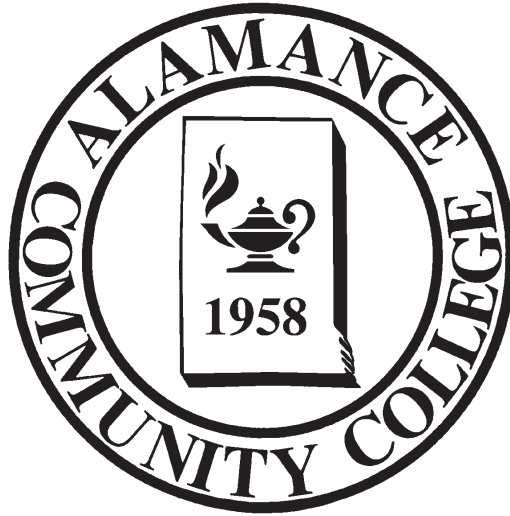


CATALOG

2022-2023

 **Alamance**
Community College



**The legal and corporate name of the College is
“ALAMANCE COMMUNITY COLLEGE”**

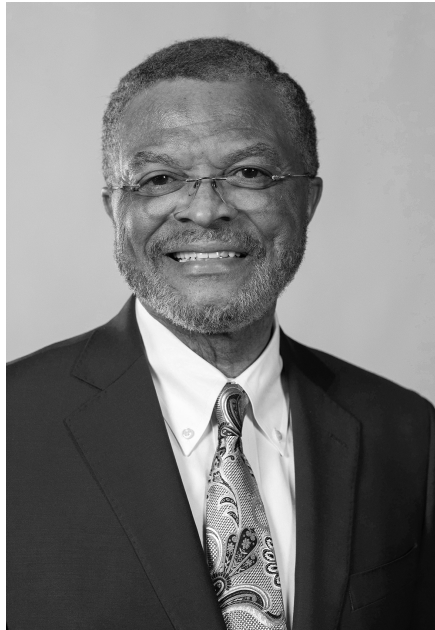
The provisions of this publication are not to be regarded as an irrevocable contract between the student and Alamance Community College.

This publication contains information concerning academic programs, course descriptions, procedures, policies, and general information about Alamance Community College in existence at the time of this publication’s deadline. Information in this publication is subject to change and Alamance Community College reserves the right to make any necessary revisions in the information contained here without notice. The College further reserves the right to add, amend, or repeal content in this publication and such modifications will be provided on the College’s website in as timely a manner as practical.

If any provision of this publication is found to be outdated, invalid, or inconsistent with applicable law, the remaining provisions will continue to be valid and in full force and effect.

2022-2023 Catalog

An Equal Opportunity Institution



Dr. Algie Gatewood
Alamance Community College
President

WELCOME

At Alamance Community College, we are committed to meeting you wherever you are on your academic journey and getting you to the next level in your education and career.

We are dedicated to improving the economic well-being of our community—one student at a time.

We are steadfast in our mission to align our job skills training and workforce development with the needs of local business and industry. In so doing, we are preparing our students to compete in a 21st century global economy.

I welcome you and thank you for choosing Alamance Community College and pledge to you that we will work to ensure that you succeed during every step of your academic journey.

Whether you plan to later transfer to a four-year institution to complete the baccalaureate degree or whether you are earning a degree in one of nearly three dozen curriculum programs, I believe you will find the convenience, accessibility, flexibility, quality, and affordability of Alamance Community College well suited to meet your individual needs.

In the months and years ahead, we will strategically introduce new and exciting programs of study while expanding and improving existing programs. We will do this leveraging state-of-the-art facilities, cutting-edge technologies, and this resolute promise: Your success is our priority.

Choosing Alamance Community College, I believe, will be one of the best decisions you'll ever make in your life.

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ACADEMIC CALENDAR 2022-23
Fall Semester – 2022

Classes Begin.....	August 15
Labor Day Holiday.....	September 5
Fall Break	October 11-15
Professional Development Days (No Curriculum Classes).....	November 21-22
Thanksgiving Break	November 23-27
Fall Semester Ends	December 17
Christmas Break.....	December 23-January 3

Spring Semester – 2023

Classes Begin.....	January 9
Martin Luther King Jr. Holiday.....	January 16
Professional Development Days (No Curriculum Classes).....	March 7-8
Spring Break.....	March 9-15
Faculty Work Day (No Curriculum Classes).....	April 6
Easter Break	April 7-9
Spring Semester Ends.....	May 13

Summer Term – 2023

Classes Begin for 8-week & 1 st 5-week Sessions.....	May 22
Memorial Day Holiday.....	May 29
Classes Begin for 6-week Sessions	June 12
Independence Day Holidays	July 4-7
Classes End for 8-week Sessions.....	July 24

VISION, MISSION, VALUES, AND STRATEGIC PLAN PRIORITIES OF ALAMANCE COMMUNITY COLLEGE

VISION

Transforming lives through excellence in teaching, learning, and service.

MISSION

Alamance Community College provides educational programs and services to prepare all members of our diverse community to succeed.

VALUES

- 1. Excellence** – We hold ourselves to the highest expectations and are committed to meeting them with integrity.
 - 2. Learning** – We provide high-quality educational experiences that help people gain the knowledge, skills, behaviors, and values necessary to achieve their goals.
 - 3. Community** – We promote collaboration and partnerships through respectful interactions.
 - 4. Equity and Inclusion** – We embrace the diversity of our communities, work to ensure that each person feels a sense of belonging, and provide access to the resources people need to succeed.
 - 5. Innovation** – We are open to change, creativity, and risk-taking that helps us achieve our mission and goals.
-

ACC FORWARD: 2022-25 STRATEGIC PLAN PRIORITIES

Engage – ACC will engage with Alamance County communities in new and innovative ways that deepen existing partnerships and create new ones.

Learn – ACC will involve all students in innovative and inclusive formal and informal learning experiences that improve student success, prepare students for jobs, and provide a strong foundation for continued learning.

Equip – ACC will equip faculty and staff with resources and experiences that enhance their engagement, sharpen their skills, and enable them to provide exceptional teaching and service.

Grow – ACC will ensure that students, faculty, and staff have access to the resources they need to grow as healthy individuals.

POLICIES AND PROCEDURES

A complete list of college policies and procedures is found on the college website at: alamancecc.edu/policies
Student's should familiarize themselves with these policies and related procedures.

STATEMENT OF DIVERSITY

Diversity is the uniqueness each of us brings to fulfilling values and goals, whether they are those of the College or the individuals who make up the College community. Alamance Community College values the benefits in diversity and is committed to creating a community that recognizes the inherent value and dignity of each person.

As a community, the College actively promotes an awareness of and respect toward differences of race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation, or veterans' status through programs such as curriculum development, professional development, and student activities.

An essential feature of the community is an environment in which all students, faculty, administrators, and staff are able to study and work free from bias and harassment. By building on our common values and goals, we are able collectively to accept the individual differences of all people and still maintain and fulfill individual values and goals for the advancement of the College and the community.

ACCREDITATION/APPROVAL AGENCIES

Alamance Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate in Applied Science, the Associate in Arts, the Associate in General Education, and the Associate in Science. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, or call 404-679-4500 for questions about the accreditation of Alamance Community College.

Additionally,

- The College has been fully approved for payment of veterans' benefits by the U.S. Department of Veterans Affairs and North Carolina State Approving Agency.
- The College is an institutional member of the American Association of Community Colleges.
- The North Carolina Department of Insurance approves the insurance pre-licensing courses.
- The North Carolina Department of Justice, Division of Training and Standards accredits the Basic Law Enforcement Training program (BLET).
- The North Carolina State Board of Cosmetic Arts Examiners licenses evaluates the Cosmetology program.
- The American Culinary Federation accredits the Culinary Arts program.
- The Commission on Dental Accreditation of the American Dental Association accredits the Dental Assisting program.
- The Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Medical Assisting Education Review Board accredits the Medical Assisting program.
- The Commission of Accreditation for the EMS Professions accredits the Emergency Medical Science program and the NC Office of EMS approves the EMS programs.
- The Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredits the Medical Assisting program.
- The National Accrediting Agency for Clinical Laboratory Sciences (NAACLS) accredits the Medical Laboratory Technology and Histotechnology program.
- The North Carolina Department of Health and Human Services Division of Health Service Regulation approves the Nurse Aide Education programs.
- The North Carolina Board of Nursing approves the Nursing Education program.
- The North Carolina Real Estate Commission approves the real estate pre-licensing and post-licensing courses

A HISTORY OF ALAMANCE COMMUNITY COLLEGE

Alamance Community College was founded in 1958. As one of the first organized community colleges in North Carolina, the Burlington-Alamance County Industrial Education Center (known as IEC) signified a change in the landscape of education. A half century later, ACC continues to reinvent itself to fit the demands of an ever-changing workplace and the needs of 21st century students.

In its first year of operation, the College offered 15 programs, such as industrial chemistry, yarn and fabric analysis, loom fixing, and machine shop. By the 1970s, course offerings included computer systems, secretarial skills, drafting, and chemical technology.

Flash forward to today's College where a student body of 5,000-plus has the option of traditional technical courses as well as biotechnology, culinary technology, medical laboratory technology, and a host of university transfer courses. Today's cutting-edge programs clearly reflect the newest career and job opportunities for our students.

In the Beginning

What is known today as Alamance Community College became a reality when, in 1957, a statewide system of industrial education centers was begun through funding by the North Carolina General Assembly. With the strong support of local industrial leaders, Burlington became the site of the state's first educational institution of its kind in 1958. By its second year, the IEC had increased its initial enrollment of 1,700 to 2,000 students.

The early 1960s saw the school begin its inevitable transformation. The North Carolina State Board of Education initiated a new Department of Community Colleges in 1963, bringing the growing number of industrial education centers under one entity, but each one still controlled by its own board of trustees. One of the new board of trustees' first acts was to receive approval from the state to become a technical institute. At the same time, authority was granted to award the associate in applied science degree (A.A.S.) in approved programs. IEC consequently changed its name that spring to Technical Institute of Alamance (TIA).

Expansion and Growth

The College found a new home following the 1971 donation of 48 acres of land in the Haw River community by then-Governor Robert Scott and Mrs. Elizabeth Scott Carrington. With the support of the community, a sprawling green pasture bordering the Haw River became the site of a new and expanded facility, completed in January 1976. Classes have been held there ever since.

By 1978, the former Glenhope School had been purchased from the Burlington City School Board to accommodate the growing number of adult continuing education courses. Classes would be taught here until August 2001, when a new facility was opened.

With changes in curriculum that now included more advanced career choices, the board of trustees voted in 1979 to rename the school Technical College of Alamance (TCA). It became Alamance Community College (ACC) on January 1, 1988.

Meanwhile, the school was growing. In 1985, a 12,000-square-foot shop building opened to house the automotive, welding, and new industry programs. A 40,500-square-foot wing opened in 1988 with additional laboratories and classrooms. The College opened a 49,535-square-foot science and technology addition in 1996 that includes classrooms, laboratories, and offices.

ACC's growing roster of continuing education courses and its Small Business Center found a new home in 2001 when the College opened the 20,000-square-foot Burlington Center on Maple Avenue, replacing the old Glenhope School location.

On January 13, 2004, Alamance Community College broke ground on the Graham campus for a 50,000-square-foot administrative building. The new facility, opened in November 2005, includes the library, Student Development offices, business offices, administrative offices, and conference and training rooms. On December 7, 2005, that new building was dedicated as the Wallace W. Gee Building, honoring the late ACC Board of Trustees charter member. Gee was influential in forming the N.C. Community College System.

In November 2005, Alamance County voters approved a \$7.5 million bond referendum which, along with funds from the 2000 bonds, provided funding for two new facilities.

The Powell Building, named in honor of Alamance County's Powell families and their collective history of commitment in the fields of health and science, opened in October 2007 on the main campus. It is home to the College's allied health and biotechnology curricula.

The Dillingham Center, a renovated retail facility at the Burlington Outlet Village, opened in January 2008, giving adult students more than 46,000 square feet in which to learn. The Dillingham Center houses Cosmetology, the Small Business Center, Continuing Education and community service classes.

In late 2008 at the main campus, the Academic Advising Center, the Student Activity Center and an expanded student bookstore were opened in response to student needs.

In 2010, the College upgraded the dental clinic, added a second kitchen for culinary and opened its new Literacy Building on the main campus to accommodate an increasing number of older adult students.

Alamance County elected leaders approved funding the \$16 million Advanced Applied Technology Center in 2014. That facility opened in fall 2017, housing Computer-Integrated Machining; Mechatronics Engineering Technology; Welding Technology; Automotive Systems Technology and Air Conditioning, Heating and Refrigeration Technology.

In November 2018, Alamance County voters overwhelmingly approved a \$39.6 million bond referendum that will bring significant expansion and upgrades to campus, including a free-standing Biotechnology Center of Excellence, a Public Safety Training Center, and a new Student Success Center.

Planning for these new facilities continues in 2020. Construction of the Biotechnology Center of Excellence is scheduled to begin in Spring 2021. Construction of the Public Safety Training Center is scheduled to begin in Fall 2021.

Future development of Alamance Community College will, as in the past, be constantly responsive to the educational, occupational, and cultural needs of the community.

In November 2018, Alamance County voters overwhelmingly approved a \$39.6 million bond referendum to bring significant expansion and upgrades to campus, including a free-standing Biotechnology Center of Excellence, a Public Safety Training Center, and a new Student Services Center. Construction on these projects is underway, with completion slated for 2022-23.

STUDENT SUCCESS

The purpose of the Student Success division is to provide assistance to prospective and enrolled students, former students and graduates, and faculty and staff in those areas that relate to students. Services are focused on the implementation of the philosophy, purpose, and objectives of the College and the community college system as well as on the interests and needs of the individual student. Organized around a cluster of services that bring to bear total institutional resources in aiding students to meet their needs and goals, the goals of the Student Success division are to provide access, support success, and assist students in becoming more self-directed. Professionals working within the department are directly involved in all aspects of student life. Those services currently provided include counseling, placement testing, academic advising, admissions, recruiting, career and job search services, student activities, financial aid, veterans affairs, and registration and records. The Student Success office is open 8:00 a.m. to 6:00 p.m. Monday through Thursday; and 8:00 a.m. to 5:00 p.m. Friday during the fall and spring semesters. During the summer term, the Student Success office closes at noon on Friday.

The objectives of the Student Success office are:

- Aiding all students to access academic programs.
- Helping students achieve academic success.
- Assisting students to develop decision-making abilities and life skills that will aid them in academic and career progress.

Student Success Center

The Student Success Center is part of the Student Success division, and it assists students in developing comprehensive educational plans to meet their life goals. Services are designed to support student success and include career development, counseling, community resource referrals, student engagement, and disability services. The Success Center, located on Main Building second floor, offers flexible hours to accommodate both day and evening students. Appointments are recommended.

Counseling Services

Confidential academic, personal, and career counseling services are provided on a short-term basis to all students. The counseling staff is available Monday through Thursday from 8 a.m. to 5 p.m. and on Friday from 8 a.m. to 3-4 p.m. Students are seen on a walk-in basis, or appointments can be scheduled by calling 336-506-4362..

Career Services

The ACC Career Services office provides a wide range of services and resources to students, prospective students, and alumni in the process of (1) career exploration, (2) developing job search skills, and/or (3) locating employment opportunities. These include career counseling, access to vacancy information, on-campus recruitment, and individual help with resume writing and interview preparation. Students are seen on a walk-in basis, or appointments can be scheduled by calling 336-506-4362.

Transportation Services

Two public transit systems serve the main campus at Alamance Community College Monday through Friday.

The Burlington Link Transit system includes drop-off and pick-up services to ACC's main campus and Dillingham Center. In addition, this public bus system connects students to multiple locations and services across Burlington and Gibsonville. For more information about times, routes, and discount student fares, visit www.linktransit.org.

The Piedmont Authority for Regional Transportation also services ACC's main campus and provides connecting routes to Greensboro and Chapel Hill with additional stops in Whitsett, Burlington, Graham and Mebane. For more information about times, routes and fares, visit www.partnc.org/route4express.

Services for Students with Disabilities

Alamance Community College is invested in full compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the ADA Amendments of 2008, and the ADA revisions of 2010. The College ensures that policies, procedures, programs, activities and facilities are appropriately accessible to students. The College focuses on the student as an individual and works toward equal opportunity, full integration into the campus environment, physical accessibility, and the provision of reasonable accommodations, auxiliary aids and services to students.

Federal law prohibits the College from making pre-admission inquiries about disabilities. It is the responsibility of the student to self-disclose the disability to Disability Services, provide appropriate documentation and engage in an interactive process with the Coordinator of Disability Services. The Disability Services office is located in the Student Success Center, Main 233. Students are strongly encouraged to begin the documentation process at least 30 days prior to the start of the semester or course. Information provided by a student is voluntary and appropriate confidentiality is maintained.

Disabilities services information can be accessed on the College's website at www.alamancecc.edu. An appointment with the Coordinator of Disability Services is required for accommodations and/or services to begin. For questions or assistance, call 336-506-4130.

Acceptable Use of Information Systems Policy

I. Purpose

The College strives to provide information technology access in an environment in which access is shared equitably among users. This access is intended to be used in support of the College's research, educational and administrative purposes. Access to information systems, including the Internet, computer systems, and computer networks, is provided to authorized users for those resources they have been granted rights to use. This policy applies to students, employees, and other authorized users. This Policy's purpose is to protect the College's technology users and computer resources and to ensure equitable access and proper management of these resources.

II. College Account Credentials

1. It is the user's responsibility for maintaining the security of usernames, passwords, and any other access credentials assigned to them. This information may not be given to anyone other than the person to whom they were assigned.
2. Users are responsible for any use and activity of their account.
3. Attempting to discover or using another user's username or password or attempting to gain unauthorized access to another person's files or email is prohibited.
4. Failure to read College guidelines, requirements, and regulations will not exempt users from responsibility.
5. Users are responsible for providing accurate and true information about themselves in any identity verification process.

III. Acceptable Use for Computer Workstations

The College's information technology resources are intended for the use of its students, employees and other authorized individuals for purposes related to instruction, learning, research and campus operations. Users are expected to exercise responsible, ethical behavior when using all College digital systems, internet, computer and information systems resources. This Policy makes no attempt to articulate all required or prohibited behavior by users of the College's computer and information system resources. Failure to comply with the following statements of responsible use may result in disciplinary action and/or legal prosecution.

A. General Principles

1. Access to resources and the use thereof on the campus network and the Internet is provided to support the research, educational, and administrative purposes of the College. All who use these services will do so responsibly, respecting the rights of other users, the integrity of the physical facilities, and all applicable laws and regulations.
2. Computer workstations, the campus network, and information systems may be monitored to ensure that use is consistent with the mission of the College and with the purposes for which they are intended.

B. Responsible Use

1. Demonstrating common sense and courtesy by limiting online time and printing time to a maximum of one hour where workstations are shared.
2. Complying with all software license agreements and copyrights.
3. Refraining from the transmission or display of material that would be considered threatening, obscene, or harassing by the average person or by community standards.
4. Adhering to all College policies and all regulations in the ACC student or personnel handbook related to the use of College computers and information systems.
5. Avoiding the use of College computer workstations from any profit-making activity not preapproved by authorized ACC personnel.
6. Adhering to the acceptable use policies of any outside networks to which a user might connect.
7. Respecting the integrity of data contained on and the operation/maintenance of the networks.

C. Unacceptable Activity

Unacceptable activity includes, but is not limited to, the following:

1. Deliberately downloading, uploading, creating or transmitting computer viruses, malware, or other software intended to harm a computer or the College's network.
2. Destroying or modifying directory structures or registries or interfering or tampering with another individual's data or files.
3. Developing programs that infiltrate a computer or computing system, harass other users and/or damage software.
4. Attempting to obtain unauthorized information systems and/or computer access or privileges or attempting to trespass in another individual's work.
5. Using hardware or software sniffers to examine network traffic, except by appropriate College personnel, to di-

agnose the network for bottlenecks or other problems.

6. Committing any form of vandalism on equipment, communication lines, manuals or software, or attempting to defeat or circumvent any security measures or controls.
7. Wastefully using finite resources such as large amounts of bandwidth including but not limited to, downloading streaming music, television shows, software programs, and/or movies.
8. Connecting personal network devices on the College's wired network. Connecting unsanctioned products (software or hardware) to the College network or installing products for personal use. Special provisions may be made for visiting artists, lecturers, and trainers at the discretion of the Director of Information Services. Information Services support staff can offer assistance in gaining network access under these special circumstances, but the College cannot guarantee functionality and assumes no responsibility for configuration of or damage to non-college equipment.
9. Using the College's computer resources and Network to engage in disruptive, threatening, discriminatory or illegal behavior or behavior that violates the Code of Student and/or Employee Conduct.
10. Disclosing confidential student or personnel information to unauthorized third parties;
11. Violating copyright laws and/or fair use provisions through: 1) illegal peer-to-peer file trafficking by downloading or uploading pirated or illegal material including, but not limited to, software and music files; and 2) reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright; and other activities that interfere with the effective and efficient operation of the College or its Network or activities that violate the College's Policies and Procedures.

D. Use of Personal Computer Software

1. The College licenses the use of computer software from a variety of vendors. The College does not own this software or its related documentation, and unless authorized by the software developer, does not have the right to reproduce it.
2. College employees shall use software only in accordance with a license agreement. Supervisors must maintain documentation of the appropriateness of all software loaded on computers assigned to their area of responsibility. Compliance with license agreements must be documented a minimum of once per year. More frequent reviews are encouraged.
3. Special license agreements are required to use software on area networks or multiple machines. Supervisors must assure that software being used under either arrangement is appropriate.
4. The College does not condone the illegal duplication of software or the use of illegally duplicated software. Employees having knowledge of any misuse of software at the College shall notify their supervisor or the College President.
5. According to the Copyright Act of 1976, Section 107 (fair use provisions), illegal reproduction of software can be subject to civil damages of as much as \$100,000 and criminal penalties including fines and imprisonment. Any College employee or student who makes, acquires, or uses unauthorized copies of computer software on College-owned computers, or other devices, shall be subject to disciplinary action and/or legal prosecution. Copies of the referenced statute and/or assistance in interpretation are available from the Director of the Learning Resources Center.

IV. Electronic Communication and Mail

The College provides free electronic mail accounts to certain College employees based on job responsibilities, as determined by the employee's appropriate Vice President, and to all students who are enrolled in a curriculum program. The use of College-provided electronic mail accounts must be related to College business, including academic pursuits. Incidental and occasional personal use of these accounts is acceptable when such use does not generate a direct cost to the College or otherwise violate the provisions within this Policy.

The College will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the College cannot assure the privacy of an individual's use of the College's electronic mail resources or the confidentiality of particular messages that may be created, transmitted, received or stored.

The College does not monitor electronic mail routinely but may do so as the College deems necessary. Students and employees should not have any expectation of privacy regarding their electronic mail addresses provided by the College. Any user of the College's computer resources who makes use of an encryption device shall provide access when requested to do so by the appropriate College authority. The College reserves the right to access and disclose the contents of employees',

students' and other users' electronic mail without the consent of the user. The College will do so when it believes it has a legitimate business or need including, but not limited to, the following:

1. In the course of an investigation triggered by indications of misconduct or misuse;
2. As needed to protect health and safety of students, employees or the community at large;
3. As needed to prevent interference with the College's academic mission;
4. As needed to locate substantive information required for College business that is not more readily available;
5. As needed to respond to legal actions; and
6. As needed to fulfill the College's obligations to third parties.

Electronic mail, including that of students, may constitute "educational records" as defined in the Family Educational Rights and Privacy Act ("FERPA"). Electronic mail that meets the definition of educational records is subject to the provisions of FERPA. The College may access, inspect and disclose such records under conditions set forth in FERPA.

North Carolina law provides that communications of College personnel that are sent by electronic mail may constitute "correspondence" and, therefore, may be considered public records subject to public inspection under the North Carolina Public Records Act.

Electronic files, including electronic mail, that are considered public records are to be retained, archived and/or disposed of in accordance with current guidelines established by the North Carolina Department of Cultural Resources or otherwise required by College policy.

To ensure, to the extent possible, that students who are taking courses, communicating with an instructor, and submitting assignments electronically are the students who registered for the courses, the College requires the use of its official information systems, such as ACCess email.

1. The system for students relies on a student identification number issued to all students when they apply.
2. Students will follow guidelines published on the College website to create logins and passwords.
3. No other student may be permitted to access official College systems using the created logins and passwords of another student, and students may not allow access to anyone under their individual logins and passwords.
4. Students and faculty communicating with each other online about any course-related questions or when sending or receiving assignments electronically will use College-approved communication systems, such as the College email system or Moodle, the College's online Learning Management System.
5. Faculty are only permitted to accept assignments and answer electronic messages using the College's official systems.
6. All college personnel and students will use official College systems when communicating about College activities, services, and business.

V. Reservations of Rights and Limits of Liability

- A. The College reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerized files or to terminate service at any time and for any reason without notice.
- B. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to electronic mail or Internet sessions on the College Network or College-owned hardware.
- C. The College is not responsible for the accuracy, content or quality of information obtained through or stored on the College Network.
- D. The College and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.
- E. The College reserves the right to limit the allocation of computer resources.
- F. The College makes efforts to maintain computer resources in good working condition but is not liable for damages incurred by loss of service.
- G. College funds may not be used to purchase personal network access or products.
- H. The College shall not be liable legally, financially or otherwise for the actions of anyone using the Internet through the College's network or College's computers.

VI. Wireless Internet Access

The College provides free wireless Internet access. Users of wireless access must abide by the Wireless Internet Access Guidelines and this Policy. Connection to the wireless network at any given time is not guaranteed. The College does not accept liability for any personal equipment that is brought to the College and, therefore, may not assist with configuration, installation, trouble-shooting or support of any personal equipment.

VII. Private Employee Websites and Other Internet Use

When creating or posting material to a web page or other Internet site apart from the College's website or approved ancillary external site or page, employees should remember that the content may be viewed by anyone including community members, students and parents. When posting or creating an external website, students, faculty and staff are not permitted to use the College's name in an official capacity or use the College's marks, logos or other intellectual property.

Employees are to maintain an appropriate relationship with students at all times. Having a public personal website or online networking profile or allowing access to a private website or private online networking profile is considered a form of direct communication with students. Any employee found to have created and/or posted content on a website or profile that has a negative impact on the employee's ability to perform his/her job as it relates to working with students and the community or that otherwise disrupts the efficient and effective operation of the College may be subject to disciplinary action up to and including dismissal.

VIII. Violations

Each individual is ultimately responsible for his/her own actions. For employees, failure to exercise responsible, ethical behavior will result in disciplinary action up to and including dismissal. Students may be sanctioned according to procedures described in the Code of Student Conduct and other users may be barred permanently from using College computers and network access and suspended or expelled.

Certain activities violate Federal and/or State laws governing use of computer systems and may be classified as misdemeanors or felonies. Those convicted could face fines and/or imprisonment.

February 8, 2021

FERPA Annual Notice of Rights Procedure

The Family Educational Rights and Privacy Act (FERPA), a federal law, provides students with certain rights with respect to their education records. These rights are:

A. The right to inspect and review your education records within 45 days of the day the College receives a request for access. You should submit to the College's Registrar a written request that identifies the record(s) you wish to inspect. The College's Registrar will make arrangements for access and notify you of the time and place where the records may be inspected. If the records are not maintained by the College's Registrar, the Registrar will advise you of the correct official to whom your request should be made.

B. You have the right to challenge an item in your education records believed to be inaccurate, misleading, or otherwise in violation of your privacy rights. You may file a grievance pursuant to Policy 5.3.6 – Student Grievance beginning at Step Three. If the final decision is that the information in the record is, in the College's determination, not inaccurate, misleading, or otherwise in violation of the privacy rights of the student, the Vice President of Student Success shall inform the student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the College's decision.

C. The right to consent to disclosures of personally identifiable information contained in your education records. FERPA requires that the College obtain your written consent prior to the disclosure of any such information with certain exceptions. College officials with a legitimate educational interest are an exception and do not need your consent. For a complete list of the disclosures that may be made without your consent, see 34 CFR Part 99.31 – 99.39. Exceptions to disclosures include, but are not limited to:

1. Organizations conducting studies;
2. Health/safety emergencies;
3. Under the U.S. Patriot Act;
4. Federal, state and local authorities;
5. Accrediting organizations;
6. State, local or tribal welfare agencies;
7. College officials with legitimate educational interest;
8. In response to subpoenas and court orders; and
9. In response to a lawsuit where a student names the College as a party.

D. A College official includes any of the following when that person has a legitimate educational interest in having access to the information:

1. Any administrator, certified staff member, or support staff member (including health, medical, safety, and security staff) employed by the College;
2. A member of the College's Board of Trustees;
3. A contractor, consultant, volunteer, or other party to whom the College has outsourced services or functions, such as, but not limited to: an attorney, auditor, cloud storage provider, consultant, expert witness, hearing officer, law enforcement unit, investigator, insurer/insurance company adjuster, investigator, or any other claims representative, medical providers or consultants, or counselors/therapists, provided that the person is performing a service or

function for which the College would otherwise use employees, is under the direct control of the school district with respect to the use and maintenance of education records, and is subject to FERPA requirements governing the use and re-disclosure of personally identifiable information from education records; and

4. A person serving on a committee appointed by the College, such as a disciplinary or grievance committee or other review committee. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

E. The College may release Directory Information about you unless you have advised the College to the contrary. The College has designated the following information as Directory Information: name; program (major field) of study; dates of attendance, grade level and enrollment status; and degrees, diplomas, certificates, honors and awards received. In addition, the College releases the following limited-use directory information: College-issued photographs, videos, or other media containing a student's image or likeness are disclosed by the College and/or third parties contractually affiliated with the College (such as vendors and partner institutions with a joint memorandum of understanding) for purposes limited to: a) publication in print and/or on web sites/social media hosted by, on behalf of, or for the benefit of the College for purposes including but not limited to marketing, public relations, outreach, press releases, or College ID cards; and b) at College events including but not limited to college fairs, job fairs, open houses, and student organization activities.

1. The College shall only release Directory Information to individuals and organizations that demonstrate, in the College's opinion, a legitimate, education interest in the information or provide a direct service to the College; provided, however, the College shall release Directory Information to military recruiters in compliance with the Solomon Amendment unless you specifically restrict the release of your Directory Information.
2. If you do not want the College to disclose your Directory Information described above from your education records to the recipients identified above without your prior written consent, you must submit a completed Student Release Form to the Office of Enrollment Management within 14 days of the beginning of the academic year or within 14 days of you enrolling in the College.

F. The College shall release a student's educational records to the student's parents or guardian when requested by the parents or guardian and: i) the student is listed as a dependent on the parents' tax returns; ii) the student violated a law or the College's policies regarding drugs and alcohol and the student is under the age of 21; or iii) the disclosure is needed to protect the health or safety of the eligible student or other individuals in an emergency situation.

G. You have the right to file a complaint with the U.S. Department of Education concerning alleged failures of the School District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is the:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Questions regarding student records should be directed to the College's Admissions/Records Office.

June 13, 2022

Graduate Quality Assurance Program

Alamance Community College assures employers of the quality of its degree, diploma and certificate graduates for appropriate entry-level job skills directly related to the graduate's educational program. Should the employer find the graduate's job skills deficient, Alamance Community College will provide remediation to correct the deficiency with no charge to the graduate or employer for tuition, books, or fees provided the graduate was (1) employed within six months of graduation, (2) earned a grade of C or better in the course(s) related to the deficiency, and (3) the deficiency was identified and reported to the College within the first six months of employment.

Upon receiving from the employer a written description of deficiencies, a retraining plan, mutually acceptable to the employer, the graduate and the College, will be negotiated and documented in writing. Should either the employer or the graduate later be unable or unwilling to abide by the conditions established in this remediation plan, the College will have no further obligation under the Graduate Quality Assurance Program.

Tobacco-Free Campus Policy

The College is a 100% tobacco-free environment. The use of tobacco products is prohibited in any College buildings, facilities, vehicles, or property owned, leased, or operated by the College including all outside areas. The sale or free distribution of tobacco products, including merchandise, is also prohibited. This policy applies to all College employees, students, vendors, contractors, and visitors to campus.

Definitions

Tobacco is defined as all products delivered from, or containing tobacco, including and not limited to those listed below.

- Cigarettes
- Cigars, cigarillos
- Pipes or hookah
- Smokeless tobacco
- Electronic cigarettes or vaporized nicotine

Tobacco use is defined as smoking, chewing, dipping, or any other use of tobacco products.

Prohibition

All individuals shall comply with the policy. It is the responsibility of all students, faculty, staff, and visitors to observe, adhere to, and respect the College's tobacco-free policy. Citations and fines are imposed for using tobacco. Failure to adhere to the policy could result in disciplinary action for students and employees. Littering the remains of tobacco products or any other waste product on college property is further prohibited.

Public Education

The College shall post appropriate signage on the campus educating students, employees, and visitors that the College is a tobacco-free campus and use other methods to further inform and educate the public of this prohibition.

June 13, 2022

Students – Alcohol and Drugs on Campus

The College is committed to providing each of its students a drug-free and alcohol-free environment in which to attend classes and study. From a safety perspective, the use of drugs or alcohol may impair the well-being of students, interfere with the College's educational environment, and result in damage to College property.

All students shall adhere to the following:

A. All students are prohibited from unlawfully possessing, using, being under the influence of, manufacturing, dispensing, transmitting, selling, or distributing alcohol, illegal, or unauthorized controlled substances or impairing substances at any College location.

1. Controlled Substance means any substance listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, the term means any drug that has a high potential for abuse and including but not limited to heroin, marijuana, cocaine, PCP, GHB, methamphetamines, and crack. This term also includes any drugs that are illegal under federal, state, or local laws and legal drugs that have been obtained illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption.
2. Alcohol means any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor, and mixed beverages.
3. Impairing Substances include any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs.
4. College Location means in any College building or on any College premises; in any College-owned vehicle or in any other College-approved vehicle used to transport students to and from College or College activities; and off College property at any College-sponsored or College-approved activity, event or function, such as a field trip or athletic event, where students are under the College's jurisdiction.
5. Reasonable Suspicion is the legal standard required before the College can require a student to take a drug or alcohol test. Some of the factors that constitute reasonable suspicion are: a) direct observation of drug use or possession; b) direct observation of the physical symptoms of being under the influence of drugs; c) impairment of motor functions; d) pattern of abnormal or erratic conduct or behavior; or e) reports from reliable sources or credible sources (anonymous tips may only be considered if they can be independently corroborated).

B. Student use of drugs as prescribed by a licensed physician is not a violation of policy; however, individuals shall be held strictly accountable for their behavior while under the influence of prescribed drugs.

C. Students may be required to be tested for substances, including controlled substances or alcohol, based on individualized, reasonable suspicion. The required observations for reasonable suspicion testing shall be made by an administrator, supervisor, or other trained official, and the person who makes the determination that reasonable suspicion exists shall not be the same person who conducts the test. This section does not apply to law enforcement officers serving the College

through the local sheriff's department. Law enforcement officers must adhere to their normal standards when conducting a search.

D. The College does not differentiate between drug users, drug pushers, or sellers. Any student in violation of Section A herein will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

E. A student who violates the terms of this policy will be subject to disciplinary action in accordance with Policy 5.3.2 – Standards of Student Conduct. At his or her discretion, the Vice President of Student Success may require any student who violates the terms of this policy to satisfactorily participate in a drug abuse rehabilitation program or an alcohol abuse rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at the College.

F. Each student is required to inform the College in writing within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on or at a College location. Failure to do so could result in disciplinary action.

G. When required by state or Federal regulations, the Student Services office will notify the appropriate government agency within ten days of receiving notice from the student or otherwise receiving actual notice of such a conviction.

H. In addition to this Policy, students employed by the College, including students employed under the College's Work Study Program, shall adhere to the requirements in Policy 3.4.2 – Employees - Drugs and Alcohol on Campus.

June 13, 2022

Sexual Misconduct and Title IX Policy

Purpose

Alamance Community College (the "College" or "ACC") is committed to providing an educational environment in which all employees and students, without regard to sex, sexual orientation or gender identity, have a right to work and learn free from sexual harassment and sexual violence. Sexual misconduct is prohibited, and the College will promptly, fairly, and impartially address complaints through its Title IX procedures or when a sexual misconduct complaint falls outside the jurisdiction of Title IX. The College will apply its student conduct procedures or grievance procedures as appropriate to the particular complaint. This policy applies to sexual misconduct that occurs within the scope of the College's educational programs and activities (both on-campus and off-campus) against a person in the United States. The College will provide supportive measures as well as compliant resolution options to its students, applicants and employees who are alleged victims.

Sexual harassment and sexual violence are deemed forms of sex discrimination prohibited by Title IX of the Educational Amendments of 1972 (and Title IX Final Rule 2020) which prohibits sex discrimination against students and employees in educational institutions which receive federal funds and by Title VII of the Civil Rights Act of 1964, as amended, which prohibits sex discrimination in employment and by North Carolina General Statutes 136-16.

Definitions and Prohibited Conduct

- Prohibited conduct includes sexual harassment as defined in Title IX Final Rule 2020:
 - ♦ An employee of the College conditioning educational aid, benefit or service on an individual's participation in unwelcome sexual conduct (quid pro quo harassment) as prohibited in the Title IX Final Rule 2020.
 - ♦ Offenses defined in the Clery Act and the US Violence Against Women Reauthorization Act of 2013 (including sexual assault, dating violence, domestic violence, and stalking on the basis of sex as prohibited in Title IX Final Rule 2020.
 - ♦ Unwelcome conduct that a reasonable person would find so severe, pervasive and objectively offensive that it denies a person equal educational access, as prohibited by in Title IX Final Rule 2020.
- Prohibited conduct includes any form of sexual violence. (These are physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability or a medically diagnosed impairment.) Sexual violence includes:
 - ♦ VAWA and Clery Act offenses
 - ♦ Any form of sexual violence defined as a criminal sex crime in North Carolina G.S. 14-27.1 and G. S. 50B – 1 (including rape, sexual battery and sexual coercion).
- Prohibited conduct includes unwelcome verbal and/or physical conduct of a sexual nature or with sexual implications, based on sex or sexual stereotyping, when the conduct is sufficiently severe or pervasive as to create a hostile work or learning environment when evaluated from the standpoint of a "reasonable person" and consistent with First Amendment protections of free speech and academic freedom.

Reporting Options

Any person may report sexual misconduct (harassment or violence) to one or more of the following: the Title IX Coordinator (who is ACC's Director of Human Resources), a College "responsible employee," a College "counselor/advisor," their employment supervisor, a College Public Safety official, a local law enforcement officer, a local medical professional, a local mental health professional or a pastoral counselor. A report may be made in person, by mail, by telephone, or by email. Upon receipt of a complaint, the Title IX Coordinator will determine whether the complaint meets the condition of the Title IX Final Rule 2020. If so, the Title IX response process will be initiated. If not, the complaint will be referred to the appropriate student conduct or employee grievance contact person. In all cases, the Title IX Coordinator will contact the complainant confidentially to discuss the availability of supportive measures and to explain the process for filing a formal complaint. Supportive measures are individualized reasonably available services designed to ensure equal educational access, protect safety, or deter sexual harassment; and the steps taken must be non-punitive, non-disciplinary, and not unreasonably burdensome to the accused party.

College "responsible employees" are all faculty members, administrators, and support staff (including student employees and contracted service providers) except the Title IX Coordinator and designated "counselors/advisors"; all student services staff members except designated "counselors/advisors"; and ACC Public Safety staff. A "responsible employee" shall report to the College's Title IX Coordinator or designee relevant details of instances of sexual misconduct made known to him or her, and he/she shall inform the complainant of his/her right to file a Title IX complaint with the College and to report a crime to ACC Public Safety and/or local law enforcement.

College "counselors/advisors" are not considered "responsible employees" for reporting purposes but are counselors/advisors whom students or employees may consult confidentially for support and information. These designated individuals are the Director of Student Success, Coordinator of Disability Services and counselor trainees working under the supervision of a professional counselor, ACC-selected/appointed sexual assault responders designated and appointed for a term of service by the Vice President of Student Services and ACC-approved third parties providing confidential counseling services on the campuses or by referral. These "counselors/advisors" are not required to report incidents except as described below, and they will provide information about support services students can use whether or not they file a complaint on-campus or with off-campus authorities. "Counselors/advisors" will report incidents under certain specific circumstances, including an informed consent release by the complainant, a threat of harm to self or others, a court order, or harm to minors. (NCGS 14-27.5)

There is no time limit to invoking this policy to respond to alleged sexual misconduct. However, complainants are encouraged to report allegations of sexual misconduct immediately in order to maximize the College's ability to obtain the relevant information and witness testimony needed to complete a thorough and impartial investigation. The College will strive to resolve complaints within 60 days of the initial report (not including appeal processes) unless fact-finding is delayed to defer to law enforcement evidence gathering, or if other "good cause" delays or special circumstances such as College break periods apply. Complainant and respondent (accused) will be notified in writing of extensions and delays.

A third party complaint, made on behalf of someone else who has been the victim of sexual misconduct/harassment/violence, will be investigated by ACC. Complainants should be aware it may be difficult to keep the victim's identity confidential during the investigation because of the circumstances of the charge.

Confidentiality

In general, the College will obtain consent from the complainant before beginning a Title IX or other investigation. The College will keep confidential the identity of complainants, respondents (accused persons) witnesses except as permitted by FERPA, as required by law, or as potential criminal conduct. College officials reserve the authority to determine, consistent with State and local law, whether appropriate law enforcement authorities should be notified. If the College determines the alleged perpetrator poses a serious and immediate threat to the College community, the Director of Public Safety will be called upon to issue a timely warning to the community as required by the Clery Act. Such a warning does not include information that identifies the victim.

If the complainant requests confidentiality or asks that the complaint not be pursued, the College will take reasonable steps to investigate and respond to the complainant consistent with the complainant's request. The College will inform the complainant that its ability to respond may be limited. The College's Title IX Coordinator or designee will evaluate the complainant's request for confidentiality in the context of ACC's obligation to provide a safe environment for students and employees, and will inform the complainant prior to starting an investigation if it cannot ensure confidentiality. At minimum in every case of reported sexual harassment and sexual violence, an anonymous report of the incident must be provided by the Title IX Coordinator to ACC Public Safety staff in order to comply with campus crime reporting (Clery Act) requirements.

The College will maintain as confidential any accommodations or protective measures provided to students or employees, to the extent that confidentiality does not impair the ability of the College to provide the protective measures and does not infringe on the due process rights of an accused person.

Retaliation

Those who make complaints or otherwise participate in investigative and/or disciplinary processes under this policy are protected from retaliatory acts. No employee or student may engage in interference, coercion, restraint, or reprisal against any person alleging sexual misconduct. Perpetrators of retaliation will face disciplinary action. Likewise, claims of sexual misconduct that are substantiated as malicious or frivolous may result in disciplinary action against the instigator.

Resolution Options***Informal Resolution Options:***

The complainant has the right to end an informal resolution process at any time and pursue formal resolution.

1. Confidential consultation with the Title IX Coordinator or designee for support, information, and/or exploration of possible actions.
2. Confidential counseling and referral: “Counselors/advisors” as designated in this policy may counsel a student confidentially to provide support, information, referral, and/or exploration of possible actions.
3. For complaints subject to the Title IX Final Rule 2020, the two parties can agree to engage in an informal resolution process in lieu of a formal investigation, except in cases that allege quid pro quo harassment. Both parties must give voluntary, informed and written consent. Informal resolution options are not available under the Title IX Final Rule 2020 when the accused person is an employee.
4. Informal voluntary mediation, contingent on the availability of qualified mediators and on the voluntary, informed and written consent of both parties. This option is available only for complaints of sexual violence including but not limited to rape, sexual abuse, sexual assault and sexual battery.

Formal Resolution Options:

The complainant has the right to pursue the applicable following options individually or simultaneously:

A formal complaint is a document filed by a complainant or signed by the Title IX Coordinator, alleging sexual misconduct and requesting that the College investigate the allegation of sexual misconduct. At the time of filing a formal complaint, the complainant must be participating in or attempting to participate in, the educational program or activities of the College. The document must be filed with the Title IX Coordinator in person, by mail, or by electronic submission and must contain the complainant’s physical or digital signature. If the allegations in a formal complaint do not meet the definition of sexual harassment in the Title IX Final Rule 2020, or did not occur in the College’s educational program and activities against a person in the United States, then the Title IX Coordinator will dismiss the complaint under Title IX Final Rule 2020 and will refer the complaint to the College’s Student Code of Conduct procedures (if the accused person is student) or to the employee grievance procedure policy (if the accused person is an employee or contracted employee.) The Title IX Coordinator will notify the parties in writing when a complaint is dismissed under Title IX Final Rule 2020 and the reasons for the dismissal.

1. If the case is addressed under the Title IX Final Rule 2020, it will be investigated and adjudicated under the College’s Title IX procedures. A description of the Title IX investigation and grievance procedures may be obtained from the Title IX Coordinator. Adjudication includes the provision of a live hearing with cross-examination. Both parties have the right to appeal a determination regarding responsibility, or the dismissal of the allegations in a formal complaint, on the following bases: procedural irregularity that affected the outcome of the matter, newly discovered evidence that could affect the outcome of the complaint, or Title IX personnel had a conflict of interest or bias that affected the outcome of the matter.
2. If the case is dismissed under Title IX Final Rule 2020, and the accused is an Alamance Community College student, the College will follow its student grievance procedures/student conduct process as described in the student handbook, including appeal procedures described. Note that the:
 - investigation and resolution will be prompt, fair and impartial;
 - standard of evidence for a finding of “responsible” is preponderance of the evidence;
 - accuser and accused are entitled to have an advisor of their respective choice present at a disciplinary proceeding and any related meetings. An advisor serves on a consulting (non-participatory) basis in a disciplinary hearing; and,
 - sanctions assigned to a student found responsible include one or more of the following: oral warning, written warning, educational or community service sanction, general probation, restrictive probation, suspension, explicit and/or indefinite dismissal.
3. If the case is dismissed under the Title IX Final Rule 2020 and the accused is an Alamance Community College employee or contracted employee, the College will follow its employee grievance procedures, including appeal procedures. An employee found responsible will be assigned one or more of the following disciplinary sanctions: oral warning, written warning, special training appropriate to the findings, probation, suspension or dismissal.
4. File a criminal complaint with the applicable local law enforcement agency. Public Safety staff will assist with this process.
5. File a complaint directly with the appropriate Federal or North Carolina agency (ex. Equal Employment Opportunity Commission, Office of Civil Rights). Contact information may be obtained from the Title IX Coordinator.

