upon completion, students should be able to create a simple game or simulation in a virtual environment.

**SGD 174 SG Level Design 2-3-3**

This course introduces the tools used to create levels for real-time simulations and games. Topics include level design, architecture theory, modeling for 3D engines and texturing methods. Upon completion, students should be able to design simple levels using industry standard tools.

**SGD 181 SGD Machinima 2-3-3**

This course covers machinima techniques in the simulation and game industry. Emphasis is placed on developing movies and animations within industry-standard game engines for simulations and games. Upon completion, students should be able to demonstrate a basic understanding of in-game cinematic creation.

**SGD 210 3D Data Capture 2-3-3**

**Prerequisites: SGD 114**

This course introduces students to the tools used to capture data in a 3D environment. Emphasis is placed on capturing data from motion capture and/or 3D scanning devices for use in 3D models and animations. Upon completion , students should be able to capture data from a 3D environment and import for use in 3D models, simulations and animations.

**SGD 212 SGD Design II 2-3-3**

**Prerequisites: SGD 112**

The course covers the advanced principles of simulation and game design. Topics include advanced design concepts in simulation and game development. Upon completion, students should be able to design an advanced simulation or game.

**SGD 213 SGD Programming II 2-3-3**

**Prerequisites: SGD 113**

The course covers advanced programming concepts used to create simulations and games. Emphasis is placed on acquiring advanced programming skills for use in creating simulations and games. Upon completion, students should be able to program an advanced simulation or game.

**SGD 214 3D Modeling II 2-3-3**

**Prerequisites: SGD 114**

This course introduces the tools used to create and animate advanced 3 dimensional models. Emphasis is placed on identifying and utilizing the tools required to create and animate advanced 3D models. Upon completion, students should be able to create and animate advanced 3D models using 3D modeling tools.

**SGD 237 Rigging 3D Models 2-3-3**

**Prerequisites: SGD 114**

**Co-requisites: SGD 162**

This course covers the fundamentals of rigging 3D models for animation. Emphasis is placed on learning how to properly weight a model, rig it with a skeleton, and create fluid movement. Upon completion, students should be able to demonstrate the ability to properly rig 3D models.



**SGD 244 3D Modeling III 2-3-3**

**Prerequisites: SGD 214**

This course is designed to further a student's knowledge in creating visually compelling 3D models through the use of industry-standard software. Emphasis is placed on learning how to develop accurate textures and normal maps. Upon completion, students should be able to develop industry caliber 3D models.

**SGD 289 SGD Project 2-3-3**

**Prerequisites: SGD 212, SGD 213, SGD 214, or SGD 285**

This course provides students with the opportunity to create a functional simulation or game with minimal instructor support. Emphasis is placed upon verbal and written communication, skill documentation, professional presentation and user training. Upon completion, students should be able to create and professionally present a fully functional simulation or game.

## SOCIOLOGY

**SOC 210 Introduction to Sociology 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**SOC 213 Sociology of the Family 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**SOC 220 Social Problems 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**SOC 225 Social Diversity 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.*

**SOC 254 Rural and Urban Sociology 3-0-3**

**Prerequisites: ENG 090 and RED 090 ,or DRE 097 , or appropriate placement scores as outlined on page 20 of this catalog**

This course applies sociological concepts to a comparative study of major social issues facing contemporary rural and urban America. Emphasis is placed on growth and development patterns, ecological factors, social organizations, social controls, and processes of change. Upon completion, students should be able to illustrate the differences and similarities that exist between urban and rural environments as they resolve contemporary issues. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

## SPANISH

**SPA 111 Elementary Spanish I 3-0-3**

**Prerequisites: ENG 090 and RED 090 ,or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

**Co-requisites: SPA 181**

This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**SPA 112 Elementary Spanish II 3-0-3**

**Prerequisites: SPA 111**

**Co-requisites: SPA 182**

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**SPA 181 Spanish Lab 1** **0-2-1**
**Co-requisites: SPA 111**

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

**SPA 182 Spanish Lab 2** **0-2-1**
**Prerequisites: SPA 181**
**Co-requisites: SPA 112**

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

**SPA 211 Intermediate Spanish I** **3-0-3**
**Prerequisites: SPA 112**
**Co-requisites: SPA 281**

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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*

**SPA 212 Intermediate Spanish II** **3-0-3**
**Prerequisites: SPA 211**
**Co-requisites: SPA 282**

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 to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts.*



**SPA 281 Spanish Lab 3** **0-2-1**
**Prerequisites: SPA 182**
**Co-requisites: SPA 211**

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

**SPA 282 Spanish Lab 4** **0-2-1**
**Prerequisites: SPA 281**
**Co-requisites: SPA 212**

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement.*

# SUBSTANCE ABUSE

**SAB 110 Substance Abuse Overview 3-0-3**

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 120 Intake and Assessment 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course develops processes for establishment of client rapport, elicitation of client information on which therapeutic activities are based, and stimulation of client introspection. Topics include diagnostic criteria, functions of counseling, nonverbal behavior, collaterals and significant others, dual diagnosis, client strengths and weakness, uncooperative clients, and crisis interventions. Upon completion, students should be able to establish communication with clients, recognize disorders, obtain information for counseling, and terminate the counseling process. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

**SAB 125 SAB Case Mgmt 2-2-3**

**Prerequisites: SAB 120**

This course provides case management activities, including record keeping, recovery issues, community resources, and continuum of care. Emphasis is placed on establishing a systematic approach to monitor the treatment plan and maintain quality of life. Upon completion, students should be able to assist clients in the continuum of care as an ongoing recovery process and develop agency networking. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

**SAB 135 Addictive Process 3-0-3**

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 2-2-3**

**Prerequisites: SAB 120**

This course provides theory and skills 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.

**SAB 230 Family Therapy 2-2-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course covers the theories and models of family systems therapy as designed for families affected by substance abuse and addiction. Emphasis is placed on structures and procedures necessary for successful family therapy, including the needs, types of resistance, and individual family dynamics. Upon completion, students should be able to understand and identify dynamics and patterns unique to families affected by substance abuse and the appropriate model of treatment. *Upon completion students should also have a working knowledge of theory and dynamics affecting the adult child of an alcoholic and the co-dependent person, along with an appropriate treatment model.*

**SAB 240 SAB Issues in Client Serv 3-0-3**

**Prerequisites: ENG 090 and RED 090, or DRE 097, or appropriate placement scores as outlined on page 20 of this catalog**

This course introduces systems of professional standards, values, and issues in substance abuse counseling. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. *This course is a unique concentration requirement of the Substance Abuse concentration in the Human Services Technology program.*

# SURVEYING

**SRV 110 Surveying I** **2-6-4**
**Co-requisites: DMA 060, DMA 070, DMA 080, MAT 120, MAT 161, MAT 171, or MAT 175**

This course introduces the theory and practice of plane surveying. Topics include measuring distances and angles, differential and profile leveling, compass applications, topography, and mapping. Upon completion, students should be able to use/care for surveying instruments, demonstrate field note techniques, and apply the theory and practice of plane surveying.

**SRV 111 Surveying II** **2-6-4**
**Prerequisites: SRV 110**

This course introduces route surveying and roadway planning and layout. Topics include simple, compound, reverse, spiral, and vertical curves; geometric design and layout; planning of cross-section and grade line; drainage; earthwork calculations; and mass diagrams. Upon completion, students should be able to calculate and lay out highway curves; prepare roadway plans, profiles, and sections; and perform slope staking. *This course may be taught in two incremental units: SRV 111AB (1-3-2) and SRV 111BB (1-3-2).*

**SRV 210 Surveying III** **2-6-4**
**Prerequisites: SRV 110**

This course introduces boundary surveying, land partitioning, and calculations of areas. Topics include advanced traverses and adjustments, preparation of survey documents, and other related topics. Upon completion, students should be able to research, survey, and map a boundary.

**SRV 220 Surveying Law** **2-2-3**
**Prerequisites: SRV 110**

This course introduces the law as related to the practice of surveying. Topics include surveyors' responsibilities, deed descriptions, title searches, eminent domain, easements, weight of evidence, riparian rights, and other related topics. Upon completion, students should be able to identify and apply the basic legal aspects associated with the practice of land surveying.

**SRV 230 Subdivision Planning** **1-6-3**
**Prerequisites: SRV 111, SRV 210, and CIV 211**

This course covers the planning aspects of residential subdivisions from analysis of owner and municipal requirements to plat layout and design. Topics include municipal codes, lot sizing, roads, incidental drainage, esthetic considerations, and other related topics. Upon completion, students should be able to prepare a set of subdivision plans.

**SRV 240 Topo/Site Surveying** **2-6-4**
**Prerequisites: SRV 110**

This course covers topographic, site, and construction surveying. Topics include topographic mapping, earthwork, site planning, construction staking, and other related topics. Upon completion, students should be able to prepare topographic maps and site plans and locate and stake out construction projects.

**SRV 250 Advanced Surveying** **2-6-4**
**Prerequisites: SRV 111**

This course covers advanced topics in surveying. Topics include photogrammetry, astronomical observations, coordinate systems, error theory, GPS, GIS, Public Land System, and other related topics. Upon completion, students should be able to apply advanced techniques to the solution of complex surveying problems.

**SRV 260 Field & Office Practices** **1-3-2**
**Prerequisites: Completion of three semesters of the Surveying Technology program**

This course covers surveying project management, estimating, and responsibilities of surveying personnel. Topics include record-keeping, starting and operating a surveying business, contracts, regulations, taxes, personnel management, and professional ethics. Upon completion, students should be able to understand the requirements of operating a professional land surveying business.