Notification Of Outcome

For cases adjudicated under Title IX Final Rule 2020, a written determination by the decision-maker addressing criteria described in the Final Rule must be sent simultaneously to the parties along with information about how to file an appeal.

For cases adjudicated under the Student Code of Conduct or the employee grievance procedures, the College will notify the accused in writing whether or not it found that sexual misconduct occurred, all disciplinary sanctions assigned in the case, and information about how to file an appeal. The College will notify the complainant in writing of the finding whether or not sexual misconduct occurred, any individual remedies offered to the complainant, other steps the College has taken to eliminate a hostile environment and prevent recurrence, and, information about how to file an appeal. The College will disclose to the complainant matters about disciplinary sanction(s) assigned to the accused that are directly related to the complainant's participation in the College's educational program and activities.

Names of any other persons, such as a victim/survivor or witness, will be included only with the consent of those persons. The College will not require a party to abide by a nondisclosure agreement that would prevent the re-disclosure of information related to the outcome of the proceeding.

Training And Education

The College expects all employees and students to participate in training and education on sexual harassment and sexual violence topics at regular intervals. Training and education topics and content provided by the College will be consistent with Title IX and Campus SaVE Act regulations and recommendations. Employees in specific roles will participate in specialized training. Those roles include Title IX Coordinator, responsible employees, counselors/advisors, complaint investigators, hearing officials, grievance committee members, and Public Safety staff. The sexual misconduct policy and procedures will be published in key College publications (ex. General Catalog, Student Handbook, Employee Handbook, College web site) and made widely available to members of the College community.

September 14, 2022

Students – Discrimination and Harassment Policy

Alamance Community College does not discriminate in administering its programs and activities. No person shall be denied access to admission or fair treatment or in any way be discriminated against based on race, color, national origin, religion, sex, sexual orientation, gender, gender identity or expression, pregnancy, disability, genetic information, age, political affiliation, or veterans' status.

For issues related to sexual harassment, assault, and violence, consult Policy 5.3.5 - Sexual Misconduct and Title IX Policy.

For issues related to all other types of unlawful discrimination and harassment, consult Policy 5.3.2 – Student Code of Conduct, and Procedure 5.3.2.2 – Discipline and Appeal for Non-Academic Violations.

June 13, 2022

ADMISSIONS

Through the “open door” admission policy, it is possible for the College to provide educational opportunities for a high school graduate or equivalent, a school leaver 18 years old or older, a school leaver 16 years old who has been granted proper release from a public school system, a high school student in a dual enrollment program, or an individual attending a public school who has obtained required approval.

The “open door” policy does not eliminate the restrictions on admission to specific programs. It does mean that these restrictions will be flexible enough that with careful guidance, students will have every opportunity to prove themselves under good teaching. Students will have the opportunity to remove admissions requirement deficiencies through developmental work. As soon as students can meet the specific admission requirements, they may be considered for admission to any curriculum program.

Applicants are encouraged to complete admission procedures at least 30 days prior to registration. Early application is important since enrollment in some programs may be limited. There is no application fee. Applications and other admission materials may be obtained by visiting or calling the Admissions office at the College, 336- 506-4270, visiting the College’s website (www.alamancecc.edu), or through area high school guidance counselors.

To be admitted to a curriculum program at Alamance Community College, the applicant must be a high school graduate or its equivalent or a high school student enrolled in an approved dual enrollment program. High school equivalency certificates that meet the standards of the North Carolina Board of Education are accepted.

Denial of Admission

The President or the President’s designee of Alamance Community College has the authority to refuse admission to any applicant during any period of time that the applicant is suspended or expelled from any other educational entity. The President of Alamance Community College may deny admission to any applicant, upon recommendation of the Vice President of Student Success, if it is necessary to protect the safety of the applicant or other individuals. When making a determination to deny admission, the President should consider whether there is an articulable, imminent, and significant threat to the applicant or other individuals. Further, if a decision is made to deny admission on the basis of a safety threat, the President or President’s designee shall document the following:

1. Detailed facts supporting the rationale for denying admission;
2. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and,
3. The conditions upon which the applicant who is refused could be eligible to be admitted.

The President may also deny admission on the basis of academic considerations or lack of program capacity, upon recommendation of the Vice President of Instruction, consistent with academic requirements established by the College.

Grievances related to denial of admission will be addressed through the process outlined in Admissions Policy 5.1.1, section II B "Appeal of Admissions Denials." Policies are accessed online at alamancecc.edu/policies.

Freshman, Transfer, or Readmit Admission for Degree or Diploma Programs

- Complete a residency determination at www.ncresidency.org.
- Complete the ACC application (www.alamancecc.edu).
- Submit an official sealed high school transcript or high school equivalency certificate scores. The requirement is waived for students with an earned associate degree or higher from an accredited college or university. In this case, the applicant must submit an official transcript showing the earned postsecondary degree. Students who do not submit official high school (or equivalent) transcripts by the end of the first semester will have a registration hold placed on their records until such documentation is received.
- Submit official sealed transcripts of all post-secondary education for which transfer credit will be sought.
- Proficiency in basic mathematics, algebra, grammar, writing, and reading is required for placement into many Alamance Community College courses. Proficiency and course placement are determined by high school GPA after the high school transcript is received. For applicants who do not have a GPA or graduated high school outside of the USA, placement testing may be needed. Exemptions from testing may sometimes be made for applicants with higher degrees, qualifying ACT/SAT scores, or transfer credit. For information on placement testing, visit the College’s website at www.alamancecc.edu/admissions-site/placement-testing/.

Certificate Programs

Individuals applying for certificate programs must complete an application for admission and submit an official sealed high school transcript or high school equivalency certificate scores, or an official sealed college transcript which documents high school graduation. In some programs, placement tests can be taken to satisfy specific prerequisites.

Non-Degree Students

Non-degree seeking students are those students who enroll in one or more courses but do not desire to graduate from one of the established curricula. The student may register for any course which is open to all students and does not require a prerequisite. However, if a student plans to register for a course that requires a prerequisite course, the student must submit an official transcript from a regionally accredited institution showing completion of this requirement with a grade of “C” or better prior to registering. An applicant who plans to enroll in mathematics and/or English courses must satisfactorily complete the College placement test requirement. Students may not register for courses in a program that has a waiting list or restricted admission (such as nursing).

Non-degree seeking students are not eligible for financial aid or veterans benefits nor are they permitted to earn any degree, diploma or certificate awarded by the College.

Provisional Status Students

Students who lack sufficient admissions data for their files at the time of application are considered provisionally admitted students. Students classified in this manner must provide all necessary data following actual enrollment.

Undocumented Students

Alamance Community College adheres to the North Carolina legislation regarding the admission of undocumented immigrants in community colleges.

Eligibility Requirements/Guidelines

- Undocumented immigrants must have graduated from an U.S. public high school, private high school, or home school that operates in compliance with state or local law. Undocumented immigrants with a GED credential are not considered to have “graduated from an U.S. public high school, private high school, or home school” and therefore are not eligible to be admitted to a community college. An undocumented immigrant with a diploma from an Adult High School that is located in the U.S. and operates or operated in compliance with State or local law is eligible to be admitted to a community college.
- Undocumented immigrants may not be admitted into a program of study that requires a professional license for admission since federal law prohibits states from granting professional licenses to undocumented immigrants.
- Undocumented immigrants will be charged out-of-state tuition whether or not they reside in North Carolina.
- Undocumented immigrants may not register for courses until the final registration period each semester.

International Students

ACC welcomes international students who have completed an equivalent to a 12-year public education in the USA and possess the requisite English proficiency skills necessary to be successful in any of our programs of study. Admission requirements include:

1. Official transcripts from any college(s) attended. ***A notarized, U.S. credentialed, translation of these documents into English may be needed.*** In that case, it is the applicant’s responsibility to secure the services of an independent academic credential evaluation provider. Providers are listed on the College’s website.
2. **Test score report.** Minimum admissions test scores are 88 on the Internet-based TOEFL or a band of 6.5 on the IELTS, unless the applicant enrolls in the necessary English as a Foreign Language (EFL) courses at the College. Applicants may also be required to take placement tests at the College. English placement tests will be waived for students who are level 5 completers of the American Language Academy (ALA).
3. A notarized **affidavit of sponsorship form requiring specific information about the student’s (or student’s sponsor’s) financial eligibility for study at ACC.** The College does not provide any medical coverage for students and is not liable for any expenses that a student incurs.
4. **Visa Clearance Form (for transfer students only).** The college that the student is currently attending completes this form. A photocopy of the student’s visa page of the passport is also required. A student must be enrolled for at least one semester in the college that originally issued the I-20. An official transcript from that school must accompany the application.

For more information regarding Admissions, consult Policy 5.1.1 and Procedure 5.1.1.1 General Admissions Procedures at alamancecc.edu/policies

English and Math Placement

Proficiency in basic math, algebra, grammar, writing, and reading is required for placement into many Alamance Community College courses. Placement is determined by high school GPA after the high school transcript is received by the College. Students are encouraged to consult the College’s website or speak with an admissions counselor to determine if placement testing will be needed. www.alamancecc.edu/admissions-site/placement-testing/.

Developmental Studies

Developmental Studies: Students who do not place into college-level English and/or math courses are required to complete transitional developmental courses and/or corequisite supplemental courses. The Placement Testing office or academic advisor informs the student about the specific transitional developmental courses and/or corequisite supplemental courses he/she is required to take. Courses with R grades must be retaken until a satisfactory grade is earned. Developmental grades are not averaged into a student's overall GPA.

Because a solid foundation of reading, writing and math skills is critical for student success, the College encourages students to complete required developmental/supplemental coursework early in their studies. Completion of this developmental/supplemental coursework is also required before students are allowed to register for courses in college math and English and many courses in the university transfer program. The College catalog lists which courses require completion of developmental/supplemental work.

Acceptance of Transfer Students/Credit Policy

A. Course work transferred or accepted for credit toward an undergraduate degree must represent collegiate course work relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's undergraduate degree program.

B. Any such earned credit must meet the minimum College academic standards of a grade of "C" or better and must parallel the content of similar courses offered. The maximum amount of credit allowed to be transferred is 75% of the student's program of study. Any course taken at a North Carolina Community College System institution will be accepted for the equivalent course except as specified herein.

For all others, the following criteria will be considered in determining the acceptability of the transfer course work:

1. Accreditation of the school by a regional or national accrediting body recognized by the United States Department of Education. Accreditation does not guarantee acceptance of transfer credit.
2. Equivalency of course descriptions, outcomes and analysis of course level, content, quality, comparability, and degree program relevance. It shall be the student's responsibility to provide documentation of this equivalency, which may include, but is not limited to, syllabi, course catalogs, course outcomes, etc.
3. Use of recognized guides, such as those published by the American Council on Education, the American Association of Collegiate Registrars and Admissions Officers, and the National Association of Foreign Student Affairs.
4. If the school was not accredited by a regional or national accrediting body recognized by the United States Department of Education at the time the course was taken, additional documentation will be required. It shall be the student's responsibility to provide any additional documentation requested.
5. For skills-based courses, particularly those in the advanced technology programs, demonstration of student skills may be a component of the evaluation process. Decisions related to acceptance of credit will be made by the appropriate faculty member(s) and Dean, in consultation with the Vice President of Instruction.
6. Within the Nursing department, departmental policy limits transfer credit for nursing courses to NUR 111 and NUR 117. These courses must have been taken no more than two years prior to enrollment at the College and have earned a grade of "B" or better. Credit for general education courses will transfer only with a grade of "C" or better.

C. The responsibility for determining transfer credit from other colleges and universities rests with the Registrar and Admissions staff. When there is doubt about the appropriateness of transfer credit or when a student wishes to appeal a transfer credit decision, the transcript will be referred to the appropriate Dean, whose decision will be final. In such cases, the Dean will note the decision in the student's academic file. Time limits may be imposed in certain situations, such as for health sciences program courses. Enrollment Management and the appropriate Dean will maintain a list of courses that have time limits for transfer. Any student challenge regarding the award of transfer credit will be referred to the appropriate Department Head or Dean. This credit must be approved by the Dean.

D. When a student transfers from a postsecondary institution to the College, the following steps will be implemented:

1. The student fills out an application for admission and is responsible for providing an official high school transcript (except when the student has already earned an associate's degree or higher) and an official transcript from any other postsecondary institution. The student should allow at least one month for the transcript evaluation process prior to registering for classes.
2. The Admissions staff evaluates the transcript and credit is accepted in accordance with the College's program offerings and the procedure stated herein. No credit for a course with a grade lower than a "C" may be transferred. The transcript evaluation is conducted in cooperation with the appropriate Department Head and Dean, as applicable.
3. The student is given placement test(s), if applicable.
4. The student continues with registration procedure.

The College recognizes the following additional opportunities for awarding transfer credits:

1. College Board Advanced Placement Program (AP): College course credit will be granted to students who pass the AP examinations with a score of three, four, or five. Students must submit a College Action Report to the Enrollment Management Office for consideration of granting college credit.
2. College-Level Examination Program (CLEP): College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education. Students must submit a CLEP transcript to the Enrollment Management Office for consideration of granting college credit.
3. Educational Experiences in the Armed Services: Servicemen and veterans may be awarded college credit for service schools they have attended. The service schools must be accredited by a regional accrediting agency. Before applying for credit, students should contact the service school(s) and ask them to which regional accrediting agency they belong. Students should Contact Enrollment Management for more information.
4. Non-curriculum to Curriculum Transfer Credit: Non-curriculum course work from the College related to curriculum instruction may be transferred or accepted for credit towards curriculum courses in specific programs. Students must have earned a minimum letter grade of a "C," passed the final assessment with a proficiency of 85% or better, or passed the applicable credentialing exam. The appropriate Dean for each division will approve non-curriculum course material prior to officially granting curriculum credit. Faculty teaching courses for which non-curriculum to curriculum credit may be awarded must meet all SACSCOC credentialing requirements.
5. Credit by Credential: Academic credit may be awarded for adequately documented and validated industry-recognized credentials. Credential credits must be approved by the subject-matter experts based on content and outcomes. The Department Head, Dean, and Vice President of Instruction must approve credential credits.
6. Transfer of credit to Nursing Program: Within the Nursing Department, departmental policy limits transfer credit for nursing courses to NUR 111 and NUR 117. These courses must have been taken no more than two years prior to enrollment at the College with a grade of "B" or better. Credit for general education courses will transfer only with a grade of "C" or better.

June 13, 2022

College Board Advanced Placement (AP) Program

Advanced Placement exams may be used for college credits in the following areas if score requirements have been met. Students should note that individual departments might require that this competency is current before advising students to enroll in higher level course work. Some departments also require that scores are current for admission into their program. Students should contact the Student Success office for specific requirements. Official score reports should be sent to the Admissions office.

For exams taken that are not on this list, contact the Coordinator of Admissions and Recruitment for guidance/credit.

Exam	Min. Required Score	Hours Granted	ACC Courses
Biology	3	4	BIO 111
Biology	4	8	BIO 111/112
Chemistry	3	4	CHM 151
Chemistry	4	8	CHM 151/152
Computer Science	3	3	CIS 115
Economics - Micro	3	3	ECO 251
Economics - Macro	3	3	ECO 252
English Language & Composition	3	3	ENG 111
English Language & Composition	4	6	ENG 111/112
Environmental Science	3	4	BIO 140/140A
Government & Politics	3	3	POL 120
Math Calculus AB	3	4	MAT 271
Math Calculus AB	4	8	MAT 271/272
Math Calculus BC	3	4	MAT 271
Math Calculus BC	4	8	MAT 271/272
Physics B	3, 4	4	PHY 151
Physics B	5	8	PHY 151/152
Physics C	3, 4	4	PHY 251
Physics C	5	8	PHY 251/252
Psychology	3	3	PSY 150

Spanish	3	3	SPA 111
Spanish	4	6	SPA 111/112
Statistics	3	4	MAT 152
US History	3	6	HIS 131/132
Western Civilization I	50	3	HIS 121
Western Civilization II	50	3	HIS 122
World History	3	6	HIS 111/112

College Level Examination Program (CLEP)

(Subject Examinations Only)

College credit may be awarded to individuals who have demonstrated knowledge through CLEP exams given by the College Board in the following areas. Students should note that individual departments might require that this competency is current before advising students to enroll in higher level course work. Some departments also require that scores are current for admission into their program. Students should contact the Student Success office for specific requirements. Official score reports should be sent to the Admissions office.

For exams taken that are not on this list, contact the Coordinator of Admissions and Recruitment for guidance/credit.

Exam	Essay Score	Required	Hours Granted	ACC Courses
Accounting, Introductory	No	50	4	ACC 120
American Government	No	50	3	POL 120
Biology	No	50	4	BIO 111
Calculus	No	50	4	MAT 271
Chemistry	No	50	4	CHM 151
College Algebra	No	50	4	MAT 171
College Algebra/Trig	No	50	4	MAT 172
English Composition	Yes*	50	3	ENG 111
Foreign Language	No	50	6	111/112
Information Systems	No	50	3	CIS 110
Macroeconomics	No	50	3	ECO 252
Microeconomics	No	50	3	ECO 251
Pre-Calculus	No	50	4	MAT 171
Sociology	No	50	3	SOC 210
Statistics	No	50	4	MAT 152
US History	No	50	3	HIS 131
US History II	No	50	3	HIS 132
Western Civilization I	No	50	3	HIS 121
Western Civilization II	No	50	3	HIS 122

ACC awards credit for successful completion of the following International Baccalaureate (IB) examinations in high school. Credit will be granted for scores of "5" and above on standard level courses and "4" or above on higher level courses that are applicable to the student's current program of study. To receive IB credit, students must provide the Admissions and Records Office with official score reports from the International Baccalaureate organization. Unofficial copies of score reports will not be accepted.

International Baccalaureate (IB) Credit

ACC awards credit for successful completion of the following International Baccalaureate (IB) examinations in high school. Credit will be granted for scores of “5” and above on standard level courses and “4” or above on higher level courses that are applicable to the student’s current program of study. To receive IB credit, students must provide the Admissions and Records Office with official score reports from the International Baccalaureate organization. Unofficial copies of score reports will not be accepted.

Exam	International Baccalaureate (IB)		ACC Courses
	Min. Required Score	Hours Granted	
IB Biology (Standard Level)	5	4	BIO 110
IB Biology (Higher Level)	4	4	BIO 111
IB Environmental Science (Standard Level)	5	4	BIO 140/140A
IB Chemistry (Higher Level)	4	8	CHM 151/152
IB Computing Studies (Higher Level)	4	3	CSC 120
IB Economics (Higher Level)	4	6	ECO 251/252
IB English A1 (Higher Level)	4	3	ENG 113
IB English A1 (Standard Level)	5	3	ENG 111
IB Geography	4	3	GEO 111
IB History (Higher Level)	4	3	HIS 112 or HIS 122
IB Mathematics (Higher Level)	4	8	MAT 271/272
IB Advanced Mathematics (Higher Level)	4	8	MAT 271/272
IB Mathematical Studies (Standard Level)	5	4	MAT 171
IB Mathematical Methods (Standard Level)	5	4	MAT 171
IB Physics (Higher Level)	4	8	PHY 251/252
IB Physics (Standard Level)	5	8	PHY 151/152
IB Spanish (Higher Level)	4	6	SPA 111/112
IB Spanish (Higher Level)	5	12	SPA 111/112/211/212

**This chart is a guideline of possible transfer credit. Credit may also be awarded at the discretion of the Dean.*

Credit from International Institutions

Credit may be awarded from certified, translated credentialed copies of international transcripts. Certification should include: course, credit, grade, equivalency for U.S. course work and the accreditation of the university/college. Sample U.S. credentialing companies are located on the College’s website.

Associate in Arts or Science (University Transfer)

Transfer credits in this area follow categorical guidelines included in the Comprehensive Articulation Agreement (CAA). Transfer courses that do not originate at a North Carolina community college or UNC institution may not total more than 14 semester hours of general education course credit (per the CAA).

Readmission

Any student that previously attended Alamance Community College, including ACC graduates, but has not enrolled in curriculum courses for two or more consecutive semesters (summer session excluded), must submit an application for readmission. Students applying for readmission must meet the requirements for the current program of study, including an evaluation of all coursework at ACC and other institutions. The current catalog at the time of readmission will govern the student's academic status and graduation requirements.

Students who have been suspended or dismissed for non-violent or academic disciplinary reasons may be readmitted either under a condition of general probation or subject to specific readmission provisions as determined by ACC, upon approval of the Vice President of Instruction or Vice President of Student Success, as applicable. The Student Code of Conduct policy applies to all readmission considerations.

In instances when the dismissal of a student occurred because of articulable, imminent, and significant threats made by the applicant for readmission to himself/herself, other individuals, or property, ACC reserves the right to deny readmission. Students who have been dismissed on the basis of making prior threats shall submit an application for readmission, including written evidence from qualified professional sources, that the student no longer poses a threat to himself/herself or other members and property of the College community.

ACC reserves the right to deny readmission in all instances of application for readmission, whether for academic or non-academic reasons.

EXPENSES

Business Office

The Business Office maintains the College's accounting records, accepts tuition and fee payments, and disburses certain financial aid funds. During the fall and spring semesters, students may visit the Business Office between the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday. The Business Office operates under extended hours during certain registration periods, but closes on Fridays at 12:00 noon during the summer term.

Tuition and Fees

Tuition is established by the North Carolina General Assembly and is subject to increase. Current tuition rates are reflected below.

North Carolina Resident—Students who are residents of North Carolina now pay a maximum tuition of \$1,216 per academic semester. Resident students enrolled for less than 16 semester hours are charged tuition at the rate of \$76.00 per semester hour.

Out-of-State Resident—Students who are not legal residents of North Carolina pay a higher tuition than do resident students. Nonresident students pay a maximum tuition of \$4,288 per academic semester. Nonresident students enrolled for less than 16 semester hours are charged tuition at the rate of \$268.00 per semester hour.

Student Fees—An activity, parking, and technology fee of \$33 per academic semester is charged to all full-time students whether classified as a resident or nonresident of North Carolina. Part-time students carrying 1 to 5 credit hours pay a fee of \$11 per semester. Students carrying 6 to 11 credit hours pay a fee of \$22 per semester. Students carrying 12 hours or more pay the full \$33 fee. These fees are due at the beginning of each semester and are not refundable. Collection methods and fee payments are subject to change by state and local board action.

A minimum of 40 percent of the fees is disbursed at the discretion of the Student Government Association, and is used to fund student clubs and organizations, publications, and activities such as cultural and social events for the student body. The balance of the fees is used to pay costs of parking and public safety activities.

Tuition waivers are available for high school students enrolled in the Career and College Promise Program. The Student Success office has the most updated information regarding the Career and College Promise Program for high school students.

Summary of semester expenses for full-time students carrying 16 semester hours or more:

	<u>Semester Expenses</u>	
	<u>NC Resident</u>	<u>Nonresident</u>
Tuition	\$1,216.00	\$4,288.00
Student Fee	33.00	33.00
Books and Supplies (estimated)	<u>800.00</u>	<u>800.00</u>
Estimated Total	\$2,049.00	\$5,121.00

Amounts are estimates and are subject to change. Tuition for summer term may vary.

For more information, see policy 6.1.1 - Tuition and Fees and Policy 6.1.2 - Tuition Residency Requirements at alamancecc.edu/policies

Insurance

Accident insurance is available for students while in college. Students desiring this coverage may make payment during fall registration or at other times designated by the Business Office. This fee is not refundable. While insurance is optional, all students enrolled in courses with shops or labs are strongly encouraged to take advantage of this insurance. Currently the cost of this optional policy is \$6/year or \$1.50/semester.

Nursing, allied health, Cosmetology and Early Childhood students must obtain liability insurance each academic year prior to participating in clinical activities. The coverage is obtained through the College and is the financial responsibility of the student. This fee is not refundable and is charged automatically to applicable courses by curriculum department heads. Currently the cost of this insurance is \$16.

Some of the clinical agencies that provide sites for courses required for Nursing students expect students to be covered by personal health insurance. Students assigned to those agencies are responsible for their own health insurance. Students are financially responsible for any medical treatment rendered for illness or injury while enrolled in the programs.

Graduation Fee

Each curriculum student is charged a graduation fee after applying for graduation. This fee covers the cost of the certificate, diploma, or degree. This graduation fee will be refunded only in the event the student does not meet graduation requirements. Any student completing a second certificate, diploma, or degree within the same graduation year will be required to pay the additional cost of the certificate, diploma, or degree. Graduates of the Adult High School program and High School Equivalency (HSE) program pay the same fee required of curriculum graduates.

Residency Status for Tuition Purposes

Residency determinations for tuition purposes are made by the North Carolina Residency Determination Service (RDS). In order for a student to receive the benefits of in-state tuition and/or state student aid, a residency determination from RDS is required. The specific standards for determining resident status for tuition purposes are set forth in North Carolina General Statute section 116-143.1. For information on RDS, or to appeal an initial residency determination, go to www.ncresidency.org or review Tuition Residency Requirements Policy 6.1.2 at: alamancecc.edu/policies

Books and Supplies

The Follett Bookstore on the Carrington-Scott Campus provides students with all required textbook materials, including textbook rental and RedShelf digital titles. The rental program option allows students to search rentable textbooks by title and course online at www.efollett.com. All textbook rentals must be checked-in by an associate inside the bookstore. There is a drop box available outside the bookstore for for textbook rentals including step-by-step instructions.

A large selection of basic school supplies are available as well as art supplies, drafting kits, computer accessories and culinary supplies and uniforms. The store carries a selection of Alamance Community College clothing and gifts. Gift cards and a textbook buyback service are also available. Campus ID is required for buyback. Students must be present with their ACC campus ID in order to sell back textbooks. Customers without a student ID must provide proof of campus affiliation or course enrollment

Payments can be made by cash, checks, Visa, MasterCard, Discover and American Express. Students may purchase in the store or online. Questions concerning bookstore policies and/or procedures should be directed to the Bookstore manager or staff.

Student Housing

The College does not have dormitory facilities, nor does it assume any responsibility for student housing. If the student must secure housing while attending Alamance Community College, it will be his/her responsibility to investigate possible sources and make the necessary financial arrangements. The student is urged to do this well in advance of his/her enrollment.

Tuition and Fees Refund

A 100 percent refund of **tuition and fees** shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the College calendar. Also, a student will receive a 100 percent refund if the course for which the student is registered is canceled.

A 75 percent refund of **tuition** shall be made if the student officially withdraws from the course(es) prior to or on the official 10 percent point of the course.

For courses beginning at times other than the first week (7 calendar days) of the semester, 100 percent refund will be given if the student withdraws from the course prior to the first class meeting and 75 percent refund shall be made if the student withdraws prior to or on the 10 percent point of the course.

No refunds shall be made after the official 10 percent point of the course.

In order for the student to receive either a 100 percent or a 75 percent refund he/she must complete all paperwork to officially drop his/her course(es). Asking the instructor for a “drop” from the course is not officially dropping the course(es).

For students dropping courses with the intent of adding replacement courses, both the **drops and adds must be made in the same transaction** to receive the corresponding refund credit. Failure to comply will result in a 25 percent reduction in refunds. For more information review Policy 6.1.4 at: alamancecc.edu/policies

Repayment Policy for Financial Aid Students

Financial Aid students are responsible for completing the paperwork to withdraw from course(es); otherwise, they will be responsible for repaying all tuition and fees to the College.

1. Full repayment of any charged tuition and book fees is required if the student never attends or withdraws prior to the Financial Aid recalculation date. Any funds used for tuition and books must be repaid to the College in full.
2. A proportional repayment of Pell Grant funds is required if the student withdraws from all courses prior to the 60 percent point of the semester. A calculation will be performed to determine the portion of federal funds earned and unearned and the amount of the repayment required by the student and the College. The student shall be responsible for the tuition refund the College is required to return for unearned tuition and this amount will remain as a balance on the student's account until repaid. Students are also required to repay to the United States Department of Education the unearned portion of the funds received.

Payment

Payment may be made to the Cashier office or via phone by cash, check, money order or credit card (American Express, VISA, Discover, or MasterCard only). American Express, VISA, Discover, and MasterCard payments can be made on Self Service. A \$31 charge for returned checks will be assessed, and any student who has had a check returned will forfeit the privilege of paying by check. Any returned checks must be satisfied immediately. Payments may be submitted at the Cashier office.

Nelnet Payment Plan

Students also have the option to enroll in a payment plan with Nelnet. The payment plan is interest free and requires a non-refundable enrollment fee of \$25.00, plus a down payment. Students can sign up for the payment plan through their Self Service account and payments are automatically drafted on the fifth day of the month. If the student's financial aid gets awarded or their schedule changes, the payment plan balance will automatically adjust.

Tuition Transfer

If a student has paid tuition for a given semester and moves to another area of North Carolina, the curriculum tuition paid for that semester can be transferred to any other technical college or community college, provided the student presents a copy of the receipt for that semester and satisfies all admissions, academic, and administrative requirements of each institution. This includes only the curriculum tuition and does not include any other student fees.

Tax Information

Form 1098T-Tuition Payments Statement will be available in an electronic format on the student's Self Service account by January 31.

If the student elects to receive the Statement electronically, he/she must log onto Self Service and print the form. The 1098T Statement will remain in electronic format thereafter unless the student changes his/her preference.

If the student does not choose the electronic format, Form 1098T will be mailed to the student by January 31. If the information on the 1098T is incorrect according to his/her records, the student should bring it and copies of his/her records to the Cashier Office for correction. Form 1098T captures only the amount billed to the student.

FINANCIAL ASSISTANCE

The public purpose of Financial Aid programs is to provide financial assistance to students who, without such aid, would be unable to attend college. Financial aid takes many forms, including federal, state and college grants; scholarships; loans; work-study employment; or a combination of these funding sources. It is the policy of Alamance Community College to make available to students both need and merit-based financial aid resources for which they are eligible in order to attend ACC. The following policies and resources are intended to provide guidance to students desirous of enrolling at the College.

The Financial Aid Office (FAO) is designated as the principal point of contact for information about, application for, verification and administration of financial aid resources at ACC. The FAO provides current information about how to apply for financial aid, the types of aid available, financial literacy, cost of attendance, and the administration of aid once verified and awarded.

A. Availability of Financial Aid: While ACC provides assistance and resources to all applicants, it is the responsibility of every student to apply for financial aid. On-line resources about the availability of financial aid by funding source are available from the following:

1. **Federal Assistance:** U.S. Department of Education:
www.studentaid.gov

- **Federal Pell Grant (Title IV):** The Pell Grant (FPELL) is a federal aid program based primarily on financial need. Students apply using the Free Application for Federal Student Aid (FAFSA) and are classified on an index of need. The amount of grant money to an individual varies based on federal government guidelines. Pell grants can be applied to the regular academic year or to the summer session.
- **Federal Grants (Other):** An example is the Supplemental Educational Opportunity Grant (SEOG). The SEOG grant is a supplemental grant to the Federal Pell Grant program with the same criteria as defined for Pell grants
- **Federal Work Study:** This financial aid award allows students to earn a portion of the cost of their education through supervised work at a specific job, according to an agreed-upon schedule, for a definite rate of pay per hour and a certain length of time. Students are not allowed to work during their regularly scheduled class hours.

Note: ACC has elected not to participate in Federal Loan Programs.

2. **State Assistance:** **CFNC.org** and

- North Carolina Community College Grant
- North Carolina Education Lottery Scholarship
- North Carolina Longleaf Grant Program

With respect to all other State grant or scholarship programs, The State Board of Community Colleges, through the System Office, administers a number of both state and privately funded scholarship and other financial aid programs. Each of these programs is accompanied by guidelines and procedures for accessing the funds and making re-payments in the event of non-compliance. The eligibility criteria and guidelines can be located at: **www.nccommunitycolleges.edu**

3. **North Carolina Longleaf Grant Program:**

4. **Scholarships:** Federal, state, local, and ACC sources offer scholarships. They are awarded based on financial need, academic performance, and/or time of application. Some scholarships are open to all students while others are open to students in specific program areas; for example, business, machining, or nursing. Most scholarships require the completion of the FAFSA to establish financial need. The Alamance Community College Foundation awards several hundred scholarships each academic year. Scholarship application forms are found on the College's web site: **<https://alamancecc.edu/scholarships>**.

5. **College Resources:** **www.alamancecc.edu/financial-aid**

Note: For a list of more than 130 "named" scholarships stewarded by the ACC Foundation, go to: **<https://alamancecc.edu/scholarships>**

B. Determining Eligibility for Financial Aid: Students must apply for financial aid online at **www.studentaid.gov** designating Alamance Community College "School Code" (005463). All federal and most state sources of financial aid require completion of the FAFSA (Free Application for Federal Student Aid) to determine eligibility.

A partial list of possible eligibility criteria includes:

- A U.S. citizen or eligible non-citizen.
- Provide a valid social security number.
- Not in default on a Title IV student loan borrowed for attendance at any institution.
- Not owe a repayment on a Title IV grant received for attendance at any institution.

- Not be enrolled concurrently in an elementary or secondary school.
- Have a valid high school diploma or GED.
- Be enrolled or accepted for enrollment in an eligible program of study.
- Not be convicted of a federal or state drug offense while receiving Title IV funds.
- Maintain satisfactory academic progress.

For a complete list of criteria, contact the FAO.

1. It is the policy of Alamance Community College to verify information for applicants of federal financial aid selected by the U.S. Department of Education for verification. Further, the Financial Aid Office (FAO) is authorized to request of applicants any documentation necessary to determine student eligibility for federal, state or college-administered financial assistance. Verification of eligibility is required before an award can be made; therefore, it is the responsibility of the student to provide information requested by the FAO or its designee.
2. **Eligibility for Summer Pell grants** can occur in two ways.
 - a. In the event a Federal Pell grant recipient does not use his/her full award by attending full time both fall and spring semesters, any funds not used during the regular academic semesters can be applied to the summer session if the student meets the enrollment criteria.
 - b. Federal Pell grant rules allow students to receive additional Pell grant funds to accelerate the completion of their program of study. A student qualifies by summer enrollment in a minimum of 6 credit hours in his/her major. Students unable to enroll for 6 or more credit hours in their majors should contact the FAO to learn about other potential sources of summer session funding.
3. **Special circumstances:** Income often changes due to loss of a job, loss of a family member, or divorce. A student whose income has significantly changed from the prior year may complete a “special circumstance form” which enables the FAO to calculate income using the most recent 12 months of income. More information is available from the FAO (336-506-4340).
4. **Near Maximum Time Frame:** Students near the maximum time frame for their primary program of study will be notified that they are close to the maximum period allowed for their program of study. If it is mathematically impossible for a student to graduate within the remaining credit hours, the student will no longer be eligible for federal or state aid. Students who can provide confirmation that they will complete the program of study within the remaining credit hours can retain their eligibility.

C. Maintaining eligibility for Financial Aid: Students must also maintain eligibility in order to continue to receive federal and state financial assistance beyond the initial award. Federal and state policies require students receiving financial aid to maintain “satisfactory academic progress” (SAP) standards as a condition of award. The ACC Financial Aid Office (FAO) strictly adheres to this policy. Under U.S. Department of Education rules, SAP has three qualitative and quantitative standards that students must adhere to and maintain in order to remain eligible:

1. **Qualitative Standard:** Students must maintain a minimum cumulative 2.0 grade point average (GPA); and,
2. **Quantitative Standard:** Students must also complete a minimum of 67 percent of all credit courses in which they enroll. Attempted hours versus completed hours are calculated to determine completion rate. Only grades of A, B, C, D, F, P, R, PA, PB, PC, or CE (Credit by Exam) are counted as earned hours. For maintaining financial aid eligibility, grades of I (Incomplete), WP, W, WF are not counted as credit hours earned, but they are counted as credit hours attempted. Credit hours are used in the determination of enrollment status; IE and WE grades are not calculated in the quantitative standard; and
3. **Maximum time frame:** A financial aid recipient is given 150 percent of the credits needed to graduate from his/her degree or diploma program. That is typically three years in a two-year degree program and two years in a diploma program to complete graduation requirements. In general, a maximum of about 105 attempted credit hours is allowed for an associate degree program and a maximum of about 60 attempted credit hours is allowed for a diploma program.
4. **Near Maximum time frame:** Students near their maximum time frame for their primary program of study will be notified that they are close to the maximum period allowed for their program of study. If it is mathematically impossible for a student to graduate within the remaining credit hours, the student will no longer be eligible for federal and/or state aid. Students who can provide confirmation that they will complete the program of study within the remaining credit hours can retain their eligibility.

Alamance Community College also adheres to federal rules and standards regarding taking Developmental Education courses, audited courses, and course repeats in determining SAP. The College will evaluate the SAP for each student receiving financial aid on a semester-by-semester basis.

The FAO will assist students individually to maintain their financial aid eligibility. If however a student fails to meet any of the three SAP standards for two consecutive semesters, he/she will receive a notice that he/she is no longer eligible for any financial aid. No further financial aid will be awarded until the student corrects the academic progress deficiencies. A student has a right to appeal the suspension of financial aid only in cases where it is mathematically possible to achieve satisfactory SAP status prior to graduation. In order to initiate the appeal process, the student should submit a written appeal to the Financial Aid Office who will provide it to the SAP Appeals Committee. The written appeal should include:

- An academic plan, developed by consultation with a Student Success coach or academic advisor, indicating how the student will meet the SAP standards including minimum grade point average, minimum completion rate, and maximum time frame; and,
- Third party documentation (counselor, advisor, or medical reports, etc.) that demonstrates significant circumstances that precipitated a failure to meet the SAP standards.

The Director of Financial Aid or his/her designee will notify the student making the appeal of a decision by the SAP Appeals Committee by electronic and/or U.S. Mail notification. The final decision to reinstate rests with the Appeals Committee. If the SAP appeal is denied a student may “earn” future reinstatement, as long as he/she qualifies under the maximum time frame requirement, by taking classes and earning a minimum cumulative grade point average of 2.0 and achieving a minimum completion rate (67 percent) sufficient to meet the SAP standards. If the SAP appeal is approved, the student will be placed on a continuing probation until he/she regains satisfactory SAP compliance status. The student must comply with the academic plan standards listed on the continuing probation contract.

D. Amount of Financial Aid Award: The amount of financial aid the student applicant may receive is subject to multiple factors, such as the demonstrated financial need, number of credit hours attempted, availability of funds, and other considerations.

E. Credit Clock Conversion Policy: The following programs at Alamance Community College do not have an associate degree component so the federal aid program regulations require the College to base the awards on a special calculation to determine Title IV credit hours for these programs:

Dental Assisting

To receive the amount listed on a student’s award letter, he/she must be enrolled in 12 Title IV credit hours each semester for Federal aid and 15 Title IV credit hours each semester for North Carolina Community College state grants. To determine Title IV credit hours, multiply the number of contact hours by 16 and divide by 30.

Example: Registered for 14 credit hours and 15 contact hours

$(15 \text{ contact hours} \times 16) \div 30 = 8 \text{ Title IV hours}$

If a student is enrolled in one of the above diploma level programs, the Federal Pell Grant will be prorated depending on the amount of contact hours he/she is taking:

- 23-28 contact hours = student will receive 100% of the award
- 17-22 contact hours = student will receive 75% of the award
- 12-16 contact hours = student will receive 50% of the award
- Less than 12 contact hours = student will receive 25% of the award

F. Disbursement of Financial Aid: Awarding and disbursement of financial aid is a cooperative process between the Office of Financial Aid (FAO) and the Office of Business and Finance. The FAO prepares, determines the amount of, and administers financial aid awards. The Office of Business and Finance disburses the payments. Specific and individual student information concerning satisfactory academic progress, financial eligibility, payment of financial aid, and refund of overpayment is available from the FAO and the Veterans coordinator.

1. **Title IV and State Aid Disbursement Policy:** Federal Pell Grant and State Grant funds are available approximately 10 (ten) days prior to the beginning of each semester for educational expenses, including the payment of tuition, required fees and textbooks/supplies required for that academic term’s courses.
 - a. Books can be charged against the student’s account at the Follett Bookstore on the Carrington-Scott Campus; or
 - b. Supplies for the specific academic term’s courses can be obtained by student request for a voucher that can be applied to purchase scrubs at Uniform Destination or to purchase welding supplies at several supply stores.

Federal and state financial aid awards in excess of educational expenses may generate a “financial aid refund.” This represents the dollar amount remaining after educational expenses have been deducted. Some types of financial aid may not qualify for a “financial aid refund.” Any remaining fund balance in excess of the academic term’s expenses will be disbursed approximately six weeks after the student’s semester begins, after enrollment is verified, and after balances are calculated.

With respect to enrollment verification, class attendance throughout the semester and the number of credit hours enrolled determines the eligibility for a “financial aid refund.” Financial aid will be credited to a student’s account based upon the financial aid recalculation date for curriculum courses and the hours enrolled at that point, but not before. If a student increases or decreases his/her credit hours before the recalculation date, it will affect his/her financial aid award and potential refund. If a student adds credit hours after the financial aid recalculation date, financial aid will not be increased. To learn how the recalculation date is determined, visit www.alamancecc.edu/financial-aid-site/refunds-and-return-of-title-iv/

2. **Scholarship Disbursement Policy:** The majority of ACC Foundation scholarship funds are awarded annually by July 31 for the coming academic year. Additional funds may be awarded after that date, subject to availability. ACC Foundation scholarships cover tuition and fees and in many cases cover required textbooks and supplies. In cases when the student has already paid his/her tuition prior to the award of the scholarship, the award may carry to the following semester. In cases where the student does not plan to be at ACC the following semester, a refund may be requested but is not guaranteed.

G. Repayment of Financial Aid: The award of financial aid enables students to access to higher education opportunities at Alamance Community College. Accompanying the award and acceptance of financial aid is a responsibility on behalf of the student to adhere to federal, state and college regulations and policies. Federal regulations assume that students earn financial aid over the course of an academic term by attending classes. State regulations require adherence to the State Board of Community Colleges, North Carolina General Statute and third-party grantor policy, laws and conditions. Awards made by the ACC Foundation are often accompanied by academic performance requirements. Failure to abide by federal, state or college regulations and policies may result in not only the loss of the award, but also the repayment of funds by recipient to the awarding entity.

1. **Repayment and Recalculation of Title IV [Federal Pell Grant] Funds:** As ACC is an institution that requires attendance-keeping for all courses, a student’s withdrawal date is either:
 - a. The date the student began the College’s withdrawal process (as described in the ACC catalog) or officially notified the College of intent to withdraw; or
 - b. The student’s last date of attendance at a documented academically-related activity.

ACC makes a determination of the amount of financial aid funds earned and unearned over the academic term by a student’s class attendance, and complies with federal financial aid regulations, as follows:

 - a. **No attendance (No Show):** If a student awarded financial aid fails to attend any classes, the student is responsible for repaying all Federal Pell Grant funds received, including any portion thereof used for tuition, books and required fees.
 - b. **Withdrawal on or before Financial Aid Recalculation Date:**
 - i. If a student awarded federal financial aid withdraws before attending classes, the student is responsible for repaying all Federal Pell Grant funds received, including any portion thereof used for tuition, books and required fees.
 - ii. If a student attends and withdraws from all classes before the Financial Aid recalculation date, he/she earns a small portion of the Federal Pell Grant. The student is responsible for repaying the remaining Federal Pell Grant funds received, including any portion thereof that was used for tuition, books, and required fees.
 - iii. If a student attends and withdraws from one or more classes before the Financial Aid recalculation date, but remains enrolled in one or more classes at the recalculation date, the classes that are withdrawn before the Financial Aid recalculation date cannot be counted in the student’s enrollment for Federal Financial Aid awards.
 - iv. Courses added to a student’s enrollment after the student’s recalculation date cannot be counted in the student’s enrollment for Federal Financial Aid awards.
 - c. **Course Adjustments After the Recalculation Date:**
 - i. If a student attends classes but completely withdraws prior to the 60 percent point of the student’s academic term, the student is responsible for repaying a portion of Federal Pell Grant funds received. If the student receives course grades of F, WP, and/or Incompletes before the 60 percent point of the academic term, the student may have to repay any unearned financial aid funds that were disbursed. Students should consult the Financial Aid Office to determine their individual circumstances when withdrawing prior to the 60 percent point of their academic term.
 - ii. The ACC Financial Aid Office will perform a calculation to determine the portion of federal funds earned and unearned, and the amount of the repayment required by the student and the College. The student will be responsible for the Return to Title IV portion of tuition that the College is required to return to the United States Department of Education (US DOE). Any balance that the student fails to repay shall remain

on his/her account. A written communication will be sent to the student informing him/her of the required repayment amount. The student will be given 45 days to repay the “overpayment” amount to ACC. Failure to repay the amount owed will result in a referral to the US DOE for recovery. Repayments must be cleared prior to the receipt of any additional Title IV funds, and will restrict a student’s ability to re-enroll at ACC for a subsequent academic term.

- d. **Withdrawal After the 60 Percent Point:** If a student awarded federal financial aid withdraws after the 60 percent point of the academic term, the student is deemed to have earned 100 percent of the federal financial aid award. Therefore, no Return to Title IV funds will be required of the student.
2. **Repayment and Recalculation of State Grants and the North Carolina Education Lottery Scholarship Program:** The North Carolina General Assembly established The Community College Grant Program and the North Carolina Education Lottery Scholarship for the benefit of needy students. These programs are complementary in their eligibility requirements and require the repayment of state funds for student withdrawal before or at the 35 percent point of the academic term. It is the policy of Alamance Community College (ACC) to comply with student eligibility, satisfactory academic progress, and attendance policies consistent with the administrative guidelines established by the State Education Assistance Authority and College Foundation of North Carolina, respectively. The formula below will be used to determine the repayment of funds for either program in which the student has not earned the funds by failing to attend classes, or withdrawing during the academic term on or before the 35 percent point. The “last date of attendance” will be used, consistent with Title IV regulations, for return of state funds.
 - a. **Official Withdrawal before or on the 35 percent point of the term:**
 - i. **Institutional Charges:** If a student is entitled to a refund of tuition and fees, the state grant funds paid but unearned, as calculated by a consistently applied federal methodology, must be returned before issuing any refunds.
 - ii. **Non-institutional expenses:** If a student withdraws on or before the 35 percent point of the term, ACC shall calculate and prorate the amount of state funds disbursed for non-institutional expenses, and return state funds as appropriate.
 - iii. Any credit balance created by State funds and awaiting disbursement must be returned to the State Grant program rather than released to the student.
 - iv. ACC is not required to return any funds for non-institutional expenses when a student officially withdraws after the 35 percent point of the term.
 - b. **Unofficial withdrawals or no earned academic credit:**
 - i. If a student does not officially withdraw during the academic term before or on the 35 percent point of the term, ACC will determine and document the last date of attendance, consistent with regulations for the return of Title IV funds. ACC will calculate any required return of State funds using the same methodology identified for an official withdrawal.
 - ii. If ACC cannot document the last date of attendance, it will:
 - a) Calculate any required return of State funds, noting that the last date of attendance cannot be determined.
 - b) Calculate the refund using the 10 percent point in the semester as of the date of withdrawal (if ACC indicates that the last date of attendance or academic activity could not be established).

In all cases in which a student earns no academic credit for a term, ACC must determine whether the term was completed. If ACC determines that the student did not withdraw, but instead completed the courses and earned no academic credit, ACC is not required to return State funds. If ACC determines that the student unofficially withdrew, ACC will determine if any funds must be returned to State grants. Future disbursements of State aid are subject to Federal Title IV satisfactory academic progress determinations.
 - c. **The priority order of repayment of state funds** required by this policy, up to the maximum amount of funds disbursed from each program, will be:
 - i. The Education Lottery Scholarship Program;
 - ii. The Community College Grant Program;
 - iii. The North Carolina National Guard Tuition Assistance Program; or,
 - iv. All other State grant or scholarship programs.
 3. **Repayment to ACC Foundation:** The repayment of student scholarships and financial aid to the Alamance Community College Foundation shall be made in compliance with policies adopted by the Foundation, not inconsistent with policies adopted by the ACC Board of Trustees.

H. Lifetime Limits of Federal Financial Aid–Pell Grants: The U.S. DOE has established a “Lifetime Eligibility” maximum amount of Federal Pell Grant (FPG) funds that a student may receive. The lifetime eligibility is limited to the equivalent of six (6) years. The maximum that a full-time student may receive each award year (July 1–June 30) is 150 percent (full time Fall, Spring Summer). Therefore, the lifetime eligibility of FPG funds that a student may receive is the equivalent of 600 percent.

Students are responsible for tracking the use of their lifetime eligibility maximum amount, whether they complete their studies at ACC or transfer to another community college or baccalaureate degree granting institution. The U.S. DOE has established an on-line tool for student use in monitoring and tracking the “Lifetime Eligibility Used” (LEU). Using their Federal Student Aid I.D., students can log in to: National Student Loan Data System to view their LEU status. If for example a student is eligible for 100 percent in an award year, but attends only one semester, he/she would have only used 50 percent. The NSLDS accumulates the percentage of eligibility used over the course of the student’s academic progression at any higher education institution.

I. Lifetime Limits of North Carolina State Aid: The North Carolina Legislature has established a “Lifetime Eligibility” maximum amount a student may receive from the North Carolina Community College grant and the North Carolina Education Lottery grant. The North Carolina Community College grant is limited to 6 full time academic semesters or the equivalent if enrolled part-time. The North Carolina Education Lottery grant is limited to 10 full time academic semesters or the equivalent if enrolled part-time. Students are responsible for tracking the use of their lifetime eligibility amount whether they complete their studies at ACC or transfer to another postsecondary institution.

VETERANS INFORMATION

Alamance Community College educational programs are approved by the North Carolina State Approving Agency for the enrollment of persons eligible for education assistance benefits from the U.S. Department of Veterans Affairs (VA). The Veterans Services Coordinator in the Admissions office provides information and assistance to students applying for military education benefits. Students eligible for benefits should follow the procedures outlined below.

- A. Select an eligible program (any program in the ACC Curriculum Catalog or the BLET program) and apply for admission to the College. Complete all admissions requirements including the submission and evaluation of the official high school transcript and transcripts from all postsecondary coursework.
- B. Submit an application for veterans benefits online at www.va.gov/education/how-to-apply/. Notify the Veterans Services Coordinator at the College of intent to receive veterans' benefits. The following documents are required:
 1. Certificate of Eligibility from the VA or VA Form 22-1995 for veterans with prior training, or
 2. A printout of available benefits from Ebenefits, or
 3. A written request to use his/her benefits at Alamance Community College (to be verified with the U.S. Department of Veterans Affairs that the veteran has benefits remaining).

Disabled veterans attending under Veteran Readiness and Employment (VR&E) must have the approval of a counselor at the VA Regional Office in Winston Salem before payment of benefits may be authorized. Veterans who may need academic accommodations in courses must contact Alamance Community College's Coordinator of Disability Services.

Active Reserve members receiving Tuition Assistance (TA) must be approved by the Army, Navy, or Air Force Reserve Education Office. Courses must be approved prior to the first day of classes. The Veterans Services Coordinator will assist students with the paperwork required for this approval.

Members of the Selected Reserve and National Guard may be eligible under Chapter 1606 to receive education benefits while attending Alamance Community College. Contact the U.S. Department of Veterans Affairs for details.

Depending on the education assistance chapter or program for which a student is eligible, he/she may be responsible to pay tuition at the beginning of the semester and then receive reimbursement at a later date. Veterans are encouraged to apply for financial aid to assist with these potential "upfront" costs. Alamance Community College does not participate in the advance pay program.

Effective January 5, 2021, ACC programs are financially responsible, instead of the student, for benefits paid directly to the College. This is pursuant to the Post 9/11 GI Bill for tuition and fees, as well as advance payments of initial education assistance. As a result of this VA policy change, none of the aforementioned funds will be refunded to students until after the end of each semester.

The amount of TA a student earns is determined on a pro-rata basis of the actual percentage used, with the unused percentage being used to determine how much is refunded. The used percentage will be rounded to the nearest 100th. The remaining percentage is the portion of T.A. that will be refunded to the Military. In order to most efficiently follow this DOD policy, ACC will not bill Federal Tuition Assistance for the tuition portion of charges until the 60% point of the class/semester. Students are responsible for paying all fees by the published deadline for each registration period.

The current Schedule for Return of Unearned Military Tuition Assistance Funds is posted on the College website at www.alamancecc.edu/financial-aid-site/files/2020/02/Unearned-TA-Policy-Rev.-2019.pdf.

Standards of Progress

Students receiving veterans benefits must conform to certain standards of progress and conduct:

A. Maintenance of satisfactory attendance

1. If a student is dropped from class and not readmitted, the drop is reported to the United States Department of Veteran Affairs (USDVA) when the drop decreases training time. A total withdrawal will result in termination of all benefits. Retroactive overpayments from the beginning date of the term will be charged unless mitigating circumstances are established by the student and sent to the USDVA.
2. Complete withdrawals from the last two previously enrolled semesters is considered unsatisfactory attendance. A student who completely withdraws from the last two previously enrolled semesters will not be recertified during the subsequent semester. Veteran benefits may be reinstated after attending one semester in a decertified status if satisfactory attendance is maintained.
3. Appeals to the decertified status must be made in writing to the Director of Enrollment Management using the VA Certification Appeal form found on the College's website. The appeal must (1) include explanation/documentation regarding the mitigating circumstances that led to the complete withdrawals, (2) include an action plan for success moving forward, and (3) be received at least one week prior to the start of the semester. A decision will be sent to the student in writing within three business days of the appeal.

B. Maintenance of satisfactory academic progress

1. Students must maintain satisfactory academic progress as defined by the College. At Alamance Community College, students in curriculum programs must achieve a cumulative GPA of 2.0 to be progressing towards/eligible for graduation.
2. A student who does not maintain a 2.0 cumulative GPA for two consecutive semesters will not be recertified for veteran benefits until satisfactory academic progress is achieved.
3. Appeals to the decertified status from unsatisfactory progress must be made in writing to the Director of Enrollment Management using the VA Certification Appeal form found on the College's website. The appeal must (1) include explanation/documentation regarding the mitigating circumstances that led to the unsatisfactory GPA, (2) include an action plan for success moving forward, and (3) be received at least one week prior to the start of the semester. A decision will be sent to the student in writing within three business days of the appeal.

C. Maintenance of satisfactory conduct

1. The USDVA will be notified if a student using veteran benefits is dismissed due to unsatisfactory conduct. In addition to any condition specified as a result of the dismissal, the student must meet with the Vice President of Student Success prior to reentering the College. Recertification for veteran benefits will occur upon recommendation by the Vice President of Student Success.

Credit Hours for Veterans

Listed below is the number of hours required to draw benefits for all eligible programs:

VA payments are based on an individual's classification according to his/her CREDIT HOURS per semester for all programs.

Full time	12 or more credit hours
3/4 time.....	9-11 credit hours
1/2 time.....	6-8 credit hours
Less than 1/2 time	1-5 credit hours

Recruitment and Enrollment of Military Service Members Policy

Purpose & Scope

Alamance Community College will ensure compliance with program integrity requirements consistent with the regulations issued by the Department of Education; ED (34 C.F.R 668.71-668.75 and 668.14) related to restrictions on misrepresentation, recruitment, and payment of incentive compensation. This applies to the educational institution itself and its agents including third party lead generators, marketing firms, or companies that own or operate the educational institutions.

Responsibilities

As part of efforts to eliminate unfair, deceptive, and abusive marketing aimed at Service members. In accordance with federal laws, regulations, and the Department of Defense (DoD) Voluntary Education Partnership Memorandum of Understanding (MOU):

1. The college will refrain from providing any commission, bonus, or other incentive payment based directly or indirectly on securing enrollments or federal financial aid to any persons or entities engaged in any student recruiting, admission activities, or making decisions regarding the award of student financial aid.
2. The college will refrain from high-pressure recruitment tactics such as making multiple unsolicited contacts, including contacts by phone, email, or in-person, and engaging in same-day recruitment and registration for the purpose of securing Service member enrollments.

November 11, 2019

Return of Unearned Tuition Assistance Funds Policy

Military Tuition Assistance is a U.S. Department of Defense (DOD) program. Tuition Assistance rules vary by branch of service and even vary between different units within the same branch depending on whether the unit is active, reserve, or National Guard. Tuition Assistance covered under this regulation includes assistance paid for by the MyCAA, Army, the Navy, the Air Force, the Marines, and/or the Coast Guard.

Tuition Assistance funds will be applied to tuition costs only.

Tuition Assistance is awarded to a student under the assumption that the student will attend school for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of T.A. funds originally awarded. T.A. funds are earned proportionally during an enrollment period, with unearned funds returned based upon when a student stops attending class. To comply with Department of Defense policy, Alamance Community College will return (or not bill M.T.A for) any unearned TA funds on a prorated basis through at least the 60% portion of the period for which the funds were provided. The ACC Business Office will return unearned TA funds received to the Government on behalf of the student.

The official last date of attendance, as determined by the institution's attendance records, is used to determine the number of days completed. T.A. benefits will be calculated in the same manner as a Title IV recalculation (percentage based on days attended). Students will still be liable for the cost of their tuition and fees based on Alamance Community College's regular refund schedule, regardless of the amount of T.A. funds that must be refunded to the Department of Defense. (In instances when a Service member stops attending due to a military service obligation, ACC will work with the affected Service member to identify solutions that will not result in a student debt for the returned portion.)

The amount of TA a student earns is determined on a pro-rata basis of the actual percentage used, with the unused percentage being used to determine how much is refunded. The used percentage will be rounded to the nearest 100th. The remaining percentage is the portion of T.A. that will be refunded to the Military. In order to most efficiently follow this DOD policy, ACC will not bill Federal Tuition Assistance for the tuition portion of charges until the 60% point of the class/semester. Students are responsible for paying all fees by the published deadline for each registration period.

The schedule for return of Unearned Tuition Assistance is as follows:

<u>4-week Course Withdraw Submitted (20 days)</u>			<u>5-week Course Withdraw Submitted (25 days)</u>		
Day 1	95%	Return	Day 1	96%	Return
Day 2	90%	Return	Day 2	92%	Return
Day 3	85%	Return	Day 3	88%	Return
Day 4	80%	Return	Day 4	84%	Return
Day 5	75%	Return	Day 5	80%	Return
Day 6	70%	Return	Day 6	76%	Return
Day 7	65%	Return	Day 7	72%	Return
Day 8	60%	Return	Day 8	68%	Return
Day 9	55%	Return	Day 9	64%	Return
Day 10	50%	Return	Day 10	60%	Return
Day 11	45%	Return	Day 11	56%	Return
Day 12	40%	Return	Day 12	52%	Return
Day 13–Day 20	0%	(60% of course is completed)	Day 13	48%	Return
<u>8-week Course Withdraw Submitted (40 days)</u>			Day 14	44%	Return
Day 1	98%	Return	Day 15	40%	Return
Day 2	95%	Return	Day 16–Day 25	0%	(60% of course is completed)
Day 3	93%	Return	<u>10-week Course Withdraw Submitted (50 days)</u>		
Day 4	90%	Return	Day 1	98%	Return
Day 5	88%	Return	Day 2	96%	Return
Day 6	85%	Return	Day 3	94%	Return
Day 7	83%	Return	Day 4	92%	Return
Day 8	80%	Return	Day 5	90%	Return
Day 9	78%	Return	Day 6	88%	Return
Day 10	75%	Return	Day 7	86%	Return
Day 11	73%	Return	Day 8	84%	Return
Day 12	70%	Return	Day 9	82%	Return
Day 13	68%	Return	Day 10	80%	Return
Day 14	65%	Return	Day 11	78%	Return
Day 15	63%	Return	Day 12	76%	Return
Day 16	60%	Return	Day 13	74%	Return
Day 17	58%	Return	Day 14	72%	Return
Day 18	55%	Return	Day 15	70%	Return
Day 19	53%	Return	Day 16	68%	Return
Day 20	50%	Return	Day 17	66%	Return
Day 21	48%	Return	Day 18	64%	Return
Day 22	45%	Return	Day 19	62%	Return
Day 23	43%	Return	Day 20	60%	Return
Day 24	40%	Return	Day 21	58%	Return
Day 25–Day 40	0%	(60% of course is completed)	Day 22	56%	Return
			Day 23	54%	Return
			Day 24	52%	Return
			Day 25	50%	Return
			Day 26	48%	Return
			Day 27	46%	Return
			Day 28	44%	Return
			Day 29	42%	Return
			Day 30	40%	Return
			Day 31	0%	(60% of course is completed)

<u>12-week Course Withdraw Submitted (60 days)</u>			<u>16-week Course Withdraw Submitted (80 days)</u>		
Day 1	98%	Return	Day 1	99%	Return
Day 2	97%	Return	Day 2	98%	Return
Day 3	95%	Return	Day 3	96%	Return
Day 4	93%	Return	Day 4	95%	Return
Day 5	92%	Return	Day 5	94%	Return
Day 6	90%	Return	Day 6	93%	Return
Day 7	88%	Return	Day 7	91%	Return
Day 8	87%	Return	Day 8	90%	Return
Day 9	85%	Return	Day 9	89%	Return
Day 10	83%	Return	Day 10	88%	Return
Day 11	82%	Return	Day 11	86%	Return
Day 12	80%	Return	Day 12	85%	Return
Day 13	78%	Return	Day 13	84%	Return
Day 14	77%	Return	Day 14	83%	Return
Day 15	75%	Return	Day 15	81%	Return
Day 16	73%	Return	Day 16	80%	Return
Day 17	72%	Return	Day 17	79%	Return
Day 18	70%	Return	Day 18	78%	Return
Day 19	68%	Return	Day 19	76%	Return
Day 20	67%	Return	Day 20	75%	Return
Day 21	65%	Return	Day 21	74%	Return
Day 22	63%	Return	Day 22	73%	Return
Day 23	62%	Return	Day 23	71%	Return
Day 24	60%	Return	Day 24	70%	Return
Day 25	58%	Return	Day 25	69%	Return
Day 26	57%	Return	Day 26	68%	Return
Day 27	55%	Return	Day 27	66%	Return
Day 28	53%	Return	Day 28	65%	Return
Day 29	52%	Return	Day 29	64%	Return
Day 30	50%	Return	Day 30	63%	Return
Day 31	48%	Return	Day 31	61%	Return
Day 32	47%	Return	Day 32	60%	Return
Day 33	45%	Return	Day 33	59%	Return
Day 34	43%	Return	Day 34	58%	Return
Day 35	42%	Return	Day 35	56%	Return
Day 36	40%	Return	Day 36	55%	Return
Day 37–Day 60	0%	(60% of course is completed)	Day 37	54%	Return
751 Hours Basic Law Enforcement Training (BLET) 1–157 hours 75% Return 158–314 hours 50% Return 315–378 hours 25% Return 379–751 hours 0% Return			Day 38	53%	Return
			Day 39	51%	Return
			Day 40	50%	Return
			Day 41	49%	Return
			Day 42	48%	Return
			Day 43	46%	Return
			Day 44	45%	Return
			Day 45	44%	Return
			Day 46	43%	Return
			Day 47	41%	Return
			Day 48	40%	Return
			Day 49–Day 80	0%	(60% of course is completed)
			Online, Hybrid and blended classes will follow the same schedule as above based on length of class. ACC uses a five-day week calendar.		

ACADEMIC INFORMATION

Academic Freedom

Alamance Community College is committed to providing a learning environment in which individuals can develop the skills necessary to function successfully in an open society. As qualified instructors in their disciplines, faculty members enjoy academic freedom in teaching their subjects and in providing an environment that is conducive to development, implementation, and revision of curricular programs and courses, the selection of teaching materials, and the evaluation of student performance. Likewise, faculty members have the ethical obligation and responsibility to exercise reasonable judgment in teaching their subjects, in respecting individuals and their diverse views, and in maintaining competence in the discipline. Outside the classroom, faculty have the rights of private citizens to speak freely on matters of public concern and to participate in lawful political activities.

For more information, consult Policy 3.4.3 - Academic Freedom at alamancecc.edu/policies

Orientation

The purpose of the orientation program is to increase student success by familiarizing the student with opportunities, privileges, rules, policies, and general operations of Alamance Community College. Discussions are used to acquaint the student with the overall educational opportunities at ACC as well as his/her specific program of study. Policies regulating the use of facilities, resources, and programs are presented. All new students are strongly encouraged to attend. An orientation to online learning is also available.

Schedule of Curriculum Classes

Each semester shortly before registration, the College posts a master schedule of courses to be offered. This generally includes those courses required for students to complete their programs in the minimum time. In the event the College finds it necessary to terminate a program, it will offer courses for that program only one time during the period normally required to complete the curriculum on a full-time basis. Every effort will be made to enable students to complete their curriculum in the minimum possible time.

Registration Period

Each semester a course-scheduling period is established and announced to students. During this time, current and re-admitted students meet with their faculty advisors to plan their class schedule for the next semester. Current degree-seeking students have a priority registration period. New curriculum students may schedule courses by meeting with the appropriate faculty advisor as determined by the students' program of study. Non-degree students are allowed to schedule courses following the scheduling period for continuing curriculum students. Undocumented immigrant students may register only during the final registration period each semester. Payment for classes may be made via credit card, online, mailed check or walk-in payments to the Cashier Office (hours: 8:30 a.m.-4:30 p.m.) located in the Student Services building. A payment plan option is also available to students through Self-Service. Students receiving financial assistance will have their payment processed automatically by the Financial Aid Office.

Final Registration

Final registration is available for a specified period each semester, prior to the beginning of classes. Specific hours for faculty advisors to be available are established to serve those students who have not completed course scheduling, those for whom class reservations were canceled, and undocumented immigrant students.

Course Loads

The minimum course load for classification as a full-time student for financial aid purposes is 12 credit hours. However, full-time students must take 15-18 credit hours each semester to complete their program of study in the recommended minimum time described in the College catalog. The normal course load to complete a program in a minimum amount of time varies from one curriculum to another. No student may enroll for more than 23 credit hours in any semester without the recommendation of the appropriate academic dean. Course loads and requirements for university transfer students may vary. Information on recommended loads may be obtained from the department head or from individual advisors.

Auditing Courses Policy

Any individual may audit a College class based on the following:

A. The individual pays the normal tuition and fees. However, any person who is at least 65 years old may audit non-self-supporting basis courses without the payment of tuition provided the individual meets the other criteria listed herein. The cost of course materials, insurance, and other fees are the responsibility of the student.

B. Auditing students do not take tests or examinations, they do not receive grades, credit, or financial aid, and cannot change the “audit” to credit after the drop/add period.

C. Students auditing a course must meet the same course prerequisite, attendance, and class participation standards as all other students in the course. Auditing a course will not meet the prerequisite of any sequential or higher-level course.

D. Auditing is subject to open seats in the course, and a student who audits a course shall not displace other students seeking to enroll in the course.

E. Students who audit a course and withdraw or are dropped from the course will be issued a grade of “WP.”

F. Students who desire to audit must declare the audit before the end of the drop/add period. Successful audits appear on the grade report as “AU.”

G. Courses in the following areas are exempt from auditing: real estate, public safety, cosmetology, health sciences. Classes that provide industry certification are exempt from auditing.

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Repeating Courses

Curriculum CoursesA student may repeat a curriculum course for credit in an effort to earn a higher grade and/or to improve mastery of course content. When a course is repeated, the highest grade earned will be counted in determining the hours earned and in determining the grade point average at Alamance Community College. The highest grade earned in that course will become the grade of record. All repeated course grades and hours are shown on the transcript, but only the highest grade is included in the grade point calculation.

Repeating a course may have implications for students receiving financial aid and/or Veterans benefits, and students should consult these offices to determine if repeating a course has a financial impact.

Students planning to transfer should note that the receiving institution may re-compute grade point averages and could include all grades in their calculations for admissions decisions.

Selected programs have a more restrictive policy regarding how many times a student may repeat a particular course for credit to fulfill program requirements.

For more information, consult policy 5.2.8 - Repeating Courses and Course Substitutes, at: alamancecc.edu/policies

Academic Advising

Vision

ACC advisors empower students to create academic plans that support life and career goals.

Mission

ACC advisors teach students to make educational choices to achieve their academic potential and to be full participants in the College’s mission of advancing a diverse population and empowering lifelong learners to succeed as global citizens.

Explanation of ACC’s Advising Model

Alamance Community College uses a faculty-driven advising model. Each student is assigned to a faculty advisor within their desired program who will work with the student throughout their academic journey to help them plan, pursue and achieve their academic and career goals. By assigning students to a faculty advisor who specializes in their program, the students have access to an “expert” in the program who can assist them as they make decisions throughout their academic journey. Students are expected to reach out and make contact with their advisors each semester. Because faculty members advise students within their program of study, the assigned advisor will change if a student changes their program of study. Students should use their Aviso or Self Service account to see which faculty member is assigned as their advisor.

Transfer Credit to Other Institutions

Under agreements between the University of North Carolina (UNC) System, the Signatory Institutions of North Carolina Independent Colleges and Universities (NCICU), and the North Carolina Community College System (NCCCS), Alamance Community College offers courses that are transferable to the 16 institutions in the UNC System and many private colleges and universities in North Carolina. For more details about transfer agreements and degree programs, please refer to the “University Transfer Program” in the academic section of this catalog.

ACC Transcripts

No transcript will be released without the consent of the student/alumnus.

Official Alamance Community College transcripts are provided through the National Student Clearinghouse's eTranscript service. Requests can be made online 24 hours a day, 7 days a week. To order an electronic or printed transcript, go to <https://tsorder.studentclearinghouse.org/school/ficecode/00546300>.

Unofficial Alamance Community College transcripts can be obtained through the Student Self-Service account and are free of charge.

Academic Forgiveness Policy

Academic forgiveness is awarded on a one-time basis for courses with a grade of "F" or "WF." It is designed to give students returning to the College a second chance at successfully completing a degree. Students are eligible for academic forgiveness if they:

1. Have not been enrolled in curriculum classes at the College for at least three years,
2. Complete a minimum of 12 credit hours with a grade average of "C" or better, and
3. Are currently enrolled when requesting academic forgiveness.

Students must send a written request for academic forgiveness to the Vice President for Student Success. Forgiven grades still appear on a student's official transcript, but they are not calculated into the student's cumulative GPA.

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Credit by Exam

Students who believe they are competent in a course may ask the department head for Credit by Exam (CE). The student must be currently enrolled at ACC and must not have enrolled in the course prior to taking the exam. A student may challenge a particular course only once. A nonrefundable \$25 exam fee will be charged. Students will be given credit for the course if they achieve a score of at least 85 percent on the test. If students do not earn at least 85 percent on the test, they must register for the course, pay tuition, and complete the requirements for the course in order to receive credit. A maximum of 25 percent of the student's program of study may be awarded on this basis.

When students register and pay tuition for a course and then decide to challenge the course by requesting credit by exam, they must complete the credit by exam process prior to the end of the drop/add period. Exceptions to this procedure must be approved by the Vice President of Instruction.

Course Substitution

When it is determined to be in the best interest of the student's declared educational objective, appropriate courses may be substituted for other courses for graduation purposes. Necessary course substitutions within the major field (courses reflecting the prefix of the student's major curriculum) require the approval of the appropriate Dean and Vice President of Instruction.

Course substitutions from curricula outside the student's major area, which have been made for the purpose of addressing the general education or related course requirements, must be approved by the appropriate Dean and Vice President of Instruction. The Dean must notify the Registrar's Office in writing of all applicable course substitutions on an individual student basis.

Curriculum Prerequisite Policy

The purpose of a prerequisite and/or a corequisite is to ensure student success in subsequent coursework. While successful completion of prerequisites and/or corequisites is the traditional way students demonstrate readiness, in exceptional circumstances students may demonstrate readiness through other means. In such cases, prerequisites or corequisites may be waived with approval of the Department Head, Dean, and Vice President of Instruction. Documentation of the approved waiver will be maintained on file.

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Grading and Grade Point Average

At the end of each semester, grades are given in each course, using letters to indicate the quality of work done by the student. Grade reports are provided to students through their Self-Service accounts. Students are responsible for knowing how each course grade is computed. The following is a list of the letter symbols used in grading at Alamance Community College:

A—Excellent 4 points for each credit hour

B—Good 3 points for each credit hour

C—Satisfactory 2 points for each credit hour

D—Lowest passing 1 point for each credit hour

F—Failure 0 points for each credit hour

I—(Incomplete, no credit) A grade of “I” (incomplete) indicates that a student has made significant and satisfactory progress in the course; however, due to unavoidable circumstances is not able to complete course requirements by the end of the semester. Since the “incomplete” extends enrollment in the course, requirements and deadlines for satisfactory completion will be established through faculty consultation. The student and faculty member will meet to discuss the requirements for completion of the course, establish a deadline and complete the incomplete grade form. The form will be signed by both the faculty member and the student and uploaded into AVISO. The work for the “I” grade must be completed, and a grade assigned “A, B, C, D, F” no later than the end of the next semester, (fall, spring or summer), or the grade of “I” will automatically be changed to an “F”.

R (Re-enroll, no credit) A grade assigned to the student who has been unable to meet the course objectives in the specified time and must re-enroll to earn credit. This grade may only be given to students in non-credit developmental studies courses. To receive this grade, the student must have satisfactory attendance.

WP (Withdraw Passing, no credit) A student may withdraw up to the 80 percent point of the class and receive a WP. Instructors can withdraw a student during this time period for excessive absences. The WP grade is not used to compute the student’s grade point average (GPA). After the 80 percent point, students must complete the course and will be awarded the appropriate grade at the end of the semester based on their performance.

TR (Transfer) This grade signifies that credit for a course was accepted from another institution. No grade points are awarded, and the grade is not used in the computation of the grade point average (GPA).

P (Passed) This grade is awarded in corequisite noncredit developmental courses and in the work experience portion of work-based learning. It may also be awarded for other experiential learning courses such as supervised field studies or review courses. When courses are graded in this manner, it must be reflected in the master course plan, and the Registrar’s Office must be notified when the course is established. This grade signifies that the student has satisfactorily completed the course (equivalent to a C or better). Failure to complete the course graded in this manner may be indicated with any other appropriate grade as prescribed in the course plan. No grade points are awarded for hours completed in this manner, and the P grade is not used to compute the grade point average (GPA).

P1 (Passed Tier 1) This grade is awarded in transitional noncredit developmental mathematics and/or English courses. No grade points are awarded and the grade is not used in the computation of the grade point average (GPA).

P2 (Passed Tier 2) This grade is awarded in transitional noncredit developmental mathematics and/or English courses. No grade points are awarded and the grade is not used in the computation of the grade point average (GPA).

P3 (Passed Tier 3) This grade is awarded in transitional noncredit developmental mathematics and/or English courses. No grade points are awarded and the grade is not used in the computation of the grade point average (GPA).

CE (Credit by Examination) This grade signifies that the student has met the course examination objectives as demonstrated by a proficiency examination. No grade points are awarded, and the grade is not used in the computation of the grade point average (GPA).

AU (Audit) This grade signifies that the student has taken a course for no credit. No grade points are awarded, and the grade is not used in the computation of the grade point average (GPA). The student who enrolls for a course cannot change from audit to credit or credit to audit after the official drop/add period.

Alamance Community College operates on a grade point system. For each semester hour of work with a grade of A, B, C, D, or F a numerical value of 4, 3, 2, 1, or 0 respectively is awarded. The numerical value assigned to the grade is multiplied by the number of credit hours for the course to determine the grade points earned. A student's grade point average (GPA) is determined by dividing the total points earned in all courses by the total credit hours attempted (excluding I, R, WP, TR, CE, P, and AU grades). This grade point average (GPA) is a general measure of the quality of a student's work.

Discipline and Appeal for Academic Violations Procedure

Overview

Deans, Department Heads, Instructors, Vice President of Workforce Development, or designated student conduct officer, or Student Conduct Appeals Panel are responsible for implementing student discipline procedures for academic dishonesty. The College is committed to providing an excellent educational experience for all students. Academic integrity is an essential component to this level of education. The academic penalty for academic-related violations should be clearly stated by the instructor in each course syllabus and reviewed at the beginning of the first-class meeting.

These procedures only apply to academic-related violations, outlined herein and defined in Policy 5.3.2 – Standards of Student Conduct. For non-academic violations, see Discipline and Appeal Procedure 5.3.2.2.

Sanctions for Violations

The following sanctions may be imposed for academic violations:

- Oral warning
- Letter of warning
- Re-complete the assignment
- Additional course work
- Loss of credit for the assignment
- Loss of credit for the course
- Administrative withdrawal from the course.

Instructor's Investigation

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

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

Instructor's Determination

The instructor will communicate his/her findings via email to the student's official College email address within five (5) business days of the initial meeting with the student. If an email address is not available, the instructor shall send his/her written findings to the student's mailing address on record with the College. The findings must contain, with specificity, the evidence supporting the instructor's determination. The instructor shall also inform the student of the imposed academic sanctions. The sanction will remain in place unless modified or overturned on appeal.

Appeal Procedures

A student who disagrees with the instructor's decision may appeal to the appropriate Dean if the student is enrolled in a course for credit, or the Vice President of Workforce Development if the student is enrolled in a non-credit course. This appeal must be submitted in writing within three (3) business days of receipt of the instructor's decision and describe, with specificity, why the student believes the instructor's findings to be in error.

The appropriate Dean or the Vice President of Workforce Development will conduct an "on the record review" examining the instructor's written findings and student's written appeal. The official may require the student, the instructor and any other necessary party to provide additional documents as needed, including written statements, or provide written clarification to submitted documents.

After considering the evidence presented, the appropriate Dean or the Vice President of Workforce Development will affirm, modify or overturn the instructor's decision.

The official will inform the student via the student's official College email address of the decision within 10 business days of the receipt of the student's appeal. If an email address is not available, the official shall send his/her written findings to the student's mailing address on record with the College.

The Dean or Vice President of Workforce Development's decision is final.

June 13, 2022

Discipline and Appeal for Non-Academic Violations

Overview

The President, Vice President of Student Success, Vice President of Workforce Development, designated student conduct officer, or Student Conduct Appeals Panel are responsible for implementing student discipline procedures for non-academic violations.

These procedures apply to non-academic violations defined in Policy 5.3.2 – Student Code of Conduct. For academic-related violations, see Procedure 5.3.2.1 – Discipline and Appeal for Academic Violations. For issues regarding sexual harassment and sexual violence, see Policy 5.3.5 – Sexual Misconduct and Title IX and for issues related to other forms of unlawful discrimination, see Policy 5.3.4 – Students – Discrimination and Harassment.

Sanctions for Violations

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

- **Oral Warning.** A verbal censure of a student and a warning that subsequent violations are likely to result in heavier sanctions.
- **Letter of Warning.** A written communication that gives official notice to the student that any further disciplinary offense will carry heavier penalties because of this prior infraction.
- **Educational and Community Service Sanctions.** Activities intended to improve a student's ability to function within the range of expected conduct within the College community. Examples include but are not limited to performing a specified number of community service or college service hours, writing a reflection paper relevant to the circumstances of the violation, assignment of specified counseling, agreement to a behavioral contract, or assignment of a no-contact order.
- **Disciplinary Probation.** Disciplinary probation results in loss of good standing and becomes a matter of record. While on disciplinary probation, the student will not be eligible for initiation into any local or national organization and shall not receive any College award or other honorary recognition. The student may not occupy a position of leadership or responsibility with any College or student organization, publication, or activity. This sanction prohibits the student from officially representing the College or participating in any extracurricular activities including intramural competitions. Disciplinary probation will be in effect for not more than two (2) regular semesters including the current semester, and any intervening summer session. Any further disciplinary offenses while under disciplinary probation may result in the student's immediate suspension.
- **Restitution.** Paying for damaging, misusing, destroying, or losing property belonging to the College, College employees, or students. Restitution may take the form of financial payment or appropriate service to repair or otherwise compensate for such damages.
- **Withholding Academic Records and/or the Right to Register.** Withholding transcripts, diplomas, or the right to register or participate in graduation ceremonies is imposed when a student's financial obligations are not met or the student has a disciplinary case pending final disposition.

For more information regarding sanctions and related appeal procedures, refer to Procedure 5.3.2.2 - Discipline and Appeal for Non-Academic Violations at alamancecc.edu/policies

Credit Hours Policy

Credit hours for approved and proposed courses offered at the College are determined and awarded using the following definitions as established by the State Board of Community Colleges Code.

1. Credit for one semester hour is awarded for each 16 hours of "class work." Class work is lecture and other classroom instruction. Class work is under the supervision of an instructor. It is the College's expectation that assignments and course activities are developed so that at least two hours of out-of-class student work occurs for each hour of class work.

2. Credit of one semester hour is awarded for each 32 hours of “experiential laboratory work.” Experiential laboratory work means instruction given to a student by an instructor to increase the student’s knowledge and skills without immediate student application.
3. Credit of one semester hour is awarded for each 48 hours of “faculty-directed laboratory work.” Faculty-directed laboratory involves structured and coordinated demonstration by an instructor with immediate student application.
4. Credit of one semester hour is awarded for each 48 hours of “clinical practice.” Clinical practice is a structured, faculty-directed learning experience in a health sciences program which develops job proficiency. Clinical practice requires significant preparation, coordination, and scheduling by the faculty and is under the supervision of an instructor or preceptor who is qualified for the particular program.
5. Credit of one semester hour is awarded for each 160 hours of “work-based learning.” Work experience involves the development of job skills by providing the student with employment that is directly related to, and coordinated with, the educational program. Student activity in work experience is planned and coordinated by a college representative, and the employer is responsible for the control and supervision of the student on the job.

February 8, 2021

Combined Course Library Offerings and Local Approval Procedure

The North Carolina Community College System (NCCCS) Combined Course Library (CCL) course offerings are reviewed and approved by the state-level Curriculum Course Review Committee and by a vote of local community colleges that have approval to offer the curriculum.

When the College is requested to vote on a proposed combined Course Library Offering, the College’s Chief Academic Officer will cast the vote on behalf of the College. Prior to casting the vote, the Chief Academic Officer will consult with the appropriate Dean, Department Head, and subject matter expert to determine the College’s position on the course offering.

February 8, 2021

Scholastic Standing

President’s List—The President’s List honors those students who are eligible for the Dean’s List and who have obtained a 3.8 (rounded) or higher grade point average (GPA) for a full grading period. To be eligible for the President’s List, the student must have completed a minimum of 12 credit hours.

Dean’s List—The Dean’s List honors those students who have obtained a grade point average of 3.3 to 3.7 (rounded) for a grading period. To be eligible for the Dean’s List, the student must have completed a minimum of 12 credit hours.

Part-time Honors List—The Part-time Honors List recognizes those students who attend less than full-time who have obtained a 3.5 or higher grade point average (GPA) for a grading period. To be eligible for the Part-time Honors List, the student must have completed a minimum of six credit hours.

Good Academic Standing—Any student not on academic probation is considered to be in good academic standing.

Academic Progress Standards Policy

At the end of each semester, students’ cumulative grade point averages in the student’s current program of study are reviewed. A student is expected to achieve a minimum cumulative GPA of 2.0 in the student’s current program of study based on credit hours attempted. If a student’s cumulative GPA in the student’s current program of study is below 2.0 access to the College’s course registration system is prevented by a “hold” placed on the student’s record. Students will receive written communication notifying them about the College’s Academic Progress Standards, providing them with information about resources available for academic support, and informing them of advising contacts for both academic and financial aid matters. The College’s Academic Progress Standards are related to but not the same as Financial Aid Satisfactory Academic Progress (SAP) standards- see Maintaining eligibility for Financial Aid for more information related to SAP.

In addition, as soon as possible after notification related to Academic Progress Standards, but no later than mid-term of the semester, each student must meet with a Faculty Advisor. The purpose of the meeting is to discuss academic challenges and develop an Academic Improvement Plan. The Academic Improvement Plan may include required time in the Tutoring Center; conferences with a Career Counselor, conferences with the Single Stop Coordinator, attending Academic Success workshops, and/or using other various strategies for success. After an Academic Improvement Plan is in place the student’s access to the course registration system is restored (if there are no other “registration hold” conditions in effect). [Note: Some limited-enrollment programs may have more rigorous academic progress standards as outlined in the College Catalog and in departmental handbooks. A student may be academically suspended from his/her program of study, independent of College-wide academic standing, if he/she does not meet the program-specific academic progression.]

The College's minimum standards of academic progress are intended to ensure academic success and graduation. The standards provide advance notice to students and opportunities to improve by students who perform at or below the minimum grade point average (GPA) required for graduation.

The GPA used in these standards refers to the student's cumulative GPA in his or her current program of study.

Academic Progress Standards

- A. A student who is making unsatisfactory academic progress will be placed on academic warning when his or her cumulative grade point average falls below 2.0 at the end of an academic term.
- B. A student on academic warning is placed on academic probation when his or her cumulative GPA remains below 2.0 after completion of an academic warning semester.
- C. If a student is on academic probation for two consecutive semesters, he or she will be placed on academic suspension for the next semester.

June 13, 2022

Re-Enrollment After Academic Suspension

A student placed on Academic Suspension:

1. Is dropped from any courses for which he or she is pre-registered (with refund of tuition and fees),
2. Is not eligible to receive financial aid,
3. Is not permitted to register for any curriculum courses for a minimum of the next semester,
4. Is not allowed to participate in College functions on- or off-campus,
5. Is not allowed to use College facilities except a) the Library which is open to the general public, and b) facilities required as part of the student's enrollment in non-credit Workforce Development classes, and
6. May not enroll in any curriculum courses at ACC during the period of Academic Suspension.

A student who wants to re-enroll in curriculum courses or programs following a minimum of one semester of Academic Suspension must request a waiver of academic suspension by:

1. Updating his or her Academic Improvement Plan with a Faculty Advisor,
2. Completing a Reinstatement from Academic Suspension Form, and
3. Submitting the Reinstatement Form to the Dean responsible for the program of study.

If reinstatement is approved, the student must complete the College's readmission process.

1. The reinstatement is granted for one regular semester or summer session as appropriate to the student's circumstances.
2. The student is placed on Academic Probation with a notation on his or her official transcript.
3. Reinstatement approval may include stipulations related to the number of credit hours for which a student may enroll, a semester or term grade point average that the student must achieve, and/or required participation in specific student success services or activities.

If a student makes progress in that term but has not achieved a minimum cumulative 2.0 GPA in the current program of study at the end of the term, the student may submit a written appeal to the Dean to continue enrollment on Academic Probation for one additional regular semester.

If the Reinstatement from Academic Suspension or the appeal to continue on Academic Probation is denied, the student is not permitted to enroll in curriculum courses at ACC for any subsequent semesters or terms without approval from the Vice President of Instruction.

June 13, 2022

Graduation Requirements

Students are required to submit an application for graduation as candidates for the certificate, diploma, or degree. Graduation is not an automatic process. An application deadline is published each semester in the College calendar. This ensures that the candidate's record will be properly reviewed and that he/she will be notified of any deficiencies. A graduation fee will be charged per credential earned, which includes the credential and credential cover (one cover per student).

Requirements for the certificate, diploma, or degree vary according to the curriculum. Course requirements for graduation are stated within this catalog. In order to graduate with any Associate Degree, the student must have a minimum of 15 semester hours in general education including at least one course from each of the following areas: Humanities/Fine Arts, Social/Behavioral Sciences, and Natural Sciences/Mathematics. Degree programs must contain a minimum of six semester hours of communications. Diploma programs must contain a minimum of six semester hours of general education; three semester hours must be in communications. General education is optional in certificate programs. All students must have a cumulative grade point average (GPA) of 2.0 in the student's current program of study to be eligible for graduation. The program of study is defined as the program identified in the graduation application and all courses required for the program.

High honors are awarded at commencement to those students who have earned a cumulative grade point average of 3.8 (rounded) or higher while studying at the College.

Honors are awarded at commencement to students who have earned a cumulative grade point average (GPA) of 3.3 (rounded) to 3.7 (rounded) while studying at the College.

Two chief marshals are selected for the commencement ceremony. These students are selected based on outstanding academic performance, maturity, self-confidence, interpersonal skills and the number of credit hours completed.

Additional marshals are chosen using the same criteria as listed above. All marshals are selected from the class that will be graduating the following year. In addition, to be selected, each candidate must participate in an interview session with members of the ACC Commencement Committee.

Ushers for commencement are also selected based on outstanding academic performance.

Attendance Requirements Policy

Students are expected to attend and be on time for all scheduled classes and labs. Students should refer to the course syllabus for individual course attendance requirements. At instructors' discretion, students may make up work missed. When students must be absent, it is vital that they remain in contact with their instructors.

Any student who has not attended at least one face-to-face class meeting or completed one assignment/activity for an on-line class by the date in which 10% of the class has passed will be reported by the instructor as "never attended." A student who has never attended a class by the 10% date is no longer enrolled in the class.

Under extenuating circumstances, a student who has never attended by the 10% date may petition for reinstatement in the class and earn course credit. The student should notify the instructor, in writing, of the extenuating circumstances prior to the 10% percent date of the class and provide compelling documentation to support the request for reinstatement. Reinstatement will only be considered by the instructor when the absences were due to unforeseeable and uncontrollable circumstances. An instructor's decision regarding reinstatement may be appealed to the appropriate Dean within two (2) business days. The Dean's decision is final.

Any student who has been absent for 20% or more of the total contact hours prior to the withdrawal date of the course may be administratively withdrawn from the course. A student in an online or hybrid course may be administratively withdrawn following two consecutive weeks in a 16-week term (or one week in shorter academic terms) of missed assignments, missed attendance, and lack of communication with the instructor regarding course participation. Consistent with policies establishing attendance in online courses, logging into a course site but failing to perform the assignments does not constitute attendance. A grade of "WP" will be assigned for any course from which the student is administratively withdrawn. Administrative withdrawals will be allowed up to the published Administrative Withdrawal deadline each semester (the 80% point of the semester). Thereafter, the earned grade will be posted.

Under extenuating circumstances, a student may petition, in writing, the instructor, for reinstatement in the course upon demonstrating the capacity and likelihood of satisfactorily completing requirements as indicated on the course syllabus. Tuition refunds or credits will not result from an administrative withdrawal.

Field Trips: A student's absence while participating in a College-sponsored or approved activity or field trip will be considered an excused absence for participating students. Such excused absences will not be considered in the students' class attendance for drop purposes, nor will excused absences be included in the determination of a grade for "participation" of which class attendance is a part. The responsibility for making up class work rests entirely with the student. All assignments, tests, labs, class time, and final exams to be missed due to College sponsored or approved activity will be rescheduled prior to the excused absences or otherwise rescheduled at the discretion of the instructor.

Religious Observance: The College provides reasonable accommodations, including a maximum of two (2) excused absences each academic year, for religious observances required by a student's religious practice or belief. Such reasonable accommodations must be requested in accordance with the procedures for this policy and include the opportunity for the student to make up any tests or other work missed due to an excused absence for a religious observance. An accommodation request imposes responsibilities and obligations on both the College and the student requesting the accommodation. College faculty are required, as part of their responsibility to their students and the College, to adhere to this policy and ensure its full and fair implementation by reasonably accommodating students' religious practices or beliefs. Regardless of any accommodation that may be granted, College students are responsible for satisfying all academic objectives, requirements, and prerequisites as determined by their instructor and the College.

For more information, consult Policy 5.2.1 - Attendance at alamancecc.edu/policies

June 13, 2022

Student Religious Accommodations Procedure

Students shall be permitted no more than two days of excused absences for religious observances during an academic year. These absences are not in addition to the number currently permitted by College policy; thus, the threshold of minimum absences from class each semester is 20% including those for religious observance, or the maximum percentage listed

on the course syllabus, which has been approved by the College administration. The only difference for religious observance absences is that the student must be permitted the opportunity to make up any tests or other work missed due to an excused absence for religious observance.

Students requesting an excused absence for religious observance must complete the Religious Accommodation Form and submit it to their Instructor(s) at least 14 college working days in advance of the intended absence. The completed form includes not only the day requested and the class(es) to be missed, but also the agreed-upon manner on how, when, and where the make-up(s) will take place for the missed work. Failure to adhere to the agreed-upon schedule will void the student's right to make up the work, unless the Instructor(s) involved agree to a reschedule. Excused absences for religious observances do not relieve students from responsibility for any part of the course work required during the period of absence.