# SUSTAINABILITY TECHNOLOGIES

**SST 110 INTRO TO SUSTAINABILITY 3-0-3**

This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts.

**SST 120 ENERGY USE ANALYSIS 2-2-3**

This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.

**SST 140 GREEN BUILDING & DESIGN CONCEPTS 3-0-3**

This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.

**SST 210 ISSUES IN SUSTAINABILITY 3-0-3**

**Prerequisites: SST 110**

This course introduces the long-term impacts and difficulties of applying sustainability concepts in an organization, business, or society. Topics include the application of sustainable technologies and the analysis of affordability, efficiencies, recycling, and small and large-scale design. Upon completion, students should be able to recognize the possible limitations of sustainable technologies and be prepared to reconcile such conflicts.

# THERAPEUTIC RECREATION

**TRE 110 INTRO TO THERAPEUTIC REC 3-0-3**

This course covers the philosophy and goals of therapeutic recreation and how they relate to specific client groups. Topics include therapeutic recreation history and professional development, an introduction to the therapeutic recreation process, and a summary of therapeutic recreation effects on client functioning. Upon completion, students should be able to describe the professional development of therapeutic recreation and to explain the anticipated outcomes of therapeutic recreation service.

**TRE 111 LEISURE EDUCATION 3-0-3**

This course introduces the need to educate for leisure so that clients can use leisure to increase their independence. Emphasis is placed on developing clients' social/transportation/time/money management skills, knowledge of leisure benefits, and other areas necessary for satisfying leisure. Upon completion, students should be able to design and implement a leisure education program for clients with various disabilities.

**TRE 112 INCLUSIVE PROGRAMMING 3-0-3**

This course covers the principles of planning and implementing inclusive recreation programs designed for group involvement. Topics include categories of recreational activities, programming formats and strategies that lead to satisfying recreation inclusion for people with disabilities and their families. Upon completion, students should be able to develop and implement inclusive recreation activities based upon participants' needs, interests, and strengths.

**TRE 120 ADAPTED ACTIVITIES 1-2-2**

This course introduces activity and equipment adaptations used in recreation in order to improve access for people with disabilities. Topics include adaptations to make sports, games, outdoor activities, dance, and hobbies accessible. Upon completion, students should be able to adapt activities and equipment to fit individual clients' needs and strengths.

**TRE 121 CREATIVE EXPRESSIVE ARTS I 1-2-2**

This course introduces the use of art and music in the (re)habilitation of people with disabilities including a laboratory component emphasizing experiential learning with clients. Emphasis is placed on individual and group sessions designed to use creativity to facilitate independence, wellness, and quality of life. Upon completion, students should be able to implement an art session and a music session based on client needs and strengths.

**TRE 122 Activity Coordinator 4-0-4**

This course covers topics required by state regulations relating to the development of activity programs in nursing and domicilliary homes. Topics include human development in the late adult years and methods of recreation service delivery in the activity profession. Upon completion, students should be able to design and implement a program of activities that addresses functional and quality of life needs of clients.

**TRE 170 Thera Rec Psych Lab 0-2-1**

This course provides a laboratory component to complement therapeutic recreation course work. Topics include functioning characteristics of clients with mental illness and interventions commonly used in therapeutic recreation programs with these clients. Upon completion, students should be able to implement a therapeutic recreation session for clients with mental illness. *This lab is based at Broughton Hospital.*

**TRE 171 Social Skills Lab 0-2-1**

This course provides a laboratory component to complement therapeutic recreation course work. Emphasis is placed on role playing to practice specific social skills, such as giving and receiving compliments, accepting negative feedback, and other related skills. Upon completion, students should be able to implement a social skills session based on client needs and strengths.

**TRE 172 Team Building Lab 0-4-2**

This course provides a laboratory component to complement recreational therapy coursework. Emphasis is placed on elements necessary for team work activities designed to improve functioning in these areas. Upon completion, students should be able to identify activities which facilitate team building.

**TRE 173 Community Integration Lab 0-2-1**

This course provides a laboratory component to complement therapeutic recreation therapy coursework. Emphasis is placed on the development of skills necessary to facilitate community integration for persons with disabilities. Upon completion, students should be able to plan and implement activities which enhance community integration for people with and without disabilities.

**TRE 210 Th Rec Programming 3-0-3**

**Prerequisites: TRE 111**

This course provides an overview of several interventions used in therapeutic recreation service while relating each intervention to the therapeutic recreation process. Emphasis is placed on the role of the therapeutic recreator and the treatment team in assessing, planning, implementing, and evaluating an individualized program plan. Upon completion, students should be able to assist in the planning, implementation, and evaluation of an individualized plan using at least one therapeutic intervention.

**TRE 211 Th Rec Professionalism 3-0-3**

**Prerequisites: TRE 110**

This course covers information regarding competent and ethical practices of therapeutic recreation in departments at local agencies. Topics include therapeutic recreation standards of practice, code of ethics, and practice competencies as they relate directly to potential internship sites. Upon completion, students should be able to select an internship site and describe professionalism as it exists at this site.

**TRE 220 Initiatives/Chall Course 1-2-2**

This course introduces the use of initiative games and challenge courses in facilitating client progress or change. Emphasis is placed on improving problem solving, communication, trust, cooperation, personal responsibility, and other necessary elements of team building. Upon completion, students should be able to implement an initiative/challenging course session based on clients' needs and strengths. *The Alpine Tower is an integral part of this course.*

**TRE 221 Beh Mgmt in Thera Rec 3-0-3**

This course covers introductory behavior management principles used in therapeutic recreation. Topics include the use of positive reinforcement to modify behaviors, observation and measurement techniques, data collection, and graphing. Upon completion, students should be able to design and implement a program that reinforces clients for appropriate behavior during therapeutic recreation sessions.

**TRE 270 Ment Retard/Dev Dis Lab 0-2-1**

This course provides a laboratory component to complement therapeutic recreation course work. Topics include functioning characteristics of clients with mental retardation/developmental disabilities and interventions commonly used in therapeutic recreation with these clients. Upon completion, students should be able to design and implement a therapeutic recreation session for clients with mental retardation/developmental disabilities.

**TRE 271 Thera Rec Geriatrics Lab** **0-2-1**

This course provides a laboratory component to complement therapeutic recreation course work. Topics include functioning characteristics of senior adults and interventions commonly used in therapeutic recreation with senior adults. Upon completion, students should be able to design and implement a session for senior adults using one therapeutic recreation intervention.

**TRE 282 TRE Internship III Supervs** **1-0-1**

**Prerequisites: TRE 211**

This course provides an opportunity to explore problems and experiences related to the internship experiences. Emphasis is placed on the integration of curriculum course work and internship experiences in clinical and community agencies. Upon completion, students should be able to demonstrate an understanding of the skills required of the professional practitioner.

**TRE 288 TRE Internship III** **0-0-24-8**

**Prerequisites: TRE 210**

This course provides a supervised clinical experience in therapeutic recreation. Emphasis is placed on assessing, planning, implementing, documenting, and evaluating client performance. Upon completion, students should be able to demonstrate competence in required performance evaluations that meet state certification guidelines and standards of practice.

# WATER AND WASTEWATER TREATMENT

**WAT 110 Basic Wastewater Trmt** **2-3-3**

This course provides practical training in the operation and maintenance of wastewater treatment plants. Emphasis is placed on wastewater treatment systems, maintenance procedures, basic process control, and laboratory analyses used by operators of wastewater treatment facilities. Upon completion, students should be able to make operational control changes and minor mechanical repairs needed to ensure compliance with NPDES discharge permits.

**WAT 161 Solid Waste Management** **2-0-2**

This course covers the theory, practice, and regulation of solid waste management. Topics include generation, characteristics, and disposal options for management of solid wastes and sludges. Upon completion, students should be able to identify the sources and characteristics of solid wastes and sludges and describe the alternatives available for their disposal.

**WAT 162 Industrial Waste Trmt** **2-0-2**

**Prerequisites: WAT 110**

This course covers the theory and practices involved in the operation and maintenance of industrial waste treatment systems. Topics include the natural pretreatment program, industrial pretreatment permits and self monitoring programs, and industrial waste characteristics and treatment strategies. Upon completion, students should be able to identify monitoring and reporting requirements associated with an industrial pretreatment permit and operate pretreatment facilities.

# WEB TECHNOLOGIES

**WEB 110 Internet / Web Fundamentals** **2-2-3**

This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.

**WEB 140 Web Development Tools** **2-2-3**

**Prerequisites: WEB 110 or DEA 111**

This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

# WELDING

**WLD 110 Cutting Processes 1-3-2**

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness.

**WLD 111 Oxy-Fuel Welding 1-3-2**

This course introduces the oxy-fuel welding process. Topics include safety, proper equipment setup, and operation of oxy-fuel welding equipment with emphasis on bead application, profile, and discontinuities. Upon completion, students should be able to oxy-fuel weld fillets and grooves on plate and pipe in various positions.

**WLD 112 Basic Welding Processes 1-3-2**

This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

**WLD 115 SMAW (Stick) Plate 2-9-5**

This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. *This course may be taught in two incremental units: WLD 115AB (2-3-3) and WLD 115BB (0-6-2).*

**WLD 116 SMAW (Stick) Plate/Pipe 1-9-4**

**Prerequisites: WLD 115**

This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions. *This course may be taught in two incremental units: WLD 116AB (1-3-2) and WLD 116BB (0-6-2).*

**WLD 121 GMAW (MIG) FCAW/Plate 2-6-4**

This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

**WLD 122 GMAW (MIG) Plate/Pipe 1-6-3**

**Prerequisites: WLD 121**

This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

**WLD 131 GTAW (TIG) Plate 2-6-4**

This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

**WLD 132 GTAW (TIG) Plate/Pipe 1-6-3**

**Prerequisites: WLD 131**

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 2-2-3**

This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

**WLD 143 Welding Metallurgy 1-2-2**

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 2-6-4**

**Prerequisites: WLD 110, WLD 115, WLD 116, and WLD 131**

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

**WLD 221 GMAW (MIG) Pipe 1-6-3**

**Prerequisites: WLD 122**

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 GMAW welds to applicable codes on pipe with prescribed electrodes in various positions.