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Instructor Absences

In cases when the instructor is not in class and other arrangements have not been made, the students are automatically dismissed after 10 minutes (30 minutes for evening courses). A roll must be signed by the students present and turned in to the receptionist at the main building information desk.

Adverse Weather And Emergency Closings

In the event weather conditions or an emergency cause the College to open on a delayed schedule, classes will resume at the opening time and continue on a normal schedule. Classes that would have been held before the College officially opens are cancelled with the possibility for make-up at a later time. Text alerts are also sent to those who have activated that service.

Decisions affecting the delay of classes, or cancellations, will be announced on the following television stations as soon as conditions warrant. In addition, changes to the College's operating schedule will be posted on the College's website, recorded on the College's main telephone line messaging center (336-578-2002), and a mass notification text and email will be sent.

TV Channels

WFMY (Greensboro)

WRAL (Raleigh-Durham)

WGHP (High Point)

WXII (Winston-Salem)

News 14 Carolina (Raleigh/Triad)

Inclement Weather Schedule

In the event weather conditions cause the College to open on a delayed schedule, classes will resume at the opening time and continue on a normal schedule. Classes that would have been held before the College officially opens are cancelled with the possibility for make-up at a later time. Text alerts are also sent to those who have activated that service.

Course Availability

Students who enter the College during fall semester (the beginning enrollment period for most curricula) and satisfactorily complete the full complement of courses suggested for each semester will complete their degree in the minimum possible time. Many curricula include courses offered in sequence. Students entering the College during spring or summer semesters may take longer than the minimum to complete their degrees. Therefore, they are advised to discuss the possible time requirements necessary for program completion with a counselor on the Student Success staff or with their faculty advisor.

Changing Student Course Schedule

Drop/Add Period

The drop/add period for changing student course schedules is designated and announced each semester.

Alert:

Beginning with the first day of classes, students wishing to drop and add classes must do so simultaneously(same session) to avoid a 25 percent administrative tuition charge.

Examples:

1. A student drops ENG 111 for 3 credits and adds PSY 150 for 3 credits during the same session. The student will have an "even" exchange for tuition charges.

2. A different student drops ENG111 for 3 credits on the first day of classes. The student changes his mind, returns five minutes later and adds the same or another class. The student would be given a 75 percent refund for the dropped ENG 111 class and then charged 100 percent for the added class, resulting in an additional 25 percent charge, even though maintaining the same credit hours.

Course Withdrawals After the Drop/Add Period

Each semester, a drop/add period for enrolled students to change their schedules begins on the first day of class and extends for a designated period of time. A 75 percent tuition refund will be awarded through the 10 percent point of the course. If a student drops a course during the last 20 percent of the semester, the final grade will reflect the earned numerical average of his/her work in the course. Students who have formally dropped a course may not continue attending those classes. Note: An instructor may drop a student from a course for excessive absences (see Attendance Policy).

Procedures: Students may obtain a Drop-Add Form from the Student Forms link in Self-Service under Student Planning. Students should complete the student portions of the form and then send this form to the instructor for each course that they wish to drop for them to electronically sign the drop form and record the appropriate grade. Students should then email the completed form to dropadd@alamancecc.edu.

Alternatively, students may reach out to their instructor directly by email to request to drop the course in writing. The instructor will then fill out the drop form on behalf of the student and email it to dropadd@alamancecc.edu. The student's email request will serve as the student's "signature" on the drop form.

Failure to follow this procedure may result in a grade of "F" for courses that the student stops attending. It is the student's responsibility to ensure that the drop form is completed.

Administrative Withdrawal

The College reserves the right to withdraw any student when it believes that such action is in the best interest of the College and/or the student. Such action will be taken only after careful deliberation and consultation with all parties who possess information pertinent to the situation under consideration.

Service Animals And Other Animals On Campus Policy

In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and other applicable federal and state law, the College may be required to accommodate an otherwise qualified individual with a disability by making a reasonable modification in its services, programs, or activities. This policy addresses the use of Service Animals and other animals on campus.

North Carolina law (N.C.G.S. 168-4.2) imposes a similar requirement, and further provides that a Service Animal-in-Training may be brought onto the premises of entities that serve the public "for the purpose of training when the animal is accompanied by a person who is training the animal. The service animal wears a collar and leash, harness, or cape that identifies the animal as a service animal in training." In addition, North Carolina law prohibits any fee for the use of the service animal and any attempt to obtain access for an animal under the false pretense as a Service Animal.

Definitions

Service Animal – an animal that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a Service Animal must be directly related to the handler's disability. Examples of work or tasks include, but are not limited to, assisting individuals who are blind or have low vision with navigation and other tasks, alerting individuals who are deaf or hard of hearing to the presence of people or sounds, providing nonviolent protection or rescue work, pulling a wheelchair, assisting an individual during a seizure, alerting individuals to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. Service Animals may or may not have been licensed by a state or local government or a private agency. Service Animals are limited to service dogs and, in some cases, miniature horses.

Emotional Support Animal – an animal selected or prescribed to an individual with a disability by a healthcare or mental health professional to play a significant part in a person's treatment process (e.g., alleviating the symptoms). An emotional support animal does not assist a person with a disability with activities of daily living and does not accompany a person with a disability at all times. An emotional support animal is not a "Service Animal."

Service Animal-in-Training – animals that are being trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Animals On Campus

Pets are not permitted on campus and may not be left in vehicles on College property. There are occasions when a student or employee may need to bring an animal onto campus for the purpose of meeting an educational objective. Such requests should be made to the appropriate Dean prior to the animal being allowed onto campus.

Subject to the rules set forth in section IV and V below, Emotional Support and Service Animals are permitted in any area of campus where employees or students are permitted, with a few exceptions for health and safety reasons (i.e., areas that must adhere to certain required sanitation rules, such as campus culinary and health sciences programs and third-party clinical partners).

Procedures Regarding Service/Emotional Support Animals

A. Responsibilities of the Service/Emotional Support Animal Owner/Handler

1. Registration

Service Animals – Students and employees are not required to register Service Animals. However, they are strongly encouraged to notify the Disability Services Office (students) or the Office of Human Resources (employees) if they intend to use a Service Animal on campus so that appropriate College officials are aware of the animal's presence and to assist with the Service Animal's access to areas within the College's campus. Logistical or physical accommodations within campus buildings or classrooms may be necessary to ensure that a Service Animal has the space necessary to assist its handler. In addition, there are other disability-related academic accommodations a student handler may be eligible to request to ensure full access to the learning experience. Visitors with Services Animals are not required to register their animals.

Emotional Support Animals – Students requesting the use of an Emotional Support Animal as an accommodation for disability must provide appropriate documentation from a licensed healthcare professional to the Disability Services Office. Employees requesting use must provide documentation to the Human Resources Office. Notice in advance is required to allow review and verification of student along with verification of all vaccinations and the health of the animal including all the necessary licensing. Any potential impact on others or the activity will be evaluated including possible effect on persons with allergies to animal hair or dander.

2. Care and Supervision

a. The care and supervision of a Service/Emotional Support Animal is the responsibility of the animal's owner and/or handler. The handler must ensure the animal is in good health and has been inoculated and licensed in accordance with local regulations with the burden of proving licensure and inoculation on the person with a disability. Dogs must wear a rabies tag at all times.

b. The Service/Emotional Support Animal must be under the control of the handler at all times and may not be left alone. A Service/Emotional Animal must be restrained by a leash that does not exceed six (6) feet in length or other appropriate device dependent on the animal (i.e., carriers or cages). In situations where a leash or other appropriate device interferes with a Service Animal's ability to perform its task or service, the Service Animal must remain under the control of the handler at all times.

c. The owner/handler of the Service/Emotional Support Animal is responsible for any damage of personal or college property or any injuries to an individual caused by the Service/Emotional Support Animal.

d. The handler must ensure the animal is "housebroken" and trained. The handler must clean up and remove all animal waste created by the animal both inside campus buildings and outdoors on campus property.

e. The Service/Emotional Support Animal may not disrupt the operation of the College or any class. Disruptions include but are not limited to barking, growling, pacing/constant motion, foul odor, pawing, and/or sniffing of others. It is the assumption of the college that all Service/Emotional Support Animals on campus are "working" animals and therefore should not be treated as a pet. There should be no petting by others and no handling by others.

B. Responsibilities of the College Community

Service Animals

If the need for a Service Animal is obvious, College officials may not question the presence of the animal on campus. If the need for a Service Animal is not obvious, College officials are permitted to ask the handler two questions:

a. Is the animal required because of a disability?

b. What work or task(s) has the animal been individually trained to perform?

At no time may a College official require a Service Animal to demonstrate the tasks for which they have been trained, nor may they inquire as to the nature of the individual's disability.

If another person on campus has a covered disability under the Americans with Disabilities Act and it includes an allergic reaction to animals and that person has contact with a Service Animal, a request for accommodation should be made by the individual to the Director of Human Resources (if an employee) or the Disability Services Office (if a student). All facts surrounding the concern will be considered in an effort to resolve the concern and provide reasonable accommodation for both individuals.

Emotional Support Animals

The determination of whether a student or employee with a disability is allowed to have an Emotional Support Animal on campus shall be made on a case-by-case basis. Students and employees may request, as a reasonable accommodation for a disability, the need to have an Emotional Support Animal on campus. The College is not required to grant reasonable accommodations that would result in a fundamental alteration of a program, create an unsafe environment, or constitute an undue burden. Any requests for a reasonable accommodation for an

Emotional Support Animal shall be directed to the Disability Service Office (students) or the Office of Human Resources (employees).

The following documentation is required in all requests for accommodations that include an Emotional Support Animal:

- a. A diagnostic statement describing the disability.
- b. A clear description of the current impact and functional limitations resulting from the disability.
- c. A statement indicating that the Emotional Support Animal has been prescribed for treatment purposes.
- d. A statement indicating that the Emotional Support Animal is necessary to help alleviate symptoms associated with the identified disability or condition so to enable access and/or participation in a campus-based activity.
- e. A description of the service(s) that the animal will provide.
- f. Any additional rationale or statement to support the accommodation.
- g. The healthcare professional's signature and contact information, including licensing identification

C. Removal of Service/Emotional Support Animals

The College has the authority to remove a Service/Emotional Support Animal from its facilities or properties if the Service/Emotional Support Animal becomes unruly or disruptive, unclean and/or unhealthy, and to the extent that the animal's behavior or condition poses a direct threat to the health or safety of others or otherwise causes a fundamental alteration in the College's services, programs, or activities. Removal shall be decided on a case-by-case basis, based on that specific situation.

In appropriate situations, the College will use a progressive model beginning with a warning for a first offense and removal (either temporarily or permanently) for additional offenses. However, dependent on the severity of the situation, the first offense could result in a temporary or permanent removal.

It is a Class 3 misdemeanor "to disguise an animal as a service animal or service animal in training" (N.C.G.S. § 168-4.5). In other words, it is a crime under North Carolina law to attempt to obtain access for an animal under the false pretense that it is a Service Animal. Additionally, any employee or student who violates any portion of this procedure is subject to disciplinary action.

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Visitors and Minors on Campus

The College welcomes visitors to campus. All visitors must comply with the College's policies and procedures. Additionally, in the interest of safety, and to minimize disruption to classes and operations, all visitors shall adhere to the following rules:

a. Visitors should have a legitimate reason to be on campus, including the following: an orientation by an escort to learn about the campus and college programs, attending an official college program or event, visiting the bookstore, using the library, using daycare, using the dental clinic, using automotive repair services, using cosmetology services, using horticulture services, visiting the Scott Family Collection, participating in a culinary event, buying food from the snack bar in the commons area or the Culinary Department, making deliveries of goods and/or services ordered by ACC, or attending announced public meetings, functions, or seminars. Those without a legitimate reason are prohibited from being on campus or using College facilities, including parking lots and common areas.

b. All visitors to instructional areas must have the instructor's prior approval. Visitors unfamiliar with the campus should report to the College's information center. The appropriate administrative officer or Department Head must approve visitors to a classroom.

c. All visitors to laboratories, shops, or other potentially hazardous areas must be escorted by a College employee. The appropriate administrative officer or Department Head must approve visitors to a classroom.

d. The College reserves the right to reasonably regulate visitors' access to certain areas of the campus.

II. MINOR CHILDREN

A. Minor children are defined as children under the age of 18. This policy does not apply to Career & College Promise, Early College High School, or Career Accelerator Program students who are under the age of 18.

B. Students and College employees are encouraged to make child care arrangements to reduce interruption of the educational process and avoid possible injury to a minor. Supervisors are responsible and accountable for ensuring that minor children on campus adhere to College policies and procedures. Should employees require time to resolve their childcare situation, they are required to leave work and use the appropriate leave.

C. Minor children are allowed in offices on the campus for short, occasional visitations, when accompanied by a responsible adult. In addition, instructors have the discretion to make infrequent exceptions regarding the care of minor children due to temporary, unforeseen emergencies. In these cases, minor children must remain in the classroom under their parent/guardian's direct supervision and are not allowed to sit in the hallway or be unsupervised in other locations on campus.

D. Minor children are not allowed on campus when the child has a contagious condition or is too ill to be sent to the regular childcare location or school.

E. Minor children may not enter shops, labs, or other hazardous areas unless accompanied by an instructor or other adult.

For more information on visitors on campus, consult Policy 2.1

- Visitors and Minors on Campus at: alamancecc.edu/policies

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Weapons on Campus

Students, staff, faculty, and visitors are legally prohibited from carrying a weapon onto campus unless a legal exception applies. For purposes of this policy, a “weapon” includes firearms, explosives, BB guns, stun guns, air rifles or pistols, and certain types of knives or other sharp instruments (see N.C.G.S. § 14-269.2).

The prohibition does not apply if the weapon is on campus pursuant to one of the reasons listed in N.C.G.S. § 14-269.2(g). It is the individual’s responsibility to know and understand the law prior to bringing any weapon onto campus. Failure to follow the law, regardless of the person’s intent, will result in appropriate disciplinary action and a referral to local law enforcement.

It is permissible for an individual to bring a handgun onto campus under the following limited circumstances:

- A. The firearm is a handgun; AND
- B. The individual has a valid concealed handgun permit (or is exempt from the law requiring a permit); AND
- C. The handgun remains in either: a closed compartment or container within the locked vehicle of the permit holder; or a locked container securely affixed to the locked vehicle of the permit holder; AND
- D. The vehicle is unlocked only when the permit holder is entering or exiting the vehicle; AND
- E. The handgun remains in the closed compartment or container at all times except for a reasonable amount of time for the person to transfer the handgun from the closed compartment or container to his or her person or from his or her person to the closed compartment or container.

Firearms (and other weapons prohibited on campus) may not be stored or transported in College-owned or rented vehicles.

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Student Accident Insurance

The College offers a policy providing accident protection while in class or participating in a school activity. The Cashier Office has information on cost and coverage.

Safety Glasses

It is a requirement of the North Carolina General Statutes that students wear protective safety glasses in shops or laboratories when in the area or vicinity of:

- Hot solids, liquid or molten metals
- Milling, sawing, turning, shaping, cutting, or stamping of any solid materials
- Heat treatment, tempering, or kiln firing of any metal or other materials
- Gas or electric arc welding
- Repair or servicing of any vehicle
- Caustic or explosive chemicals or materials

The instructor will issue industrial-quality eye protection devices to students free of charge. Students will be responsible for wearing safety glasses and returning them to the instructor. In the event the student loses glasses, he/she must provide a suitable replacement. Glasses may be purchased from the College bookstore.

Dress Code

It is not the intent of the College to impose upon individual style and creativity. Rather, it encourages all students to dress in a manner in keeping with the serious academic intent of the College and in a manner acceptable to the occupational community for which they are preparing.

In light of this, students are expected to use proper judgment in appropriate dress. Because of hazards created in the building, bare feet are prohibited.

Parking and Motor Vehicles

General Provisions

Pursuant to N.C.G.S. § 115D-21, the College shall enforce the following traffic regulations, which apply on a 24-hour basis. While on the College campus, all drivers shall comply with the Department of Public Safety’s legal instructions and shall obey all traffic and parking laws and regulations. The College shall be responsible for ensuring that the necessary signs are erected and maintained on the campus.

All vehicles operated on campus must be properly registered and display a College parking decal. Students, faculty and staff must register their vehicles within the first five (5) business days of being hired (for employees) or within two (2) business days of class (for students).

Any vehicle that is driven by or is transporting a person who is handicapped and that displays a state-issued license plate, a removable windshield placard, or a temporary removable windshield placard may park in designated handicapped spaces on campus. No one will be allowed to park in designated handicapped spaces without the proper license plate or placard.

Temporary Parking Permits: Visitors and clients doing business with the College may obtain a temporary parking permit. This permit is not valid for College employees or students. Visitors and clients may park in any legal parking space on campus. Visitors and clients must have a state-issued distinguishing license plate, a removable windshield placard, or a temporary removable windshield placard to park in designated handicapped spaces.

Specific Provisions

Campus Officers shall have the authority to issue citations for all moving violations and handicapped parking violations. For a complete list of all moving violations, see Chapter 20 of the North Carolina General Statutes. Such moving violations include, but are not limited to: reckless driving, driving faster than the posted speed limit, failure to obey traffic signs, failure to yield right-of-way at pedestrian crossings, following too closely, driving while impaired or driving under the influence of alcohol or drugs, failure to yield to emergency vehicles, operating a vehicle that creates a safety hazard, parking in a designated handicapped space without the proper license plate or placard.

Campus Officers and other College personnel authorized by the President shall have the authority to issue parking citations for violations including, but not limited to: parking in a restricted parking lot or zone; parking on grass (unless a sign indicates permission); blocking any legally parked vehicle; affixing a parking decal to a vehicle other than that for which it was issued; parking against traffic flow; blocking or obstructing traffic, street, crosswalk, sidewalk, fire hydrant, building entrance or exit; parking where protruding into a lane of traffic; double parking; parking on shoulder of road (unless a sign indicates permission); failure of two-wheeled vehicles to park in designated areas; parking a vehicle in any manner that creates a safety hazard; leaving a vehicle on campus overnight without having prior permission and notifying Campus Officers.

Citations

Moving and Handicapped Violations: Campus Officers have the legal authority to issue citations for all moving violations and handicapped parking violations. A fine shall be imposed as required by law. The Campus Officer issuing the citation will advise the violator of the scheduled court date and procedure for payment of the fine. In addition, employees and students are subject to disciplinary action pursuant to Board policy.

Parking Violations:

- The first parking violation shall result in a citation placed on the vehicle and a five-dollar (\$5.00) fine per offense. The fine must be paid within 30 calendar days or the violator will lose his or her parking privileges until the fine is paid.
- A second parking violation shall result in a citation placed on the vehicle and a five-dollar (\$5.00) fine per offense. The fine must be paid within 30 calendar days or the violator will lose his or her parking privileges until the fine is paid. Also, the violator will receive a follow-up letter that should he or she receive another parking citation, he or she will lose parking privileges on campus for the remainder of the academic year.
- A third parking violation will result in the vehicle's towing and loss of parking privileges on campus for the remainder of the academic year.
- During the first two (2) class days of each semester, warning citations shall be issued for improper parking. Beginning with the third-class day, the rules outlined herein shall be enforced.

Student registration for new/additional courses or release of transcripts will be blocked until all parking tickets have been paid. In addition, employees and students are subject to disciplinary action pursuant to Board policy.

All abandoned vehicles and vehicles blocking a drive, obstructing the flow of traffic, creating a safety hazard, parked in a fire lane, loading zone, or designated tow-away zone or for third parking offense violation are subject to tow-away or immobilization by a restraining device at the full expense of the owner.

Appeal

Individuals receiving a citation may appeal in writing to the Department of Public Safety within 10 calendar days of receipt of the citation. The Director of Public Safety will review the matter and his or her decision shall be final.

For additional information, see Policy 2.3.4 - Traffic Regulations at alamancecc.edu/policies

Student Code of Conduct Policy

The College makes every effort to maintain a safe and orderly educational environment for students and staff. Therefore, when, in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be taken to restore and protect the safety of the community.

Students are expected to conduct themselves in accordance with generally accepted standards of scholarship and morality. The purpose of these standards is not to restrict student rights but to protect the rights of individuals in their academic pursuits. These regulations apply to and encompass all properties and facilities owned or leased by Alamance Community College, including all ACC campuses and off-campus sites at which the College conducts programs, services, or events.

Procedural fairness is basic to the proper enforcement of all College policies and rules. In particular, no disciplinary sanctions shall be imposed unless the student has been informed in writing of the charges against him or her and has (1) an opportunity to know the nature and source of the evidence against him or her; (2) an opportunity to respond to all alleged violations and present evidence on his or her own behalf; and (3) an opportunity to file a petition of appeal of any disciplinary action taken against him or her.

The following regulation sets forth offenses for which disciplinary proceedings may be initiated. Violation of one or more of the following code provisions may result in one of the sanctions described in Procedure 5.3.2.1 – Discipline and Appeal for Academic Violations and/or Procedure 5.3.2.2 – Discipline and Appeal for Non-Academic Violations.

Academic Related Violations

1. **Plagiarism** – Students shall not plagiarize. Plagiarism is the unacknowledged use of another’s work or ideas, presenting as original or new an idea derived from another source. Plagiarism includes but is not limited to: a) paraphrasing or summarizing another’s words or works without proper acknowledgement; b) using direct quotes of material without proper acknowledgment; or c) purchasing or using a paper or presentation written or produced by another person. If a student is uncertain about what constitutes plagiarism, he or she should talk to the class instructor.
2. **Cheating** – Students shall not use notes or other material on an exam or class work without permission from the class instructor and shall not receive information from another student during an exam or obtain a copy of an exam or questions from an exam prior to taking the exam. Students shall not submit someone else’s work as their own or have someone take their exam and submit it as their own.
3. **Aiding Acts of Academic Dishonesty** – Students shall not provide information to another student when they know, or reasonably should have known, that the student intends to use the information for cheating or other deceptive purposes.

Non-Academic Related Violations

4. **Theft and Property Damage** – Students shall not steal, damage, or misuse College property or another individual’s property. Students who are caught stealing or damaging said property may be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline. Misuse is defined as any use that is inconsistent with the prescribed, customary authorized or intended use. Misuse includes damage, theft, unauthorized occupation or access, seizure, intentional breaking or destruction. It also includes tampering with safety or security equipment, motor vehicles, instructional equipment or technology, or providing false alarm or communicating a threat.
5. **Trespass to Property** – Students shall not trespass. Students are trespassing if in an unauthorized area of the College campus, present on the College campus after closing hours (without permission), or remaining on the College campus after having been directed to leave by a College official.
6. **Drugs and Alcohol** – Students shall not unlawfully possess, use, be under the influence of, manufacture, dispense, sell, or distribute alcohol, illegal, or unauthorized controlled substances or impairing substances at any College location. For more specific information, see Policy 5.3.5 – Students – Alcohol and Drugs on Campus. In addition, students may not use tobacco of any form or e-cigarettes on campus or at any College-affiliated activities or events.
7. **Lewd and Indecent Behavior** – Students shall not engage in lewd or indecent behavior, including public physical or verbal action or distribution of obscene material based on reasonable community standards, profanity, obscenity, or lack of appropriate dress for the occasion. The conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct constitutes lewd and/or indecent behavior.
8. **Mental/Physical Abuse** – Students shall not mentally or physically abuse any person on the College premises or at a College-supervised function, including oral, written, online or physical actions which harass, threaten, intimidate, coerce, bully, libel, slander, or endanger the health or safety of any such persons. Hazing is a form of mental and/or physical abuse.
9. **Assault** – Students shall not assault or threaten to assault another person for any reason whatsoever. Assault includes a demonstration of force, unlawful physical touching, or striking.
10. **Sexual Harassment and Sexual Violence** – Students shall not engage in sexual harassment and/or sexual violence. For more specific information and definitions of prohibited activities, consult Procedure 5.3.4.1 – Sexual Harassment and Sexual Violence.
11. **Unlawful Discrimination** – Students shall not engage in unlawful discrimination. For more specific information and definitions of prohibited activities, consult Procedure 5.4.3.2 – Unlawful Discrimination.
12. **Communicating Threats** – Students shall not verbally, in writing, through a third party, or by any other means threaten to physically injure another person or that person’s child, sibling, spouse, or dependent, or willfully threaten to damage the property of another.

13. **Disorderly Conduct and Disruption** – Students shall not obstruct or disrupt any teaching, research, administration or disciplinary proceedings, or other College functions and activities, including public service functions, and other duly authorized activities on or off College premises. Students shall not occupy or seize, in any manner, College property, a College facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use. Students shall not participate in or conduct an assembly, demonstration, or gathering in a manner which threatens or causes injury to person or property; which interferes with free access to enter or leave College facilities; which is harmful, obstructive, or disruptive to the educational process or institutional functions of the College; or which infringes on the rights of others. Students shall not hold rallies, demonstrations, or any other forms of public gathering without prior approval of the College based on reasonable time, place, and manner restrictions; and shall not remain at the scene of such an assembly after being asked to leave by a representative of the College staff.
14. **Possession of Weapons** – Students shall not have a weapon of any kind, including but not limited to, a knife, stun gun, or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by N.C.G.S. § 14-269.4. Handguns are permitted under these circumstances: a) the person has a concealed handgun permit that is lawfully issued; b) the handgun is in a closed compartment or container within the person's locked vehicle; c) a person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times; and d) the vehicle is locked at all times. Examples of weapons include but are not limited to explosives, incendiaries, bowie knives, dirks, daggers, loaded canes, sword canes, machetes, box cutters, brass knuckles, and hazardous chemical or biological agents unrelated to College instructional activities.
15. **Tampering with Fire Alarms, Public Safety, or Notification Devices** – Students shall not set off a fire alarm or use or tamper with any fire safety equipment, public notification device, call box, camera, or speaker system except with reasonable belief in the need for such alarm or equipment.
16. **Gambling** – Students shall not gamble or wager for money or material on campus or at any College-affiliated activities or events. As permitted by an exception in the North Carolina General Statutes, a nonprofit organization may conduct up to two raffles per year.
17. **Traffic Violations** – Students shall not violate College regulations regarding the operation and parking of motor vehicles.
18. **Providing False Information** – Students shall not present to the College or its employees forged or false information as part of an investigation, inquiry, hearing, or in other matters related to College activities; neither may a student knowingly withhold information which may have an effect on their enrollment or their status with the College. Students shall not present false identification with intent to deceive. ACC prohibits representing the College, its community members, or a student organization without authorization, or representing or using the identity of an individual member of the community without express authorization of the individual.
19. **Disobedience/Insubordination** – Students shall identify themselves and comply with instructions of College officials acting in performance of their duties. Students will adhere to the terms of any discipline action or directive associated with threat assessment.
20. **Financial Impropriety** – Students shall not engage in financial impropriety such as failure to pay College-levied fines, failure to repay College-funded loans, misuse or failure to properly account for club or student organization funds, or pass worthless checks, drafts, or orders to College officials.
21. **Public Laws** – Students shall follow federal, state, and local laws while on campus or at College-authorized events or activities. Violations of public law may lead to legal actions as well as College discipline. Violations of federal, state, or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.
22. **Failure to Report Criminal Activity** – Students shall inform the College in writing within five (5) days after a conviction for violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while on a College location. For more information, see Policy 5.3.5 – Student Alcohol and Drugs on Campus.
23. **Unauthorized Access to College Records** – Students may not access, view, copy, or change official College records without expressed authority to do so.
24. **Animals on Campus** – Students may not have an animal of any kind on campus. This includes animals left within a vehicle. Service animals are permitted, and any student with a service animal should report the use of a service animal to the College's Disability Services Coordinator. For more information regarding service animals, see Policy 5.4.5 – Service Animals and Other Animals on Campus.
25. **Improper Use of the College Network/Technology** – Students are prohibited from engaging in any activities prohibited under Policy 7.1 – Acceptable Use of Information Systems.

26. **Violation of Policies and Procedures** – Students are expected to be familiar with the College’s policies and procedures. Students may be disciplined for failure to follow the College’s policies and procedures.
27. **Violations of Normal Classroom Behavior** – Students are expected to comply with reasonable rules issued by an instructor. Students shall not cause disruption in the classroom or be disrespectful to classmates or the instructor. To be considered a violation, the conduct must be objectively severe or pervasive enough that a reasonable person would agree that the conduct is disruptive or disrespectful not based on content or viewpoint discrimination.

June 13, 2022

Student Grievance

I. GRIEVANCE PROCESS OVERVIEW

To maintain a harmonious and cooperative environment between and among the College and its students, the College provides for the settlement of problems and differences through an orderly grievance procedure. Every student shall have the right to present his or her problems or grievances free from coercion, restraint, discrimination, or reprisal.

This policy provides for prompt and orderly consideration and determination of student problems and grievances by College administrators and ultimately the President. Authorized decision-makers base their conclusions and remedies upon a preponderance of the evidence. In all cases, the burden of proof is on the grievant.

A. What is Not Covered in This Policy

A grievance is any matter of student concern or dissatisfaction within the College’s control **except for the following:**

- Student discipline matters regarding academic dishonesty (plagiarism, cheating, etc.) and non-academic violations such as theft, drugs and alcohol, disorderly conduct, traffic violations, etc., as outlined in Policy 5.3.2 – Student Code of Conduct. Grievances against students related to alleged violations of the Student Code of Conduct are resolved through the student conduct adjudication and appeal processes as described in Procedures 5.3.2.1 and 5.3.2.2.
- Discrimination, sexual harassment, and sexual violence as defined in Policy 5.3.5 – Sexual Misconduct and Title IX Policy. Grievances against students related to alleged violations of the Sexual Misconduct and Title IX Policy are resolved through the process described within that policy.
- A grade appeal as defined in Policy 5.2.5 – Grade Appeal. Grade appeals are resolved through the process outlined in Procedure 5.2.5.1.
- Any other matter that has a specific grievance process outlined in that specific policy or procedure.
- Academic matters related to courses, minor classroom behavior issues, attendance, academic regulations, or academic activities are resolved by instructors, Department Heads, and/or Deans under their authority and responsibility for instruction. Deans are the final arbiters in these matters. Referral may be made to the student conduct adjudication and appeal process if appropriate to the particular circumstances.
- Grievances against part-time student workers in their roles as employees are resolved through Policy 3.3.8 – Grievance Policy and Procedure (Non-Student).

B. What is Covered in this Policy

Complaints and grievances against a student or students in all other matters within the College’s control are addressed in this policy.

II. GRIEVANCE PROCESS

1. Informal Grievance – Step One

In the event the alleged grievance lies with an instructor or staff member, the student must first go to that instructor or staff member and attempt to informally resolve the matter. The student and instructor or staff member must have an informal conference to discuss the situation and document the attempts taken to resolve the grievance at this level. If the student is unsatisfied with the resolution reached at the informal conference, he or she may proceed to Step Two within five (5) business days after the informal conference. Not proceeding to Step Two within the time period will result in the grievance not being heard and the matter being closed.

If the grievance concerns issues unrelated to a particular instructor or staff member (for example, an issue with College policy), the student may skip the informal process and proceed to Step Two.

2. Formal Grievance – Step Two

If the grievance is not resolved at Step One (or, given the nature of the grievance, Step Two begins the process) the student may file a written grievance with the Vice President of Student Success or Vice President of Workforce Development, as appropriate to the complaint. The written grievance must contain, with specificity, the facts supporting the grievance and the attempt, if applicable, to resolve the grievance at the first level.

The Vice President of Student Success or Workforce Development (or, depending on the nature of the grievance, another appropriate Vice President) shall review the written grievance and refer it to the appropriate administrator, or conduct

whatever further investigation, if any, is necessary to determine any additional facts that are needed to resolve the grievance. The Administrator or Vice President shall provide his or her written decision within 10 business days after receipt of the grievance.

If the student is dissatisfied with the resolution reached by the Vice President, he or she may proceed to Step Three within five (5) business days after receipt of the Vice President's written determination. Not proceeding to Step Three within the time period will result in the grievance not being heard and the matter being closed.

3. Appeal – Step Three

If the student is not satisfied with the Vice President's determination, the student may appeal to the President. The appeal must be in writing, must provide a written summary of the facts and must contain any other documentation pertinent to the matter. The President or his or her designee may, at his or her discretion, assemble the Grievance Committee to further investigate the matter and make a recommendation to the President. The President or designee will conduct an "on the record" review and conduct any further investigation that is necessary to ascertain the facts needed to make a determination. At the conclusion of the investigation and not later than fifteen (15) business days after receipt of the student's appeal, the President or designee shall provide a written decision to the student. The President's decision is final.

After a student has exhausted the College's complaint or grievance procedures, if a matter remains unresolved, a formal complaint may be filed with the North Carolina Community College System using the online Student Complaint Portal hosted by the Licensure Division of the University of North Carolina System Office. The Portal can be found online at studentcomplaints.northcarolina.edu. For more information, send an email to studentcomplaint@northcarolina.edu.

June 13, 2022

Intellectual Property Policy

The College acknowledges the ownership rights associated with intellectual property and requires students and employees to adhere to all applicable state and federal laws.

Intellectual property may be defined as any intellectual or creative works that can be copyrighted, trademarked, or patented. Such works may include but are not limited to literary, musical, dramatic or artistic works, computer software, multimedia presentations, brand marks, or inventions.

I. WORKS MADE FOR HIRE

The College recognizes that the "works made for hire doctrine" applies to College employees. Under this doctrine and this policy, a work made for hire is defined as a work prepared by any employee within the scope of his or her employment. Other works created under the terms of an agreement between the College and a creator may also be deemed works made for hire under that agreement. Works made for hire include any materials that may receive protection under federal patent, copyright, or trademark law. The College retains its ownership of works made for hire and all rights incidental to that ownership except as stated below.

This policy does not include independent works by employees that were not created within the scope of employment and without College support.

II. ACADEMIC EXCEPTION FOR COPYRIGHTABLE WORKS

The College recognizes an academic exception to the works made for hire doctrine. Unless otherwise determined by the College prior to the creation of the work, it is the College's policy that employees own and retain the copyright, and all rights incidental to that ownership, to works created for traditional academic purposes regardless of any use of College resources used in making the work.

This exception applies only to works that may be legally registered in the United States Copyright Office, including but not limited to, textbooks, scholarly monographs, trade publications, maps, charts, articles, novels, nonfiction works, supporting materials, artistic works, syllabi, lecture notes, educational software, and multimedia. Employees, however, may not use College resources to commercialize or publish a work without written approval from College administration.

For any creative work that falls under this exception, the employee grants and the College retains a perpetual, royalty-free, non-exclusive right to use the work for educational, research, and marketing purposes.

This exception does not apply to trademarks, inventions, or patent ownership.

III. STUDENT WORKS

Except as stated herein, the College recognizes that students retain ownership of intellectual property submitted in fulfillment of academic requirements. By enrolling in the College, the student gives the College a perpetual, non-exclusive, royalty-free license to mark, modify, and use any work as may be required by the process of instruction, or for other educational, research, or marketing purposes.

This section does not apply to class or lab notes created by a student.

The College shall retain the ownership of all patentable inventions created by a student in fulfillment of academic requirements under the following conditions: the development of the invention involved substantial use of College resources,

including use of facilities, time, and/or other resources.

IV. OTHER AGREEMENTS

In support of its mission, the College, an employee, or a student may voluntarily enter into other agreements for ownership of intellectual property or the sharing of royalties. In these instances, the written agreement is controlling, not this policy. In the case of a work created under the provisions of a grant, the terms of the grant will determine the ownership and all rights incidental to the ownership of the property created, not this policy.

All revenue derived by the College from the creation and production of intellectual property shall be used for educational and research purposes that directly support the College's mission.

V. DISPUTE RESOLUTION

A. Prior to creating works using College resources, employees and students should direct intellectual property ownership questions to the appropriate Vice President.

B. If issues related to ownership of intellectual property arise and cannot be resolved informally, College employees may seek resolution through the Grievance process. A committee will be appointed by the President to assist with fact finding and recommendations. The committee will be made of both administrators and faculty. Prior to initiating litigation, both parties may participate in voluntary mediation before a neutral third-party mediator and will equally share the cost of such mediation.

C. If issues related to ownership of intellectual property arise and cannot be resolved informally, College students may seek resolution through the Grievance process. A committee will be appointed by the President to assist with fact finding and recommendations. The committee will be made of administrators, faculty, and student(s). Prior to initiating litigation, both parties may participate in voluntary mediation before a neutral third-party mediator and will equally share the cost of such mediation.

June 13, 2022

Facility Use

The College's facilities exist to meet the educational needs of citizens within the College's service area. The College offers a wide-range of credit curricula and non-credit extension courses and the College's facilities are to be utilized to facilitate these programs. The College may use its facilities in any legal matter. In addition, the College may make its facilities available in accordance with its guidelines and procedures upon reasonable conditions for the periodic use of student organizations, government agencies, non-profit entities, community members, and for-profit entities (for non-revenue generating events) provided the activities involved are in furtherance of the College's educational purposes or are in promotion of the community's cultural and educational welfare.

The use of the College's facilities cannot compete with or disrupt any of the College's classes or events that are or could be offered.

This policy only applies to the use of the College's facilities. For information concerning the use of outdoor campus spaces, see Policy 2.3.5 – Campus Free Speech, Distribution of Material, and Assembly.

June 13,2022

Campus Free Speech and Assembly

Free speech, which includes the right to distribute material and peacefully assemble, is central to the College's academic mission. The College encourages and supports open, vigorous, and civil debate across the full spectrum of society's issues as they present themselves to the College community. At the same time, limitations on activities on College property are necessary so that the College may fulfill its primary mission of educating students.

The President is authorized to develop procedures for public use of the College's outdoor spaces for distribution of material and assembly. The use of outdoor space on the College's campus does not represent an endorsement or support by the College of the content or viewpoints expressed by the individual or group using the space. The College is a limited public forum and does not discriminate based on content or viewpoint.

For issues dealing with the use of indoor spaces and facilities, see Policy 2.2.3 – Facility Use.

June 13,2022

Honors Program

The core mission of the Alamance Community College Honors Program is to provide students eager for advanced studies and those with untapped potential with a transformative learning experience that promotes critical thinking, community engagement, and academic exploration.

Students enrolled in the Honors Program will receive experiential and service learning opportunities, opportunity to do in-depth research related to a particular discipline, and faculty mentorship. Students who graduate with honors will receive recognition on their transcript.

For more information, visit the College's website.

STUDENT LIFE

Higher education involves not only a quality academic program but also opportunities for students to learn about themselves and develop as functioning adults in our society. Alamance Community College encourages students to become involved with people of varied natures and backgrounds and to participate in student functions. The College is committed to the enrichment of the academic and social growth of students through a wide range of student activities that are recognized as a viable part of campus life. Students are encouraged to participate in as many activities as time and schedules permit.

Student Government Association

Alamance Community College sponsors a variety of student clubs and organizations which provide a place for every student to become involved and be of service to the College and community. These groups work closely with the Student Government Association to provide excellent student leadership opportunities and allow students to pursue various interests beyond the work they do in the classroom.

A list and descriptions of the active student clubs and organizations can be found on the College's Student Life and Engagement web page: www.alamancecc.edu/campus-life-and-activities-site/. Copies of the handbook are available in the Student Success Center.

Students are actively involved in the institutional decision-making process. In addition to the SGA president serving on the College Board of Trustees, students serve on various committees which are involved in the development of policies and procedures for the College.

Student Activities and Clubs

Alamance Community College sponsors a variety of student clubs and organizations which provide a place for every student to become involved and be of service to the College and community. These groups work closely with the Student Government Association to provide excellent student leadership opportunities and allow students to pursue various interests beyond the work they do in the classroom.

A list and descriptions of the active student clubs and organizations can be found in the Alamance Community College Student Handbook and on the College's Student Life and Engagement web page: alamancecc.edu/campus-life-and-activities-site/. Copies of the handbook are available in the Student Success Center.

For more information, see Policy 5.4.4 - Student Clubs and Organizations at: alamancecc.edu/policies

Off-Campus Student Activities

The Student Government Association, the Vice President for Student Success, and the Student Activities Advisor must approve all student activities sponsored by the College that are held off-campus. This approval should be secured at least one week prior to the date of the event. To be approved, the event must be sponsored by a recognized campus organization, have a faculty/staff advisor who is willing to be present at the event, and demonstrate that appropriate provisions for control have been established. In addition, sources of revenue for the provision of refreshments must be specified. No alcoholic beverages shall be allowed at any student activity authorized by the College. Any recognized organization which violates this policy may have its recognition revoked or restricted by the College pending a hearing before the student development committee conduct officer.

Publications

ACC Curriculum Student Handbook—Published through the Student Success office, the handbook provides information of concern to students, including student regulations, policies, student government, and student activities.

Community ACCess—Published by the Public Information and Marketing office and mailed to business and non-profit organizations, this quarterly newsletter includes news and feature articles about College initiatives, projects and achievements. Additional copies of this newsletter are distributed across campus.

The Vice President for Student Success or his/her designee must approve all student publications. Students who are interested in the publication of materials designed for college use should contact the Vice President for Student Success for information and assistance.

Bulletin Boards/Posting Procedure

Campus bulletin boards are provided for employees and recognized student organizations. For purposes of this procedure, a “recognized student organization” is defined as an organized student group that is recognized by the Student Government Association.

The use of campus bulletin boards by recognized student organizations or College employees is subject to the following general regulations:

1. All materials posted on campus bulletin boards must be current and directly related to College programs, events, clubs, or services.
2. All posted materials must a) be clear and legible; b) include the sponsoring club or College program/division/departments name; c) include the date; and d) provide current contact information.
3. Posted materials shall not include language that a) incites criminal conduct; b) constitutes a clear and present danger; or c) causes a substantial disruption in the College’s business operations.
4. Flyers or other related materials may remain on a bulletin board for three (3) weeks or two (2) business days after the event or service advertised has ended, whichever is sooner. It is the responsibility of the recognized student organization or College employee to remove advertisements in a timely manner.
5. “Owners” of bulletin boards shall review and update their content before the start of each new semester.

Any violation of these provisions shall result in the immediate forfeiture of the privilege of using campus bulletin boards and possible disciplinary action. The College reserves the right to remove flyers and signage without notice if it is outdated or does not adhere to this policy.

June 13,2022

Lost and Found

A lost and found service is maintained through the main information desk. Unclaimed items may be disposed of if not claimed in one month.

Class Rings

Information on ordering class rings is available through the College bookstore. Questions concerning class rings should be directed to the bookstore staff.

Telephones

Public telephones are located on campus for student use. Students are not permitted to use telephones located in faculty or staff offices. ONLY EMERGENCY CALLS DIRECTED TO THE ADMINISTRATION WITH SUFFICIENT JUSTIFICATION SUCH AS SERIOUS ILLNESS OR DEATH IN THE FAMILY would warrant paging a student from class. Other messages received will not be delivered to students.

Crimes and Emergencies Reporting and Response

In the event of a crime or emergency in progress or a risk of harm to persons or property, employees, students, and visitors should immediately call 911 and/or notify campus Public Safety by calling 336-506-4286. Known and suspected violations of federal and state criminal laws should be reported to the Director of Public Safety who will involve the appropriate law enforcement agency and file the required College documentation.

Criminal incidents occurring off campus involving students participating in a College function should be reported immediately to law enforcement and to the Director of Public Safety as soon as possible if a student is involved.

First aid kits are available in all labs, shops and at the information desk. If a student, visitor, or employee should become sick or injured, Public Safety should be contacted immediately, at 336-506-4286, to report the nature of the situation. If the situation warrants, Public Safety will request assistance from the local EMS.

Any cost generated in any medical situation requiring transport by EMS will be the responsibility of the person sick or injured.

For more information, consult Policy 2.1.4 - Campus Medical Emergencies and Policy 2.1.8 - Reporting Crimes and Emergencies on Campus. Policies are found online at alamancecc.edu/policies

Special Considerations for Health and Public Services Students

Hepatitis B inoculations are required for Medical Assisting, Medical Laboratory Technology, Dental Assisting and Nursing students. Students are responsible for payment of the vaccine. Upon enrollment, the student will receive information concerning the inoculation series and estimated costs.

Other tests and immunizations (including COVID) may be required in specific programs in the health-related areas and are detailed and explained on the physical examination forms per program.

Students who are exposed to blood and body fluids or blood-borne pathogens during clinical experiences will be required to participate, at their own expense, in post-exposure counseling, testing and medical follow-up. Failure to comply with these requirements will prohibit continued enrollment.

LIBRARY/LEARNING RESOURCES CENTER

The Library is one area of a multi-media Learning Resources Center. The Center also includes the Scott Family Collection, the Tutoring Center, and The Writing Center.

The Learning Resources Center's purpose is to support the College's mission of providing comprehensive educational opportunities and promote student academic, career and personal success. It accomplishes this by making available a balanced collection of informational resources, relevant historical collections, and an open computer lab/tutorial center to support the College's instructional programs.

The library collection consists of approximately 35,000 titles of books and audiovisual material combined. NC LIVE and selected other electronic databases are accessible through internet capable workstations in the Library and off campus using a Self Service login. The Internet can also be accessed wirelessly in the Library. Audiovisual equipment is available for use by faculty, staff and civic organizations. Audiovisual services include equipment repair, videotaping as well as teleconference and multimedia assistance.

The library is open 7:30 a.m. to 8:00 p.m. Monday through Thursday, 7:30 a.m. to 4:00 p.m. Friday, and 8:00 a.m. to 12:00 noon Saturday during the fall and spring semesters. The library closes at 12:00 noon on Friday and is closed on Saturday during the summer term. The Library is closed on Sundays. Hours are subject to change due to student needs and budget considerations.

The Scott Family Collection is an integral part of the Library. Its purpose is to collect, maintain, preserve, and make available materials of historical value related to the history of the Scott Family. This affords the researchers a view of Alamance County, N.C., and Southern history from the perspective of individuals who lived in this area.

The Library also houses the Crystal Lee Sutton Collection, papers and memorabilia of Crystal Lee Jordan Sutton, the woman whose real life efforts as a union organizer in the south are portrayed in the movie "Norma Rae." Her life had far reaching implications for the progress of women and working class people the world over.

TUTORING CENTER

The purpose of the Tutoring Center is to support the mission and goals of the College by providing an open computer lab and tutorial services for individuals and groups. The lab provides access to and assistance with educational software designed to enable both curriculum and continuing education students to meet their course, degree, transfer or career needs.