**WLD 261 Certification Practices 1-3-2**

**Prerequisites: WLD 115, WLD 121, and WLD 131**

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

**WLD 262 Inspection & Testing 2-2-3**

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.

**WLD 265 Automated Welding/Cutting 2-6-4**

**Prerequisites: WLD 110 and WLD 121**

This course introduces automated welding equipment and processes. Topics include setup, programming, and operation of automated welding and cutting equipment. Upon completion, students should be able to set up, program, and operate automated welding and cutting equipment.

# LETTER FROM THE PRESIDENT

Dear Students,

On behalf of the Trustees, faculty, and staff, we are pleased you chose to pursue your educational goals at Western Piedmont Community College, and we are dedicated to helping you make the most of your learning experiences.

The College seeks to provide you with the opportunity to gain knowledge and skills that will enhance not only your career prospects, but your quality of life as well. I hope you find the College rewarding and enriching, and that you will form strong bonds of friendship and a commitment to lifelong learning.

Sincerely,

Jim W. Burnett
President

# WELCOME FROM THE STUDENT GOVERNMENT ASSOCIATION

Fellow Students,

Welcome to a new and exciting year at Western Piedmont Community College! Together, we will make 2013-2014 the best year yet!

Our students, faculty, and staff all bring unique experiences and skills that enrich our educational community. We, your elected representatives, look forward to supporting this diverse environment on campus and helping each of you make the most of your time at Western Piedmont. We are here to help you attain your personal and academic goals!

Be sure to get involved in our campus clubs and activities! All members and volunteers are welcome! Stay informed about campus activities through Pioneer Press, campus monitors, and online at www.wpcc.edu. Don't forget to "Like" us on Facebook and follow us on Twitter!

Do you have suggestions or ideas about how we can make Western Piedmont even better? Leave us a message at (828) 448-3174, or email us at sga@wpcc.edu. We look forward to hearing from you!

Again, welcome and go Pioneers!

Student Government Association
Executive Council
Contact us at: sga@wpcc.edu
Hildebrand Hall 150
(828) 448-3174

# MISSION STATEMENT

The College's mission is to provide accessible, high-quality education that improves lives and promotes growth in our community.

# GOALS

## Competent Citizenry

Develop an engaged competent citizenry, possessing skills necessary for personal and academic achievement, and promote workforce training opportunities that meet employer needs and propel regional economic growth.

## Student Potential

Nurture and develop the potential of every student through innovative and diverse learnng strategies, exceptional advising, mentoring, and innovative, individualized student services.

## Safe, Supportive Environment

Maintain a safe, supportive environment that aggressively promotes lifelong learning and professional development by integrating ideas and concepts that guide goal setting, remove barriers and empower students for success.

## Professional Development & Compensation

Create an environment where faculty and staff (part-time & full-time) are encouraged to excel by providing professional development opportunities as well as competitive salaries and benefits.

## Diversity

Increase the diversity of students, faculty and staff to reflect that of the community while creating a campus environment that values global education and acknowledges the perspectives and contributions of all people.

## Distance Learning

Explore and implement new avenues of distance learning opportunities to promote access and ensure students are exposed to advanced instructional technologies.

## Technology

Develop a comprehensive, technology-based infrastructure that will enable the college to respond to evolving opportunities and exceed student support services expectations.

## Data-Driven Decisions

Make decisions driven by data and a comprehensive, college-wide planning and evaluation system to ensure excellence and continuous improvement in all programs and services.

## External Funding

Institute a fully integrated, far-reaching system for identification and procurement of external funding that supports the continued pursuit of quality educational programming and services.

## Facilities

Plan future construction and renovations to effectively meet the needs of student population and program growth.

# SENIOR ADMINISTRATION

Dr. Jim W. Burnett, President

Dr. Chad A. Bledsoe, Executive Vice President/Vice President for Academic Affairs

Sandy Hoilman, Vice President for Administrative Services/Chief Financial Officer

Atticus Simpson, Vice President for Student Development/Executive Director, Foundation

# IMPORTANT CONTACTS

Academic Success Center ..... Lisa Mauney, Coordinator
Admissions ..... Jennifer Propst, Director, Enrollment Management
Bookstore ..... David Wells, Manager
Business Office ..... Michael Bingham, Controller
Business and Public Services ..... Leslie McKesson, Dean
Career and Testing Services ..... Patricia Baker, Coordinator, Career and Testing Services
Child Care Assistance ..... Teah Nile, Coordinator, Special Populations
Continuing Education ..... W. Lee Kiser, Dean
Cooperative Education ..... Paul Dellinger
Developmental Education ..... Ann Marie McNeely, Dean
Disability Services ..... Daphne Martin, Coordinator
Educational Talent Search ..... Jennifer Patton, Director
Financial Aid ..... Keith Conley, Director
..... Dori Barron, Assistant Director
Health Sciences ..... Dr. Linda Satey, Dean
Humanities & Social Sciences ..... Mary Charlotte Safford, Dean
Information ..... Receptionist, Moore Hall Lobby
Learning Resources & Technology ..... Dan Smith, Dean
Registration and Graduation ..... Joan Hogan, Director of Records & Registration
Scholarships ..... Tonja Suttles, Financial Aid Counselor
Science, Engineering & Mathematics ..... Michael Daniels, Dean
Security ..... Scott Kerley, Chief
Student Services ..... Susan Williams, Dean
Student Activities ..... Megan Suber
Transfer Counselor ..... Amanda Cooper
Veterans Affairs ..... Dori Barron, Financial Aid, Assistant Director

## STUDENT RIGHTS

Students, by nature of their citizenship and residence, have certain rights and freedoms established by the U.S. Constitution and laws of the United States, the State of North Carolina, and the respective communities in which they live. The possession of these rights and freedoms is neither increased nor diminished by students' association with Western Piedmont Community College.

The freedom of students to receive an education at Western Piedmont Community College, and the freedom of the College to provide such an education to students will be protected by the Trustees of Western Piedmont Community College and the State Board of Community Colleges.

## STUDENT RESPONSIBILITIES

All students are responsible for the proper completion of their academic program, for familiarity with the General Catalog, for maintaining the appropriate grade point average, and for meeting all other requirements to graduate or transfer. Counselors and academic advisors will work with all students, but the final responsibility is that of the individual student.

Students are held responsible for information published in the General Catalog, the Student Handbook, and official announcements of the College. Upon enrollment, all students accept the benefits of membership in the academic community and acquire the obligation to observe and uphold the principles and standards set by the College. The Student Code of Conduct describes conduct which the College will not tolerate.

All students are responsible for maintaining communication with the College and keeping on file with the Record's Office at all times a current address, including zip code, and telephone number.

Students, while associated with the College, are expected to participate in campus and community life in a manner that will reflect positively upon students and the College.

## STUDENT CODE OF CONDUCT

The administration, faculty, staff, and Student Government Association of Western Piedmont Community College believe that self-discipline is an integral part of all students' education. They also assume that students will maintain standards of conduct appropriate for students; however, in those rare instances when individuals interfere with the rights of others to educational opportunities, the College will maintain order. To that end, the following conduct is prohibited:

1. Intentionally causing physical harm or severe emotional distress to any member of the campus community;
2. Theft or malicious damage to College property or to the personal property of a student or employee;
3. Possession or use of an unauthorized firearm, other dangerous weapon or explosive device;
4. Possession, use or distribution of any unauthorized drug, alcoholic beverage or other controlled substance (as defined by the North Carolina General Statutes) while on College grounds or when participating in any College activity (medical prescriptions are not a violation of this rule; however, students are accountable for their behavior while under the influence of a prescribed medicine.);
5. Falsifying information including that on official College records;
6. Dress that does not conform to published standards in specified program areas (e.g. vocational shop, health science lab/clinical areas);
7. Failure to comply with the Western Piedmont Communicable Disease Policy as published in the College Policy Manual (4.9-10);
8. Academic dishonesty which includes, but is not limited to, plagiarism, cheating or collaborating on a test, or submitting the academic work of another as one's own (See Plagiarism, College Policy Manual, Section 2.18);
9. Disruption of any process of the College by force, noise, coercion, threat, passive resistance or any other conduct that could impede normal College operations;
10. Failure to comply with the instructions of College officials acting in accordance with the performance of their duties;
11. Violation of a local, state, or federal ordinance or law;
12. Lewd or indecent conduct, including offensive and vulgar language;
13. Mental or physical abuse of any person, including verbal or inconsiderate behavior which threatens or endangers health or safety (see Communicable Diseases/Pandemic Influenza Policy, (College Policy Manual, Section 4.9-10);
14. Violation of the College's Sexual Harassment policy, (College Policy Manual, 3.47);
15. Unauthorized occupation or seizure, in any manner, of College property or any portion thereof (see Emergency Policy, College Policy Manual, Section 7.7);
16. Tampering with fire and/or safety equipment;
17. Gambling;
18. Smoking and/or using other tobacco products on College property or in College vehicles;
19. Violation of College regulations regarding the operation and parking of motor vehicles (see Traffic and Parking, College Policy Manual, Section 7.6);
20. Violation of the terms of an imposed disciplinary probation or any College regulation during the period of a probation;

21. Fiscal irresponsibility such as failure to pay College-levied fines, to repay College-sponsored loans, or to issue a worthless check to College officials;
22. The submission of substantial portions of the same academic work (including oral reports) for credit more than once without prior authorization;
23. Committing an act of academic dishonesty or intentionally helping or attempting to help others to commit an act of academic dishonesty;
24. Violation of the College Computer and Internet Use Policy;
25. Unauthorized use of electronic communication and equipment such as telephones and pagers in College classrooms, labs, test taking situations and assemblies. (The only exception to this policy will be for on-call emergency personnel, i.e. EMS, police and firemen who are required to notify their instructor of their need for such devices at the beginning of the term and to provide documentation verifying their occupation); and
26. Disruption of peace and order by playing loud music while on campus with electronic devices or motor vehicles.

## ENFORCEMENT

1. Students violating any local, State or Federal ordinance or law will be reported to the appropriate law enforcement agency.
2. Students disrupting a class after the instructor has explained the unacceptability of such conduct will be told to leave the class. The instructor will notify the Dean of Student Services and the Vice President for Academic Affairs.
3. Complaints, or other indications that students have violated the Code of Conduct, will be reported to and investigated by the Dean of Student Services to determine if the charges are significant. If significant, the Dean may, after appropriate administrative consultation, counsel students and issue a written warning to students or impose measures that restrict students' access to activities, or in extreme cases, to the College. Campus Security should be contacted about disruptive behavior occurring in public areas on campus, e.g. hallways, lounges, cafeteria, etc.
4. Students will be accorded due process in all disciplinary proceedings. The due process procedure is detailed in the General Catalog, College Policy Manual, and Student Handbook.
5. Per NC Administrative Code 23 NCAC 02C.0301 (d), the transcript of a student receiving a sanction of suspension or expulsion will denote: "disciplinary expulsion" or "disciplinary suspension"

## STUDENT COMPLAINTS

A formal complaint may be filed at any time by an individual who feels he has a complaint with the College which cannot be resolved with a student petition or through the Student Grievance Process. The proper procedure for such a complaint is to contact the Dean of Student Services who will advise and assist individuals in directing complaints to the proper office.

## STUDENT GRIEVANCES

The Student Government Association (SGA) provides for participation in the formulation and application of College policy affecting academic and student affairs with the assistance of the Dean of Student Services. Proposals for changes in policy, regulations, or procedures, which affect the student body as a whole, are to be directed through the SGA and the Dean of Student Services to appropriate College administrators. Students have the right, individually, to appeal any decision which adversely affects them.

The proper procedure for such an appeal is to contact the Dean of Student Services who will advise and assist individuals in directing complaints to the proper office. Students who have grievances with other Western Piedmont Community College students which do not involve violations of state, federal or local law or violations of the Student Code of Conduct should direct their concerns to the Dean of Student Services. It is the legal right of all students, and the responsibility of Western Piedmont Community College to ensure, that all grievances are given due process as stated in the Policy Manual, Section 4.7-8, Student Due Process, which also appears below.

## STUDENT GRIEVANCE PROCESS

A formal complaint may be filed any time by students who believe that a personal right has been violated. Grievances may arise over sexual harassment or alleged discrimination on the basis of race, religion, status, sex, age, national origin or handicap. However, all students and faculty members, administrators, or staff members have an obligation to make every effort to resolve problems fairly and informally so that they do not become sources of grievances to be pursued formally through the grievance procedure.

If a suitable solution cannot be reached informally through independent means, which may include consultation with staff members in Student Services or with the College's Affirmative Action Officer, a formal grievance may be initiated by students who wish to appeal a decision by the Dean of Student Services in cases arising from violations of the Student Code of Conduct.

It is expected that formal complaints will begin with Step I as outlined below. However, because of the private and sensitive nature of sexual harassment and possibly certain other incidents, aggrieved students may choose a third-party mediator to help resolve such a complaint on an

informal basis. Such mediation activities shall continue for a period of no more than 30 class days or until resolution is achieved. Should such resolution efforts fail, students may initiate the formal grievance procedure outlined in Step II below (or in the case of disputes among students, the complaint may be referred to the Dean of Student Services).

**Step I:** Any and all complaints must be presented formally within ten (10) business days of students becoming aware of the alleged grievance and within one year of its occurrence. In cases where this is the first formal step in an alleged sexual harassment or other private and sensitive grievance, students should move to Step II. Students opting to exercise the formal grievance procedure should so notify the concerned staff, faculty member, or administrator, present a written summary of the complaint to the individual, and set up a time to meet and discuss the problem. At this meeting, students may be accompanied by a third party. Faculty and staff members are also entitled to a third party in accordance with established policy. Prior to this presentation, the third-party shall have an opportunity to discuss the complaint independently with other parties directly affected by or involved in the situation. In the oral presentation of the complaint, all parties shall make a good faith effort to resolve the matter. The faculty, staff member, or administrator shall then give a formal written response to the complaint within three academic class days and make a copy available to the student from the Dean of Student Services.

**Step II:** If aggrieved students believe a further review of the complaint is warranted, they shall, within five academic class days of receiving the above decision, notify the appropriate parties that they wish to pursue the issue. In cases where this is the first formal step in an alleged sexual harassment or other private and sensitive grievance, aggrieved students should notify the concerned faculty, staff member, or administrator in writing, within ten (10) business days of the failure of informal resolution with a summary of the complaint. Proper notification depends on the College employee involved.

1. For a faculty member: notify that faculty member, the Division Dean, and the Vice President for Academic Affairs.
2. For a staff member: notify that staff member, the staff member's supervisor, and the appropriate Vice President.
3. For a senior administrator: notify that person and the College President.

Students and third-parties shall meet with the faculty, staff member, or administrator and the above notified parties to discuss the grievance within ten business days of this notification. The Dean, administrative officer, or immediate supervisor (whichever is applicable from above) shall render a decision and advise the parties in writing of a decision. If the decision involves a finding of fault, the decision will also include a statement of the sanction to be imposed. Failure of the faculty, staff member, or administrator to meet the deadline dates established within any of the steps of the grievance procedures moves the process to Step III. Failure of students to meet time specifications acknowledges students' acceptance of the decision of the previous step. Students then forfeit the right to pursue the grievance further.

**Step III:** If the written decision is not satisfactory to the parties involved, a formal hearing will be held as designated by the President. The party requesting the review shall provide a written summary of the specific facts of the complaint, the position of the parties involved, and the decisions that have been recommended. The President can conduct a hearing personally or before a committee selected by the President which shall conduct the hearing and make recommendations to the President. In any case, the President shall render the decision in writing to the parties involved within ten working days from receipt of the written complaint. The formal hearing will be conducted in closed session, and the parties involved may be represented by legal counsel. Transcripts of the proceedings will be maintained by the College for one year with copies made available to the complainant. Any Appeal of the President's decision(s) must be directed to the Trustees of Western Piedmont Community College.

**Step IV:** If students are not satisfied with the final decision of the President, or within a reasonable length of time fails to obtain a final decision, students may appeal, within thirty (30) days of receipt of the College's decision, to the Board of Trustees. The request must be submitted in writing through the President. If students so desire, they may ask the College for help in submitting the appeal. The President will submit the appeal, along with pertinent documents, to the Trustees for consideration. The Trustees shall investigate the disciplinary action or alleged discrimination and make their decision within a reasonable amount of time based upon procedures contained in their Bylaws.

## Drug, Alcohol, and Tobacco Policy

Western Piedmont takes the safety and health of its students and employees seriously. We provide and maintain an environment which is free of alcohol and illegal drugs which are prohibited substances on campus. The use of tobacco and tobacco products is prohibited in all areas on campus. Please refer to the College catalog for further information.

### Academic Advising – Your Faculty Advisor and Student Services

Academic advising is available to students from their faculty advisor. The advisor is assigned according to program selection. Hours are 8:00am until 7:00pm Monday through Thursday and 8:00am until 5:00pm on Friday. If you have difficulty finding the assistance you need, contact the Dean of Student Services.

### The Advising Center – Student Services

New students to the College are received through the Advising Center located in Hildebrand Hall. A team of advisors rotate through the Advising Center to orient new students to the College and through the enrollment process which includes available services and resources to maximize student success. Once the student has completed the enrollment process, the student is assigned an Academic Advisor who assists the student throughout their educational career at WPCC.

**Location:** Hildebrand Hall, Front Entrance
**Hours:** Monday –Thursday, 8:00AM – 7:00 PM / Friday, 8:00 AM – 5:00 PM
**Phone:** (828) 448-6046

### Announcements in the Pioneer Press - Office of Student Development

The *Pioneer Press* is a weekly source of campus information available online, in Moore Hall Lobby, and other locations across campus each Monday morning. This newsletter can be used by clubs and organizations on campus as a means of announcing activities.

**Deadline:** Information must be submitted no later than 12:00pm Wednesday before the Monday of publication.
**Location:** Moore Hall 207 and at update@wpcc.edu
**Hours:** Monday - Friday, 8:00am - 5:00pm
**Phone:** (828) 448-3122

### Apply for a Tuition Refund - Director of Records & Registration

One hundred percent (100%) tuition refunds are made upon the request of the student during registration periods prior to the first day of the term. Students requesting a seventy-five percent (75%) tuition refund must complete a "Refund Request" form located in Student Services with the Director of Records & Registration. Refund periods are printed in each semester schedule publication. Tuition refunds cannot be granted after the ten percent (10%) point of the semester.