TC professional tutors provide face-to-face and online/virtual tutoring for many subjects during a scheduled appointment or drop-in visit on a first-come, first-served basis. Hours during the fall and spring semesters are Monday through Thursday 8:00 a.m. to 9:00 p.m. (Fall and Spring terms), Friday 8:00 a.m. to 3:00 p.m., and Saturday 8:00 a.m. to 2:00 p.m. Hours during the summer term are Monday through Thursday 8:00 a.m. to 9:00 p.m., Friday 8:00 a.m. to noon, and closed on Saturday. Hours are subject to change due to student needs and budget considerations.

WRITING CENTER

The purpose of the Writing Center (WC) is to support the mission and goals of the college by providing more opportunities and resources for students to increase their writing skills. The WC professional tutors provide feedback, guidance, and workshops for any part of the writing process. Computer space is available to students as they write and revise while having access to consultants. All students at the college may use the Writing Center. Hours during fall and spring semesters are Monday through Thursday 8:30 a.m. to 6:00 p.m. (online until 8:00p.m.), and Friday 8:30 a.m. to 3:00 p.m. Online-tutoring (live video) and E-tutoring (document submission), and face-to-face sessions are available with an appointment. Hours during summer term are Monday through Thursday 8:30 a.m. to 6:00 p.m. and Friday 8:30 a.m. to noon, and closed on Saturday. Hours are subject to change due to student needs and budget considerations.

WORK-BASED LEARNING

Work-Based Learning (WBL) prepares students to become career-ready graduates. The program capitalizes on the intersectionality of curriculum and on-the-job learning. Its portfolio offers soft skills/employability coursework curricula and robust on-the-job training through structured academic internships.

Students can complete a structured internship in their academic major through a collaborative partnership with the College, themselves, and a major-specific employer. Successful completion of required work hours and documentation enables academic course credit accrual.

Internships expose students to field-specific practices through the mentorship of a supervisor. This relationship allows students to build a professional network for career advice and guidance.

While the College makes reasonable assurance that students can be placed within commuting distance of the campus, it cannot guarantee placement near the campus. Therefore, students are expected to assume responsibility for obtaining a work-based learning employment site and transportation to and from the worksite.

Students cannot self-register but must consult their academic department head and the Work-Based Learning Coordinator. This is to ensure students fully understand the process and program requirements. All students who register for WBL courses must be coded as students in the academic program associated specifically with the WBL courses.

Courses

- WBL 110: World of Work
- WBL 111: Work-Based Learning I
- WBL 112: Work-Based Learning I
- WBL 113: Work-Based Learning I
- WBL 115: Work-Based Learning Seminar I
- WBL 121: Work-Based Learning II

Course Credit Hour/Work Hour Designations

- WBL 111/WBL 121 = 160 work hours = 1 credit hour
- WBL 112 = 320 work hours = 2 credit hours
- WBL 113 = 480 work hours = 3 credit hours

Requirement for Degree

- Culinary Arts

Option for a Major Elective

- Accounting and Finance
- Advertising and Graphic Design
- Agribusiness Technology
- Agricultural Biotechnology
- Agriculture Education
- Air Conditioning, Heating & Refrigeration Technology (HVAC)
- Animal Care and Management Technology
- Automotive Systems Technology
- Biotechnology
- Business Administration
- Computer-Aided Drafting Technology
- Computer-Integrated Machining
- Healthcare Management Technology
- Horticulture Technology
- Information Technology
- Mechatronics
- Mechanical Engineering Technology
- Medical Office Administration
- Office Administration
- Sustainable Agriculture
- Welding Technology

Orientation Attendance

Work-Based Learning Orientation attendance is a requirement for student participants in the semester they are registered for internship credit (WBL 111 – 121). Work-Based Learning Orientation is held every semester on the second day of class.

Expectations of Students

Students actively serve as ambassadors for the quality education and professionalism taught at Alamance Community College. Participation in Work-Based Learning is a privilege granted to students for academic and professional enrichment. Any student whose work ethic and professional behavior are not reflective of Alamance Community College's values may relinquish their right to seek academic credit through program participation. The Alamance Community College Student Handbook, Work-Based Learning Orientation, and WBL 110: World of Work provide a framework for professional behavior. Additionally, students should maintain a drug/alcohol-free work environment and adhere to their companies' respective safety and human resource standards.

Student Conduct

Alamance Community College partners with community employers to provide engaging experiences for students; however, the College does not maintain any contractual relationship with these partners. Community partnerships enable Alamance Community College to provide experiential learning and professional exposure.

The College is committed to students learning in a safe and rich academic environment. Should student workplace conduct issues arise, the Work-Based Learning Coordinator and faculty member will counsel the student as a professional development opportunity. Future infractions may result in the employer's termination of a student's internship per North Carolina's designation as a "right to work" state. Alamance Community College has no obligation to permit the student to seek additional academic credit through Work-Based Learning. Student refunds for the course are according to established reimbursement policies outlined in the Academic Catalog.

DISTANCE LEARNING

The Distance Learning program strives to provide quality instruction through web-based technologies to enable students to attain their educational goals. Courses delivered online earn the same credit and maintain the same quality and standards as traditional classroom courses. Courses are universally designed and delivered to meet the needs of a diverse population of students.

Distance learning students “attend class” by accessing the class using Moodle, ACC’s learning management system and completing assignments according to the class schedule. Students are required to complete assignments according to the class schedule, to maintain regular contact with the faculty member, and to participate in online class discussions. Students are subject to the same attendance policy as traditional, seated classes. Online courses are scheduled on the same semester schedule as traditional classes.

Students enrolling in distance learning courses should have access to a personal computer, possess the necessary computer skills, and access to reliable internet service. Personal computers should meet the minimum system requirements as listed on the Online Requirements webpage (<https://www.alamancecc.edu/online-and-distance-education-site/course-requirements/>). For students that do not have a computer of their own, ACC has two open access labs for students in the Academic Skills Lab and Library. In addition, many public libraries also offer access to computers and Wi-Fi. Some online courses require an online proctored exam. ACC uses a tool called Proctortrack for online proctored exams.

Types of Distance Learning Courses

Not sure what type of distance education course is right for you? ACC has several types to choose from depending on your schedule and specific educational needs.

- **Online “E”**—Course with 100 percent of instruction delivered via the Internet (Example: BUS 225 01E)
- **Online Live “EL”** – Course with 100% of instruction delivered via the Internet and includes a synchronous session each week in Zoom or Collaborate (Example: HIS 131 01EL)
- **Hybrid “H”**—Face-to-face (seated) course combined with required online assignments/tasks. Face-to-face meeting times will be determined by each department. Students who register for a hybrid course must have access to the Internet and be able to complete assigned course activities online in addition to meeting on scheduled class days. (Example: HIS 131 03H)
- **Web-Assisted “W”**—Course is delivered face-to-face with a requirement that students have Internet access as a way to complete assigned tasks online. (Example: COM 110 01W)

In addition to the numerous curriculum courses, Continuing Education offers more than 200 noncredit online courses.

Online Degrees

- Associate in Arts
- Associate in General Education
- Accounting and Finance (Associate in Applied Science)
- Business Administration—General Business Concentration (Associate in Applied Science)
- Business Administration – Human Resources Management Concentration (Associate in Applied Science)
- Criminal Justice Technology (Associate in Applied Science)
- Early Childhood Associate (Associate in Applied Science)
- Fire Protection Technology (Associate in Applied Science)
- Healthcare Management Technology (Associate in Applied Science)
- Information Technology Business Support Concentration (Associate in Applied Science)
- Information Technology Computer Programming and Development Concentration (Associate in Applied Science)
- Information Technology Software and Web Development Concentration (Associate in Applied Science)
- Information Technology Systems Security (Cybersecurity) Concentration (Associate in Applied Science)
- Information Technology Systems Security (Cybersecurity) Concentration (Associate in Applied Science)*

Online Diplomas

- Accounting and Finance
- Business Administration
- Early Childhood Education
- IT Business Support

Online Certificates

- Accounting and Finance
- Accounting and Finance Software Applications
- (Accounting) Income Tax
- (Business) Supervision
- Child Care Essentials
- Cybersecurity
- Early Childhood Administration
- Early Childhood Infant/Toddler Care
- Early Childhood Preschool
- Early Childhood School Age
- Entrepreneurship
- Entry Network Technician
- IT Computer Programming and Development
- IT Software and Web Development
- IT Systems Security (Cybersecurity)
- (Fire) Inspections
- Fire Protection
- Fire Protection Management
- Forensic Science (Criminal Justice)
- General Business Administration
- Human Resource Management
- IT Business Support
- IT Computer Programming
- Linux/Unix
- Web Development
- Windows

Contact Distance Learning

Phone 336-290-0555 and select option 1, email distancelearning@alamancecc.edu, or visit the web at www.alamancecc.edu/acconline.

EDUCATIONAL PROGRAMS

Alamance Community College offers the following programs of study: Associate in Arts (**AA**), Associate in Arts Teacher Preparation (**AATP**), Associate in Engineering (**AE**), Associate in Fine Arts (**AFA**), Associate in Science (**AS**), Associate in Science Teacher Preparation (**ASTP**), Associate in General Education (**AGE**), Associate in Applied Science (**AAS**), Diploma Program (**D**), Certificate Program (**C**).

APPLIED ENGINEERING, AGRICULTURE AND SKILLED TRADES DIVISION

Advertising and Graphic Design (A30100)	AAS, C
Agribusiness Technology (A15100)	AAS
Agricultural Biotechnology (A20110)	AAS
Agriculture Education (A15330)	AAS
Air Conditioning, Heating, and Refrigeration Technology (A35100)	AAS, D, C
Animal Care and Management Technology (A55100)	AAS, C
Automotive Systems Technology (A60160)	AAS, D, C
Computer-Aided Drafting Technology (A50150)	AAS, D, C
Computer-Integrated Machining (A50210)	AAS, D, C
Culinary Arts (A55150)	AAS, C
Foodservice Technology (D55250)	D
Horticulture Technology (A15240)	AAS, D, C
Associate in General Education—Horticulture Production Systems and Entrepreneurship and Landscape Design, Gardens, and Urban Environments	AGE
Associate in General Education—Plant Breeding and Biotechnology in Horticulture	AGE
Industrial Systems Technology (A50240)	AAS, D, C
Mechanical Engineering Technology (A40320)	AAS, D, C
Mechatronics Engineering Technology (A40350)	AAS, D, C
Sustainable Agriculture (A15410)	AAS
Welding Technology (A50420)	AAS, D, C

BUSINESS, ARTS AND SCIENCES DIVISION

Accounting and Finance (A25800)	AAS, D, C
Business Administration	
General Business Administration Concentration (A25120B)	AAS, D, C
Human Resources Management Concentration (A25120A)	AAS, C
Marketing Concentration (A25120M)	AAS, C
Early Childhood Associate	AAS, D, C
Early Childhood Associate Terminal Non-Transfer (A55220T)	AAS
Early Childhood Associate Transfer Licensure (A55220L)	AAS
Early Childhood Associate Transfer Non-Licensure (A55220NL)	AAS
Early Childhood Administration Certificate (C55850)	C
Early Childhood Infant/Toddler Care (C55290)	C
Early Childhood Pre-School Certificate (C55860)	C
Healthcare Management Technology (A25200)	AAS, C
Information Technology	
IT Business Support Concentration (A25590B)	AAS, D, C
IT Computer Programming and Development (A25590P)	AAS, D, C
IT Software and Web Development (A25590W)	AAS, D, C
IT Systems Security (Cybersecurity) Concentration (A25590S)	AAS, D, C
Medical Office Administration	
General Medical Office Concentration (A25310M)	AAS, C
Medical Auditor Concentration (A25310A)	AAS, D
Office Administration	
General Office Administration Concentration (A25370A)	AAS, D, C
Legal Office Administration Concentration (A25370L)	AAS
Community Spanish Interpreter (A55370)	AAS
Spanish Language Certificate (C55370)	C
University Transfer—Associate in Arts (A10100)	AA
University Transfer—Associate in Arts Teacher Preparation (A1010T)	AATP
University Transfer—Associate in Engineering (A10500)	AE
University Transfer—Associate in Fine Arts—Music (A10700)	AFA
University Transfer—Associate in Fine Arts—Visual Arts (A10600)	AFA
University Transfer—Associate in Science (A10400)	AS
University Transfer—Associate in Science Teacher Preparation (A1040T)	

HEALTH AND PUBLIC SERVICES DIVISION

Associate in General Education (non-University Transfer) (A10300)	AGE
Biotechnology (A20100)	AAS, D, C
Cosmetology (A55140).....	AAS, D, C
Esthetics (C55230).....	C
Criminal Justice Technology (A55180).....	AAS
Criminal Justice Technology/Foresenic Science (A5518C)	AAS, C
Dental Assisting (D45240).....	D
Emergency Medical Science (A45340).....	AAS
Fire Protection Technology (A55240).....	AAS, D, C
Histotechnology (A45370)	AAS
Medical Assisting (A45400)	AAS, C
Medical Laboratory Technology (A45420).....	AAS
Nurse Aide (C45840).....	C
Nursing (A45110).....	AAS
Associate in General Education: Nursing.....	AGE

Program descriptions in this catalog point out the topics to be studied in each curriculum, possible awards to be earned (certificate, diploma, and/or associate in applied science degree), job opportunities to be pursued, and the required courses.

The curriculum standards represent the minimum requirements for graduation. Students are encouraged to consult with their department head or advisor about additional courses which may enrich their program. Also substitutions of courses and rearrangements of sequence may be made by the College on the recommendation of the department head with approval of the academic dean.

Part-time students should be aware that most courses are not offered during every semester. Therefore they must plan in accordance with published course schedules to ensure that proper course sequences and prerequisite requirements are met.

Some programs are available during both day and evening hours. However, many courses are offered only during the day or only during the evening hours, and students needing these courses for graduation must make plans to attend when the courses are offered.

The administration reserves the right to withdraw any course for which there is insufficient enrollment or funding.

Catalog of Record

Students who are in continuous attendance may graduate under the provisions of the catalog in effect on their date of entry, or they may take the option of choosing the requirements of a subsequent revised issue of the catalog. Students who are in continuous enrollment and change their program of study must graduate under the provisions of the catalog in effect on their date of entry to that program or they may take the option of choosing the requirements of a subsequent revised issue of the catalog. Students who are not in continuous attendance must graduate under the provisions of the catalog in effect on their last reentry date, or they may choose a subsequent revised issue. Continuing enrollment does not include the summer term.

State Curriculum Standards

The North Carolina Community College System has adopted curriculum standards for all stand-alone certificate, diploma and associate degree curricula, and all programs at Alamance Community College comply with these standards. Copies of all state curriculum standards are available through the office of the appropriate academic dean.

Gainful Employment Programs

Gainful Employment information is required to be disseminated to current and future students for selected programs due to federal regulations. Additional information regarding the regulation can be found at the following U.S. Department of Labor websites or the College's website: www.alamancecc.edu/about-acc-site/gainful-employment-program-disclosures/.

Alamance Community College offers the following academic program that is considered a gainful employment program:

- **Dental Assisting**—www.bls.gov/oes/current/oes319091.htm

Electives

Elective courses are indicated in many programs. Some electives are designated “major” electives and must be in the student’s major field of study. Other electives designated “humanities/fine arts electives” may be chosen from areas such as humanities, art, music, philosophy, and religion. Electives designated “social/behavioral sciences electives” may be chosen from areas such as psychology, social sciences, and political sciences.

Humanities/Fine Arts Electives for Associate in Applied Science (A.A.S.) Degrees

ART 111	Art Appreciation	HUM 122	Southern Culture
ART 114	Art History I	HUM 130	Myth in Culture
ART 115	Art History II	HUM 150	American Women's Studies
ART 131	Drawing I	HUM 160	Introduction to Film
DRA 111	Theatre Appreciation	HUM 230	Leadership Development
ENG 125	Creative Writing I	MUS 110	Music Appreciation
ENG 134	Introduction to Poetry	MUS 112	Introduction to Jazz
ENG 231	American Literature I	PHI 215	Philosophical Issues
ENG 232	American Literature II	PHI 240	Introduction to Ethics
ENG 241	British Literature I	REL 110	World Religions
ENG 242	British Literature II	REL 211	Intro to Old Testament
ENG 273	African American Literature	REL 212	Intro to New Testament
GIS 111	Introduction to GIS	SPA 141	Culture and Civilization
HUM 115	Critical Thinking		

**Note: Elementary foreign language courses (SPA 111, SPA 112) and communication courses (COM 110, COM 120, COM 231) will not satisfy the Humanities/Fine Arts elective requirement.*

Social & Behavioral Science Electives for Associate in Applied Science (A.A.S.) Degrees

ECO 251	Prin of Microeconomics	HIS 221	African-American History
ECO 252	Prin of Macroeconomics	HIS 236	North Carolina History
GIS 111	Introduction to GIS	POL 120	American Government
HIS 111	World Civilizations I	POL 130	State & Local Government
HIS 112	World Civilizations II	PSY 150	General Psychology
HIS 131	American History I	SOC 210	Introduction to Sociology
HIS 132	American History II	SOC 213	Sociology of the Family
HIS 163	The World Since 1945	SOC 220	Social Problems
HIS 211	Ancient History	SOC 242	Sociology of Deviance
HIS 212	Medieval History		

ACCOUNTING AND FINANCE

Program Description

The Accounting and Finance curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting and finance profession. Accountants and finance professionals assemble and analyze, process, and communicate essential information about financial operations.

Course work may include accounting, finance, ethics, business law, computer applications, financial planning, insurance, marketing, real estate, selling, and taxation. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Graduates should qualify for entry-level accounting and finance positions in many types of organizations including accounting firms, small businesses, manufacturing firms, banks, hospitals, school systems, and governmental agencies.

Program Learning Outcomes

Graduates of this program should be able to:

- Research an accounting issue and communicate findings in written form to upper management
- Prepare a complex set of corporate financial statements including multiple-step income statement with EPS, classified balance sheet, and cash flow statement
- Complete a corporate tax return
- Take an ethical tax issue and respond to both the taxpayer and to another tax professional about how to handle the situation
- Analyze and interpret cost/managerial accounting data, using results to form recommendations for business leadership, and present recommendations with proper supporting documentation
- Analyze internal control systems, identifying areas of weakness, and creating solutions for those weaknesses
- Complete an individual income tax return

Articulation Agreements

- 2Plus Agreement with UNC Greensboro in Accounting
- Bilateral Agreement with North Carolina Central University in Accounting

Accounting and Finance A.A.S. Degree (A25800)

(Day Option)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACC 123	College Student Success College Transfer Success	1 2	1 1	F, S	None
ACC 120	Prin of Financial Acct	5	4	F, S	Developmental courses may be required (ENG 011, MAT 043, MAT 052 or MAT 071)
BUS 115	Business Law I	3	3	F, S	None
CIS 110	Introduction to Computers	4	3	F, S, SS	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be Required (ENG 003, ENG 011)
MAT 152 OR MAT 171	Statistical Methods I Precalculus Algebra	5 5	4 4	F, S, SS	Developmental courses may be required (ENG 002, MAT 003, MAT 052 or MAT 071)
Semester Total		21-22	18		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 121	Prin of Managerial Acct	5	4	F, S	State prereq: ACC 120
ACC 129	Individual Income Taxes	4	3	S, SS	Developmental courses may be required (ENG 011, MAT 043, MAT 052 or MAT 071)
ACC 140	Payroll Accounting	4	2	S	State prereq: ACC 115 or ACC 120
CTS 130	Spreadsheets	4	3	F, S	None
Semester Total		17	12		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 150	Acct Software Appl	4	2	SS	State prereq: ACC 115 or ACC 120
WBL 110	World of Work	1	1	S, SS	None
*see table below	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		8	6		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 130	Business Income Taxes	4	3	F	Prereq: ACC 129
ACC 220	Intermediate Accounting I	5	4	F	State prereq: ACC 120
ACC 225	Cost Accounting	3	3	F	State prereq: ACC 121
ECO 251 Principles of Microeconomics OR ECO 252 Principles of Macroeconomics		3 3	3 3	F, S	Developmental courses may be Required (ENG 002 & ENG 011; MAT 003 & MAT 043 or MAT 052)
**see table below	Major Elective	2-3	2-3	F	Prerequisites may be required
Semester Total		17-18	15-16		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 221	Intermediate Acct II	5	4	S	State prereq: ACC 220
ACC 227 OR WBL 111 & WBL 115	Work-Based Learning I Work-Based Learning Seminar I	10 1	1 1	S S	None State Coreqs: WBL 111, WBL 112, WBL 113, WBL 114
ACC 269	Audit & Assurance Service	3	3	S	State prereq: ACC 220
BUS 225	Business Finance	4	3	S, SS	State Pre: ACC 120
ENG 114	Prof Research & Reporting	3	3	F, S, SS	State Pre: ENG 111
Semester Total		18-26	15-16		

Total Hours**81-91****66-68**

Accounting and Finance A.A.S. Degree (A25800)
(Evening/Distance Learning Option*)

**This program combines seated, hybrid, and online course options.*

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACA 122	College Student Success College Transfer Success	1 2	1 1	F, S	None
ACC 120	Prin of Financial Acct	5	4	F, S	Developmental courses may be required (ENG 011, MAT 043, MAT 052 or MAT 071)
CIS 110	Introduction to Computers	4	3	F, S, SS	None
MAT 152 OR MAT 171	Statistical Methods I Precalculus Algebra	5 5	4 4	F, S, SS	Developmental courses may be required (ENG 002, MAT 052, MAT 071)
Semester Total		15-16	12		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 121	Prin of Managerial Acct	5	4	F, S	State prereq: ACC 120
BUS 115	Business Law I	3	3	F, S	None
Semester Total		8	7		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 129	Individual Income Taxes	4	3	S, SS	Developmental courses may be required (ENG 011, MAT 043, MAT 052 or MAT 071)
ENG 111	Writing & Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 003, ENG 011)
Semester Total		7	6		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 130	Business Income Taxes	4	3	F	Prereq: ACC 129
ACC 220	Intermediate Accounting I	5	4	F	State prereq: ACC 120
CTS 130	Spreadsheets	4	3	F, S	None
Semester Total		13	10		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 140	Payroll Accounting	4	2	S	State prereq: ACC 115 or ACC 120
ACC 221	Intermediate Acct II	5	4	S	State prereq: ACC 220
ACC 269	Audit & Assurance Service	3	3	S	State prereq: ACC 220
Semester Total		12	9		

Summer 6th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 150	Acct Software Appl	4	2	SS	State prereq: ACC 115 or ACC 120
WBL 110	World of Work	1	1	S, SS	None
*see table below	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		8	6		

Third Year**Fall 7th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 225	Cost Accounting	3	3	F	State prereq: ACC 121
ECO 251 OR ECO 252	Principles of Microeconomics Principles of Macroeconomics	3 3	3 3	F, S, SS	Developmental courses may be required (ENG 002 & ENG 011; MAT 003 & MAT 043 or MAT 052)
**see table below	Major Elective	2-3	2-3	F	Prerequisites may be required
Semester Total		8-9	8-9		

Spring 8th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 227 OR WBL 111 & WBL 115	Practices in Accounting Work-Based Learning I Work-Based Learning Seminar I	3 10 1	3 1 1	S S S	State prereq: ACC 220 None State Coreqs: WBL 111, WBL 112, WBL 113, WBL 114
BUS 225	Business Finance	4	3	S, SS	State prereq: ACC 120
ENG 114	Prof Research & Reporting	3	3	F, S, SS	State prereq: ENG 111
Semester Total		10-18	8-9		

Total Hours**81-91 66-68*****Recommended Humanities/Fine Arts Electives**

ART 111	Art Appreciation	HUM 150	American Women's Studies
HUM 115	Critical Thinking	MUS 110	Music Appreciation
HUM 122	Southern Culture	PHI 240	Introduction to Ethics

****Recommended Major Electives**

ACC 152	Advanced Software Applications	ACC 180	Practices in Bookkeeping
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Accounting and Finance Diploma (D25800)**This program combines seated, hybrid, and online course options.***First Year****Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 120	Prin of Financial Acct	5	4	F, S	Developmental courses may be required (ENG 011, MAT 043, MAT 052 or MAT 071)
BUS 115	Business Law I	3	3	F, S	None
CIS 110	Introduction to Computers	4	3	F, S, SS	None
MAT 152 OR MAT 171	Statistical Methods I Precalculus Algebra	5 5	4 4	F, S, SS	Developmental courses may be required (ENG 002 & ENG 011; MAT 003 & MAT 052 or MAT 071)
Semester Total		17	14		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 121	Prin of Managerial Acct	5	4	F, S	State prereq: ACC 120
ACC 129	Individual Income Taxes	4	3	S, SS	Developmental courses may be required (ENG 011, MAT 043, MAT 052 or MAT 071)
ACC 140	Payroll Accounting	4	2	S	State prereq: ACC 115 or ACC 120
BUS 225	Business Finance	4	3	S, SS	State prereq: ACC 120
Semester Total		17	12		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 150	Acct Software Appl	4	2	SS	State prereq: ACC 115 or ACC 120
ENG 111	Writing & Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 003, ENG 011)
Semester Total		7	5		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 152	Advanced Software App.	4	2	F	State prereq: ACC 150
ACC 180	Practices in Bookkeeping	3	3	F	State prereq: ACC 120
CTS 130	Spreadsheets	4	3	F, S	None
Semester Total		11	8		

Total Hours**52 39****Accounting and Finance Certificate (C25800A)**

Upon completion of this certificate students should be able to perform basic accounting duties such as accounts receivable and accounts payable. Students learn basic accounting fundamentals and are ready for an entry-level clerk position.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 120	Prin of Financial Acct	5	4	F, S	Developmental courses may be required (ENG 011, MAT 043, MAT 052 or MAT 071)
CIS 110	Introduction to Computers	4	3	F, S, SS	None
Semester Total		9	7		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 121	Prin of Managerial Acct	5	4	F, S	State prereq: ACC 120
BUS 115	Business Law I	3	3	S	None
Semester Total		8	7		

Total Hours**17 14**

Income Tax Certificate (C25800I)

Students completing the income tax certificate should be able to complete basic tax returns for individuals and sole proprietors, perform basic payroll functions and complete payroll tax forms. Students learn individual tax and are introduced to basic partnerships and corporate tax. Students learn payroll calculation and required payroll tax reporting.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 120	Prin of Financial Acct	5	4	F, S	Developmental courses may be required (ENG 011, MAT 043, MAT 052 or MAT 071)
Semester Total		5	4		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 140	Payroll Accounting	4	2	S	State prereq: ACC 115 or ACC 120
Semester Total		4	2		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 129	Individual Income Taxes	4	3	S, SS	Developmental courses may be required (ENG 011, MAT 043, MAT 052 or MAT 071)
Semester Total		4	3		

Second Year

Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 130	Business Income Taxes	4	3	F	Prereq: ACC 129
Semester Total		4	3		

Total Hours

17 12

Accounting and Finance Software Applications Certificate (C25800S)

Upon completion students should be ready to sit for QuickBooks Desktop certification through Intuit. Students can perform basic bookkeeping in QuickBooks. Students are exposed to all aspects of QuickBooks software, from invoicing customers to tracking and paying bills. Students are introduced to asset tracking and payroll through the QuickBooks software.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 120	Prin of Financial Acct	5	4	F, S	Developmental courses may be required (ENG 002, MAT 003, MAT 010)
CIS 110	Introduction to Computers	4	3	F, S, SS	None
Semester Total		9	7		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CTS 130	Spreadsheets	4	3	F, S	None
Semester Total		4	3		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 150	Acct Software Appl	4	2	SS	State prereq: ACC 115 or ACC 120
Semester Total		4	2		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 152	Advanced Software App.	4	2	F	State prereq: ACC 150
Semester Total		4	2		

Total Hours**21****14****ADVERTISING AND GRAPHIC DESIGN****Program Description**

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession, which emphasizes design, advertising, illustration, and digital and multi-media preparation of printed and electronic materials. Students will learn how to use industry-standard Adobe software—including Illustrator, Photoshop, InDesign, Premiere and After Effects—to complete projects such as logo design, photo manipulation, page layout, and digital art and illustration. Additionally, students will learn the principles of good design and layout, such as effective use of typographical elements; how to use contrast, repetition, alignment, and proximity to improve visual acuity and flow of page layout; and color theory and appropriate color choice for each application. Graduates of the program should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, newspapers, and any company with in-house graphic design operations.

Program Learning Outcomes

Graduates of this program should be able to:

- Solve communication problems and carry projects from creation through the production process.
- Demonstrate the skills of problem identification, research and information gathering, analysis, generation of alternative solutions, prototyping, user testing, integration of feedback and evaluation of outcomes.
- Describe and respond to audiences and contexts and identify the factors that shape design decisions.
- Create and develop visual concepts in response to communication problems and demonstrate an understanding of the principles of visual organization, information hierarchy, symbolic representation, typography, aesthetics, and the construction of original meaningful forms.
- Understand tools and technology, including their roles in the creation, reproduction, and distribution of visual messages. Relevant tools and technologies include drawing, offset printing, photography, and time-based and interactive media.
- Determine the mode(s) of production required to achieve a specific product and demonstrate level-appropriate mastery of skills, manual and/or digital, necessary to achieve those products. Apply the principles of color, composition, hierarchy, and typography as they relate in various mediums—digital, print, motion, 3-D, etc.
- Recognize and apply aesthetic principles of design history, theory, and criticism from a variety of perspectives, including those of art history, linguistics, communication and information theory, technology, and the social and cultural use of design objects.
- Understand the basic business practices and trade ethics related to graphic arts, including the ability to organize design projects and to work productively in client-designer and team relationships in the implementation and evaluation of projects.
- Organize and present a portfolio of work that gives evidence of the skills, knowledge, and abilities to begin a graphic design career or transfer to a four-year college for additional study.

Additional Program Costs

The Advertising and Graphic Design curriculum has additional costs associated with it. Students who enroll in this program are required to pay for such items as certification exams, achievement tests, uniforms, supplies, and the like. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for this program are listed below with approximate costs.

- MacBook Pro (or other comparable computer)–\$1,300

NOTE: This program requires a computer capable of running Adobe Creative Cloud applications. First-year students who don't already own a suitable computer will be required to purchase one by the first week after fall break. MacBook Pro computers are suggested, but any computer (laptop or desktop) that meets the following specifications is acceptable:

Windows

- ♦ Processor: Intel®, AMD, or ARM processor with 64-bit support
- ♦ Operation system: Windows 10 (64-bit)
- ♦ RAM: 2GB (minimum); 4 GB or greater (suggested)
- ♦ Hard disk space: 4 GB of available hard-disk space; additional space is required for installation

MAC OS

- ♦ Processor: Multicore Intel® processor with 64-bit support or M1 Apple Silicon processor
- ♦ Operating system: macOS Sierra (version 10.12) and later (minimum); Big Sur 11.0 -- Apple M1 silicon (suggested)
- ♦ RAM: 4 GB (minimum); 16 GB (suggested)
- ♦ Hard disk space: 4 GB of available hard-disk space; additional space is required for installation
- (Suggested) Adobe Creative Cloud subscription–\$200-\$300 yearly (with student discount)

Students who are progressing in the Advertising and Graphic Design program must follow the semester-by-semester curriculum plan.

Advertising and Graphic Design A.A.S. Degree (A30100)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ART 131	Drawing I	6	3	F, S	None
GRA 151	Computer Graphics I	4	2	F, S	None
GRD 110	Typography I	4	3	F	None
GRD 141	Graphic Design I	6	4	F	None
GRD 167	Photographic Imaging I	5	3	F	None
Semester Total		25	15		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 110 OR ENG 111	Freshman Composition Writing & Inquiry	3 3	3 3	F, S, SS F, S, SS	Developmental courses may be required (ENG 002, ENG 010)
GRA 152	Computer Graphics II	4	2	S	State prereq: GRA 151
GRD 131	Illustration I	4	2	S	State prereq: Take one: ART 131, GRD 121 or DES 125
GRD 142	Graphic Design II	6	4	S	State prereq: ART 121, GRD 141, DES 135
GRD 168	Photographic Imaging II	5	3	S	State prereq: GRD 167
Semester Total		22	14		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COM 231	Public Speaking	3	3	F, S, SS	None
GRA 153	Computer Graphics III	4	2	SS	State prereq: GRA 152
MAT 110 or higher	Math Measurement & Literacy	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 010)
Semester Total		11	8		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
GRD 188	Graphic Design for Web I	5	3	F	None
GRD 241	Graphic Design III	6	4	F	State prereq: GRD 142 or DES 136
GRD 285	Client/Media Relations	3	2	F	None
PHO 222	Video Production	4	3	F	None
See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
See pg. 72 for options	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		24	18		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
GRD 242	Graphic Design IV	6	4	S	State prereq: GRD 241
GRD 180 OR WBL 111	Interactive Design Work-Based Learning I	5 10	3 1	S F, S, SS	None None
GRD 280	Portfolio Design	6	4	S	State prereq: GRD 142 and GRA 152; or GRD 142 and GRD 152
GRD 288	Graphic Design for Web II	5	3	S	State prereq: GRD 188
PHO 242	Digital Video Prod & Ed	4	3	S	State prereq: PHO 222
Semester Total		26-31	15-17		

Total Hours**108-113 70-72****Multimedia Design Certificate (C30100D)**

The Multimedia Design Certificate provides students with the tools they'll need to create and design on multiple platforms. The GRA classes cover the three big Adobe design programs -- Illustrator, Photoshop and InDesign – providing a deep dive on the programs and how to use them, along with a healthy dose of design principles. The PHO classes cover videography and digital video production. The GRD classes teach students entry- to advanced-level coding with the design principles needed to create aesthetically pleasing websites.

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
GRA 151	Computer Graphics I	4	2	F	None
GRD 188	Graphic Design for Web I	5	3	F	None
PHO 222	Video Production	4	3	F	None
Semester Total		13	8		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
GRA 152	Computer Graphics II	4	2	S	State prereq: GRA 151
GRD 288	Graphic Design for Web II	5	3	S	State prereq: GRD 188
PHO 242	Digital Video Prod & Ed	4	3	S	State prereq: PHO 222
Semester Total		13	8		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
GRA 153	Computer Graphics III	4	2	SS	State prereq: GRA 152
Semester Total		4	2		

Total Hours **30** **18**

Visual Arts Certificate (C30100A)

The Visual Arts Certificate teaches students how to be better visual communicators. The GRD classes introduce students to still photography. Topics covered include: camera parts and operation; identifying composition techniques and using them to create better photographs; photographic exposure; studio lighting techniques; photo editing using Adobe Photoshop; ethical issues surrounding digital photo manipulation; and how to critically evaluate photographic works.

The PHO classes cover how to successfully use videography equipment—including cameras and audio capture devices—to record, edit and output high-quality video projects. Students learn to use Adobe Premiere to edit and produce projects and, in the second-level class, how to use Adobe After Effects to create advanced digital special effects.

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
GRD 167	Photographic Imaging I	5	3	F	None
PHO 222	Video Production	4	3	F	None
Semester Total		9	6		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
GRD 168	Photographic Imaging II	5	3	S	State prereq: GRD 167
PHO 242	Digital Video Prod & Ed	4	3	S	State prereq: PHO 222
Semester Total		9	6		

Total Hours **18** **12**

AGRICULTURAL TECHNOLOGY PROGRAMS

AGRIBUSINESS TECHNOLOGY*

Program Description

The Agribusiness Technology curriculum prepares individuals to manage agricultural business and agriculturally-related operations within diversified corporations. Course work includes instruction in agriculture, agriculture specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

Program Learning Outcomes

Graduates of this program should be able to:

- Describe and discuss the fundamentals of plant growth and how those impact management decisions.
- Analyze soils and soilless substrates in order to determine amendments and amounts needed for optimal plant growth.
- Describe and discuss crop protection using cultural, biological, and organic practices to prevent and manage pests.
- Perform maintenance and/or operate equipment and tools specific to the agricultural industry safely and correctly.
- Explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules.
- Demonstrate an understanding of, and appreciation for, the importance of the impact of sustainable agriculture practices.
- Implement agricultural production planning and rotation systems, and maintain and use records. (AGR 139)
- Recognize and examine the relationships between inputs and outputs in their agricultural field to make effective profitable decisions.
- Describe the legal and ethical responsibilities of business.
- Demonstrate the ability to perform basic financial analysis.
- Develop and present an agricultural business plan.

Additional Program Costs

The Agribusiness curriculum has additional costs associated with it. Students who enroll in this program are required to pay for such items as certification exams, achievement tests, supplies, and the like. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for this program are listed below with approximate costs.

- Liability insurance—\$16 per year

Agribusiness Technology A.A.S. Degree (A15100)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111	College Student Success	1	1	F, S, SS	None
AGR 139	Intro to Sustainable Ag	3	3	F	None
AGR 160	Plant Science	4	3	F	None
AGR 170	Soil Science	4	3	F	None
BUS 110	Introduction to Business	3	3	F, S, SS	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
Semester Total		18	16		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AGR 110	Agricultural Economics	3	3	S	None
AGR 111 OR HOR 116	Basic Farm Maintenance Landscape Management	4 4	2 3	 S	 None
AGR 212	Farm Business Management	3	3	S	None
BUS 139	Entrepreneurship I	3	3	S	None
MAT 110 or higher	Math Measurement & Literacy	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 010)
Semester Total		17	14-15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COM 231 OR ENG 115	Public Speaking Oral Communication	3 3	3 3	 F, S, SS	 None None
Semester Total		3	3		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AGR 140 OR AGR 121	Agricultural Chemicals Biological Pest Mgmt	4 3	3 3	 F	 None None
AGR 213	Ag Law & Finance	3	3	F	None
BUS 137	Principles of Management	3	3	F, S, SS	None
HOR 112 OR HOR 225 OR HOR 114	Landscape Design I Nursery Production Landscape Construction	5 4 4	3 3 3	 F SS SS	 None None None
See pg. 72 for options	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		17-18	15		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 120	Principles of Financial Acct	5	4	F, S	Developmental courses may be required (ENG 003, MAT 003, MAT 010)
AGR 214	Agricultural Marketing	3	3	S	None
ANS 110	Animal Science	3	3	S	None
WBL 110	World of Work	1	1	F, S, SS	None
See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		15	14		

Summer 6th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
WBL 112	Work-Based Learning	20	2	F, S, SS	None
Semester Total		20	2		

Total Credits **90-91** **64-65**

**Developmental English and/or Math may be required, based on placement test results.*

AGRICULTURAL BIOTECHNOLOGY**Program Description**

The Agricultural Biotechnology curriculum focuses on the application of molecular biology, biochemistry, and biophysics to the study of biomolecular structures, functions, and processes specific to plants and plant substances. Potential course work includes instruction in the biochemistry of plant cells, nuclear-cytoplasmic interactions, molecular cytostructures, photosynthesis, plant molecular genetics, and the molecular biology of plant diseases.

Program Learning Outcomes

Graduates of this program should be able to:

- Utilize documentation effectively to generate, follow, and maintain records.
- Demonstrate the knowledge and ability to successfully plan a plant production schedule (propagation, greenhouse, or nursery) and produce marketable plants.
- Describe and discuss the processes of plant growth and how those impact management decisions.
- Demonstrate proper and safe utilization of equipment following industry standards.
- Demonstrate the ability to complete lab-based competencies in aseptic technique.

Agricultural Biotechnology A.A.S. Degree (A20110)**First Year****Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111	College Student Success	1	1	F, S, SS	None
BIO 111	General Biology I	6	4	F, S, SS	Developmental courses may be required (ENG 002)
BTC 181	Basic Lab Techniques	6	4	F, S	Developmental courses may be required (MAT 003, MAT 043, MAT 052)
HOR 162	Applied Plant Science	4	3	F	None
See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
*See table below for options	Major Elective	3-20	2-3	F, S, SS	Requisites may be required
Semester Total		23-40	17-18		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 112	General Biology II	6	4	F, S	State prereq: BIO 111
BIO 275	Microbiology	6	4	F, S	State prereq: Take one: BIO 110, BIO 111, BIO 163, BIO 165, BIO 168
COM 110 OR COM 231	Intro to Communication Public Speaking	3	3	F, S F, S, SS	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
HOR 168	Plant Propagation	4	3	S	None
Semester Total		22	17		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BTC 150	Bioethics	3	3	F, S, SS	Developmental courses may be required (Co-req ENG 002)
MAT 152	Statistical Methods I	5	4	F, S, SS	Developmental courses may be required (ENG 002, MAT 003, MAT 052)
Semester Total		8	7		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AGR 170	Soil Science	4	3	F	None
BIO 280	Biotechnology	5	3	F	State prereq: Take one: BIO 111, CHM 131 or CHM 151
BTC 285	Cell Culture	5	3	F	State prereq: Take one: BIO 175, BIO 275, or BTC 275
CHM 131	Intro to Chemistry	3	3	F	Developmental courses may be required (ENG 002, MAT 003 and MAT 043 or MAT 052)
CHM 131A	Intro to Chemistry Lab	3	1	F	Developmental courses may be required (ENG 002, MAT 003 and MAT 043 or MAT 052) State coreq: CHM 131
Semester Total		20	13		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CHM 132	Organic and Biochemistry	6	4	S	State prereq: CHM 131, CHM 131A OR CHM 151
HOR 134	Greenhouse Operations	4	3	S	None
HOR 266	Micropropagation	3	3	S	State prereq: HOR 162 & HOR 168
See pg. 72 for options	Social & Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
*See table below for options	Major Elective	3-20	2-3	F, S, SS	Requisites may be required
Semester Total		19-36	15-16		

Total Hours**92-126 70-71**

**Major Elective—Choose 5 or 6 hours from the following list:*

AGR 139	Intro to Sustainable Ag.
HOR 225	Nursery Production
WBL 111	Work-Based Learning I
WBL 112	Work-Based Learning I
WBL 121	Work-Based Learning II

Agricultural Biotechnology Certificate

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 111	General Biology I	6	4	F, S, SS	Developmental courses may be required (ENG 002)
BTC 181	Basic Lab Techniques	6	4	F, S	Developmental courses may be required (MAT 003, MAT 043 or MAT 052)
Semester Total		12	8		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 168	Plant Propagation	4	3	S	None
HOR 134	Greenhouse Operations	4	3	S	None
Semester Total		8	6		

Total Hours **92-126** **70-71**

AGRICULTURE EDUCATION

Program Description

The Agriculture Education curriculum is designed to provide students with agriculture and education foundation courses. Course work focuses on the foundational aspects of agriculture and education theory. Students will be introduced to classroom theory and management as well as soil, plant, and animal science. This curriculum will provide students with the knowledge and skills to be eligible to become extension agents, farm management specialists, 4-H specialists, crop service representatives, agri-tourism tour guides or work in agriculture sales, or environmental community education programs. Successful completion of the program will provide students with an opportunity to articulate their coursework to university programs in Agriculture Education.

Program Learning Outcomes

Graduates of this program should be able to:

- Implement a philosophy and utilize instructional methods used in agricultural education settings.
- Demonstrate the ability to effectively utilize a variety of teaching techniques and strategies in the classroom in order to positively impact student learning.
- Describe and discuss the fundamentals of plant growth and how those impact management decisions.
- Analyze soils and soilless substrates in order to determine amendments and amounts needed for optimal plant growth.
- Describe and discuss crop protection using cultural, biological, and organic practices to prevent and manage pests.
- Perform maintenance and/or operate equipment and tools specific to the agricultural industry safely and correctly.
- Demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally.
- Explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules.
- Demonstrate an understanding of, and appreciation for, the importance of the impact of sustainable agriculture practices.
- Implement agricultural production planning and rotation systems, and maintain and use records.

Additional Program Costs

The Agriculture Education curriculum has additional costs associated with it. Students who enroll in this program are required to pay for such items as certification exams, achievement tests, supplies, and the like. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for this program are listed below with approximate costs.

- Liability insurance—\$16 per year

Agriculture Education A.A.S. Degree (A15330)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111	College Student Success	1	1	F, S, SS	None
AGR 139	Intro to Sustainable Ag	3	3	F	None
AGR 160	Plant Science	4	3	F	None
AGR 170	Soil Science	4	3	F	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
Semester Total		15	13		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AGR 110	Agricultural Economics	3	3	S	None
AGR 111	Basic Farm Maintenance	4	2	S	None
AGR 212	Farm Business Management	3	3	S	None
EDU 163	Classroom Mgt and Instruction	3	3	S	None
MAT 110 or higher	Math Measurement & Literacy	4	3	F, S, SS	Developmental courses may be required (MAT 003 or MAT 010)
Semester Total		17	14		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COM 231	Public Speaking	3	3	F, S, SS	None
See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		6	6		

Second Year

Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACM 113	Animal Handling	4	3	F	None
AGR 140 OR AGR 121	Agricultural Chemicals Biological Pest Mgmt	4 3	3 3	F F	None None
ANS 115	Animals Feeds & Nutrition	4	3	F	None
COM 231	Public Speaking	3	3	F, S, SS	None
EDU 216	Foundations of Education	3	3	S	None
HOR 160	Plant Materials I	4	3	F	None
See pg. 72 for options	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		21-22	18		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AGR 214	Agricultural Marketing	3	3	S	None
ANS 110	Animal Science	3	3	S	None
EDU 271	Educational Technology	4	3	S	None
HOR 134	Greenhouse Operations	4	3	S	None
WBL 110	World of Work	1	1	F, S, SS	None
Semester Total		15	13		

Summer 6th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
WBL 111 OR WBL 112	Work-Based Learning	10 20	1 2	F, S, SS	None
Semester Total		10-20	1-2		

Total Credits**84-95 65-66****SUSTAINABLE AGRICULTURE****Program Description**

The Sustainable Agriculture curriculum focuses on agricultural principles and practices which, over the long term, enhance environmental quality, make efficient use of nonrenewable resources, integrate natural biological cycles and controls, and are economically viable and socially responsible; and that may prepare individuals to apply this knowledge to the solution of agricultural and environmental problems. Course work includes instruction in principles of agroecology, crop and soil sciences, entomology, horticulture, animal science, weed science and management, soil fertility and nutrient cycling, applied ecology, agricultural economics, and rangeland ecology and watershed management.

Program Learning Outcomes

Graduates of this program should be able to:

- Describe and discuss the fundamentals of plant growth and how those impact management decisions.
- Analyze soils and soilless substrates in order to determine amendments and amounts needed for optimal plant growth.
- Describe and discuss crop protection using cultural, biological, and organic practices to prevent and manage pests.
- Perform maintenance and/or operate equipment and tools specific to the agricultural industry safely and correctly.
- Demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally.
- Explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules.
- Demonstrate an understanding of, and appreciation for, the importance of the impact of sustainable agriculture practices.
- Implement agricultural production planning and rotation systems, and maintain and use records.

Additional Program Costs

The Agriculture Education curriculum has additional costs associated with it. Students who enroll in this program are required to pay for such items as certification exams, achievement tests, supplies, and the like. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for this program are listed below with approximate costs.

- Liability insurance—\$16 per year

Sustainable Agriculture A.A.S. Degree (A15410)

First Year
Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111	College Student Success	1	1	F, S, SS	None
AGR 139	Intro to Sustainable Ag	3	3	F	None
AGR 160	Plant Science	4	3	F	None
AGR 170	Soil Science	4	3	F	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
Semester Total		15	13		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AGR 111	Basic Farm Maintenance	4	2	S	None
AGR 212	Farm Business Management	3	3	S	None
AGR 265	Organic Crop Production: Spring	4	3	S	None
MAT 110 or higher	Math Measurement & Literacy	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 010)
Semester Total		19	14		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AGR 268	Adv. Organic Crop Prod.	8	4	SS	State prereq: AGR 265 or AGR 266
ANS 111	Sustainable Livestock Mgt.	4	3	SS	None
Semester Total		12	7		

Second Year
Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AGR 110	Agricultural Economics	3	3	F	None
AGR 140 OR AGR 121	Agricultural Chemicals Biological Pest Mgmt	4 3	3 3	F	None
ANS 115	Animals Feeds & Nutrition	4	3	F	None
COM 231	Public Speaking	3	3	F, S, SS	None
See pg. 72 for options	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		16-17	15		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AGR 214	Agricultural Marketing	3	3	S	None
ANS 110	Animal Science	3	3	S	None
HOR 168	Plant Propagation	4	3	S	None
See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
WBL 110	World of Work	1	1	F, S, SS	None
Semester Total		14	13		

Summer 6th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
WBL XXX Take 2 credits	Work-Based Learning	10-30	2	F, S, SS	Requisites may be required
Semester Total		14-24	4-5		

Total Credits**87-117 64**

**Developmental English and/or Math may be required, based on placement test results.*

AIR CONDITIONING, HEATING AND REFRIGERATION TECHNOLOGY

Program Description

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

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls and safety. The degree also covers residential building codes, residential system sizing, and advanced comfort systems.

Program Learning Outcomes

Graduates of this program should be able to:

- Demonstrate the manufacture of leak proof connections, knowledge of the Basic Refrigeration Cycle, knowledge of Electricity as it applies to HVAC, knowledge of liquid petroleum gas and natural gas.
- Demonstrate working knowledge of Air Conditioners, Refrigerators, Freezers, Heat Pumps and Sheet metal duct fabrication and how duct systems are sized.
- Analyze and design HVAC systems for Residential Building.
- Demonstrate knowledge of Commercial Controls.
- Analyze and design HVAC systems for Commercial Buildings.
- Perform installation and startup of light commercial refrigeration and residential zone controls.
- Display knowledge of Energy Management as applied to HVAC/R Systems.

Articulation Agreements

- East Carolina State University 2+2 Bachelor of Science in Industrial Technology (BSIT) Transfer Program is a degree completion curriculum designed for students who have been awarded a qualified Associate in Applied Science (AAS) degree in an industrial or technical related field.

The courses completed in the qualified technical AAS degree provide the foundation and half of the courses required in the major for the Industrial Technology degree. This BS degree program has the flexibility to allow students to tailor a curriculum to their specific career goals.

Technical Standards

Students entering the program must meet specific emotional, behavioral, physical and cognitive standards. This information is found in the admissions office.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Students who are progressing in the Air Conditioning, Heating and Refrigeration program must follow the semester-by-semester curriculum plan.

Air Conditioning, Heating and Refrigeration Technology A.A.S. Degree (A35100) (Fall Start Track)

Morning AHR Classes 8:00 am to 11:50 am

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111	College Student Success *Students must register for ACA offered by an AHR instructor	1	1	F, S, SS	None
AHR 110	Intro to Refrigeration	8	5	F, S	None
AHR 111	HVACR Electricity	4	3	F, S	None
AHR 112	Heating Technology	6	4	F, S	None
AHR 160	Refrigerant Certification	1	1	F, S	None
CIS 110	Introduction to Computers	3	2	F, S, SS	None
Semester Total		23	16		

Morning AHR Classes 8:00 am to 11:50 am

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AHR 113	Comfort Cooling	6	4	F, S	None
AHR 114	Heat Pump Technology	6	4	F, S	State prereq: AHR 110 or AHR 113
AHR 115	Refrigeration Systems	4	2	F, S	State prereq: AHR 110, AHR 111
AHR 151	HVAC Duct Systems I	4	2	S, SS	None
ENG 110	Freshman Composition	3	3	F, S, SS	Developmental courses may be required (ENG 002)
Semester Total		23	15		

Morning AHR Classes 8:00 am to 11:50 am

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AHR 133 OR WBL 111 and WBL 115	HVAC Servicing Work-Based Learning I Work-Based Learning Seminar I	8 10 1	4 1 1	SS F, S, SS F, S, SS	State coreq: AHR 112 or AHR 113 None None
MAT 110	Math Measurement & Literacy	4	3	F, S, SS	Developmental courses may be required (MAT 003 & MAT 010)
Semester Total		12-15	5-7		

Morning AHR Classes 8:00 am to 11:50 am
Second Year
Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AHR 211	Residential System Design	4	3	F	None
AHR 212	Advanced Comfort Systems	8	4	F	State prereq: AHR 114
AHR 213	HVACR Building Code	3	2	F	None
AHR 215	Commercial HVAC Controls	4	2	F	State prereq: AHR 111, ELC 111 or ELC 112
ENG 115	Oral Communication	3	3	F, S, SS	None
PSY 150 OR See pg. 72 for options	General Psychology	3	3	F, S, SS	None
	Social/Behavioral Science Elective	3	3	F, S, SS	
Semester Total		25	17		

Morning AHR Classes 8:00 am to 11:50 am
Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AHR 225	Commercial System Design	5	3	S	None
AHR 235	Refrigeration Design	4	3	S	State prereq: AHR 110
AHR 245	Chiller Systems	4	2	S	State prereq: AHR 110
AHR 250	HVAC System Diagnostics	4	2	S	State prereq: AHR 133
AHR 263	Energy Management	4	2	S	State prereq: AHR 125 or AHR 215
HUM 115 OR See pg. 70 for options	General Psychology	3	3	F, S, SS	Requisites may be required
	Humanities/Fine Arts Elective	3	3	F, S, SS	
Semester Total		24	15		

Total Hours

107-110 68-70

Air Conditioning, Heating and Refrigeration Technology A.A.S. Degree (A35100)
(Spring Start Track)

Afternoon AHR Classes 1:00 pm to 4:50 pm
First Year
Spring 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111	College Student Success *Students must register for ACA offered by an AHR instructor	1	1	F, S, SS	None
AHR 110	Intro to Refrigeration	8	5	F, S	None
AHR 111	HVACR Electricity	4	3	F, S	None
AHR 112	Heating Technology	6	4	F, S	None
AHR 160	Refrigerant Certification	1	1	F, S	None
Semester Total		20	14		

**Afternoon AHR Classes 1:00 pm to 4:50 pm
Summer 2nd Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AHR 151	HVAC Duct Systems I	4	2	S, SS	None
MAT 110	Math Measurement & Literacy	4	3	F, S, SS	Developmental courses may be required (MAT 003 & MAT 010)
Semester Total		8	5		

**Afternoon AHR Classes 1:00 pm to 4:50 pm
Fall 3rd Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AHR 113	Comfort Cooling	6	4	F, S	None
AHR 114	Heat Pump Technology	6	4	F, S	State prereq: AHR 110 or AHR 113
AHR 115	Refrigeration Systems	4	3	F, S	State prereq: AHR 110, AHR 111
ENG 110	Freshman Composition	3	3	F, S, SS	Developmental courses may be required (ENG 002)
Semester Total		19	13		

TAKE GENERAL EDUCATION CLASSES

Second Year

Spring 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	3	2	F, S, SS	None
ENG 115	Oral Communication	3	3	F, S, SS	None
HUM 115 OR See pg. 72 for options	General Psychology	3	3	F, S, SS	Requisites may be required
	Humanities/Fine Arts Elective	3	3	F, S, SS	
PSY 150 OR See pg. 72 for options	General Psychology	3	3	F, S, SS	Requisites may be required
	Social/Behavioral Science Elective	3	3	F, S, SS	
Semester Total		12	11		

**Morning AHR Classes 8:00 am to 11:50 am
Summer 5th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AHR 133 OR WBL 111 and WBL 115	HVAC Servicing	8	4	SS	State coreq: AHR 112 or AHR 113
	Work-Based Learning I	10	1	F, S, SS	None
	Work-Based Learning Seminar I	1	1	F, S, SS	None
Semester Total		8-11	2-4		

**Morning AHR Classes 8:00 am to 11:50 am
Fall 6th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AHR 211	Residential System Design	4	3	F	None
AHR 212	Advanced Comfort Systems	8	4	F	State prereq: AHR 114
AHR 213	HVACR Building Code	3	2	F	None
AHR 215	Commercial HVAC Controls	4	2	F	State prereq: AHR 111, ELC 111 or ELC 112
Semester Total		19	11		

**Morning AHR Classes 8:00 am to 11:50 am
Spring 7th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AHR 225	Commercial System Design	5	3	S	None
AHR 235	Refrigeration Design	4	3	S	State prereq: AHR 110
AHR 245	Chiller Systems	4	2	S	State prereq: AHR 110
AHR 250	HVAC System Diagnostics	4	2	S	State prereq: AHR 133
AHR 263	Energy Management	4	2	S	State prereq: AHR 125 or AHR 215
Semester Total		21	12		

Total Hours

107-110 68-70

**Air Conditioning, Heating & Refrigeration Tech. Certificate (C35100)
(Daytime Classes)**

The certificate covers topics such as mechanical refrigeration, heating and cooling theory, electricity, controls and safety, and tools and instruments.

**Morning AHR Classes 8:00 am to 11:50 am
Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AHR 110	Intro to Refrigeration	8	5	F, S	None
AHR 111	HVACR Electricity	4	3	F, S	None
Semester Total		12	8		

**Morning AHR Classes 8:00 am to 11:50 am
Spring 2nd Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AHR 113	Comfort Cooling	6	4	F, S	None
AHR 114	Heat Pump Technology	6	4	F, S	State prereq: AHR 110 or AHR 113
AHR 115	Refrigeration Systems	4	2	F, S	State prereq: AHR 110, AHR 111
Semester Total		16	10		

Total Hours

28 18

Air Conditioning, Heating & Refrigeration Tech. Certificate (C35100) (Evening Classes)

Evening AHR Classes 6:00 pm to 9:50 pm Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AHR 110	Intro to Refrigeration	8	5	F, S	None
AHR 111	HVACR Electricity	4	3	F, S	None
Semester Total		12	8		

Evening AHR Classes 6:00 pm to 9:50 pm Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AHR 113	Comfort Cooling	6	4	F, S	None
AHR 114	Heat Pump Technology	6	4	F, S	State prereq: AHR 110 or AHR 113
AHR 115	Refrigeration Systems	4	2	F, S	State prereq: AHR 110 or AHR 111
Semester Total		16	10		

Total Hours **28** **18**

ANIMAL CARE AND MANAGEMENT TECHNOLOGY

Program Description

The Animal Care and Management curriculum is designed to provide students with the opportunity to acquire the skills, knowledge, and attitudes necessary for employment in the animal care industry.

Course work includes instruction designed to educate students in the basic sciences pertinent to animal work, including legal aspects, basic management skills needed to work with both people and animals, and hands-on skills necessary for safety and health.

***Note that this is NOT a Veterinary Technician Program.**

Program Learning Outcomes

Graduates of this program should be able to:

- Describe the basic nutritional requirements for most domestic, agricultural and exotic animals.
- Demonstrate professional in their appearance, punctuality, preparedness, dependability, reliability, and work ethic.
- Demonstrate facility protocol paying particular attention to details of cleaning, disinfecting and animal welfare.
- Identify common or potential disease symptoms and their risk in an animal facility.
- Demonstrate handling & restraint skills of agricultural animals, small exotic animals, and dogs/cats.

Employment Opportunities

This course of study can offer the student a wide variety of employment options. Opportunities exist with humane organizations, kennels, city and county animal control agencies, animal shelters, zoos, residency facilities, research laboratories, and veterinarians.

Admission

Students may be required to take one or more developmental English or math courses prior to the required course(s) depending upon their SAT, ACT, COMPASS or ASSET test scores.

Progression/Readmission

Students must complete all program courses (ACM, ANS, WBL, and VET) with a grade of "C" or better to successfully complete this program.

Technical Standards

Students enrolling in the program must meet specific emotional, behavioral, physical, and cognitive standards. This information is found in the Admissions office.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Additional Program Costs

The Animal Care and Management Technology curriculum has additional costs associated with it. Students who enroll in this program are required to pay for such items as certification exams, achievement tests, uniforms, supplies, and the like. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for this program are listed below with approximate costs.

- Liability insurance—\$16

Animal Care and Management Technology A.A.S. Degree (A55100)

**Students must maintain a minimum grade of "C" or better in each ACM, ANS, WBL and VET courses.*

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACA 122	College Student Success College Transfer Success	1 2	1 1	F, S, SS	None
ACM 110	Intro to Animal Care	3	3	F, S	None
ACM 211	Applied Animal Behavior	3	3	F	None
MAT 110 *or higher	Math Measurement & Literacy	4	3-4	F, S	Developmental courses may be required (MAT 003, MAT 010)
VET 121	Veterinary Terminology	3	3	F	None
WBL 110	World of Work	1	1	F, S, SS	None
Semester Total		17	15		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACM 111	Health Care for Animals	4	3	S	None
ACM 112	Facility Management	3	3	S	None
BIO 110 OR BIO 111	Principles of Biology General Biology I	6 6	4 4	F, S F, S, SS	Developmental courses may be required (ENG 002)
ENG 110 OR ENG 111	Freshman Composition Writing and Inquiry	3 3	3 3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
PSY 150	General Psychology	3	3	F, S, SS	None
Semester Total		17	16		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ANS 111	Sustainable Livestock Mgt.	4	3	SS	None
COM 231 OR ENG 115	Public Speaking Oral Communication	3 3	3 3	F, S, SS	None
Semester Total		7	6		

**Second Year
Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACM 113	Animal Handling	4	3	F	None
ACM 210	Law Pertaining to Animals	4	4	F	None
ANS 115	Animal Feeds & Nutrition	4	3	F	None
CJC 131	Criminal Law	3	3	F	None
SPA 111	Elementary Spanish I	3	3	F, S, SS	None
Semester Total		18	16		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACM 212	Community Health	4	3	S	None
ACM 213	Euthanasia	4	3	S	State prereq: ACM 113, ACM 211
HUM 115	Critical Thinking	3	3	F, S, SS	Developmental courses may be required (ENG 002 or ENG 111)
POL 130	State & Local Government	3	3	F, S	None
WBL 111 OR ANS 110	Work-Based Learning I Animal Science	10 3	1 3	F, S, SS S	None
Semester Total		17-24	13-15		

Total Hours
76-77
65-68
Animal Care and Management Animal Control Services Certificate (C55100A)

This certificate prepares students with the basic principles and experience needed to work as animal control officers and animal shelter caretakers in city or county animal control agencies.

**Students must maintain a minimum grade of "C" or better in each ACM, ANS, WBL, and VET courses.*

**First Year
Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACA 122	College Student Success College Transfer Success	1 2	1 1	F, S, SS	None
ACM 211	Applied Animal Behavior	3	3	F	None
Semester Total		4-5	4		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACM 212	Community Health	4	3	S	None
ACM 213	Euthanasia	4	3	S	State prereq: ACM 113, ACM 211
Semester Total		8	6		

**Second Year
Fall 3rd Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACM 113	Animal Handling	4	3	F	None
ACM 210	Law Pertaining to Animals	4	4	F	None
Semester Total		8	7		

Spring 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
WBL 111 OR ANS 110	Work-Based Learning I Animal Animal Science	10 3	1 3	F, S, SS S	None
Semester Total		3-10	1-3		

Total Hours **23-31** **18-20**

Animal Care and Management Animal Husbandry Certificate (C55100H)

This 18-credit hour certificate prepares students with the basic principles and experience needed to work as stable hands, kennel technicians, laboratory animal technician, farm laborers, and general animal care workers at stables, boarding kennels, veterinary clinics, pet stores, animal production facilities, and animal laboratory facilities.

**Students must maintain a minimum grade of "C" or better in each ACM, ANS, WBL, and VET courses.*

**First Year
Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACA 122	College Student Success College Transfer Success	1 2	1 1	F, S, SS	None
ACM 110	Intro to Animal Care	3	3	F, S	None
ACM 211	Applied Animal Behavior	3	3	F	None
ANS 115	Animal Feeds & Nutrition	4	3	F	None
WBL 110	World of Work	1	1	F, S, SS	None
Semester Total		12-13	11		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACM 113	Animal Handling	4	3	F, S	Pre: ACM 211
ACM 212	Community Health	4	3	S	None
WBL 111 OR ANS 110	Work-Based Learning I Animal Animal Science	10 3	1 3	F, S, SS S	None
Semester Total		11-18	7-9		

Total Hours **23-31** **18-20**

AUTOMOTIVE SYSTEMS TECHNOLOGY

Program Description

The Automotive Systems Technology curriculum prepares individuals for employment as Automotive Service Technicians. It provides an introduction to automotive careers and increases student awareness of the challenges associated with this fast and ever-changing field.

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

Upon completion of this curriculum, students should be prepared to take the ASE exam and be ready for full-time employment in dealerships and repair shops in the automotive service industry.

Program Learning Outcomes

Graduates of this program should be able to:

- Diagnose and repair most automotive complaint and concerns
- Diagnose and repair brake problems and complaints
- Diagnose and repair electrical faults and complaints
- Diagnose and repair transmission, (both manual & automatic) and driveline noises and complaints
- Diagnose and repair air condition and heating concerns and complaints
- Diagnose and repair steering and alignment concerns and complaints
- Perform all scheduled service maintenance

Technical Standards

Students entering the program must meet specific emotional, behavioral, physical and cognitive standards. This information is found in the admissions office.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Additional Program Costs

The Automotive Systems Technology curriculum has additional costs associated with it. Students who enroll in this program are required to pay for such items as certification exams, achievement tests, uniforms, supplies, and the like. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for this program are listed below with approximate costs.

- Toolbox and tools—\$1500 (suggested, after graduation)
- Uniform costs—\$60 (estimated)
- Liability insurance—\$16

Students who are progressing in the Automotive Systems Technology program must follow the semester-by-semester curriculum plan.

Automotive Systems Technology A.A.S. Degree (A60160)

First Year
Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACA 122	College Student Success College Transfer Success	1 2	1 2	F, S, SS	None
AUT 141	Suspension & Steering Sys	5	3	F	None
AUT 141A	Suspension & Steering Lab	3	1	F	State coreq: AUT 141
TRN 110	Intro to Transportation Tech	3	2	F	None
TRN 120	Basic Transp Electricity	7	5	F	None
MAT 110	Math Measurement & Literacy	4	3	F, S, SS	Developmental courses may be required (MAT003, MAT 010)
Semester Total		23	15		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AUT 151	Brake Systems	5	3	S	None
AUT 151A	Brake Systems Lab	3	1	S	State oreq: AUT 151
AUT 163	Adv Auto Electricity	5	3	S	State Prereq: TRN 120
AUT 181	Engine Performance I	5	3	S, SS	None
AUT 181A	Engine Performance I Lab	3	1	S, SS	State Coreq: AUT 181
ENG 110	Freshman Comp	3	3	F, S, SS	Developmental courses may be required (ENG 002)
Semester Total		24	14		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AUT 116	Engine Repair	5	3	S, SS	None
AUT 116A	Engine Repair Lab	3	1	S, SS	State Coreq: AUT 116
WBL 110	World of Work	1	1	F, S, SS	None
Semester Total		9	5		

Second Year
Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AUT 183	Engine Performance 2	8	4	F, S	State Prereq: AUT 181
AUT 231	Man Trans/Axles/Drtrains	5	3	F	None
AUT 231A	Man Trans/Axles/Drtrains Lab	3	1	F	State Coreq: AUT 231
AUT 212 OR WBL XXX	Auto Shop Management Work Based Learning	4 3 3-30	3 3	F, S, SS	None
SOC 210 OR PSY 150	Introduction to Sociology General Psychology	3 3	3 3	F, S, SS F, S, SS	None
Semester Total		22-49	14		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AUT 221	Auto Transm/Transaxles	5	3	S	None
AUT 221A	Auto Transm/Transaxles Lab	3	1	S	State Coreq: AUT-221
ENG 115	Oral Communication	3	3	F, S, SS	None
HUM 115 OR ENG 125	Critical Thinking Creative Writing I	3 3	3 3	F, S, SS F, S, SS	Developmental courses may be required (ENG 002 or ENG 111) State Prereq: ENG 111
TRN 145	Adv. Transp. Electronics	5	3	S	State Prereq: TRN 120
Semester Total		19	13		

Summer 6th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
TRN 130	Intro to Sustainable Transp	4	3	SS	None
TRN 140	Transp Climate Control	3	2	F, SS	None
TRN 140A	Transp Climate Control	3	2	F, SS	State Coreq: TRN 140
Semester Total		10	7		

Total Hours**107-134 68****Automotive Systems Diploma (D60160)**

Diploma graduates can find positions as entry-level 1 technicians with the option to advance to a higher level within 6 months in most cases. Most graduates will begin work at dealerships or independent repair facilities.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AUT 141	Suspension & Steering Sys	5	3	F	None
AUT 141A	Suspension & Steering Lab	3	1	F	State Coreq: AUT 141
TRN 110	Intro to Transportation Tech	3	2	F	None
TRN 120	Basic Transp Electricity	7	5	F	None
Semester Total		18	11		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AUT 151	Brake Systems	5	3	S	None
AUT 151A	Brake Systems Lab	3	1	S	State Coreq: AUT 151
AUT 163	Adv Auto Electricity	5	3	S	State Prereq: TRN 120
AUT 181	Engine Performance I	5	3	S, SS	None
AUT 181A	Engine Performance I Lab	3	1	S, SS	State Coreq: AUT 181
Semester Total		21	11		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AUT 116	Engine Repair	5	3	S, SS	None
AUT 116A	Engine Repair Lab	3	1	S, SS	State Coreq: AUT 116
ENG 115	Oral Communication	3	3	F, S, SS	None
Semester Total		11	7		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AUT 183	Engine Performance 2	8	4	F, S	State Prereq: AUT 181
AUT 231	Man Trans/Axles/Drtrains	5	3	F	None
AUT 231A	Man Trans/Axles/Drtrains Lab	3	1	F	State Coreq: AUT 231
MAT 110	Math Measurement & Literacy	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 010)
*see table below	Major Elective	3-30	3	F, S, SS	Requisites may be required
Semester Total		23-50	14		

Total Hours**73-100****43****Major Elective Options (take 3 credits)*

AUT 212 Auto Shop Management

TRN 145 Adv. Transp Electronics (AUT 183 must be taken before TRN 145)

WBL XXX Work Based Learning

Automotive Brakes Certificate (C60160B)

This certificate provides students with the knowledge and skills to obtain a position at a general maintenance repair facility as an entry-level 1 technician.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
TRN 110	Intro to Transportation Tech	3	2	F	None
TRN 120	Basic Transp Electricity	7	5	F	None
Semester Total		10	7		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AUT 151	Brake Systems	5	3	S	None
AUT 151A	Brake Systems Lab	3	1	S	State Coreq: AUT 151
AUT 163	Adv Auto Electricity	5	3	S	State Prereq: TRN 120
Semester Total		13	7		

Total Hours**23****14**

Automotive Steering/Alignment Certificate (C60160S)

This certificate provides students with the knowledge and skills to obtain an entry-level 2 technician at a tire and alignment repair facility.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AUT 141	Suspension & Steering Sys	5	3	F	None
AUT 141A	Suspension & Steering Lab	3	1	F	State Coreq: AUT 141
TRN 110	Intro to Transportation Tech	3	2	F	None
TRN 120	Basic Transp Electricity	7	5	F	None
Semester Total		18	11		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AUT 163	Adv Auto Electricity	5	3	S	State Prereq: TRN 120
Semester Total		5	3		

Total Hours **23** **14**

Engine Performance Certificate (C60160E)

This certificate allows students to obtain an entry-level 2 technician position at a general maintenance or engine performance repair facility.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
TRN 120	Basic Transp Electricity	7	5	F	None
Semester Total		7	5		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AUT 163	Adv Auto Electricity	5	3	S	State Prereq: TRN 120
AUT 181	Engine Performance I	5	3	S, SS	None
AUT 181A	Engine Performance I Lab	3	1	S, SS	State Coreq: AUT 181
Semester Total		13	7		

Second Year

Fall 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AUT 183	Engine Performance 2	8	4	F, S	State Prereq: AUT 181
Semester Total		8	4		

Total Hours **28** **16**

BIOTECHNOLOGY

Program Description

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.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve as research assistants and technicians in laboratory and industrial settings and as quality control/quality assurance technicians.

Program Learning Outcomes

Program Mission: To educate and train students to prepare for a career in the life sciences and biotechnology industries, by providing a hands-on, inquiry based learning environment, creating real-world learning opportunities coupled with career coaching and mentoring.

Graduates of this program should be able to:

- Demonstrate the ability to utilize basic laboratory equipment, such as micropipettes, pH meter, scales, and glassware.
- Utilize documentation effectively to generate, follow and maintain records, specifically focusing on electronic forms and laboratory notebooks.
- Ability to set-up, measure/analyze and interpret a diagnostic assay.
- Perform calculations and prepare solutions required for multiple applications in the laboratory.
- Demonstrate the understanding and procedural knowledge for planning and implementing upstream and downstream processing for a genetically modified organism to produce a protein.
- Demonstrate the ability to complete lab based competencies in aseptic technique, which contribute to maintaining contaminant-free cell lines.
- Demonstrate the ability to perform advanced molecular techniques with multiple applications in various coursework.

Articulation Agreements

Agreements with the following institutions are in place:

- 1 + 1 with GTCC (complete UT coursework) → ACC (complete BTC coursework)
- 2 + 2 with NCCU–BS Pharmaceutical Science
- 2 + 2 with UNCG–Biology
- 2 + 2 with ECU–BSIT (Bachelor of Science in Industrial Technology or Bachelor of Science in Biology)

Degree, Diplomas, Certificates

- A.A.S. Biotechnology (2-year program)
- Advanced Laboratory Techniques (1-year diploma)
- Basic Laboratory Techniques (certificate)

Employment Opportunities

Graduates of the associate degree program may find employment in various areas of industry, academic and government laboratories including research and development, manufacturing, diagnostics, environmental monitoring, sales, and customer service.

Progression/Readmission

Students must complete all Biotechnology (BTC, BIO, CHM) courses with a grade of “C” or better to successfully complete this program.

Technical Standards

Students enrolling in the program must meet specific emotional, behavioral, physical, and cognitive standards. This information is found in the admissions office.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Biotechnology A.A.S. Degree (A20100)

First Year
Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 111	General Biology I	6	4	F, S, SS	Developmental courses may be required (ENG 002)
BTC 181	Basic Lab Techniques	6	4	F, S	Developmental courses may be required (MAT 003 and MAT 043 or MAT 052)
CHM 131 and CHM 131A OR CHM 151	Introduction to Chemistry Introduction to Chemistry Lab General Chemistry I	3 3 6	3 1 4	F F F, S, SS	Developmental courses may be Required (ENG 002 and ENG 011, MAT 003 and MAT 043 or MAT 052)
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002 and ENG 011)
Semester Total		21	15		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 112	General Biology II	6	4	F, S	State Prereq: BIO 111
BIO 275 OR BTC 275	Microbiology Industrial Microbiology	6 6	4 4	F, S F	State Prereq: Take one: BIO 110, BIO 111, BIO 163, BIO 165, BIO 168
BTC 281	Bioprocess Techniques	8	4	S	State Prereq: BTC 181
CHM 132 OR CHM 152	Organic and Biochemistry General Chemistry II	6 6	4 4	S F, S, SS	State Prereq: CHM 131, CHM 131A OR CHM 151 State Prereq: CHM 151; min grade C
Semester Total		26	16		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	4	3	F, S, SS	None
MAT 152	Statistical Methods I	5	4	F, S, SS	Developmental courses may be required (ENG 002, MAT 003, MAT 052)
Semester Total		9	7		

Second Year
Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
*BIO 140 and BIO 140A	Environmental Biology Environmental Biology Lab	3 3	3 1	F, S F, S	None
BIO 250 OR BTC 250	Genetics Principles of Genetics	6 4	3 3	F F	State Prereq: BIO 112 State Prereq: BIO 111
BTC 285	Cell Culture	5	3	F	State Prereq: BIO 175, BIO 275 or BTC 275
†ENG 114	Prof Research & Reporting	3	3	F, S, SS	State Prereq: ENG 111
Semester Total		18-20	13		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BTC 286	Immunological Techniques	6	4	S	State Prereq: BTC 285
BTC 287	Advanced Molecular Techniques	8	4	S	State Prereq: Take one set: BIO 175 & BIO 250; BIO 175 & BTC 250; BIO 275 & BIO 250; BIO 275 & BTC 250
See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
See pg. 72 for options	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		20	14		

Summer 6th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BTC 288 OR WBL 112	Biotech Lab Experience Work-Based Learning I	6 20	2 2	 F, S, SS	State Prereq: Take one set: BIO 250 & BTC 281, BIO 250 & BTC 285, BIO 250 & BTC 286, BTC 250 & BTC 281, BTC 250 & BTC 285, BTC 250 & BTC 286 None
Semester Total		6-20	2		

Total Hours**99-116 67-68**

*BIO 168 (4), BIO 280 (3), BTC 150 (3), CHM 152 (4), MAT 171(4), or higher CIS/CSC (3) may be substituted for BIO 140 and BIO 140A.

†COM 110 or COM 231 may be substituted for ENG 114 or ENG 112.

Advanced Laboratory Techniques Diploma (D20100)

Graduates of the Advanced Laboratory Techniques Certificate may find employment as lab technicians performing such duties as media preparation and sterilization, culture maintenance, and quality control and quality assurance. This diploma is designed for students with other college coursework looking to enhance their technical skills in the sciences.

Summer 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 111	General Biology I	6	4	F, S, SS	Developmental courses may be required (ENG 002)
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002 and ENG 011)
Semester Total		9	7		

Fall 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BTC 181	Basic Lab Techniques 1st 8 weeks	6	4	F, S	Developmental courses may be required (MAT 003 and MAT 043 or MAT 052)
BIO 275	Microbiology	6	4	F, S	State Prereq: Take one: BIO 110, BIO 111, BIO 163, BIO 165, BIO 168
OR BTC 275	Industrial Microbiology 1st 8 weeks	6	4	F	
BTC 281	Bioprocess Techniques 2nd 8 weeks	8	4	S	State Prereq: BTC 181
Semester Total		20	12		

Spring 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 250	Genetics	6	3	F	State Prereq: BIO 112
OR BTC 250	Principles of Genetics 1st 8 weeks	4	3	F	State Prereq: BIO 111
BTC 285	Cell Culture 2nd 8 weeks	5	3	F	State Prereq: BIO 175, BIO 275 or BTC 275
BTC 286	Immunological Techniques	6	4	S	State Prereq: BTC 285
Semester Total		14-17	10-11		

Summer 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BTC 287	Advanced Molecular Techniques	8	4	S,SS	State Prereq: Take one set: BIO 175 & BIO 250; BIO 175 & BTC 250; BIO 275 & BIO 250; BIO 275 & BTC 250
COM 110	Intro to Communication	3	3	F, S, SS	None
OR COM 231	Public Speaking	3	3		None
OR ENG 112	Writing/Research in the Disciplines	3	3		State Prereq: ENG 111
OR ENG 114	Prof Research & Reporting	3	3		State Prereq: ENG 111
Semester Total		11	7		

Total Hours**54-57****36-37**

Basic Laboratory Techniques Certificate (C20100B)

Graduates of the Basic Laboratory Techniques Certificate may find employment as entry-level lab technicians performing such duties as media preparation and sterilization, and equipment/supply inventory control.

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 111	General Biology I	6	4	F, S, SS	Developmental courses may be required (ENG 002)
BTC 181	Basic Lab Techniques	6	4	F, S	Developmental courses may be required (MAT 003 and MAT 043 or MAT 052)
CHM 131 and CHM 131A OR CHM 151	Introduction to Chemistry	3	3	F	Developmental courses may be Required (ENG 002 and ENG 011, MAT 003 and MAT 043 or MAT 052)
	Introduction to Chemistry Lab	3	1	F	
	General Chemistry I	6	4	F, S, SS	
CIS 110	Introduction to Computers	4	3	F, S, SS	None
Semester Total		22	15		

BIOTECHNOLOGY CENTER OF EXCELLENCE

Imagine inter-connected, inter-disciplinary study programs that engage industry and university partners, building bridges to a brighter economic future for Alamance County.

We imagined that future.

We saw synergies—and new possibilities.

Can you see what possibilities emerge when Biotechnology, Medical Laboratory Technology, Histotechnology, Mechatronics Engineering, Information Technology, Horticulture Technology, and Culinary Arts all come together?

How far off are new breakthroughs in bio-pharmaceuticals and virology? Exciting discoveries in diagnostic testing and bio-informatics? Bold advances in agri-science and food safety? And all of this enhanced by the promise of robotics and computer technology?

The Alamance Community College Biotechnology Center of Excellence will serve as a regional hub for innovative, industry-supported and technology-based workforce development and jobs in the rapidly expanding field of biotechnology that ultimately supports the economic vitality of Alamance County.

In leveraging a unique strength, the College will complement and support the teaching, learning and training mission of ACC, and will offer a unique composition of specialization within the institution.

Industry needs a highly-skilled workforce. Alamance Community College will deliver.

Why Alamance Community College?

We are strategically located between the Triad and Triangle and in one of the fastest-growing bio-science corridors on the East Coast. We have the longest-lived two-year Biotechnology program in the United States. And we have the most complete bio-manufacturing suite of any North Carolina community college and our cell culture program is second to none in content, equipment and facilities.

Why a Biotechnology Center of Excellence?

Burlington, N.C. is the nation's #1 small metropolitan statistical area for research, testing and medical labs. The number of bioscience jobs in Alamance County has more than doubled since 2009. The total economic impact of the bioscience industry in North Carolina was \$73 billion in 2014. It is projected to top \$100 billion by 2025.

BUSINESS ADMINISTRATION

Program Description

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

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

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

Program Learning Outcomes

Graduates of this program should be able to:

- Complete a SWOT analysis.
- Explain the basics of supply and demand.
- Describe the four functions of management.
- Apply the marketing mix to a strategic plan.
- Evaluate business decisions using an ethical framework.
- Define elements of an enforceable business contract.
- Prepare a professional email message.

Articulation Agreements

- 2Plus Agreement with UNC Greensboro in Business Administration
- Bilateral Agreement with North Carolina Agricultural & Technical State University in Business Administration and Marketing
- Bilateral Agreement with North Carolina Agricultural & Technical State University in Business Management; Marketing & Retailing
- Bilateral Agreement with North Carolina Central University in Business Administration

Business Administration A.A.S. Degree General Business Administration Concentration (A25120B) (Day Option)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111	College Student Success	1	1	F, S	None
BUS 110	Intro to Business	3	3	F, S, SS	None
BUS 115	Business Law I	3	3	F, S	None
BUS 137	Principles of Management	3	3	F, S, SS	None
CIS 110	Introduction to Computers	4	3	F, S, SS	None
MKT 120	Principles of Marketing	3	3	F, S	None
Semester Total		17	16		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 120	Prin of Financial Acct	5	4	F, S	Developmental courses may be required (ENG 011, MAT 043, MAT 052, MAT 071)
BUS 153	Human Resource Management	3	3	F, S	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
INT 110	International Business	3	3	S, SS	None
MAT 152 OR MAT 171	Statistical Methods I Precalculus Algebra	5 5	4 4	F, S, SS	Developmental courses may be required (ENG 002, MAT 003 and MAT 052 or MAT 071)
Semester Total		19	17		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HUM 115	Critical Thinking	3	3	F, S, SS	Developmental courses may be required (ENG 002 or ENG 111)
WBL 110	World of Work	1	1	F, S, SS	None
Semester Total		4	4		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 121	Prin of Managerial Acct	5	4	F, S	State Pre-req: ACC 120
BUS 255 OR BUS 261	Org Behavior in Business Diversity Management	3 3	3 3	F, SS F, SS	None
CTS 130	Spreadsheets	4	3	F, S	None
ECO 251	Prin of Microeconomics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011; MAT 003 and MAT 043 or MAT 052)
ENG 114	Prof Research & Reporting	3	3	F, S, SS	State Pre-req: ENG 111
Semester Total		18	16		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 225	Business Finance	4	3	S, SS	State Pre-req: ACC 120
BUS 239 OR WBL 111 and WBL 115	Business Applications Seminar Work-Based Learning I Work-Based Learning Seminar I	3 10 1	2 1 1	S S S	State Pre-req: ACC 120, BUS 115, BUS 137, MKT 120 and ECO 151, ECO 251 or ECO 252 None State Co-req: Take one: WBL 111, 112, 113, 114
BUS 240	Business Ethics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011)
ECO 252	Prin of Macroeconomics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011; MAT 003 and MAT 043 or MAT 052)
*see table below	Major Elective	3	3	Various	Requisites may be required
Semester Total		16-24	14		

Total Hours

74-83

66-67

**Recommended Major Electives*

BUS 135 Supervision

BUS 139 Entrepreneurship I

Business Administration A.A.S. Degree**General Business Administration Concentration (A25120B)****(Online Option)**

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111	College Student Success	1	1	F, S	None
BUS 110	Intro to Business	3	3	F, S, SS	None
BUS 115	Business Law I	3	3	F, S	None
CIS 110	Introduction to Computers	4	3	F, S, SS	None
MKT 120	Principles of Marketing	3	3	F, S	None
Semester Total		14	13		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 120	Prin of Financial Acct	5	4	F, S	Developmental courses may be required (ENG 011, MAT 043, MAT 052, MAT 071)
BUS 137	Principles of Management	3	3	F, S, SS	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
MAT 152 OR MAT 171	Statistical Methods I Precalculus Algebra	5 5	4 4	F, S, SS	Developmental courses may be required (ENG 002, MAT 003 and MAT 052 or MAT 071)
Semester Total		16	14		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 255 OR BUS 261	Org Behavior in Business Diversity Management	3 3	3 3	F, SS F, SS	None
INT 110	International Business	3	3	S, SS	None
WBL 110	World of Work	1	1	S, SS	None
Semester Total		7	7		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 121	Prin of Managerial Acct	5	4	F, S	State Prereq: ACC 120
BUS 153	Human Resource Management	3	3	F, S	None
ECO 251	Prin of Microeconomics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011; MAT 003 and MAT 043 or MAT 052)
HUM 115	Critical Thinking	3	3	F, S, SS	Developmental courses may be required; (ENG 002 or ENG 111)
Semester Total		14	13		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 239 OR WBL 111 and WBL 115	Business Applications Seminar Work-Based Learning I Work-Based Learning Seminar I	3 10 1	2 1 1	S S S	State Pre-req: ACC 120, BUS 115, BUS 137, MKT 120 and ECO 151, ECO 251 or ECO 252 None State Co-req: Take one: WBL 111, 112, 113, 114
BUS 240	Business Ethics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011)
CTS 130	Spreadsheets	4	3	F, S	None
ECO 252	Prin of Macroeconomics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011; MAT 003 and MAT 043 or MAT 052)
*see table below	Major Elective	3	3	Various	Requisites may be required
Semester Total		16-24	14		

Summer 6th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 225	Business Finance	4	3	S, SS	State Pre-req: ACC 120
ENG 114	Prof Research & Reporting	3	3	F, S, SS	State Pre-req: ENG 111
Semester Total		7	6		

Total Hours**74-83 66-67*****Recommended Major Electives**

BUS 135 Supervision

BUS 139 Entrepreneurship I

Business Administration A.A.S. Degree
General Business Administration Concentration (A25120B)
(Evening/Distance Learning Option*)

**This program combines seated, hybrid and online course options.*

First Year
Fall 1st Year

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111	College Student Success	1	1	F, S, SS	None
BUS 110	Intro to Business	3	3	F, S, SS	None
CIS 110	Introduction to Computers	4	3	F, S, SS	None
Semester Total		8	7		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 115	Business Law I	3	3	F, S	None
MKT 120	Principles of Marketing	3	3	F, S	None
Semester Total		6	6		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 137	Principles of Management	3	3	F, S, SS	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
Semester Total		6	6		

Second Year
Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 120	Prin of Financial Acct	5	4	F, S	Developmental courses may be required (ENG 011, MAT 043, MAT 052, MAT 071)
HUM 115	Critical Thinking	3	3	F, S, SS	Developmental courses may be required; (ENG 002 or ENG 111)
Semester Total		8	7		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 121	Prin of Managerial Acct	5	4	F, S	State Pre-req: ACC 120
BUS 153	Human Resource Management	3	3	F, S	None
Semester Total		8	7		

Summer 6th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
INT 110	International Business	3	3	S, SS	None
MAT 152 OR MAT 171	Statistical Methods I Precalculus Algebra	5 5	4 4	F, S, SS	Developmental courses may be required (ENG 002, MAT 003 and MAT 052 or MAT 071)
WBL 110	World of Work	1	1	S, SS	None
Semester Total		9	8		

Third Year**Fall 7th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CTS 130	Spreadsheets	4	3	F, S	None
ECO 251	Prin of Microeconomics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011; MAT 003 and MAT 043 or MAT 052)
Semester Total		7	6		

Spring 8th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 225	Business Finance	4	3	S, SS	State Pre-req: ACC 120
BUS 239 OR WBL 111 and WBL 115	Business Applications Work-Based Learning I Work-Based Learning Seminar I	3 10 1	2 1 1	S S S	State Pre-req: ACC 120, BUS 115, BUS 137, MKT 120 and ECO 151, ECO 251 or ECO 252 None State Co-req: Take one: WBL 111, 112, 113, 114
Semester Total		7-15	5		

Summer 9th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 255 OR BUS 261	Org Behavior in Business Diversity Management	3 3	3 3	F, SS F, SS	None
ENG 114	Prof Research & Reporting	3	3	F, S, SS	State Pre-req: ENG 111
Semester Total		6	6		

Fourth Year**Fall 10th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 240	Business Ethics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011)
ECO 252	Prin of Macroeconomics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011; MAT 003 and MAT 043 or MAT 052)
*see table below	Major Elective	3	3	Various	Requisites may be required
Semester Total		9	9		

Total Hours**74-83****66-67**

**Recommended Major Electives*

BUS 135 Supervision

BUS 139 Entrepreneurship I

**Business Administration A.A.S. Degree
Human Resources Management Concentration (A25120A)**

The Business Administration A.A.S. Degree Human Resources Management Concentration prepares students for careers in Business where they want an additional focus in the Human Resources area. In this concentration, coursework will emphasize principles in accounting, business law, economics, and management. In addition, students will be exposed to coursework that emphasizes employment law, recruitment and personnel selection, training and development, and compensation and benefits.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111	College Student Success	1	1	F, S	None
BUS 110	Intro to Business	3	3	F, S, SS	None
BUS 115	Business Law I	3	3	F, S	None
BUS 137	Principles of Management	3	3	F, S, SS	None
CIS 110	Introduction to Computers	4	3	F, S, SS	None
MKT 120	Principles of Marketing	3	3	F, S	None
Semester Total		17	16		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 120	Prin of Financial Acct	5	4	F, S	Developmental courses may be required (ENG 011, MAT 043, MAT 052, MAT 071)
BUS 153	Human Resource Management	3	3	F, S	None
BUS 234	Training and Development	3	3	S	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
MAT 152 OR MAT 171	Statistical Methods I Precalculus Algebra	5 5	4 4	F, S, SS	Developmental courses may be required (ENG 002, MAT 003 and MAT 052 or MAT 071)
Semester Total		19	17		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HUM 115	Critical Thinking	3	3	F, S, SS	Developmental courses may be required; (ENG 002 or ENG 111)
WBL 110	World of Work	1	1	S, SS	None
Semester Total		4	4		

**Second Year
Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 121	Prin of Managerial Acct	5	4	F, S	State Pre-req: ACC 120
BUS 217	Employment Law and Regs	3	3	F	None
BUS 256	Recruit Select & Per Plan	3	3	F	None
BUS 258	Compensation and Benefits	3	3	F	None
ECO 251	Prin of Microeconomics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011; MAT 003 and MAT 043 or MAT 052)
Semester Total		17	16		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 240	Business Ethics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011)
BUS 259	HRM Applications	3	3	S	State Pre-req: BUS 217 or BUS 234
ECO 252	Prin of Macroeconomics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011; MAT 003 and MAT 043 or MAT 052)
ENG 114	Prof Research & Reporting	3	3	F, S, SS	State Pre-req: ENG 111
*see table below	Major Elective	3	3	Various	Requisites may be required
Semester Total		15	15		

Total Hours
72-80 67-68
***Recommended Major Electives**

BUS 135 Supervision
 BUS 139 Entrepreneurship I
 WBL 111 Work-Based Learning 1 (10 contact hours)
 WBL 115 Work-Based Learning 1 (1 contact hour)

Business Administration A.A.S. Degree Marketing Concentration (A25120M)

The Business Administration A.A.S. Degree Marketing Concentration prepares students for careers in Business where they want an additional focus in the Marketing area. In this concentration, coursework will emphasize principles in accounting, business law, economics, and management. In addition, students will be exposed to coursework that emphasizes social media marketing, marketing research, advertising and sales promotion, and customer service.