**Location:** Room 105, Student Services, Hildebrand Hall
**Hours:** Monday - Friday, 8:00am - 5:00pm
**Phone:** (828) 448-6041

### Audiovisual Equipment for Class Assignments - Technology Support

Equipment needed by students for any presentations given in conjunction with a class or valid campus activity can be arranged with Technology Support. These arrangements need to be made in advance through your instructor.

**Location:** Room 14, Moore Hall
**Hours:** Monday - Thursday, 8:00am - 8:00pm and Friday, 8:00am - 5:00pm
**Phone:** (828) 448-6030
**Eligibility:** Any person enrolled in classes at WPCC (full or part-time)
**Deadlines:** Request at least one week in advance
**Other Notes:** Equipment is for on-campus use only

## Books and Supplies - The Book Cellar

The Book Cellar stocks textbooks, school supplies, backpacks, WPCC insignia clothing, over-the-counter medicines, greeting cards, and stamps. Visit our website for information on textbooks, book buy back, return policy, and ordering books online or by fax. Original receipt must be presented for any exchange or refund.

**Location:** Room 33, Hildebrand Hall
**Hours:** Monday - Thursday, 8:00am - 7:00pm and Friday, 8:00am- 3:00pm *(Bookstore hours are subject to change during registration and when classes are not in session.)*
**Phone:** (828) 448-3186
**Special Events:** Used Book Buy Back (last 3 days of the semester); Special Sales (check store and the *Pioneer Press*)
**Deadlines:** Refunds on curriculum textbooks (new or used) will be given from registration day until prior to or on the 10 percent point of the semester provided the book is in pristine condition and accompanied by the original cash register receipt.

## Cafeteria

The College operates a cafeteria in Hildebrand Hall for the convenience of students, faculty, staff, and visitors. Breakfast, snacks, hot sandwiches, and plate lunches are available. Coffee, soft drinks, confections, and other foods are always available through vending machines in various locations on campus.

**Location:** Hildebrand Hall, Lower Level
**Hours:** Monday - Friday, 7:30am - 1:30pm and Monday - Thursday, 3:00pm - 7:15pm during the semester

## Career Counseling - Career Center

Career counseling and exploration are available for those students who are undecided about their career plans. The Career Center houses a variety of printed, audio-visual and computer resources to assist students in their exploration. Career testing and counseling are also available on an individual basis.

**Location:** Room 128, Student Services, Hildebrand Hall
**Hours:** Monday - Friday, 8:00am - 5:00pm
**Phone:** (828) 448-6052
**Appointments:** Preferred

## Change Personal Information/Program of Study

Students must complete a Profile/Program Change form available in the Student Records office.

**Location:** Room 104, Hildebrand Hall (Student Services)
**Hours:** Monday - Friday, 8:00am - 5:00pm and Wednesdays, 8:00am - 7:00pm
**Phone:** (828) 448-6045

## Childcare Assistance - Childcare Assistance Program

Childcare assistance may be available for qualifying enrolled Western Piedmont Community College students. Please see Teah Nile, Coordinator of Special Populations in the Financial Aid Department of Student Services.

**Location:** Room 116, Hildebrand Hall
**Hours:** Monday - Friday, 8:00am - 5:00pm
**Phone:** (828) 448-3169
**Appointments:** Preferred but not required

## Computer Labs

All computer usage at Western Piedmont is governed by the "Acceptable Use of Computing Resources Policy" viewable on the College website at http://www.wpcc.edu/faculty_staff.php?cat=199." Individual labs may have local usage policies, as well. All policies prohibit the use of Internet file sharing programs, such as Limewire/BitTorrent/Kazaa.

***Lab is a classroom - if class is in session, non-disruptive users are welcome to use an unoccupied computer. Password is required and may be obtained from lab technician within 24 hours of request.***

**Location:** Room 109, F Building
**Hours:** Monday - Friday, 8:00am - 10:00pm
**Services:** Internet, email and Microsoft Office software

***Login with your WPCC ID and Password. See Technology Division in Moore 017 if you have questions.***

**Location:** Room 234, Carr Hall
**Hours:** Monday - Thursday, 8:00am - 9:50pm and Friday, 8:00am - 2:50pm (Unless a class is scheduled, hours are subject to change in the summer - look for posting.)
**Services:** Internet access for class assignments; Microsoft Office Professional software; leisure mail access on designated computers only.

***Users must sign up for 30 minute blocks. Services not available include Chat Rooms, Instant Messenger, Internet games, or typewriters. Login with your WPCC ID and Password. See Technology Support in Moore-017 if you have questions.***

**Location:** Library, Phifer Learning Resources Center
**Hours:** Monday - Thursday, 7:30am - 8:00pm and Friday, 7:30am - 5:00pm
**Summer Hours:** Monday - Thursday, 7:30am - 7:00pm and Friday, 7:30am - 5:00pm
**Services:** Internet use and email.

## Copies - Library

**Location:** Phifer Learning Resources Center
**Hours:** Monday - Thursday, 7:30am - 8:00pm and Friday, 7:30am - 5:00pm
**Summer Hours:** Monday - Thursday, 7:30am - 7:00pm and Friday, 7:30am - 5:00pm
**Services:** Copies of typed materials can be made on the Library photocopy machine.
**Eligibility:** Any student or community resident.

## Disability Services

In compliance with the Americans with Disabilities Act, Western Piedmont Community College will make every effort to honor requests for reasonable accommodations made by individuals with documented disabilities.

Contact the Office of Disability Services if you believe that you have a disabling condition that may interfere with your ability to participate in college courses, activities, or programs. The staff will meet with you to review your documentation and evaluate your needs. All requests are strictly confidential. Accommodations for special events or activities must be requested in writing three (3) working days in advance of school events or activities.

**Location:** Room 103, Hildebrand Hall
**Hours:** Monday - Friday, 8:00am - 5:00pm
**Phone:** (828) 448-3153 (V), (828) 448-3154 (V), (828) 438-6066 (TTY)

## Emergency

If you feel you are in immediate danger please call 911.

**To report an emergency :**

Campus Security call the Main Campus (828) 438-6000
The office for Campus Security is located in Health Sciences Room 151.

## Finding Employment - Job Placement Center

In conjunction with the Employment Security Commission JobLink Center, the College provides employment referral services for students and graduates. Information on full and part-time employment is posted. The College maintains a list of personnel requests from local business and industry, state and federal government, and volunteer agencies. This list is published weekly in the campus newsletter, the *Pioneer Press*, bulletin boards and on the College website. Periodically, representatives of various industries, businesses, and four-year colleges are invited to campus to talk with students about post-graduation plans and opportunities.

**Location:** Hildebrand Hall, Student Services Reception Desk
**Hours:** Monday - Friday, 7:30am - 4:30pm
**Phone:** (828) 448-6046

## Inclement Weather

To find out if classes have been cancelled due to the weather or other emergency please check the website or call the main campus number (828) 438-6000. Radio stations in Morganton and news media in other cities within the service area of the College will also be notified.

## Library - Phifer Learning Resources Center

The Library staff can assist with research assignments, answer reference questions, and teach you how to locate and use library materials and resources. Interlibrary loan service is also available with advance notice.

**Location:** Phifer Learning Resources Center
**Hours:** Monday - Thursday, 7:30am - 8:00pm and Friday, 7:30am - 5:00pm
**Summer Hours:** Monday - Thursday 7:30am - 7:00pm and Friday, 7:30am - 5:00pm
**The library also houses:** Raymond B. Goodfellow Art Gallery – Hosts revolving exhibits including art work by students, faculty and staff as well as artist receptions. Senator Sam J. Ervin, Jr. Museum and Library – With a replica of Senator Sam's home library, Watergate artifacts, and a 12,000 item collection of books, political cartoons, and personal memorabilia.

## Library Internet Service

The library has several Internet stations. These are available to students who are currently enrolled at Western Piedmont Community College. Students login with their WPCC ID and password. Library Internet policies are posted near each computer and anyone using the Internet is expected to abide by these policies. Due to heavy demand for use of these computers, if there are others needing access, users are asked to limit their use to 30-minutes.

Students wishing to use Internet computers must have a library Acceptable Use Policy signed and on file at the Circulation Desk. Persons who do not operate within the posted guidelines will be denied further access to library Internet computers. The college library does not assume responsibility for any material that users may encounter which may be considered offensive or objectionable. Except under certain limited circumstances use of any library equipment is limited to those age 16 or older.

## Pay Tuition and Fees - Business Office

**Location:** Moore Hall, Room 201
**Hours:** Monday - Friday, 8:00am - 5:00pm or as otherwise indicated during registration.

## Register to Vote – Student Services

Residents of Burke County 18 years of age or older may fill out voter registration forms in Student Services.

**Location:** Student Services, Hildebrand Hall
**Hours:** Monday - Friday, 8:00am - 5:00pm

### Request a Copy of Your WPCC Transcript - Student Records

Students must complete a Transcript Request form available in Student Records. Requests may be faxed or mailed to the College but must include the information required on the request form. Call for information.

**Cost:** A fee of $3.00 is charged for each transcript after a student has received three (3) free per academic year.
**Location:** Room 104, Hildebrand Hall (Student Services)
**Office Hours:** Monday - Friday, 8:00am - 5:00pm and Wednesdays, 8:00am - 7:00pm
**Processing Hours:** Monday - Friday, 11:30am - 1:30pm and Wednesday, 5:00pm - 7:00pm
**Phone:** (828) 448-6049 or (828) 448-6045

### Submit a Petition to Graduate - Director of Records and Registration

Every student expecting to meet graduation requirements must present a petition to the Director of Records and Registration during their final semester at early registration and fulfill financial obligations to the College prior to graduation.