**First Year
Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111	College Student Success	1	1	F, S	None
BUS 110	Intro to Business	3	3	F, S, SS	None
BUS 115	Business Law I	3	3	F, S	None
BUS 137	Principles of Management	3	3	F, S, SS	None
CIS 110	Introduction to Computers	4	3	F, S, SS	None
MKT 120	Principles of Marketing	3	3	F, S	None
Semester Total		17	16		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 120	Prin of Financial Acct	5	4	F, S	Developmental courses may be required (ENG 011, MAT 043, MAT 052, MAT 071)
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
INT 110	International Business	3	3	S, SS	None
MAT 152 OR MAT 171	Statistical Methods I Precalculus Algebra	5 5	4 4	F, S, SS	Developmental courses may be required (ENG 002, MAT 003 and MAT 052 or MAT 071)
MKT 220	Advertising and Sales Promotion	3	3	S	None
Semester Total		19	17		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HUM 115	Critical Thinking	3	3	F, S, SS	Developmental courses may be required; (ENG 002 or ENG 111)
Semester Total		3	3		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 121	Prin of Managerial Acct	5	4	F, S	State Pre-req: ACC 120
ECO 251	Prin of Microeconomics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011; MAT 003 and MAT 043 or MAT 052)
ENG 114	Prof Research & Reporting	3	3	F, S, SS	State Pre-req: ENG 111
MKT 223	Customer Service	3	3	F	None
*see table below	Major Elective	3	3	Various	Requisites may be required
Semester Total		17-25	15-16		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 240	Business Ethics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011)
ECO 252	Prin of Macroeconomics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011; MAT 003 and MAT 043 or MAT 052)
MKT 225	Marketing Research	3	3	S	State Pre-req: MKT 120
MKT 227	Marketing Applications	3	3	S	Local Pre-req: MKT 120, ACC 120, and ECO 251 or ECO 252
MKT 232	Social Media Marketing	5	4	S	None
WBL 110	World of Work	1	1	S, SS	None
Semester Total		18	17		

Total Hours**74-82****68-69**

***Recommended Major Electives**

BUS 135	Principles of Supervision
BUS 139	Entrepreneurship I
WBL 111	Work-Based Learning 1 (10 contact hours)
WBL 115	Work-Based Learning 1 (1 contact hours)

Business Administration Diploma (D25120)

The Business Administration Diploma will provide students with an overview of key functional areas of business. The diploma will provide opportunities for an entry-level position for those students looking at careers in general business administration.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 110	Intro to Business	3	3	F, S, SS	None
BUS 115	Business Law I	3	3	F, S	None
BUS 137	Principles of Management	3	3	F, S, SS	None
CIS 110	Introduction to Computers	4	3	F, S, SS	None
MKT 120	Principles of Marketing	3	3	F, S	None
Semester Total		16	15		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 120	Prin of Financial Acct	5	4	F, S	Developmental courses may be required (ENG 011, MAT 043, MAT 052, MAT 071)
BUS 240	Business Ethics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011)
CTS 130	Spreadsheets	4	3	F, S	None
ECO 251	Prin of Microeconomics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011; MAT 003 and MAT 043 or MAT 052)
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
Semester Total		18	16		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 225	Business Finance	4	3	S, SS	State Pre-req: ACC 120
INT 110	International Business	3	3	S, SS	None
MAT 152 OR MAT 171	Statistical Methods I Precalculus Algebra	5 5	4 4	F, S, SS	Developmental courses may be required (ENG 002, MAT 003 and MAT 052 or MAT 071)
Semester Total		12	10		

Total Hours	46	41
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Entrepreneurship Certificate (C25120E)

The Entrepreneurship Certificate will prepare students for careers as small business owners.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 120	Prin of Financial Acct	5	4	F, S	Developmental courses may be required (ENG 011, MAT 043, MAT 052, MAT 071)
MKT 120	Principles of Marketing	3	3	F, S	None
BUS 115	Business Law I	3	3	F, S	None
Semester Total		11	10		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 225	Business Finance	4	3	S, SS	State Pre-req: ACC 120
BUS 139	Entrepreneurship I	3	3	S	None
Semester Total		7	6		

Total Hours

18

16

General Business Administration Certificate (C25120)

The General Business Administration Certificate provides students with a foundation in key functional areas of business.

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 110	Intro to Business	3	3	F, S, SS	None
BUS 115	Business Law I	3	3	F, S	None
BUS 137	Principles of Management	3	3	F, S, SS	None
CIS 110	Introduction to Computers	4	3	F, S, SS	None
MKT 120	Principles of Marketing	3	3	F, S	None

Total Hours

16

15

Human Resources Management Certificate (C25120A)

The Human Resources Management Certificate prepares students for entry-level and promotional opportunities in Human Resources Management depending on work experience in the field.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 217	Employment Law and Regs	3	3	F	None
BUS 256	Recruit Select & Per Plan	3	3	F	None
BUS 258	Compensation and Benefits	3	3	F	None
Semester Total		9	9		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 153	Human Resource Management	3	3	F, S	None
BUS 234	Training and Development	3	3	S	None
Semester Total		6	6		

Total Hours

15

15

Marketing Certificate (C25120MA)

The Marketing Certificate provides students with an overview of key areas in the marketing field.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MKT 120	Principles of Marketing	3	3	F, S	None
MKT 223	Customer Service	3	3	F	None
Semester Total		6	6		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MKT 220	Advertising and Sales Promotion	3	3	S	None
MKT 225	Marketing Research	3	3	S	State Pre-req: MKT 120
MKT 232	Social Media Marketing	5	4	S	None
Semester Total		11	10		

Total Hours

17

16

Supervision Certificate (C25120S)

The Supervision Certificate prepares students for careers in first-line management.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 135	Principles of Supervision	3	3	F	None
BUS 255	Org Behavior in Business	3	3	F, SS	None
Semester Total		6	6		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 153	Human Resource Management	3	3	F, S	None
BUS 240	Business Ethics	3	3	F, S	Developmental courses may be required (ENG 002 and ENG 011)
Semester Total		6	6		

Total Hours

12

12

ENROLLMENT OF HIGH SCHOOL STUDENTS

Career and College Promise offers North Carolina high school students a clear path to success in college or in a career. The program is tuition-free to all students who meet the eligibility requirements.

There are three types of pathways available to high school students.

The College provides seamless opportunities for high school students to get a head start with their college education by enrolling in eligible pathways through Career and College Promise (CCP) and the Alamance-Burlington School system (ABSS) Early College. Enrollment in identified courses is available to students enrolled in public and private schools (including home schools) through articulation agreements between the school system and the College and approved by the North Carolina Community College System Office.

II. CCP Overview

CCP provides seamless dual enrollment educational opportunities for eligible North Carolina high school students to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job skills. The College offers the following CCP pathways:

- a. Core 44 College Transfer Pathway, leading to a college transfer certificate requiring the successful completion of 30 semester hours of college transfer courses, including English and mathematics, for qualified high school students;
- b. Career and Technical Education Pathway, leading to a certificate or diploma aligned with one or more high school Tech Prep Career Clusters; and
- c. Cooperative Innovative High School Pathway, which is the Alamance-Burlington Early College.

Tuition is waived for CCP students; however, CCP students must purchase their own textbooks and supplies and pay fees required for their classes unless their high school or school district covers these costs. Transportation for high school students will not be provided by the College.

III. Exclusive College Programs For Minors

Unless they are participating in a CCP program or the Alamance-Burlington Early College, the College cannot offer enrollment options for students who are under the age of 16 unless they have earned a high school diploma.

1. Cooperative Innovative High School Pathway

- Consists of students in the Alamance-Burlington Early College which is housed on ACC's campus
- No restrictions on the types of courses that can be taken as long as prerequisites for individual courses are met
- For more information, contact the Early College at 336-506-4001.

2. Career Technical Pathways—Lead to a career technical certificate in any of these pathways:

- Accounting and Finance
- Advertising/Graphic Design
- Advertising/Graphic Design—Visual Arts
- Agribusiness
- Agricultural Biotechnology
- Agricultural Education
- Air Conditioning, Heating, Refrigeration
- Animal Care and Management Technology
- Automotive Systems Technology
- Biotechnology
- Business and Marketing
- Computer-Aided Drafting Technology
 - ♦ Architecture
- Computer-Integrated Machining
- Cosmetology
- Criminal Justice Technology
 - ♦ Criminal Justice Technology—Transfer Pathway
- Culinary Arts
- Early Childhood Education
- Esthetics
- Fire Protection Technology
- Industrial Systems Technology
 - ♦ Electrical
- Information Technology
 - ♦ Business Support
 - ♦ Cyber Security
 - ♦ Programming
 - ♦ Web Development
- Landscape
- Mechanical Engineering Technology
- Mechatronics Engineering Technology
- Medical Assisting
- Medical Office Administration—Healthcare Clerical
- Medical Coding, Billing and Insurance
- NCSU Horticultural Science Transfer
- Nurse Aide
- Plant Production
- Spanish Interpreter
- Sustainable Agriculture
- Welding Technology

3. College Transfer Pathways

- Lead to university transferrable coursework
- Associate in Arts, Associate in Arts Teacher Preparation, Associate in Engineering, Associate in Fine Arts–Visual Arts, Associate in Fine Arts–Music, Associate in Science, Associate in Science Teacher Preparation, and Associate Degree Nursing pathways available

For additional information about eligibility requirements for these programs, visit the College website or email ccp@alamancecc.edu.

COMPUTER-AIDED DRAFTING TECHNOLOGY

Program Description

The Computer-Aided Drafting Technology curriculum prepares students to apply technical skills and advanced computer software and hardware to develop plans and related documentation, and manage the hardware and software of a CAD system. Includes instruction in architectural drafting (2D and 3D), computer-aided drafting and design (CADD), creating and managing two- and three-dimensional models, solid modeling, 3D printing, linking CAD documents to other software applications, and operating systems as well as truss design, statics, machine design, CNC programming and milling, fluid mechanics and design processes.

This curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects. Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, engineering technicians and should qualify for CAD jobs in architectural and engineering consulting firms and industrial design businesses.

Program Learning Outcomes

Graduates of this program should be able to:

- Demonstrate drafting standards and best practices on fabrication drawing.
- Demonstrate proper use of drafting equipment during drawing development.
- Develop construction/fabrication drawings using CAD software.
- Develop fabrication assembly, exploded assembly, parts and working drawings using modeling software.
- Organize and maintain/manage computer files.
- Produce prototype part on 3D printers and assess, adjust design, and repeat until correct part is produced.
- Perform computer-based analysis using solid modeling software and print a report of the analysis.
- Calculate forces and loads on design components using mathematical analysis.

Articulation Agreements

- East Carolina State University 2+2 Bachelor of Science in Industrial Technology (BSIT) Transfer Program is a degree completion curriculum designed for students who have been awarded a qualified Associate in Applied Science (AAS) degree in an industrial or technical related field.

The courses completed in the qualified technical AAS degree provide the foundation and half of the courses required in the major for the Industrial Technology degree. This BS degree program has the flexibility to allow students to tailor a curriculum to their specific career goals.

Admission

Entering or returning students may be required to take placement tests for math and English prior to enrolling; testing is done in Student Success by appointment. Students may be required to take one or more developmental English or Math courses prior to the required course(s), depending upon their SAT, ACT, COMPASS or ASSET test scores.

Transfer Options

The Computer Aided Drafting Technology program was established as a stand-alone curriculum. Any student who has an interest in transferring to a university should make their advisor aware of this intension. There are substitute course options students should take to better facilitate the transfer. Candidate universities presently include UNC-Charlotte, East Carolina University and NC A&T. Other transfer option agreements may be under development. Students are encouraged to consult with advisors directly on this matter.

**Students who plan to transfer in pursuit of a 4-year degree should also consult transfer guide.

Extra-curricular Certifications

SOLIDWORKS certifications can be used as a benchmark to measure your knowledge and competency with SOLIDWORKS software.

There are 19 industrially recognized certifications available for students to obtain. These include CSWE–Mechanical Design, CSWE–Simulation, CSWA–Mechanical Design, CSWP–Mechanical Design, Platform Explorer Associate, CPPA, CSWP–MBD, CSWP–CAM, CSWA–Additive Manufacturing, CSWA–Electrical, CSWA–Sustainability, CSWA–Simulation, CSWP–Simulation, CSWPA–Sheet Metal, CSWPA–Weldments, CSWPA–Surfacing, CSWPA–Mold Making, CSWPA–Drawing Tools, CDWA–Drive Works Express

Technical Standards

Students enrolling in the program must meet specific emotional, behavioral, physical and cognitive standards. This information is found in the Student Success office.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Computer-Aided Drafting Technology A.A.S. Degree (A50150)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 111	Technical Drafting I	4	2	F	None
DFT 111A	Technical Drafting I Lab	3	1	F	State Co-req: DFT 111
DFT 151	CAD I	5	3	F	None
ENG 110 OR ENG 111	Freshman Composition Writing and Inquiry	3 3	3 3	F, S, SS	Developmental courses may be required (ENG 002 or ENG 011)
MAC 141	Machining Applications I	8	4	F	None
*See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		26	16		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 112	Technical Drafting II	4	2	S	State Pre-req: DFT 111
DFT 112A	Technical Drafting II Lab	3	1	S	State Co-req: DFT 112
DFT 152	CAD II	5	3	S	Local Pre-req: DFT 151
COM 231 OR ENG 114 OR ENG 115	Public Speaking Prof. Research & Reporting Oral Communications	3 3 3	3 3 3	F, S, SS	None State Pre-req: ENG 111 None
MAT 121	Algebra/Trigonometry I	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 021)
PHY 110	Conceptual Physics	3	3	F, S	Developmental courses may be Required (MAT 00, MAT 010) Co-req: PHY 110A
PHY 110A	Conceptual Physics Lab	2	1	F, S	Developmental courses may be required (MAT 00, MAT 010) State Co-req: PHY 110
Semester Total		24	16		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 153	CAD III	5	3	SS	Local Pre-req: DFT 151
MEC 265	Fluid Mechanics	4	3	F, SS	None
WBL 110	World of Work	1	1	F, S, SS	None
Semester Total		10	7		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ARC 114	Architectural CAD	4	2	F	None
DDF 211	Design Process I	7	4	F	None
DFT 154	Intro Solid Modeling	5	3	F	None
EGR 250	Statics/Strength of Materials	7	5	F	State Pre-req: MAT 121 or MAT 171
*See pg. 72 for options	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		26	17		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ARC 221	Architectural 3-D CAD	5	3	S	State Pre-req: ARC 114
DDF 212	Design Process II	7	4	S	State Pre-req: DDF 211
DFT 254	Intermediate Solid Modeling/ Rendering	5	3	S	State Pre-req: DFT 154
DFT 259	CAD Projects	5	3	S	None
*see below for options	Major Elective	3-11	2-4	F, S, SS	Requisites may be required
Semester Total		25-33	15-17		

Total Hours**111-119 71-73*****Major Elective options**

BPR 111 Print Reading

CTS 130 Spreadsheets

ISC 132 Mfg Quality Control

MAC 142 Machining Applications II

SPA 111 Elementary Spanish I

WBL 111 Work-Based Learning I and WBL 115 Work-Based Learning Seminar I

*Developmental English and/or Math may be required, based on placement test results.***Computer-Aided Drafting Diploma (D50150)**

Diploma students will receive training in the proper use of traditional as well as computer-aided design applications. Diploma students will receive instruction in 2D drafting techniques and procedures along with an introduction to solid modeling with SolidWorks software. Students will use acquired skills to complete individual projects.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 111	Technical Drafting I	4	2	F	None
DFT 111A	Technical Drafting I Lab	3	1	F	State Co-req: DFT 111
DFT 151	CAD I	5	3	F	None
Semester Total		12	6		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 112	Technical Drafting II	4	2	S	State Pre-req: DFT 111
DFT 112A	Technical Drafting II Lab	3	1	S	State Co-req: DFT 112
DFT 152	CAD II	5	3	S	Local Pre-req: DFT 151
COM 231 OR ENG 115	Public Speaking Oral Communications	3 3	3 3	F, S, SS	None
MAT 121	Algebra/Trigonometry I	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 021)
Semester Total		19	12		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 153	CAD III	5	3	SS	Local Pre-req: DFT 151
Semester Total		5	3		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ARC 114	Architectural CAD	4	2	F	None
DDF 211	Design Process I	7		F	None
DFT 154	Intro Solid Modeling	5	3	F	None
MAC 141	Machining Applications I	8	4	F	None
Semester Total		24	13		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ARC 221	Architectural 3-D CAD	5	3	S	State Pre-req: ARC 114
DFT 259	CAD Projects	5	3	S	None
Semester Total		10	6		

Total Hours**70****40****Computer-Aided Drafting/CAD Certificate (C50150)**

CAD Certificate students will receive training in the proper use of computer-aided design applications in 2D design as well as an introduction to solid modeling with SolidWorks software. Students will receive instruction on computer-aided drafting techniques and procedures and will use acquired skills to complete individual projects. While not required, it is recommended that students have a working knowledge of drafting techniques and standards prior to entering this program of study.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 151	CAD I	5	3	F	None
DFT 154	Intro Solid Modeling	5	3	F	None
Semester Total		10	6		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 152	CAD II	5	3	S	Local Pre-req: DFT 151
Semester Total		5	3		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 153	CAD III	5	3	SS	Local Pre-req: DFT 151
Semester Total		5	3		

Total Hours**20****12****Computer-Aided Drafting/Solid Modeling Certificate (C50150S)**

Solid Modeling Certificate students will receive training in the proper use of solid modeling and 3D printing applications. Additionally, students will have the opportunities to obtain industrially recognized certifications such as SolidWorks Certified Associate (CSWA) and SolidWorks Certified Professional (CSWP)

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 154	Intro Solid Modeling	5	3	F	None
DDF 211	Design Process I	7	4	F	None
Semester Total		12	7		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DDF 212	Design Process II	7	4	S	State Pre-req: DDF 211
DFT 254	Intermediate Solid Modeling/ Rendering	5	3	S	State Pre-req: DFT 154
Semester Total		12	7		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 153	CAD III	5	3	SS	Local Pre-req: DFT 151
Semester Total		5	3		

Total Hours**29****17****Computer-Aided Drafting Technology Certificate (C50150M)**

Drafting Technology Certificate students may complete some or all of the requirements for this program while still enrolled in high school. Students will receive training in the proper use of drafting applications. Additionally, students will use acquired skills to complete class assignments. In this program of study, students will receive instruction on 2D drafting techniques and procedures as well as an introduction to Computer-Aided Design (CAD)

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 111	Technical Drafting I	4	2	F	None
DFT 111A	Technical Drafting I Lab	3	1	F	State Co-req: DFT 111
DFT 151	CAD I	5	3	F	None
Semester Total		12	6		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 112	Technical Drafting II	4	2	S	State Pre-req: DFT 111
DFT 112A	Technical Drafting II Lab	3	1	S	State Co-req: DFT 112
DFT 152	CAD II	5	3	S	Local Pre-req: DFT 151
Semester Total		12	6		

Total Hours**24****12****Certificate of Architecture (C50150A)**

Certificate of Architecture students may complete some or all of the requirements for this program while still enrolled in high school. Students will receive training in the proper use of drafting applications as well as specialized training focusing on the architectural industry. In addition to basic technical drafting skills, students will receive instruction in 2D computer-aided drafting and 3D computer-aided design working with both AutoCAD and Chief Architect software. Graduates holding this credential should be qualified to find employment with architectural firms, contractors, builders, inspectors, etc., working as drafting technicians, architect assistants, residential designers or contractor assistants..

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 111	Technical Drafting I	4	2	F	None
DFT 111A	Technical Drafting I Lab	3	1	F	State Co-req: DFT 111
DFT 151	CAD I	5	3	F	None
ARC 114	Architectural CAD	4	2	F	None
Semester Total		16	8		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 112	Technical Drafting II	4	2	S	State Pre-req: DFT 111
DFT 112A	Technical Drafting II Lab	3	1	S	State Co-req: DFT 112
ARC 221	Architectural 3-D CAD	5	3	S	State Pre-req: ARC 114
Semester Total		12	6		

Total Hours**28****14****COMPUTER-INTEGRATED MACHINING****Program Description**

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.

Program Learning Outcomes

Graduates of this program should be able to:

- Show knowledge of the types of CNC and manual machines used in Industry today.
- Understand programming and operation of machines following proper startup, shutdown, and safety.
- Utilize shop math specific to feeds, speeds, tonnage, rpm, and bend allowance calculations.
- Interpret and read blueprints and information on the basic language and symbols of the blueprint: lines, views, dimensioning procedures, sketching and notes are covered.
- Safely demonstrate advanced machining operations, accurately measure components, and produce components with a proper finish.
- Develop a job plan using CAM software, include machine selection, tool selection, operational sequence, speed, feed, and cutting depth, and create a multi-axis CNC program

Articulation Agreements

- East Carolina State University 2+2 Bachelor of Science in Industrial Technology (BSIT) Transfer Program is a degree completion curriculum designed for students who have been awarded a qualified Associate in Applied Science (AAS) degree in an industrial or technical related field.

The courses completed in the qualified technical AAS degree provide the foundation and half of the courses required in the major for the Industrial Technology degree. This BS degree program has the flexibility to allow students to tailor a curriculum to their specific career goals.

Employment Opportunities

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.

Technical Standards

Students entering the program must meet specific emotional, behavioral, physical and cognitive standards. This information is found in the admissions office.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Students who are progressing in the Computer Integrated Machining program must follow the semester-by-semester curriculum plan.

Computer-Integrated Machining A.A.S. Degree (A50210)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
PTE 111	Pathway for Employment	5	3	F, S, SS	None
MAT 110 or higher	Math, Measurement, and Literacy	4	3	F, S, SS	Developmental courses may be Required (MAT 003, MAT 010)
MAC 122	CNC Tuning	4	2	F, SS	None
MAC 141	Machining Applications I	8	4	F	None
MAC 151	Machining Calculations	3	2	F	None
Semester Total		24	14		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BPR 111	Print Reading	3	2	F, S	None
DFT 154	Intro Solid Modeling	5	3	F, S	None
ENG 110	Freshman Composition	3	3	F, S, SS	Developmental courses may be Required (ENG 002)
MAC 124	CNC Milling	4	2	S	None
MAC 142	Machining Applications II	8	4	S	Pre: MAC 141
Semester Total		23	14		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ISC 132	Mfg Quality Control	5	3	SS	None
MAC 228	Adv. CNC Processes	5	3	SS	None
MAC 231	CAM: CNC Tuning	5	3	SS	None
Semester Total		15	9		

**Second Year
Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 115	Oral Communication	3	3	F, S, SS	Developmental courses may be required
MAC 141A	Machining Applications I Lab	6	2	F	None
MAC 222	Advanced CNC Tuning	4	2	F	None
MAC 224	Adv. CNC Milling	4	2	F, S	None
MAC 247	Production Tooling	2	2	F, S	None
MAC 232	CAM: CNC Milling	5	3	F, S	Pre: MEC 110 and MAC 121 or MAC 124
Semester Total		24	14		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAC 142A OR WBL 112	Machining Applications II Lab Work-Based Learning I	6 20	2 2	S F, S, SS	None None
MAC 233	Appl. in CNC Machining	14	6	S	None
*See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Various
*See pg. 72 for options	Social/Behavioral Science Elective	3	3	F, S, SS	Various
Semester Total		26-40	14		

Total Hours 118-126 65

Computer-Integrated Machining Diploma (D50210)

The Computer-Integrated Machining Diploma is a 37-credit hour concentration under the curriculum title of Computer-Integrated Machining Technology that has been specifically designed to prepare students for entry-level positions within the machining industry. It provides professional development and career enhancement opportunities for those currently employed, as well as those beginning in the industry. Students who complete this diploma will learn about topics such as manual and CNC machine operation, print reading, metrology, lean manufacturing, and industrial safety. Courses taken toward completion of the diploma apply toward the Computer-Integrated Machining Associate in Applied Science degree.

**First Year
Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
PTE 111	Pathway for Employment	5	3	F, S, SS	None
MAC 122	CNC Tuning	4	2	F, SS	None
MAC 141	Machining Applications I	8	4	F	None
MAC 151	Machining Calculations	3	2	F	None
Semester Total		24	14		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BPR 111	Print Reading	3	2	F, S	None
DFT 154	Intro Solid Modeling	5	3	F, S	None
ENG 115	Oral Communication	3	3	F, S, SS	Developmental courses may be required
MAC 124	CNC Milling	4	2	S	None
MAC 142	Machining Applications II	8	4	S	Pre: MAC 141
Semester Total		23	14		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ISC 132	Mfg Quality Control	5	3	SS	None
MAC 228	Adv. CNC Processes	5	3	SS	Pre: MAC 122, MAC 124
Semester Total		10	6		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAC 247	Production Tooling	2	2	F	None
Semester Total		2	2		

Total Hours**59****36****Basic CIM Certificate (C50210B)**

The Basic CIM Certificate is a 13-credit hour concentration under the curriculum title of Computer-Integrated Machining Technology comprised of the fundamental classes that local industry has specified as the most desirable in candidates looking to start at entry-level positions. Upon completion, students can qualify for entry-level jobs while they continue to finish their degree.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
PTE 111	Pathway for Employment	5	3	F, S, SS	None
MAC 122 OR MAC 124	CNC Tuning CNC Milling	4 4	2 2	F, SS S	None None
MAC 141	Machining Applications I	8	4	F	None
MAC 151	Machining Calculations	3	2	F	None
Semester Total		20	11		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BPR 111	Print Reading	3	2	F, S	None
Semester Total		3	2		

Total Hours**23****13**

CNC Machining Certificate (C50210C)

The CNC Machining Certificate is an 18-credit hour concentration under the curriculum title of Computer-Integrated Machining Technology that is designed to give students the skills necessary to work as a machine operator and basic programmer. This certificate was designed for students in other curriculums of study to take additional classes relevant to their program to make them a better-qualified candidate seeking gainful employment. Upon completion, students can qualify for employment as CNC Machine operators.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BPR 111	Print Reading	3	2	F, S	None
MAC 122	CNC Tuning	4	2	F, SS	None
MAC 141	Machining Applications I	8	4	F	None
MAC 151	Machining Calculations	3	2	F	None
Semester Total		18	10		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 154	Intro Solid Modeling	5	3	F, S	None
MAC 124	CNC Milling	4	2	S	None
Semester Total		9	5		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAC 228	Adv. CNC Processes	5	3	SS	None
Semester Total		5	3		

Total Hours **32** **18**

Computer-Integrated Machining Foundations Certificate (C50210F)

Computer-Integrated Machining Foundations Certificate was specifically designed for Career and College Promise (CCP) students. This certificate allows ABSS students to take classes at the college that will apply to a program of study that is relevant to the student's educational goals. This certificate is comprised of classes that are relevant to several programs such as Welding Technology, Industrial Systems Technology, Mechanical Engineering Technology, Mechatronics Technology, and Computer-Aided Drafting Technology. Upon Completion, students will have completed 14 credit hours of college credit.

First Year

Spring 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAC 141	Machining Applications I	8	4	F, S	None
ISC 132	Mfg Quality Control	5	3	SS	None
Semester Total		13	7		

Fall 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 154	Intro Solid Modeling	5	3	F	None
MAC 142	Machining Applications II	8	4	F, S	None
Semester Total		13	7		

Total Hours **26** **14**

COSMETOLOGY

Program Description

The Cosmetology curriculum is designed to provide scientific/artistic principles and hands-on fundamentals associated with the cosmetology industry. The curriculum provides hands-on instruction which enables students to develop the skill of cosmetic arts.

Coursework includes instruction in all phases of professional imaging, hair design, chemical processes, nail care, multi-cultural practices, business/computer principles, product knowledge and other selected topics. Students must maintain an average of “C” in all Cosmetology classes to comply with the North Carolina Board of Cosmetic Arts.

Graduates will qualify to sit for the State Board of Cosmetic Arts examination. Upon successfully passing the State Board exam, graduates will be issued a license.

*Most courses take place at the ACC Dillingham Center campus.

Program Learning Outcomes

Graduates of this program should be able to:

- Develop communication skills, critical thinking skills and customer service experience that will be obtained in a real salon setting on the clinic floor while practicing on patrons within the community.
- Develop professional skills within the scope of practice of Cosmetology set by the guidelines of the North Carolina Board of Cosmetic Arts.
- Be prepared for the NIC State Board exam and prepare for licensure.

Employment Opportunities

Employment is available in beauty salons and as skin/nail specialists, platform artists, and related businesses.

Admission

The following requirements must be completed for admission:

- Completed college application
- Program enrollment
- Meet with a Cosmetology advisor to complete orientation packet.

Students who are admitted to the Associate Degree Cosmetology program are advised to be full-time students and follow the semester-by-semester curriculum plan.

Progression/Readmission

Students must complete all Cosmetology (COS) courses with a grade of “C” or better and satisfactorily complete all skills to remain in the program.

Transfer

Students transferring into the Cosmetology program must meet the following requirements:

- Course grade must be a “C” or better for any transferred course.
- Students can transfer up to 1,000 clock hours.
- All transcripts must be sent to Alamance Community College at least one month prior to the first day of class.
- Students must pass a theory and practical entrance exam to be placed into COS 113, COS 114, COS 115, COS 116, COS 117, or COS 118.

Technical Standards

Students enrolling in the program must meet specific emotional, behavioral, physical, and cognitive standards. This information is found in the admissions office.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Additional Program Costs

The Cosmetology and Nail Technology/Manicuring programs have additional costs associated with them. Students who enroll in these programs are required to pay for such items as certification exams, achievement tests, uniforms, supplies, and the like. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for these programs are listed below with approximate costs.

Cosmetology (Degree/Certificate)

- Uniforms, shoes—\$100
- Curriculum kit (supplies)—\$450
- High school kit (supplies)—\$180
- Textbook bundle (at ACC bookstore)—\$361.25
- Practical exam—\$94
- Written exam—\$79

Esthetics Technology

- Uniforms, shoes—\$100
- Curriculum kit (supplies)—\$85
- Textbooks (at ACC bookstore)—\$275
- Practical exam—\$94
- Written exam—\$79

Students who are progressing in the Cosmetology program must follow the semester-by-semester curriculum plan.

Cosmetology A.A.S. Degree (A55140)**First Year****Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACA 122	College Student Success College Transfer Success	1 2	1 1	F, S, SS	None
COM 120	Interpersonal Communications	3	3	F, S	None
COS 111	Cosmetology Concepts I	4	4	F, S	State Co-req: COS 112
COS 112	Salon I	24	8	F, S	State Co-req: COS 111
Semester Total		32	16		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COS 113	Cosmetology Concepts II	4	4	F, S	State Pre-req: COS 111, COS 112
COS 114	Salon II	24	8	F, S	State Pre-req: COS 111, COS 112, COS 113
MAT 110 or higher	Math Measurement & Literacy	4	3	F, S, SS	Developmental courses may be required
Semester Total		32	15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COS 223	Contemporary Hair Coloring	4	2	F, S, SS	State Pre-req: COS 111, COS 112
COS 224	Trichology & Chemistry	4	2	F, S, SS	None
*See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Various
Semester Total		11	7		

**Second Year
Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	3	3	F, S, SS	None
COS 115	Cosmetology Concepts II	4	4	F, S, SS	State Pre-req: COS 111, COS 112
COS 116	Salon III	12	4	F, S, SS	State Pre-req: COS 111, COS 112
ENG 110 or higher	Freshman Composition	3	3	F, S, SS	Developmental courses may be required (ENG 002)
Semester Total		22	14		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 110	Introduction to Business	3	3	F, S, SS	None
COS 117	Cosmetology Concepts IV	4	4	F, S, SS	State Pre-req: COS 111, COS 112
COS 118	Salon IV	21	7	F, S, SS	State Pre-req: COS 111, COS 112
PSY 150	General Psychology	3	3	F, S, SS	None
Semester Total		29	15		

Total Hours
126 67
Cosmetology Certificate (C55140)
**First Year
Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COS 111AB	Cosmetology Concepts I	2	2	F, S	State Co-req: COS 112
COS 112AB	Salon I	12	4	F, S	State Co-req: COS 111
COS 224AB	Trichology and Chemistry	1	1	F, S, SS	None
Semester Total		15	7		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COS 111BB	Cosmetology Concepts I	2	2	F, S	State Co-req: COS 112BB
COS 112BB	Salon I	12	4	F, S	State Co-req: COS 111BB
COS 224BB	Trichology and Chemistry	2	1	F, S, SS	None
Semester Total		16	7		

**Second Year
Fall 3rd Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COS 113AB	Cosmetology Concepts II	2	2	F, S	State Pre-req: COS 111, COS 112
COS 114AB	Salon II	12	4	F, SS	State Pre-req: COS 111, COS 112, COS 113
Semester Total		14	6		

Spring 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COS 113BB	Cosmetology Concepts II	2	2	F, S	State Pre-req: COS 111, COS 112
COS 114BB	Salon II	12	4	F, S	State Pre-req: COS 111, COS 112, COS 113
Semester Total		14	6		

Third Year**Fall 5th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COS 115AB	Cosmetology Concepts II	2	2	F, S, SS	State Pre-req: COS 111, COS 112
COS 116AB	Salon III	12	2	F, S, SS	State Pre-req: COS 111, COS 112
Semester Total		14	4		

Spring 6th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COS 115BB	Cosmetology Concepts II	2	2	F, S, SS	State Pre-req: COS 111, COS 112
COS 116BB	Salon III	12	2	F, S, SS	State Pre-req: COS 111, COS 112
Semester Total		14	4		

Total Hours**87****34****Esthetics Technology Certificate (C55230)**

The Esthetics Technology Certificate provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment, which enables students to develop manipulative skills. Course work includes instruction in all phases of professional esthetics technology, business/human relations, product knowledge, and other related topics. A minimum of grade of "C" is required in all COS certificate classes.

Graduates should be prepared to take the North Carolina Cosmetology State Board Licensing Exam and upon passing, be licensed and eligible for employment in beauty and cosmetic/skin care salons as a platform artist and in other related businesses.

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COS 119	Esthetics Concepts I	2	2	F, S	None
COS 120	Esthetics Salon I	18	6	F, S	None
COS 125	Esthetics Concepts II	2	2	S, SS	None
COS 126	Esthetics Salon II	18	6	S, SS	None

Total Hours**30****16**

CRIMINAL JUSTICE TECHNOLOGY

Program Description

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.

Program Learning Outcomes

Graduates of this program should be able to:

- Identify the elements of crimes identified in the NC Crimes Guidebook.
- Demonstrate knowledge of key principles of the constitution as they relate to criminal justice with an emphasis on search and seizure.
- Demonstrate knowledge of the nature of crime and punishment options for offenders.
- Utilize information to analyze problems and make logical decisions related to investigations and investigative report writing

Articulation Agreements

- Guilford College

Employment Opportunities

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields, including police officer, deputy sheriff, county detention officer, state trooper, probation/parole officer, magistrate, state correctional officer, and loss prevention specialist. Students who are already employed in criminal justice agencies should find enhanced opportunities for advancement and a wider range of employment options.

Admission

Students seeking admission to the Criminal Justice Technology curriculum should review their background to determine if they are likely to qualify for employment in the criminal justice field. Students who have concerns are encouraged to contact the Criminal Justice department head for assistance. Upon entry into the Criminal Justice Technology curriculum, students may be required to sign a statement indicating that they understand that standards for employment are based on strict professional standards and that a review of their background is their responsibility and not that of the College.

Additional credit may be awarded for completion of Basic Law Enforcement Training (BLET) and state certification (since 1986) of the training, with a transcript from an accredited BLET program in the state of North Carolina. Final credit is approved by the Dean, Health and Public Services.

The sequence of courses for the evening program may be slightly altered.

Students successfully completing a Basic Law Enforcement Training (BLET) course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for CJC 120, CJC 131, CJC 132, CJC 221, CJC 225 and CJC 231 toward the Associate in Applied Science degree in Criminal Justice Technology. Students must have completed Basic Law Enforcement Training since 1986 and must have successfully passed the Standards Commissions' comprehensive certification examination to receive such credit.

Students may be required to take one or more developmental English or math courses prior to the required course(s) depending upon their SAT, ACT, COMPASS or ASSET test scores.

Progression/Readmission

Students must complete all Criminal Justice (CJC) courses with a grade of "C" or better to successfully complete this program.

Technical Standards

Students enrolling in the program must meet specific emotional, behavioral, physical, and cognitive standards. This information is found in the Admissions office.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Criminal Justice Technology A.A.S. Degree (A55180)

First Year
Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CJC 111	Intro to Criminal Justice	3	3	F, S	None
CJC 121	Law Enforcement Operations	3	3	F	None
CJC 131	Criminal Law	3	3	F	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
*see table below	Math Elective	4-5	3-4	F, S, SS	Developmental courses may be required
Semester Total		16-17	15-16		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CJC 112	Criminology	3	3	S	None
CJC 141	Corrections	3	3	S	None
CJC 212	Ethics & Comm. Relations	3	3	S	None
PSY 150	General Psychology	3	3	F, S, SS	None
SPA 111	Elementary Spanish	3	3	F, S, SS	None
Semester Total		15	15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CJC 132	Court Procedure & Evidence	3	3	SS	None
*See pg. 72 for options	Humanities Elective *HUM 115 recommended	3	3	F, S, SS	Various
Semester Total		6	6		

Second Year
Fall 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CJC 113	Juvenile Justice	3	3	F	None
CJC 211	Counseling	3	3	F	None
CJC 213	Substance Abuse	3	3	F	None
ENG 112 OR ENG 114	Writing/Research in the Disc Prof Research & Reporting	3 3	3 3	F, S, SS	State Pre-req: ENG 111 State Pre-req: ENG 111
**see table below	Major Elective	3	3	Various	Requisites may be required
Semester Total		15	15		

Spring 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CJC 120	Interviews/Interrogations	3	2	S	None
CJC 221	Investigative Principles	5	4	F, S	None
CJC 231	Constitutional Law	3	3	S	None
**see table below	Major Elective *COM 231 is recommended	3	3	F, S, SS	None
*See pg. 72 for options	Social/Behavioral Science Elective *SOC course recommended	3	3	F, S, SS	Requisites may be required
Semester Total		17	15		

Total Hours**69-70 66-67*****Recommended Math Elective Requirements**

MAT 110 Math Measurement & Literacy (will fulfill the CJC math requirement but will not transfer to a university)

MAT 143 Quantitative Literacy

MAT 152 Statistical Methods I

MAT 171 Precalculus Algebra

****Major Elective Options**

CJC 151 Intro to Loss Prevention

CJC 160 Terrorism: Underlying Issues

CJC 214 Victimology

CJC 215 Organization & Admin.

CJC 222 Criminalistics

CJC 225 Crisis Intervention

CJC 241 Community Based Corrections

*COM 231 Public Speaking

English: ENG 112 will fulfill the CJC requirement but ENG 114 will transfer to a university.

CRIMINAL JUSTICE TECHNOLOGY/FORENSIC SCIENCE TRACK**Program Description**

Forensic Science is a concentration under the curriculum of Criminal Justice Technology, which focuses on the application of the physical, biomedical, and social sciences to the analysis and evaluation of physical evidence, human testimony and criminal suspects. Study will focus on local, state, and federal law enforcement, evidence processing and procedures.

Program Learning Outcomes

Graduates of this program should be able to:

- Demonstrate hands-on analysis of latent evidence and applicable theory.
- Demonstrate an understanding of fingerprint classification, identification, and chemical development.
- Demonstrate an understanding of recording, casting, and recognizing footwear and tire-tracks; and processing crime scenes.
- Utilize computers and computer assisted design programs in crime scene technology.

Employment Opportunities

Graduates should qualify for employment in a variety of criminal justice organizations in local, state and federal law enforcement agencies. Job titles include Crime Laboratory Analyst, Crime Scene Analyst, Crime Scene Technician, Crime Scene Investigator (CSI), Evidence Technician, Forensic Science Examiner, Forensic Scientist, Forensic Specialist, Latent Fingerprint Examiner, Latent Print Examiner.

Admission

Students seeking admission to the Criminal Justice Technology/Forensic Science track should review their background to determine if they are likely to qualify for employment in the criminal justice field. Students who have concerns are encouraged to contact the Criminal Justice department head for assistance. Upon entry into the Criminal Justice Technology curriculum, students may be required to sign a statement indicating that they understand that standards for employment are based on strict professional standards and that a review of their background is their responsibility and not that of the College.

Students successfully completing a Basic Law Enforcement Training (BLET) course accredited by the North Carolina Criminal Justice Education and Training Standards Commission and state certification and/or the North Carolina Sheriffs' Education and Training Standards Commission will receive credit for CJC 120, CJC 131, CJC 132, CJC 221, CJC 225 and CJC 231 toward the Associate in Applied Science degree in Criminal Justice Technology/Forensic Science track. Students must have completed Basic Law Enforcement Training since 1986 and must have successfully passed the Standards Commissions' comprehensive certification examination to receive such credit. Final credit is approved by the Dean, Health and Public Services.

The sequence of courses for the evening program may be slightly altered.

Progression/Readmission

Students must complete all Criminal Justice (CJC) courses with a grade of "C" or better to successfully complete this program.

Criminal Justice Technology/Forensic Science A.A.S. Degree (A5518C)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CJC 111	Intro to Criminal Justice	3	3	F, S	None
CJC 131	Criminal Law	3	3	F	None
CJC 144	Crime Scene Processing 8-week course	5	3	F	None
CJC 146	Trace Evidence 8-week course	5	3	F	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
*see table below	Math Elective	4-5	3-4	F, S, SS	Developmental courses may be required
Semester Total		23-24	18		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CJC 112	Criminology	3	3	S	None
CJC 212	Ethics & Comm. Relations	3	3	S	None
CJC 245	Friction Ridge Analysis 8-week course	5	3	S	None
CJC 246	Adv Friction Ridge Analysis 8-week course	5	3	S	State Pre-req: CJC 245
**see table below	Major Elective *CJC 225 is recommended	3	3	F, S	None
Semester Total		19	15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CJC 132	Court Procedure & Evidence 8-week course	3	3	SS	None
ENG 112 OR ENG 114	Writing/Research in the Disciplines Prof Research & Reporting	3 3	3 3	F, S, SS	Pre: ENG 111 Pre: ENG 111
Semester Total		6	6		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CJC 113	Juvenile Justice	3	3	F	None
CJC 121	Law Enforcement Operations	3	3	F	None
CJC 213	Substance Abuse	3	3	F	None
SPA 111	Elementary Spanish	3	3	F, S, SS	None
**see table below	Major Elective *COM 231 is recommended if transferring to a university	3	3	F, S, SS	Requisites may be required
Semester Total		15	15		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CJC 120	Interviews/Interrogations	3	2	S	None
CJC 221	Investigative Principles	5	4	F, S	None
CJC 231	Constitutional Law	3	3	S	None
PSY 150	General Psychology	3	3	F, S, SS	None
*See pg. 72 for options	Humanities Elective *HUM 115 recommended	3	3	F, S, SS	Requisites may be required
Semester Total		17	15		

Total Hours**80-81****69-70*****Recommended Math Elective Requirements**

MAT 110 Math Measurement & Literacy (will fulfill the CJC math requirement but will not transfer to a university)

MAT 143 Quantitative Literacy

MAT 152 Statistical Methods I

MAT 171 Precalculus Algebra

****Major Elective Options**

CJC 151 Intro to Loss Prevention

CJC 160 Terrorism: Underlying Issues

CJC 214 Victimology

CJC 215 Organization & Admin.

CJC 222 Criminalistics

*CJC 225 Crisis Interviews (recommended)

CJC 241 Community Based Corrections

*COM 231 Public Speaking (recommended)

Forensic Science Certificate (C5518C)

The Forensic Science Certificate is a 12-hour concentration under the curriculum title of Criminal Justice Technology/Forensic Science. The certificate has been specifically designed to provide an interdisciplinary perspective for students interested in careers in forensic science and is open to students of varying curriculums. Students interested in seeking employment in forensic science laboratories upon graduation are encouraged to select biology and chemistry courses to support the Forensic Science Certificate.

The field of forensic science offers a wide range of specialization areas. The area of specialization will determine the level of education required for the position. An associate degree accompanied by the Forensic Science Certificate would allow a person to perform entry-level positions with a law enforcement agency as a forensic science technician.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CJC 144	Crime Scene Processing 8-week course	5	3	F	None
CJC 146	Trace Evidence 8-week course	5	3	F	None
Semester Total		10	6		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CJC 245	Friction Ridge Analysis 8-week course	5	3	S	None
CJC 246	Adv Friction Ridge Analysis 8-week course	5	3	S	State Pre-req: CJC 245
Semester Total		10	6		

Total Hours

20

12

CULINARY ARTS

Program Description

The Culinary Arts curriculum is accredited by the American Culinary Federation. This accreditation goes beyond state guidelines for the Culinary Arts curriculum. Students who graduate with an Associate's Degree in Culinary Arts will be eligible for their first level of ACF certification, Certified Culinarian. Students will receive specific training required to prepare them to assume positions as trained culinary professionals in a variety of foodservice settings including full-service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Courses include sanitation/safety, basic baking, pastry and confections, garde manger, culinary fundamentals/production skills, nutrition, customer service, food and beverage service, food science, nutrition, purchasing/cost control, wine appreciation, global cuisine, classical/French cuisine and human resource management.

Program Learning Outcomes

Graduates of this program should be able to:

- Utilize basic culinary theoretical knowledge and demonstrate practical applications that provide critical competencies to meet industry standards.
- Earn Servsafe Certification.
- Demonstrate proficiency in knife skills, sauce making, soup making and cooking methods.
- Plan and execute meal from an international country or region.
- Plan and execute edible cold food platter, basic butchery, charcuterie, salads, plated appetizers, cheese making and cold sauces.
- Demonstrate proper menu costing comparable to industry standards.
- Demonstrate how to effectively communicate with guest and kitchen staff.
- Practice critical thinking skills that are essential for the restaurant industry.
- Demonstrate basic fundamentals of baking including quick breads, laminated doughs, cakes, pies, pastries, artisanal breads and plated desserts.
- Demonstrate competency in nutrition.
- Evaluate a variety of wines and basic wine pairings.
- Demonstrate an understanding of basic food science principles.
- Plan, cost and execute a tasting menu reflective of industry standards.
- Demonstrate basic understanding of classical cuisine as established by Escoffier.