**Location:** Room 105, Hildebrand Hall (Student Services)
**Hours:** Monday - Friday, 8:00am - 5:00pm
**Phone:** (828) 448-6051

### Tutoring

For help with English, Reading or Math skills please stop by the Academic Success Center on the second floor of Moore Hall.

**Location:** Room 206, Moore Hall
**Center Hours:** Monday - Thursday, 8:00am - 8:00pm and Friday, 8:00am - 4:00pm
**Tutors Available:** Monday - Friday, 9:00am - 2:00pm and Monday - Thursday, 5:00pm - 8:00pm
**Phone:** (828) 448-3115

### VA Education Benefits

Veterans of the Armed Forces and their dependents should meet with the VA Certifying Official to determine eligibility and to begin receiving any VA Education Benefits.

**Location:** Room 102B, Hildebrand Hall (Student Services)
**Hours:** Monday - Friday 8:00am - 5:00pm
**Phone:** (828) 448-3170

### Withdraw from Class

Students wishing to withdraw from a class after late registration should see the instructor of the course to be dropped, complete the "Student Withdrawal Card" and have the instructor sign and forward the card to Student Services.

### Work Experience in Your Field of Study - Cooperative Education

This program allows students to work in a job related to their field of study and receive college credit. The Co-op office will assist in finding a job and help monitor the student's progress throughout the semester.

**Cost:** Each hour's credit in Co-op is equivalent to one hour classroom credit and will be charged as such.
**Eligibility:** Any student enrolled in a program offering co-op for academic credit is eligible if they meet the following minimum requirements:

1. Students must have completed nine (9) semester hours credit (SHC) in their program of study including three (3) hours in their core.

2. Students must have a grade point average (GPA) of 2.0 or better on all work completed at WPCC.
3. Students must obtain approval from their advisor.
4. Students must obtain approval from the Cooperative Education Coordinator.

**Deadlines:** Must register for Co-op during regularly scheduled curriculum registration.
**Location:** Room 121, Carr Hall, Paul Dellinger, Cooperative Education Coordinator
**Hours:** Monday - Friday Posted on Door
**Phone:** (828) 448-6043
**Appointments:** Appointments preferred

## STUDENT FINANCIAL AID

Many students find that they must have some financial assistance to gain the most from their college experience. This assistance may take the form of a job, loan, grant, scholarship or a combination of any of these.

Students should contact the Financial Aid Office in Hildebrand Hall with questions about applying for financial assistance. Financial Aid counselors are available from 8:00 am until 7:00 pm, Monday through Thursday, and on Fridays from 8:00am until 5:00pm.

## FINANCIAL AID APPLICATION PROCEDURE

The first step for students applying for financial aid is to complete a Free Application for Federal Student Aid (FAFSA). This application must be renewed each academic year for a student to continue to receive financial aid. Certain scholarships and other types of aid may require a separate application available through the Financial Aid Office.

Additional information can be found on the WPCC website and the College Catalog under Financial Aid. Both are available from Student Services and on the College website.

## FINANCIAL AID CONTACTS:

**Keith Conley**
Director, Financial Aid
Hildebrand Hall, HH 102 A
Phone: (828) 448-3151
kconley@wpcc.edu

**Tonja Suttles**
Financial Aid Counselor
Hildebrand Hall, HH 119
Phone: (828) 448-3597
tsuttles@wpcc.edu

**Dori Barron**
Assistant Director, Financial Aid
Hildebrand Hall, HH 102 B
Phone: (828) 448-3170
dbarron@wpcc.edu

**Teah Nile**
Coordinator for Special Populations
Hildebrand Hall, HH 116
Phone: (828) 448-3169
tnile@wpcc.edu

## STUDENT LIFE

Become involved on campus! By joining campus clubs you'll meet people, learn more about programs and services, and have loads of fun as well! A lot of clubs have developed around different campus programs and interests, but every club welcomes students of all cultures, faiths, ethnicities, and programs of study.

Watch the weekly campus newsletter, the *Pioneer Press*, for meeting times or see the Coordinator of Student Activites for more information, Student Services, Room 122 Hildebrand Hall.

## FOLLOWING IS A LIST OF ALL CAMPUS CLUBS AND THEIR STATEMENT OF PURPOSE:

**B.E.S.T. (Building Energy Sustainable Technology)**

To reduce our carbon footprint and educate the campus as well as the general public about ways to help cut energy costs, green and sustainable technology, and alternative energies. Advisors: Eric Hurley ehurley@wpcc.edu; Sherilyn Ritchie sritchie@wpcc.edu

### Criminal Justice

To stimulate in young adults an active interest in Criminal Justice affairs; to help efficiency of government within the Criminal Justice system; to enable members of the Criminal Justice Club to raise money for scholarships and for field trip travel; to recruit new members for the Criminal Justice Club; to help acquaint students of WPCC with the Criminal Justice standards and to provide for our students and administration a high degree of justice. Advisors: Danny Dixon ddixon@wpcc.edu; Steven Moulton smoulten@wpcc.edu

### Dental Assisting

To stimulate an active interest in the Dental Assistant program on our campus. We seek to increase public awareness of preventative dentistry, enable members of the club to raise money for scholarships and field trip travel, and recruit new members to our organization. Advisor: Tammy Glover tglover@wpcc.edu

### Drama club

To create an inclusive community of WPCC students who are interested in gaining additional knowledge, perspective, and appreciation of the Performing Arts; to provide opportunities for learning, growth, service, and fun to Club members, to the College, and to the community at large. Advisor: Deborah Lonon, dlonon@wpcc.edu

### Film and Fine Arts

To broaden and enlighten the knowledge, appreciation, and perspectives of students interested in fine arts, film, and digital media, as well as offering assistance to the goals of the students who are interested in pursuing careers or independent projects in these fields of study. Advisors: David Clifton dclifton@wpcc.edu; Jonathan Crumpler jcrumpler@wpcc.edu; Mark Poteat mpoteat@wpcc.edu

### Gay Straight Alliance

To build a supportive community and to provide a safe social outlet for students of all sexual orientations and lifestyles; to work to end discrimination, bullying and harassment based on sexual orientation/sexual identity. Advisor: Terry Doyle tdoyle@wpcc.edu

### Global Village

To encourage community involvement relating to culture; to learn about diversity awareness through ethnic groups; to be a community focused educational experience devoted to diversity expansion; and to be a multicultural forum for interested WPCC students, staff, faculty, and community. Advisor: Maureen Dougher mdougher@wpcc.edu

### Human Services

To provide students with an outlet for further development of skills related to our field. To provide a venue for information and idea sharing, advance the best interest of our chosen field and to serve our community and WPCC in a collective and advantageous manner. Advisor: Charles Moore cmoore@wpcc.edu

### Laboratorian

To stimulate in students an active interest in laboratory techniques and procedures, explore and keep up with new techniques in the medical field, and attend at least one conference of the NCSMT. Advisor: Nancy Shoaf nshoaf@wpcc.edu

### Medical Assisting

To stimulate an active interest in the field of Medical Assisting by engaging in activities that promote the profession; to develop interpersonal relationship skills by working with others in selected activities; to develop the value of service to others by performing service projects for the College and community. Advisor: Ann Giles agiles@wpcc.edu

### Natural Sciences

To stimulate in young adults an active interest in science; to help increase the efficiency of the Science Department; to enable members of the Science Club to raise money for scholarships and for field trip travel; to recruit new members for the Science Club; to help acquaint students of WPCC with the standards established by the Science Department. Advisors: Michael Spath mspath@wpcc.edu; Andy White awhite@wpcc.edu

### North Carolina Association of Nursing Students

The nursing degree program has a club for each graduating class to help students as they progress during the two year program. Advisors: Karen Pritchard kpritchard@wpcc.edu; Faye Cook fcook@wpcc.edu

### Paralegal

To establish good fellowship between this association, the legal community, and the members of the paralegal profession; to stimulate a high order of ethical and professional conduct; to provide educational programs and opportunities supplemental to regular course work. Advisor: Leslie McKesson lmckesson@wpcc.edu

### Professional Crafts Club

To enhance the educational experience of students within the Professional Crafts curricula, foster appreciation and understanding of fine craft in the community, prepare students for careers in fine craft, support the mission of the Professional Crafts program. Advisor: Courtney Long clong@wpcc.edu

### Rotaract Club

To provide an opportunity for students to enhance the knowledge and skills that will assist them in personal development, to address the physical and social needs of their communities, and to promote better relations between all people worldwide through a framework of friendship and service. Advisor: Maureen "Mo" Schwind mschwind@wpcc.edu; Sam Vegter svegter@wpcc.edu

### Sign Language Club

To promote sign language education, interaction between hearing and deaf or hard-of-hearing individuals, and learn more about deaf community issues. Advisor: Danette Steelman-Bridges dsbridges@wpcc.edu

### Students for Christ

A Christian Interdenominational Ministry among college students at WPCC. The work of the organization includes Bible study, Ministry, Fellowship, and Outreach. Advisor: Bill Childers bchilders@wpcc.edu

### Veterans Club

To create an active awareness and support for patriotic activities and to become familiar with Veterans, their families and their interest. To raise funds for field trips and other activities; acquaint students with Veterans in need and support the faculty and staff of the College as requested. We are a diverse group who has agreed to the same principles - to protect, defend, support, and teach about the rights and freedoms of the citizens of the United States. Advisor: Bill Batman wbatman@wpcc.edu

### WPCC Growers

To promote recognition of the Horticulture Technology and Sustainable Agriculture programs at Western Piedmont Community College. We seek to develop leadership, character, and citizenship and to encourage cooperation among students in the various curricula areas and promote positive relations between the club and our community. Advisors: Chip Hope chope@wpcc.edu and Meagan Roberts mroberts@wpcc.edu

## Service Learning/Civic Engagement

Service learning combines community service with classroom instruction, focusing on critical, reflective thinking as well as personal and civic responsibility. Service learning programs involve students in activities that address local needs while developing student academic skills and commitment to their community.

Recognizing that many students are engaged in service to the community, WPCC has formally implemented a service learning program. Western Piedmont Community College is recognized nationally as a leader among rural colleges providing service learning opportunities.

## Student Government

All curriculum students who are regularly enrolled at Western Piedmont Community College and who have paid the student activities fee are entitled to vote in Student Government Association elections and to participate in all activities of the Student Government Association.

The Student Government Association is designed to promote the general welfare of the College in a democratic fashion and to facilitate communication between students, the faculty, and the administration. Through the Executive Council of the Student Government Association and the Student Senate, activity funds are budgeted for social and cultural events, special interest clubs, and organizations that have been officially recognized by Western Piedmont Community College. Every curriculum student is entitled to participate in its activities.

The College encourages student participation in institutional decision-making through Student Senate meetings that are open to all students. To become a voting member of the Senate, students must be a member of a recognized student organization and appointed by its membership. Elections are held each spring for the Executive Council of the Student Government Association. Interested students should contact the Coordinator of Student Activities in Student Services.

The President of the Student Government Association serves as an ex-officio member of the Trustees of Western Piedmont College. The Vice

President of the Student Government Association serves as a member of the Academic Standards Committee. The President of the Student Government Association, under the direction of the Coordinator of Student Activities, is responsible for appointing Executive Council members to additional Standing Committees of the College.

The Student Government Association supports healthy lifestyles. Notices of Senate meetings are distributed through club advisors and are posted in the weekly newsletter, the *Pioneer Press*.

## STUDENT SAFETY

If you are in immediate danger or require emergency medical help Dial 911. For Campus Security dial the Main Campus (828) 438-6000; Morganton Department of Public Safety at (828) 437-1211.

All personal injuries requiring medical attention should be reported to the Dean of Student Services in Hildebrand Hall or the Executive Vice President in Moore Hall. Students requiring first aid for minor injuries should contact the nearest college employee. First aid kits are provided in all buildings on campus.

WPCC promotes a drug free environment and supports this nationwide movement. WPCC is committed to maintaining such an environment for all employees and students.

## DISABILITY HARASSMENT

Western Piedmont Community College prohibits any form of disability harassment involving any of its employees or between a College employee and a student of the College in the College relationship, whether it be in the form of a College employee harassing a student with a disability or a student with a disability harassing a College employee. The College has a firm belief and has established a policy that all employees are entitled to work and all students are entitled to learn in an environment free of discrimination based on a disability.

Any act, comment, or behavior which is of a harassing nature and which in any way interferes with an employee or a student's performance or creates an intimidating, hostile, or offensive environment is strictly prohibited. Any student or employee who feels he or she has been subjected to harassment due to a disability may file a complaint with the Office of Disability Services. Complaints involving the Office of Disability Services should be filed with the Vice President for Administrative Services. Complaints involving the Vice President for Administrative Services should be filed with the President.

## SEXUAL HARASSMENT

Western Piedmont Community College is committed to providing a classroom and workforce environment free from sexual harassment. Sexual harassment is a form of sex discrimination, illegal under state and federal law and a violation of College policy. Sexual harassment may affect any member of the College community—students, faculty and staff. Complaints are dealt with promptly and appropriate action is taken.

Students, faculty and staff are encouraged to learn more about their rights and responsibilities with regard to this issue. Any inquiries you may make will be handled with professionalism and confidentiality. Students may contact the Dean of Student Services in Hildebrand Hall. Employees may contact the Director of Human Resources in Moore Hall. Guidelines for filing a grievance are found in the Student Handbook and in the Policy Manual.



## REGISTERED SEX OFFENDERS

Students seeking information about registered sex offenders in the region may contact the local Sheriff's Department or go to the NC State Bureau of Investigation website: http://ncfindoffender.com.

## ANNUAL CRIME STATISTICS REPORT

As required by the provisions of the Student Right to Know and Campus Security Act of 1990, the following statistics are provided for your information:

**Offenses Reported (2012)**

| | |
|---|---|
| Misdemeanor Larceny | 13 |
| Breaking & Entering | 5 |
| Breaking into Motor Vehicle | 1 |
| Communicating Threats | 1 |
| Bomb Threat | 1 |
| Disorderly Conduct | 2 |
| Damage to Property | 4 |
| Harassment | 2 |
| Vandalism | 1 |
| Assault | 1 |

# PERSONAL SAFETY TIPS

Personal safety at Western Piedmont is everyone's concern and responsibility. Campus Security urges all members of the community to participate in making the campus as safe as possible. If you develop good security habits, you can assist us in protecting you and safeguarding your property. The following are some safety measures that could help prevent you from becoming a victim of crime.

**Walking:**

- Don't walk alone. Campus Security officers will be more than glad to provide you an escort to your vehicle.
- Call the switchboard at (828) 438-6000.
- Use public, well-lighted walkways. Avoid any dark, isolated areas.
- Look alert and hold your keys in your hand when you are walking to your vehicle.
- Give your vehicle the quick "once over" before entering with a critical eye for possible break-ins or persons in the rear seat or floor area.

**If you are being followed:**

- Cross the street.
- Change direction.
- Keep looking back, so the person realizes you are aware of his/her presence.
- Go to a well-lighted area.
- Notice as many physical details as possible, so you can describe the person to the police.
- Report the incident to the police.

**If you are alone in your room, an office or classroom:**

- Keep the door locked.
- Always ask who is knocking before opening the door.
- Never prop open locked exterior building doors.
- When leaving your room (even if only for a few minutes), LOCK IT!

**When you are driving:**

- Drive with doors locked and windows rolled up.
- When you park, lock all doors and take your key with you.
- Store valuables out of sight in a locked trunk or glove compartment.
- Park in well-lighted areas.
- If possible, don't drive alone.
- Don't pick up hitchhikers.
- If you see blue lights on the car behind you, do not pull over until you are in a well-lighted populated area. The police officer will understand your concerns.
- If your car breaks down and someone stops to assist you, do not get out of your vehicle, roll down the window enough to tell them to call the police.

# PROPERTY PROTECTION TIPS

Members of the college community are vulnerable to the same problems encountered by residents of any other metropolitan area. Campus Security's mission is to protect this community. However, the opportunity for crime exists. The community can assist us in its efforts to reduce crime by taking the following precautions.

- Keep cash, checks, credit cards, purses, brief cases, etc. with you at all times. Never leave them unattended or unsecured.
- Keep your car locked at all times to help prevent theft. Store valuable items in the trunk.
- Store computers, lab equipment and audio visual equipment in a locked classroom or office.
- Make a record of the serial number of both personal and college property in your room or office.
- Doors and windows at Western Piedmont have locks – use them!
- Report defective locks immediately.

***Athletic facilities are not immune from thieves. Try not to bring valuables (expensive watches, jewelry, wallets with cash and credit cards) with you when using the facility. Use the lockers and secure with heavy duty locks.***

## TEXTBOOK PROTECTION

Textbooks are an expensive and necessary part of your college education. Take the necessary steps to protect your investment. Place your name in ink on the inside cover and other obscure areas known only to you to be able to identify your books in case of theft.

Do not leave your textbooks, calculators, or book bags in unattended study rooms, hallways, library, dining area or unsecured lockers. Record serial numbers of calculators.

Thieves know where students leave their belongings unattended and take advantage of such an opportunity. Be suspicious of any person(s) hanging around storage areas, i.e. outside of the bookstore, with no apparent purpose.

***If you see any suspect or illegal activity occurring on or about the Western Piedmont Campus contact:***

Campus Security by dialing the Main Campus (828) 438-6000
Morganton Department of Public Safety at (828) 437-1211

- Be prepared to tell your name, location, and location and nature of the incident.
- If you are in a safe location, stay there.
- Do not attempt to interfere with the situation except for self-protection.
- Try to note distinguishing characteristics of any suspects involved.
- Also note a description of any vehicles involved; license number, model, make, color, occupants.

Other information regarding WPCC's Security Department may be found on our website at http://www.wpcc.edu

## CONFIDENTIALITY STATEMENT

Student work may be collected and used in promoting and assessing the College's performance at achieving its defined student learning outcomes. Any and all collected work for these purposes will be treated with anonymity and with confidentiality.

## VISIT OUR WEBSITE AT: HTTP://WWW.WPCC.EDU

# TRUSTEES OF WESTERN PIEDMONT COMMUNITY COLLEGE

Ronald F. Martin, Chair
Robert P. Carr, Vice-Chair
William J. Allman, Secretary

### Appointed by the Governor

Ronald F. Martin ..... 2013
Amparo Alfaro ..... 2014
Robert K. Denton ..... 2015
Ronald M. Thompson ..... 2016

### Appointed by the Burke County Board of Commissioners

Ruth Ann Suttle ..... 2013
Dan W. DeHart ..... 2014
Charles E. Taylor ..... 2015
Elsie H. Childres ..... 2016

### Appointed by the Burke County Board of Education

Linda S. Wall ..... 2013
William J. Allman ..... 2014
Claude S. Sitton ..... 2015
Robert P. Carr ..... 2016

### Student Government President Ex Officio

# ADMINISTRATION

Dr. Jim W. Burnett ..... *President*
Dr. Chad A. Bledsoe ..... *Executive Vice President and Vice President for Academic Affairs*
Ms. Sandra K. Hoilman ..... *Vice President for Administrative Services and Chief Financial Officer*
Mr. Atticus J.Simpson ..... *Vice President for Student Development*
Ms. Leslie D. McKesson ..... *Dean of Business and Public Services*
Mr. W. Lee Kiser ..... *Dean of Continuing Education*
Ms. Ann Marie McNeely ..... *Dean of Developmental Education*
Dr. Linda S. Satey ..... *Dean of Health Sciences*
Ms. Mary Charlotte Safford ..... *Dean of Humanities and Social Sciences*
Dr. Daniel R. Smith ..... *Dean of Learning Resources and Technology*
Mr. Michael B. Daniels ..... *Dean of Science, Engineering, and Mathematics*
Ms. Susan M. Williams ..... *Dean of Student Services*

# DIRECTORS OF WESTERN PIEDMONT FOUNDATION, INCORPORATED

Philip E. Moore, President
William E. Lennon, First Vice President
Susan Pollpeter, Second Vice President
James Elliott, Third Vice President
Rich DeAugustinis, Secretary
Jane Moody, Treasurer

Amparo R. Alfaro
Terry R. Childers
Sue Holler
Dan Hoyle
Dr. Roger H. Jackson
Ronald F. Martin
Mindy Solano
Sara Lou Succop
Joey Wakefield

Western Piedmont Foundation, Incorporated, a non-profit organization, was founded to encourage and develop public and private support for Western Piedmont Community College beyond that provided by county, state and federal funds. Created in 1967, this was among the first private fund-raising organizations within the North Carolina Community College System.

Many needs exist which are not sufficiently provided for by public sources, and private contributions go a long way toward giving the College a margin of excellence above the average. Individuals or organizations wishing to assist the College may do so by making tax deductible donations of equipment, cash, bonds, stocks, real estate, trusts, life insurance, or bequests. For more information, contact Atticus Simpson, Executive Director of the Western Piedmont Foundation at (828) 448-3120.

# FACULTY AND PROFESSIONAL STAFF

**ADAMS, GERGANA V.** ..... *Instructor, English*
B.A., Montreat College; M.A., California State University at Domingues Hills ; Ph.D., Capella University

**ANGLEY, ROBERT W.** ..... *Instructor, Human Services*
A.A., Western Piedmont Community College; B.A., North Carolina State University; M.A., Appalachian State University

**BAKER, PATRICIA E.** ..... *Coordinator, Career and Testing Services*
B.S., M.H.S., Medical University of South Carolina

**BARGER, ELIZABETH F.** ..... *Director, Community Relations*
B.A., Lenoir-Rhyne College; M.S., Mountain State University

**BARRON, DORI** ..... *Assistant Director Financial Aid*
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A.A.S., Mayland Community College; B.S., Gardner-Webb University; M.A.Ed., Western Carolina University

* ***Recipient Western Piedmont Foundation Outstanding Staff Award***

# ALUMNUS OF THE YEAR AWARD

The purpose of the Alumnus of the Year Award is to provide recognition for outstanding achievements by the graduates of the College. The award is based on professional accomplishments and growth, post-WPCC education, community and civic involvement, and demonstrated support for the goals and objectives of the College. This award is sponsored by Western Piedmont Foundation.

| | |
|---|---|
| 1989 | Lou Lovelace |
| 1990 | Imogene Poole |
| 1991 | Steve Hoyle |
| 1992 | Bob Ledford |
| 1993 | Ron Shuffler |
| 1994 | Doug Smith |
| 1995 | Mark Buff |
| 1996 | Kathleen R. Clay |
| 1997 | Deborah H. Cook |
| 1997 | Ann Queen Giles |
| 1998 | Charles E. Taylor |
| 1999 | Maggie Simmons-Hughes |
| 2000 | Alice Salthouse |
| 2001 | L. Lynn Smith |
| 2001 | Dr. Jim W. Burnett |
| 2002 | Shanda H. McFarlin |
| 2003 | Gary J. Caldwell |
| 2004 | Willie F. McIntosh, III |
| 2005 | Dr. Cathy Franklin-Griffin |
| 2006 | Shelia Y. Asbury |
| 2007 | Ronald L. Hipps |
| 2008 | Phillip G. Church |
| 2009 | Terry R. Childers |
| 2010 | Robert K. Denton |
| 2011 | Amparo R. Alfaro |
| 2012 | Larry Williamson |
| 2013 | Paul H. Phillips |

# EMERITUS STATUS

Emeritus Status is an honorary designation for retired persons who have rendered exemplary service to Western Piedmont Community College as a member of the faculty or staff. Emeritus Status is conferred by the Trustees on the recommendation of the President of the College.

| | |
|---|---|
| 1980 | H. D. Moretz, Dean Emeritus |
| 1991 | Harold P. Olsen, Instructor Emeritus |
| 1995 | Robert E. Benner, Instructor Emeritus |
| 1995 | Larry R. Clark, Dean Emeritus |
| 1995 | Ruby Harbison Pharr, Instructor Emeritus |
| 1996 | Jack H. Huss, Dean Emeritus |
| 1998 | Kenneth N. Clark, Vice President Emeritus |
| 2001 | D. Odell Witherspoon, Dean Emeritus |
| 2004 | Louise White, Instructor Emeritus |
| 2005 | Richard N. Greene, Executive Vice President Emeritus |
| 2005 | Dr. Jim A. Richardson, President Emeritus |
| 2006 | Winston R. Lear, Dean Emeritus |
| 2006 | C. Lamar Wommack, Dean Emeritus |
| 2007 | Raymond B. Goodfellow, Vice President Emeritus |
| 2009 | Larry K. Garrison, Dean Emeritus |
| 2010 | Peter N. Stragand, Instructor Emeritus |
| 2011 | Dr. Cheryl L. Oxford, Instructor Emeritus |

# EXCELLENCE IN TEACHING AWARD

***"A teacher affects eternity; one can never tell where [their] influence stops." ~Henry Brooks Adams***

Each year, Western Piedmont Foundation honors a member of Western Piedmont Community College's full-time curriculum faculty, nominated by his or her own peers and students, for dedication to the teaching profession. Selection criteria recognize extraordinary efforts as a teacher; service to the profession, WPCC and the community; involvement with present and former students, and evidence of innovative or special efforts in teaching.

| | | |
|---|---|---|
| 1986 | Ruby H. Pharr | Biology |
| 1987 | D. Odell Witherspoon | Mathematics |
| 1988 | Tommy J. Hardy | Criminal Justice |
| 1989 | Raymond K. Miller | Mechanical Drafting |
| 1990 | Lois Dechent | Nursing |
| 1991 | Robert E. Benner | Physical Education |
| 1992 | Raymond B. Goodfellow | Fine Arts |
| 1993 | Ralph G. Soney | Social Sciences |
| 1994 | Kathy Scott | Business Administration |
| 1995 | Debra Rose | English |
| 1996 | Ronald Caplette | Business Administration/Economics |
| 1997 | Mary Charlotte Safford | Social Sciences |
| 1998 | Paul D. Wardzinski | English |
| 1999 | Cindy S. Konarski | Therapeutic Recreation |
| 2000 | Warren H. Bumgarner | Machining |
| 2001 | Robert R. Dockery | Horticulture |
| 2002 | Louise White | English |
| 2003 | Daniel K. Dixon, Jr. | Criminal Justice |
| 2004 | Linda Wright | Nursing |
| 2005 | Nadine McGrady | Chemistry/Earth Sciences |
| 2006 | Cheryl L. Oxford | Performing Arts |
| 2007 | Tonya L. Waters | Accounting |
| 2008 | H. Rosanna Hartley | Computer Information/Web Technologies |
| 2009 | David C. Benner | Physical Education |
| 2010 | Neal R. Bevans | Paralegal/Criminal Justice |
| 2011 | D. Danette Steelman-Bridges | Interpreter Education |
| 2012 | Michael Spath | Biology |
| 2013 | Star Brown | Accounting |

# OUTSTANDING STAFF AWARD

The Outstanding Staff Award was established by Western Piedmont Foundation, Inc., to annually recognize a full-time staff member for his/her dedication to his/her work and to Western Piedmont Community College. This person stands as a model for other employees to imitate and deserves our heart felt "Thanks" for a job well done.

| | | |
|---|---|---|
| 1992 | Dorothy A. Whitener | Secretary II, Humanities and Social Sciences |
| 1993 | C. Lamar Wommack | Dean, Continuing Education |
| 1994 | Becky Caraway | Director, Learning Lab |
| 1995 | Keith Conley | Coordinator, Special Populations Students |
| 1996 | James A. Reed | Director, Admissions |
| 1997 | Helen I. Keller | Director, Human Resources Development |
| 1998 | Susan C. Andrea | Coordinator, Disabled Student Services |
| 1999 | Jean Williams | Director, Purchasing |
| 2000 | Wanda D. Chester | Environmental Services Aide |
| 2001 | Barbara D. Williams | Coordinator, Emergency Programs |
| 2002 | Vondra D. Evans | Curriculum Division Assistant, Humanities and Social Sciences |
| 2003 | Shirley Corriveau | Equipment Coordinator, Administrative Services |
| 2004 | Johnny Burnette | Director, Maintenance |
| 2005 | Lisa Sessions | Director, Human Resources |
| 2006 | Darlene P. Buff | Curriculum Division Assistant, Natural Sciences & Engineering |
| 2007 | Joan P. Hogan | Registrar, Student Services |
| 2008 | Nancy Norris | Director of Management Information Systems, Technology |
| 2009 | Sandra K. Hoilman | Controller |
| 2010 | Patsy R. Dellinger | Curriculum Division Assistant, Business Technologies |
| 2011 | Melissa Grill | Instructional Technology/Blackboard System Administrator |
| 2012 | William Lefevers | Director, Planning and Research |

**Western Piedmont Community College**
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