Articulation Agreements

- 2+2 with Johnson and Wales University Culinary Arts Degree
- 1+3 with NC State University Food Science Degree

Employment Opportunities

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

Technical Standards

Students entering the program must meet specific emotional, behavioral, physical, and cognitive standards. This information is found in the admissions office.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Additional Program Costs

The Culinary Arts curriculum has additional costs associated with it. Students who enroll in this program are required to pay for such items as certification exams, achievement tests, uniforms, supplies, and the like. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for this program are listed below with approximate costs.

- Uniform—\$95
- Non-skid shoes—\$50
- Knife set—\$150
- Pastry kit—\$35

Students who are progressing in the Culinary Arts program must follow the semester-by-semester curriculum plan.

Culinary Arts A.A.S. Degree (A55150)

First Year

Fall 1st Semester: 1st 8 weeks

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACA 122	College Student Success College Transfer Success	1 2	1 1	F, S, SS	None
CUL 110	Sanitation & Safety	2	2	F	None
ENG 111	Writing and Inquiry <i>*Can take as a 16-week course</i>	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)

Fall 1st Semester: 2nd 8 weeks

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CUL 140	Culinary Skills I	8	5	F	State Co-req: CUL 110
CUL 150	Food Science	3	2	F	State Co-req: CUL 110
Semester Total		17	13		

Spring 2nd Semester: 1st 8 weeks

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CUL 160	Baking I	5	3	S	State Co-req: CUL 110
CUL 240	Culinary Skills II	9	5	S	State Pre-req: CUL 110, CUL 140

Spring 2nd Semester: 2nd 8 weeks

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CUL 170	Garde Manger I	5	3	S	State Co-req: CUL 110
CUL 260	Baking II	5	3	S	State Pre-req: CUL 110, CUL 160
Semester Total		24	14		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CUL 135	Food & Beverage Service	2	2	SS	None
NUT 110	Nutrition	3	3	F, S, S	None
WBL 111	Work-Based Learning I	10	1	F, S, SS	None
Semester Total		15	6		

Second Year

Fall 4th Semester: 1st 8 weeks

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CHM 130	Gen, Org & Biochemistry	3	3	F, S	None
CHM 130A	Gen, Org & Biochemistry Lab	2	1	F, S	State Co-req: CHM 130
CUL 280	Pastry and Confections	5	3	F	State Pre-req: CUL 110, CUL 140, CUL 160
WBL 121	Work-Based Learning I	10	1	F, S, SS	None

Fall 4th Semester: 2nd 8 weeks

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CUL 120	Purchasing	2	2	F	None
CUL 214	Wine Appreciation	3	2	F	None
CUL 270	Garde Manger II	5	3	F	State Pre-req: CUL 110, CUL 140, CUL 170
Semester Total		30	15		

Spring 5th Semester: 1st 8 weeks

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CUL 230	Global Cuisines	9	5	S	State Pre-req: CUL 110, CUL 140
SOC 210	Introduction to Sociology	3	3	F, S, SS	None

Spring 5th Semester: 2nd 8 weeks

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 115	Oral Communications	3	3	F, S, SS	None
HRM 245	Intro to Hosp & Tourism	3	3	S	None
Semester Total		18	14		

Summer 6th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CUL 250	Classical Cuisine	9	5	SS	State Pre-req: CUL 110, CUL 140, CUL 240
*See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		12	8		

Total Hours **116** **70**

A minimum grade of "C" is required in each CUL curriculum course in order to meet graduation requirements.

Culinary Specialist Certificate (C55150)

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chefs.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CUL 110	Sanitation & Safety	2	2	F	None
CUL 140	Culinary Skills I	8	5	F	State Co-req: CUL 110
Semester Total		10	7		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CUL 160	Baking I	5	3	S	State Co-req: CUL 110
CUL 240	Culinary Skills II	9	5	S	State Pre-req: CUL 110, CUL 140
NUT 110	Nutrition	3	3	F, S, SS	None
Semester Total		17	11		

Total Hours **27** **18**

A minimum grade of "C" is required in each CUL curriculum course in order to meet graduation requirements.

FOODSERVICE TECHNOLOGY

Program Description

This curriculum is designed to introduce students to the foodservice industry and prepare them for entry-level positions in industrial, institutional or commercial production foodservice operations.

Courses include sanitation, basic and intermediate foodservice production skills, baking, menus, purchasing and basic cost control.

Program Learning Outcomes

Graduates of this program should be able to:

- Use basic foodservice fundamentals and entry-level skills.
- Demonstrate basic purchasing/costing.
- Demonstrate basic baking skills, including biscuits, quick breads and simple desserts.
- Earn Servsafe Certificate.
- Demonstrate understanding of menu planning, including seasonal, cycle and standing menus.
- Utilize basic knife skills and volume food production in an institution or commercial setting.
- Identify career paths, convert recipes, and differentiate standard measurements.
- Plan, execute and successfully serve entrées with complementary side items.

Employment Opportunities

Graduates should qualify for employment as line cooks, prep cooks, or bakers in production foodservice settings or entry-level kitchen management in an institutional foodservice setting.

Technical Standards

Students entering the program must meet specific emotional, behavioral, physical, and cognitive standards. This information is found in the admissions office.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Additional Program Costs

The Culinary Arts curriculum has additional costs associated with it. Students who enroll in this program are required to pay for such items as certification exams, achievement tests, uniforms, supplies, and the like. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for this program are listed below with approximate costs.

- Uniform—\$95
- Non-skid shoes—\$50
- Knife set—\$150
- Pastry kit—\$35

Foodservice Technology Diploma (D55250)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACA 122	College Student Success College Transfer Success	1 2	1 1	F, S, SS	None
CUL 110	Sanitation & Safety	2	2	F	None
FST 100	Intro to Food Service	3	3	F	None
FST 102	Foodservice Skills I	12	8	F	State Co-req: CUL 110 or FST 103
Semester Total		18	14		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CUL 160	Baking I	5	3	S	State Co-req: CUL 110
ENG 115	Oral Communications	3	3	F, S, SS	None
FST 105	Menu Planning	3	3	S	None
FST 106	Foodservice Skills II	8	5	S	State Pre-req: Take one set: FST 102 & CUL 110; CUL 140, CUL 170 & CUL 110
FST 108	Purchasing & Cost Control	4	3	S	None
Semester Total		23	17		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CUL 260	Baking II	5	3	SS	State Pre-req: CUL 110, CUL 160
ENG 110	Freshman Composition	3	3	F, S, SS	Developmental courses may be required (ENG 002)
Semester Total		8	6		

Total Hours **49** **37**

DENTAL ASSISTING**Program Description**

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 chair-side and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with detailed knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Upon graduation, graduates will be classified as a Dental Assistant II (DAII). A Dental Assistant II, as defined by the Dental Laws of North Carolina, can perform all legal expanded functions prescribed by a NC licensed dentist. Some of the many expanded functions a DA II can legally perform are: apply sealants, insert matrix bands and wedges, place cavity bases and liners, place and/or remove rubber dams, place and remove temporary restorations, remove sutures, expose radiographs, and perform coronal polish. (Further listing of DA II expanded functions can be found on NC State Board of Dental Examiners website www.ncdentalboard.org.) Graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants (CDA).

Program Learning Outcomes

Graduates of this program should be able to:

- Develop the essential skills to assist the dentist in a variety of dental procedures.
- Perform expanded function procedures delegated to a Dental Assistant II in the state of North Carolina
- Demonstrate knowledge of basic radiation safety related to personal and patient protection
- Demonstrate the ability to perform basic operations of the business office in a dental practice.

Gainful Employment

Gainful Employment information is required to be disseminated to current and future students for selected programs due to federal regulations. Additional information regarding the regulation can be found on the College's website: www.alamancecc.edu/about-acc-site/gainful-employment-program-disclosures/ or at the following U.S. Department of Labor website: www.bls.gov/oes/current/oes319091.htm.

CODA Accreditation

The Dental Assisting program is accredited by the Commission on Dental Accreditation (CODA) of the American Dental Association (ADA), 211 East Chicago Ave., Chicago, IL 60611, 1-800-621-8099. www.ada.org

Employment Opportunities

Upon completion graduates may seek employment in private general practices, public health clinics, specialty practices, hospital dental clinics and other related areas.

Pre-Dental Assisting

Students are admitted under the Associate in General Education degree until they have met admissions requirements for the program. Faculty members advise students as to the courses they should take before formal admission. All developmental requirements may need to be completed before admission or registration into some courses.

Phase I—General Admission

Spaces in the Dental Assisting program are limited. It is a selective program where students compete academically for a seat in the program. To be considered, a student must first complete the admission steps listed below.

- Complete an ACC Admission application
- High School Transcript or equivalent
- Official transcripts of all post secondary education
- Minimum GPA of 2.0 on previous college work
- Attend a mandatory Dental Assisting information session. Refer to the Dental Assisting page on the ACC College website to reserve a seat.

Students who are admitted to the Dental Assisting program must follow the semester-by-semester curriculum plan. Reference the day and evening curriculum plans on the following pages. After attending the mandatory Dental Assisting information session, students will meet with a Health Science Advisor for their initial advising appointment to review the admission requirements and to develop an academic plan. For more specifics on admissions criteria contact the department head or the Student Success office.

Phase II—Ranking/Selective Process

In order to academically compete for a seat in the Dental Assisting program, a student must complete the Dental Assisting Selective Admission Application. This application will be made available at the front desk in the Admissions Office after November 1 for the January 31 Dental Assisting application deadline. All minimum requirements listed in Phase I must be successfully completed before a student can apply and compete for a seat in the program. The details of this process and the criteria used to rank a student will be covered in detail at the mandatory Dental Assisting information session.

Please note that high school students seeking admission must meet the same criteria as a non-high school student.

Progression/Readmission

Specific progressions and re-admission criteria are in the Dental Assisting Program handbook that will be given to students upon entry into the program. For questions contact the department head or admissions coordinator. Students must complete all Dental Assisting (DEN) coursework with a grade of “C” or better and satisfactorily complete all skills to remain in the program.

NOTE: Both day and evening curriculum plans may contain hybrid or online courses. Students must have access to a computer with internet service to meet course requirements.

Clinical sites may require a criminal records check, drug testing or other requirements before students are allowed to participate at their facility.

Technical Standards

Students entering the program must meet specific emotional, behavioral, physical, and cognitive standards. This information is found in the admissions office and in the program handbook.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more information.

*Core major courses or any course with a DEN prefix can only be taken by students currently enrolled in the Dental Assisting Program.

Additional Program Costs

The Dental Assisting curriculum has additional costs associated with it. Students who enroll in this program are required to pay for such items as certification exams, achievement tests, uniforms, supplies, and the like. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for this program are listed below with approximate costs.

- Textbooks—\$400
- Uniforms and shoes—\$250
- Supplies—\$250-\$300
- Hepatitis vaccine—\$200
- TB skin test—\$75
- Flu shot—\$75
- HBV titer—\$97
- Criminal background check—\$85
- Liability insurance—\$16
- Dental Assisting National Board Exam (optional)—\$450
- Trajecsys - \$75

Dental Assisting Diploma (Day Option) (D45240)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACA 122	College Student Success College Transfer Success	1 2	1 1	F, S, SS	None
DEN 100	Basic Orofacial Anatomy 1st 8 weeks	2	2	F	None
DEN 101	Preclinical Procedures	10	7	F	None
DEN 102AB	Dental Materials 2nd 8 weeks	3	2	F, S, SS	None
DEN 111	Infection/Hazard Control 2nd 8 weeks	2	2	F	None
DEN 112AB	Dental Radiography 1st 8 weeks	2.5	1.5	F, S	None
PSY 150	General Psychology	3	3	F, S, SS	None
Semester Total		23.5	18.5		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DEN 102BB	Dental Materials 2nd 8 weeks	3	2	F, S, SS	None
DEN 103	Dental Sciences	2	2	S, SS	None
DEN 104	Dental Health Education	4	3	S	None
DEN 105	Practice Management	2	2	S, SS	None
DEN 106	Clinical Practice I	14	6	S	State Pre-req: DEN 101,
DEN 112BB	Dental Radiography 1st 8 weeks	2.5	1.5	F, S	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
Semester Total		30.5	19.5		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 163	Basic Anatomy and Physiology I	6	5	F, S, SS	Developmental courses may be required (ENG 002; MAT 003, MAT 010)
DEN 107	Clinical Practice II	13	5	SS	State Pre-req: DEN 106
Semester Total		19	10		

Total Hours **73** **48**

Dental Assisting Diploma (Evening Option) (D45240)

Students admitted in the evening option are subject to the same admission and progression criteria as a day schedule student. This six-semester option is part time, but students **MUST** be able to take the required clinical rotation courses (semesters 5 and 6) during daytime hours.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACA 122	College Student Success College Transfer Success	1 2	1 1	F, S, SS	None
DEN 100	Basic Orofacial Anatomy 1st 8 weeks	2	2	F	None
DEN 101AB	Preclinical Procedures	4	3	F	None
DEN 111	Infection/Hazard Control 2nd 8 weeks	2	2	F	None
PSY 150	General Psychology	3	3	F, S, SS	None
Semester Total		12	11		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DEN 105	Practice Management	2	2	S, SS	None
DEN 112	Dental Radiography	5	3	F, S	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
Semester Total		10	8		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DEN 102AB	Dental Materials	3	2	F, S, SS	None
DEN 103	Dental Sciences	2	2	S, SS	None
BIO 163	Basic Anatomy and Physiology I	6	5	F, S, SS	Developmental courses may be required (ENG 002, MAT 003, MAT 010)
Semester Total		11	9		

**Second Year
Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DEN 101BB	Preclinical Procedures	6	4	F	None
DEN 102BB	Dental Materials	3	2	F, S, SS	None
Semester Total		9	6		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DEN 104	Dental Health Education	4	3	S	None
DEN 106	Clinical Practice I	14	6	S	State Pre-req: DEN 101
Semester Total		18	9		

Summer 6th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DEN 107	Clinical Practice II	13	5	SS	State Pre-req: DEN 106
Semester Total		13	5		

Total Hours **73** **48**

Affiliation Agreement with UNC Adams School of Dentistry

The program in an affiliation with UNC Adams School of Dentistry as a satellite campus for the UNC/ACC Dental Assisting Cohort. UNC Adam School of Dentistry will be the location where the UNC DA cohort courses are taught. UNC/ACC cohort is a one year program that will start in January and finish in December. **pending SACSCOC approval*

General Education Course Prerequisites

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACA 122	College Student Success College Transfer Success	1 2	1 1	F, S, SS	None
BIO 163	Basic Anatomy and Physiology	6	5	F, S, SS	Developmental courses may be required (ENG 002, MAT 003, MAT 010)
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
PSY 150	General Psychology	3	3	F, S, SS	None
Semester Total		13-14	12		

Spring 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DEN 100	Basic Orofacial Anatomy 1st 8 weeks	2	2	S	None
DEN 101AB	Preclinical Procedures	4	3	S	None
DEN 102	Dental Materials	6	4	S	None
DEN 103	Dental Sciences	2	2	S	None
DEN 104	Dental Health Education	4	3	S	None
DEN 111	Infection/Hazard Control 2nd 8 weeks	2	2	F	None
Semester Total		20	16		

Summer 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DEN 101 BB	Preclinical Procedures	6	4	SS	None
DEN 105	Practice Management	2	2	SS	None
DEN 112	Dental Radiography	5	3	SS	None
Semester Total		13	9		

Fall 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DEN 106	Clinical Practice I	14	2	S	State Pre-req: DEN 101
DEN 107	Clinical Practice II	13	3	SS	State Pre-req: DEN 106
Semester Total		27	11		

Total Hours**68****48**

EARLY CHILDHOOD ASSOCIATE

Program Description

The Early Childhood Associate curriculum prepares individuals to work with children from infancy through middle childhood in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with parents and children. Students will foster the cognitive/language, physical/motor, social/emotional and creative development of young children. Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings.

Associate degree options include a Terminal Non-Transfer degree, a Transfer Licensure degree, and a Transfer Non-Licensure degree.

Program Learning Outcomes

Graduates of this program should be able to:

- Create developmentally appropriate lesson plans for young children
- Analyze problems and make logical decisions to assess a child's development in physical, social-emotional, cognitive, and language domains
- Define an appropriate environment for children including the indoor and outdoor physical, social-emotional, cognitive, and language environments
- Create communication that will support relationships between families, educators, and professionals.
- Identify appropriate interactions between caregivers and children and identify positive guidance techniques

Articulation Agreements

- **UNC System ECE to Bachelor in Birth-Kindergarten Teaching licensure option:**
 - ♦ Appalachian State University
 - ♦ East Carolina University
 - ♦ Elizabeth City State University
 - ♦ Fayetteville State University
 - ♦ North Carolina Agricultural and Technical State University
 - ♦ North Carolina Central University
 - ♦ University of North Carolina at Charlotte
 - ♦ University of North Carolina at Greensboro
 - ♦ University of North Carolina at Pembroke
 - ♦ University of North Carolina Wilmington
 - ♦ Western Carolina University
 - ♦ Winston-Salem State University
- ♦ **UNC System Bachelor in Early Childhood Non-teaching licensure option, with corresponding Bachelor Degree title:**
 - ♦ East Carolina University: Family and Community Services, Child Development Concentration
 - ♦ Elizabeth City State University: Child, Family and Community
 - ♦ Fayetteville State University: Birth-Kindergarten Non-Teaching
 - ♦ North Carolina Agricultural and Technical University: Child Development and Family Studies
 - ♦ North Carolina Central University: Family Consumer Sciences, Child Development and Family Relations Concentration
 - ♦ University of North Carolina Greensboro: Early Care and Education
 - ♦ Western Carolina University: Early Childhood
 - ♦ Winston-Salem State University: Early Intervention and Preschool Concentration or Business Optional Concentration
 - ♦ 2 +2 with UNC Greensboro in the Early Childhood Education program

Employment Opportunities

Employment opportunities include child development and child care programs, preschools, public and private schools, Head Start Programs, and school age programs.

Students planning to work in field of child care are required to undergo a criminal records check upon employment. In some cases, the individual's criminal record could prohibit him/her from being employed in a child care facility. If you have questions regarding your own criminal record history, you need to contact the NC Division of Child Development at 800-859-0829 to discuss your employability.

Other schools and agencies may have similar requirements. It is the student's responsibility to find out about their own employability with any employer.

If a student is disqualified by the N.C. Division of Child Development and Early Education, the student will not be able to participate in any practicum or other practical experience. This would include courses EDU 184 and EDU 284; therefore, the student would not be able to complete the diploma or associate degree in Early Childhood.

A Criminal Records Check may be required in some practicum placements. The approximate cost is \$50.

Admission

Students may be required to take one or more developmental English or math courses prior to the required course(s) depending upon their SAT, ACT, COMPASS or ASSET test scores.

Additional requirements: a current negative tuberculin skin test and a current health questionnaire must be submitted to the department before students may complete any course work involving working with children.

Progression/Readmission

Students must complete all Early Childhood (EDU) courses with a grade of "C" or better to successfully complete the Transfer Licensure and Non-Licensure AAS degree options.

Technical Standards

Students enrolling in the program must meet specific emotional, behavioral, physical, and cognitive standards. This information is found in the Admissions office.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Additional Program Costs

The Early Childhood Associate curriculum may have additional costs associated with it. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for this program are listed below with approximate costs.

- Medical exam—\$100
- Supplies—\$300
- TB skin test—\$25
- Criminal background check—\$50

Early Childhood Associate Terminal Non-Transfer A.A.S. Degree (A55220T)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EDU 119	Intro to Early Childhood	4	4	F, S	None
EDU 131	Child, Family & Community	3	3	F	None
EDU 144	Child Development I	3	3	F	None
EDU 146	Child Guidance	3	3	F	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 010)
Semester Total		16	16		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EDU 145	Child Development II	3	3	S	None
EDU 151	Creative Activities	3	3	S	None
EDU 153	Health, Safety and Nutrition	3	3	S	None
EDU 184	Early Childhood Intro Practicum	4	2	S	State Pre-req: EDU 119
***see table below	Math/Science Elective	4-6	3-4	F, S, SS	Requisites may be required
Semester Total		17-19	14-15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
*See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Various
Semester Total		3	3		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EDU 221	Children with Exceptionalities	3	3	F	State Pre-req: Take one set: EDU 144 and EDU 145, PSY 244 and PSY 245
EDU 234	Infants, Toddlers, & Twos	3	3	F	State Pre-req: EDU 119
EDU 251	Exploration Activities	3	3	F	None
EDU 280	Language and Literacy Experiences	3	3	F	None
*See pg. 72 for options	Social/Behavioral Science Elective	3	3	F, S, SS	Various
Semester Total		15	15		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EDU 157	Active Play	4	3	S	None
EDU 284	Early Child. Capstone Practicum	10	4	S	State Pre-req: Take one set: EDU 119, PSY 244, PSY 245, EDU 146 & EDU 151 EDU 119, EDU 144, PSY 245, EDU 146, EDU 151 EDU 119, PSY 244, EDU 145, EDU 146, EDU 151; min GPA 2.0
**see table below	Major Elective	3-4	3	Various	Requisites may be required
**see table below	Major Elective	3-4	3	Various	Requisites may be required
*see table below	Communication Elective	4-6	3-4	F, S, SS	Requisites may be required
Semester Total		23-25	16		

Total Hours**74-78****64-65***Elective options for A55220T–Terminal Non-Transfer A.A.S. Degree**Developmental English or Math many be required based on placement test results*

***Communication Elective Options**

COM 110	Intro to Communication	ENG 112	Writing/Research in the Disc
COM 120	Intro Interpersonal Com	ENG 114	Prof Research & Reporting
COM 231	Public Speaking	ENG 115	Oral Communication

****Major Elective Options**

CIS 110	Introduction to Computers	EDU 262	Early Childhood Admin II
EDU 187	Teaching and Learning for All	EDU 279	Literacy Develop and Instruct
EDU 216	Foundations of Education	EDU 287	Leadership/Early Child Ed
EDU 235	School Age Develop & Prog	SOC 210	Introduction to Sociology
EDU 250	Teacher Licensure Preparation	SOC 220	Social Problems
EDU 261	Early Childhood Admin I		
SPA 111	Elementary Spanish I (only one foreign language course may be used as an elective)		

*****Math/Science Elective Options**

BIO 110	Principles of Biology	GEL 111	Geology
BIO 111	General Biology I	MAT 110	Math Measurement & Literacy
BIO 140	Environmental Biology	MAT 143	Quantitative Literacy
CHM 130	Gen., Org, & Biochemistry	MAT 152	Statistical Methods I
CHM 131	Introduction to Chemistry	MAT 171	Precalculus Algebra

Early Childhood Associate Transfer Licensure A.A.S. Degree (A55220L)

The Transfer Licensure AAS degree is an option for those who wish to transfer to a 4-year institution for B-K teaching licensure.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COM 231	Public Speaking	3	3	F, S, SS	None
EDU 119	Intro to Early Childhood	4	4	F, S	None
EDU 131	Child, Family & Community	3	3	F	None
EDU 144	Child Development I	3	3	F	None
EDU 146	Child Guidance	3	3	F	None
Semester Total		16	16		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EDU 145	Child Development II	3	3	S	None
EDU 151	Creative Activities	3	3	S	None
EDU 153	Health, Safety and Nutrition	3	3	S	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
MAT 143	Quantitative Literacy	4	3	F, S, SS	Developmental courses may be Required (ENG 002, MAT 003; co-req MAT 043)
Semester Total		16	15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 112 OR ENG 114	Writing/Research in the Disciplines Prof. Research & Reporting	3 3	3 3	F, S, SS	State Pre-req: ENG 111
PSY 150	General Psychology	3	3	F, S, SS	None
Semester Total		6	6		

**Second Year
Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 110 OR BIO 111	Principles of Biology General Biology	6 6	4 4	F, S F, S, SS	Developmental courses may be required (ENG 002)
EDU 221	Children with Exceptionalities	3	3	F, S	State Pre-req: Take one set EDU 144 and EDU 145; PSY 244 or PSY 245
EDU 234	Infants, Toddlers, & Twos	3	3	F	State Pre-req: EDU 119
EDU 280	Language and Literacy Experiences	3	3	F	None
*see table below	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		18	16		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EDU 216	Foundations of Education	3	3	S	None
EDU 250	Teacher Licensure Preparation	3	3	S	State Co-req: ENG 111 and MAT 143, MAT 152 or MAT 171
EDU 284	Early Child. Capstone Practicum	10	4	S	State Pre-req: Take one set: EDU 119, PSY 244, PSY 245, EDU 146 & EDU 151 EDU 119, EDU 144, PSY 245, EDU 146, EDU 151 EDU 119, PSY 244, EDU 145, EDU 146, EDU 151; min GPA 2.0
**see table below	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
***see table below	Natural Science Elective	4-6	4	Various	Requisites may be required
Semester Total		23	17		

Total Hours **79-81** **70**

Elective options for A55220L–Transfer Licensure A.A.S. Degree

Developmental English or Math many be required based on placement test results

***Humanities/Fine Arts Elective Options**

ART 111	Art Appreciation	MUS 112	Introduction to Jazz
ART 114	Art History I	PHI 215	Philosophical Issues
ART 115	Art History II	PHI 240	Introduction to Ethics
MUS 110	Music Appreciation		

****Social Behavioral Science Elective Options**

ECO 251	Principles of Microeconomics	HIS 131	American History I
ECO 252	Principles of Macroeconomics	HIS 132	American History II
HIS 111	World Civilizations I	POL 120	American Government
HIS 112	World Civilizations II	SOC 210	Introduction to Sociology

*****Natural Science Elective**

CHM 151	General Chemistry	GEL 111	Geology
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Early Childhood Associate Transfer Non-Licensure A.A.S. Degree (A55220NL)

The Transfer Non Licensure AAS degree is an option for those who wish to transfer to a 4-year institution for early childhood education.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COM 231	Public Speaking	3	3	F, S, SS	None
EDU 119	Intro to Early Childhood	4	4	F, S	None
EDU 131	Child, Family & Community	3	3	F	None
EDU 144	Child Development I	3	3	F	None
EDU 146	Child Guidance	3	3	F	None
Semester Total		16	16		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EDU 145	Child Development II	3	3	S	None
EDU 151	Creative Activities	3	3	S	None
EDU 153	Health, Safety and Nutrition	3	3	S	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 010)
MAT 143	Quantitative Literacy	4	3	F, S, SS	Developmental courses may be Required (ENG 002, MAT 003; co-req MAT 043)
Semester Total		16	15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 112 OR ENG 114	Writing/Research in the Disciplines Prof. Research & Reporting	3 3	3 3	F, S, SS	State Pre-req: ENG 111
PSY 150	General Psychology	3	3	F, S, SS	None
Semester Total		6	6		

Second Year

Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 110 OR BIO 111	Principles of Biology General Biology	6 6	4 4	F, S F, S, SS	Developmental courses may be required (ENG 002)
EDU 221	Children with Exceptionalities	3	3	F	State Pre-req: Take one set EDU 144 and EDU 145; PSY 244 or PSY 245
EDU 234	Infants, Toddlers, & Twos	3	3	F	State Pre-req: EDU 119
EDU 280	Language and Literacy Experiences	3	3	F	None
*see table below	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		18	16		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EDU 261	Early Childhood Admin. I	3	3	F, S	State Co-req: EDU 119
EDU 262	Early Childhood Admin. II	3	3	F, S	State Pre-req: EDU 119, EDU 261
EDU 284	Early Child Capstone Practicum	10	4	S	State Pre-req: Take one set: EDU 119, PSY 244, PSY 245, EDU 146 & EDU 151 EDU 119, EDU 144, PSY 245, EDU 146, EDU 151 EDU 119, PSY 244, EDU 145, EDU 146, EDU 151; min GPA 2.0
**see table below	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
***see table below	Natural Science Elective	4-6	4	Various	Requisites may be required
Semester Total		23-25	17		

Total Hours**79-81 70****Elective options for A55220NL–Transfer Non-Licensure A.A.S. Degree**

Developmental English or Math many be required based on placement test results

***Humanities/Fine Arts Elective Options**

ART 111	Art Appreciation	MUS 112	Introduction to Jazz
ART 114	Art History I	PHI 215	Philosophical Issues
ART 115	Art History II	PHI 240	Introduction to Ethics
MUS 110	Music Appreciation		

****Social Behavioral Science Elective Options**

ECO 251	Principles of Microeconom	HIS 131	American History I
ECO 252	Principles of Macroeconom	HIS 132	American History II
HIS 111	World Civilizations I	POL 120	American Government
HIS 112	World Civilizations II	SOC 210	Introduction to Sociology

*****Natural Science Elective**

CHM 151	General Chemistry	GEL 111	Geology
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Early Childhood Diploma (D55220)

The Early Childhood Diploma is designed to prepare students for a teacher position in a licensed child care center. Job opportunities include assistant teacher in a child care program or a substitute child care teacher.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EDU 119	Intro to Early Childhood	4	4	F, S	None
EDU 131	Child, Family & Community	3	3	F	None
EDU 144	Child Development I	3	3	F	None
EDU 146	Child Guidance	3	3	F	None
Semester Total		13	13		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EDU 145	Child Development II	3	3	F, S	None
EDU 151	Creative Activities	3	3	S	None
EDU 153	Health, Safety and Nutrition	3	3	F, S	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
EDU 184	Early Childhood Intro Practicum	4	2	S	State Pre-req: EDU 119
Semester Total		16	14		

**Second Year
Fall 3rd Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EDU 221	Children with Exceptionalities	3	3	F	State Pre-req: Take one set EDU 144 and EDU 145; PSY 244 or PSY 245
*see table below	Communication Elective	3	3	F, S, SS	Requisites may be required
**see table below	Major Elective	3-4	3	Various	Requisites may be required
Semester Total		9-10	9		

Total Hours **38-39** **36**

***Communication Elective Options**

COM 110	Introduction to Commun	ENG 112	Writing/Research in the Disc
COM 120	Intro Interpersonal Commun	ENG 114	Prof Research & Reporting
COM 231	Public Speaking	ENG 115	Oral Communication

****Major Elective Options**

CIS 110	Introduction to Computers	SOC 210	Introduction to Sociology
EDU 235	School Age Develop & Prog	SOC 220	Social Problems
EDU 261	Early Childhood Admin I	SPA 111	Elementary Spanish I
EDU 262	Early Childhood Admin II		

Child Care Essentials

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EDU 119	Intro to Early Childhood	4	4	F, S	None
EDU 144	Child Development I	3	3	F	None
EDU 146	Child Guidance	3	3	F	None
EDU 153	Health, Safety and Nutrition	3	3	S	None

Total Hours **13** **13**

Early Childhood Administration Certificate (C55850)

The Early Childhood Administration Certificate is designed to prepare students for a level 1, 2, or 3 administrator position in a licensed child care center.

**First Year
Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EDU 119	Intro to Early Childhood	4	4	F, S	None
EDU 131	Child, Family & Community	3	3	F	None
Semester Total		7	7		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EDU 153	Health, Safety and Nutrition	3	3	S	None
EDU 261	Early Childhood Admin. I	3	3	F, S	State Co-req: EDU 119
EDU 262	Early Childhood Admin. II	3	3	F, S	State Pre-req: EDU 119, EDU 261
Semester Total		9	9		

Total Hours **16** **16**

Early Childhood Preschool Certificate (C55860)

The Early Childhood Preschool Certificate is designed to prepare students for a teacher position in a licensed child care center.

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EDU 119	Intro to Early Childhood	4	4	F, S	None
EDU 131	Child, Family & Community	3	3	F	None
EDU 145	Child Development II	3	3	S	None
EDU 146	Child Guidance	3	3	F	None
EDU 153	Health, Safety and Nutrition	3	3	S	None
Semester Total		16	16		

Total Hours 16 16

Early Childhood School Age Certificate (C55220S)

The School Age Certificate provides a strong foundation for early childhood professionals working with school-age children through the following five courses.

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EDU 145	Child Development II	3	3	S	None
EDU 146	Child Guidance	3	3	F	None
EDU 151	Creative Activities	3	3	S	None
EDU 157	Active Play	4	3	S	None
EDU 235	School Age Dev & Prog	3	3	F	None
Semester Total		16	15		

Total Hours 16 15

Infant/Toddler Care Certificate (C55290)

The Infant/Toddler Care Certificate is designed to prepare students for an infant/toddler teacher position in a licensed child care center.

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EDU 119	Intro to Early Childhood	4	4	F, S	None
EDU 131	Child, Family & Community	3	3	F	None
EDU 144	Child Development I	3	3	F	None
EDU 153	Health, Safety and Nutrition	3	3	F, S	None
EDU 234	Infants, Toddlers, & Twos	3	3	F, S	State Pre-req: EDU 119
Semester Total		16	16		

Total Hours 16 16

EMERGENCY MEDICAL SCIENCE (EMS)

Program Description

The Associate Degree Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as an entry-level paramedic for the critical, emergent, and non-urgent patients who access the out-of-hospital emergency medical system and prepares graduates to enter the workforce.

Students will gain complex knowledge, competency, and experience while employing evidence-based practice under medical oversight, and serve as a link from the out-of-hospital environment into the healthcare system.

Graduates of this program are eligible to apply to take North Carolina and/or national credentialing examinations. Employment opportunities include clinicians of emergency medical services, fire departments, rescue agencies, hospital specialty areas, medical clinics, industry, educational, and government agencies.

Program Student Learning Outcomes

Graduates of this program should be able to:

- Demonstrate the cognitive knowledge, application, and evaluation expected of an entry-level paramedic and as necessary function in a variety of healthcare settings.
- Demonstrate technical proficiency across a broad range of paramedic level EMS skills, both difficult and routine.
- Demonstrate the ability to collect data from charts and patients and appropriately interpret the data.
- Demonstrate the ability to thoroughly assess a patient utilizing various diagnostic tools and procedures.
- Recommend appropriate therapeutic procedures and make sound patient care judgements as expected of an entry-level paramedic.
- Demonstrate the ability to conduct oneself in an ethical and professional manner, as well as demonstrate proficiency in interprofessional relations and communications.
- Demonstrate the ability to communicate and interact effectively with non-clinical and clinical persons in various healthcare and scene environments.
- Demonstrate the ability to manage time efficiently while functioning in a healthcare setting.
- Demonstrate the ability to use critical thinking skills to access and treat patients in a variety of clinical environments who are complaining of a variety of clinical complaints.

Pre-Emergency Medical Science

Students are admitted under the Associate in General Education degree until they have met the admissions requirements for the program.

Phase I: Preliminary Coursework & Requirements

The first steps for a student's admission to the EMS program include:

1. Full admission to Alamance Community College.
2. Completion of required developmental courses.
3. Submission of high school/GED diploma.
4. Submission of official post-secondary transcripts for which the transfer credit will be sought.
5. Apply for financial aid.
6. Documentation of learning disabilities that may qualify the student for special consideration.
7. Attend a mandatory EMS program information session.
8. Meet with a Health Sciences Advisor for their initial advising appointment.
9. Students seeking spring semester admission must complete BIO 168, ENG 111, and MAT 143 with a grade of "C" or better, and EMS 110 with a grade of "B" or better.
10. High school students seeking admission must meet the same criteria as a non-high school student. Students must be at least 17 by the end of the semester, in which they are enrolled for the EMS 110 (EMT) course.
11. Students actively credentialed as an EMT or higher, may apply for advanced standing in the program. Students that meet this criterion are eligible to test out of EMS 110 and awarded 9 credit hours towards their EMS degree. A score of at least 80% must be achieved on the advanced standing EMT exam.

(Refer to special admissions process for EMS Bridge program if actively credentialed as a Paramedic).

Phase II: Ranking/Selective Process

1. Complete EMS Selective Admission Application.
2. Complete English and Math placement exam.
3. Submit vaccination records.
4. Complete background check and drug screen through Castle Branch.

All students seeking admission to the EMS program must take an EMS Program Assessment exam (TEAS) prior to the EMS program application deadline. If the test was taken at another testing location, an official score report must be provided. Only scores from the current version of TEAS, no more than two-years old are accepted. The test may be taken a maximum of two times per calendar year, with the highest score being accepted.

In order to academically compete for a seat in the EMS program, a student must complete the EMS Selective Admission Application. This application will be made available at the front desk of the Admissions Office and on the Emergency Medical Science page of the College website. Applications will be made available from April 1 until July 31. Program acceptance is contingent upon the successful completion of all Phase I and II requirements before enrolling in either EMS-130 and/or EMS-131. Details of this process and the criteria used to rank a student will be covered at the mandatory EMS information session and is available on the Emergency Medical Science page of the College website.

Progression and Continuation

Alamance Community College is committed to the success of students. In order to progress in the EMS program, the student is required to meet the following ongoing standards:

1. Maintain an overall quality grade point average of 2.0
2. Maintain a grade of a “B” or better in all EMS courses.
3. Pass medical math and cardiac rhythm interpretation exams in specified courses.
4. Pass all psychomotor skills and integrated-out-of-hospital exams (TSOP’s) in specified courses.
5. Demonstrate entry-level paramedic competency and satisfactorily complete all of the clinical and field internship requirements in specified courses.
6. Pass any general education course required by the EMS program with a grade of “C” or better.

A student may repeat an EMS course only once within a two-year period. If a student fails two EMS courses in the same semester, the student will not be eligible to seek readmission into the program for one year.

Program Readmission

Students who have earned a “C” or “D” in an EMS course will be considered for readmission using the following criteria:

- Students will be allowed to seek readmission within a two-year period. If the student does not return within the two-year period, the student must reapply to restart the program.
- Readmission is subject to current admission criteria and progression policy.
- Grade point average of at least 2.0.
- Returning students will be considered on a competitive basis with the current applicant pool.

Students who withdraw from the EMS program

- Must have completed previous EMS courses with a grade of “B” or better within the past two years. The exception is if the student withdraws from EMS 110 resulting in no earned grade. Students may then seek readmission.
- Readmission must occur within two years of an academic dismissal/failure or withdrawal. A student who makes a grade of “F” in any EMS course will not be considered for readmission.

Readmission Process

1. Submit a letter requesting readmission to the Admissions Counselor for Health Science programs (Student Success / Admissions) and the EMS Department Head. Student contact information must be included in the letter (current email address and phone number).
- The letter must be submitted 60 days prior to the semester when readmission is desired and include the following information:
 - ♦ Reasons for interruption of the previous enrollment.
 - ♦ Past performance in the Emergency Medical Science (EMS) program to include academic standing at time of dismissal or withdrawal.
 - ♦ Documentation that previous deficits/life issues have been resolved with specific evidence of changes made.
 - ♦ A specific academic plan detailing how the student intends to successfully complete the EMS program.

- ♦ Meet with the EMS Department Head and bring a written plan detailing academic success upon readmission.

Readmission is not guaranteed. The following criteria will be used in evaluating the request for readmission:

- Available clinical space.
- Grades earned in core Emergency Medical Science (EMS) courses.
- A grade of “C” or better in any general education course that is required in the program.

Important Readmission Notes

Before being admitted in the Emergency Medical Science program, the student is allowed to repeat general education courses to improve grades.

After being admitted into the Emergency Medical Science (EMS) program, the student cannot fail a general education and EMS course during the same semester. If this occurs, the student will not be considered for readmission.

Transfer

Students transferring into the Emergency Medical Program must meet the following requirements:

1. The student seeking transfer must file an application in the ACC Admissions Office. The ACC application must indicate that this is a transfer request and the semester and year in which the student wishes to transfer. The student must apply within two years of leaving the previous educational institution.
2. The student requesting transfer must meet the College and Associate Degree EMS program admission requirements for the academic year into which they wish to transfer.
3. The student must have been in good standing at the time they left the previous Emergency Medical Science program and must provide a written recommendation for the Dean/Department Chair of the previous Emergency Medical Science program.
4. The student must have a grade point average of at least 2.0 in all academic work completed.
5. The student must meet with the EMS program Department Head who will review the course outlines, and lab/clinical skill documentation from the previous program in which the student was previously enrolled. This review will determine the student’s potential placement into the ACC Emergency Medical Science program. This review must occur no later than three months prior to the beginning of the desired semester of entry.
6. Selection for transfer will be based on date of application, if Emergency Medical Science (EMS) courses will fit into placement of the ACC EMS program, available clinical space, and compliance with the aforementioned transfer requirements.
7. The student must submit a completed Student Medical Form, documentation of current American Heart Association CPR certification, and current North Carolina EMS credential at or above the level of EMT.
8. The student must complete a criminal background and drug screen, for which the student is responsible for the associated fees.
9. Successful graduation from the ACC Emergency Medical Science (EMS) program, requires that the student have attended 75% of the EMS courses at ACC. Within the EMS Department, departmental policy limits transfer for EMS courses to EMS 130 and EMS 160.

Special Admissions Process for Emergency Medical Science Bridge Program

The Emergency Medical Science (EMS) applicant who meets the phase I admission requirements and is a current credentialed North Carolina or national paramedic is eligible to receive a total of 47 transfer hours. Following an official transcript and credentialing evaluation, EMS Bridge students must be enrolled in and successfully complete all other EMS and related courses and GPA requirements to be eligible for graduation.

Technical Standards

Students entering the program must meet specific emotional, behavioral, physical, and cognitive standards. This information is found in the Admissions Office and in the program handbook.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Criminal Background/Drug Screens

Clinical agencies with which the College has contracted to provide clinical experiences for EMS students require the submission of criminal background checks and drug screening in order to participate in clinical experiences at the site. The background check and drug screen will determine if the student is eligible to enter the clinical agency. Students are responsible for the cost of the background check and drug screen.

If a clinical site denies a student placement in the facility, the student would be unable to complete the required clinical component of the course. The student will be withdrawn from all EMS courses and will not be allowed to progress in the program. Currently, the EMS program uses an online vendor for background checks and drug screening.

Program applicants should be aware that if they have pled guilty to, or have been convicted of, a felony or misdemeanor, the Office of EMS may restrict or deny licensure. Applicants are encouraged to review the *North Carolina Office of Emergency Medical Services Criminal Record Check Requirements for Credentialing*.

Program Costs

The EMS curriculum has additional costs associated with it. Students who enroll in this program are required to pay for such items as certification exams, uniforms, supplies, and the like. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for this program are listed below with approximate costs:

- Required Textbooks—\$1,500
- Uniforms & Supplies—\$150
- CPR Certification—\$25
- Vaccinations—\$300
- Accidental Insurance—\$1.50
- Liability Insurance—\$16/year
- EMS Testing—\$98
- Platinum Planner—\$85
- Criminal Background & Drug Screen—\$97

Emergency Medical Science A.A.S Degree (Day Option) (A45340)

Pre-EMS Student

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 168 OR BIO 163	Anatomy & Physiology I Basic Anatomy & Physiology	6 6	4 5	F, S, SS	Developmental courses may be required (ENG 002, ENG 011; MAT 003 and MAT 043 or MAT 052)
EMS 110	Emergency Medical Technician	15	9	F, S, SS	17 years of age on or before official end date of course
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
MAT 143	Quantitative Literacy	4	3	F, S, SS	Developmental courses may be required (ENG 002, MAT 003, MAT 043)
Semester Total		28	19-20		

**First Year
1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 169	Anatomy & Physiology II	6	4	F, S, SS	State Pre-req: BIO 168 Local: min grade C in BIO 168
EMS 122	EMS Clinical Practicum I	3	1	S	State Pre-req: EMS 110, Active EMS Credential (NC or NREMT) Local Co-req: BIO 163 or BIO 168
EMS 130	Pharmacology	6	4	S	State Pre-req: EMS 110 Placement test min. grade B in EMS 110 Local Co-req: BIO 168
EMS 131	Advanced Airway Management	3	2	S	State Pre-req: EMS 110 Placement test min. grade B in EMS 110 Local Co-req: BIO 168
MED 121	Medical Terminology	3	3	F, S	None
Semester Total		21	17		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COM 120 OR COM 231	Interpersonal Communication Public Speaking	3 3	3 3	F, S F, S, SS	None
EMS 160	Cardiology I	5	3	SS	State Pre-req: EMS 110 Local Pre-req: EMS 122, BIO 163 or BIO 168 Placement test min. grade B in EMS courses
EMS 221	EMS Clinical Practicum II	6	2	SS	State Pre-req: Take one: EMS 121 or EMS 122, Local Pre-req: EMS 130, BIO 163 or BIO 168 Active EMS Credential (NC or NREMT) Min. grade B in EMS courses
*see table below	Humanities/Fine Arts Elective	3	3	Various	Requisites may be required
*see table below	Social/Behavioral Science Elective	3	3	Various	Requisites may be required
Semester Total		20	14		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EMS 220	Cardiology II	5	3	F	State Pre-req: EMS 122, EMS 130, EMS 160, Min. grade B in EMS courses
EMS 240	Patients with Special Challenges	3	2	S	State Pre-req: EMS 122, EMS 130 Local Pre-req: EMS 160 Min. grade B in EMS courses
Semester Total		8	5		

**Second Year
Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EMS 210	Advanced Patient Assessment	3	2	S	State Pre-req: EMS 110 Local Pre-req: BIO 163 or BIO 169 Min. grade B in EMS courses
EMS 231	Clinical Practicum III	9	3	S	State Pre-req: EMS 221 Local Pre-req: BIO 169 Min. grade B in EMS courses
EMS 250	Medical Emergencies	6	4	F	State Pre-req: EMS 122, EMS 130 Local Pre-req: EMS 160 Min. grade B in EMS courses
EMS 260	Trauma Emergencies	4	2	S	State Pre-req: EMS 122, EMS 130, Local Pre-req: EMS 160 Min. grade B in EMS courses
Semester Total		22	11		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EMS 140	Rescue Scene Management	3	2	SS	Local Pre-req: EMS 110 Min. grade B in EMS courses
EMS 241	Clinical Practicum IV	12	4	SS	State Pre-req: EMS 231 Local Pre-req: EMS 122, EMS 130, EMS 131, EMS 160, EMS 210, EMS 220, EMS 221, EMS 231, EMS 240, EMS 250, EMS 260 Min. grade B in EMS courses
EMS 270	Life-Span Emergencies	6	4	S	State Pre-req: EMS 122, EMS 130, Local Pre-req: EMS 160 Min. grade B in EMS courses
EMS 285	EMS Capstone	3	2	SS	State Pre-req: EMS 220, EMS 250, EMS 260 Local Pre-req: EMS 122, EMS 130, EMS 131, EMS 160, EMS 210, EMS 220, EMS 221, EMS 231, EMS 240, EMS 250, EMS 260 Min. grade B in EMS courses
Semester Total		24	12		

Total Hours

123

75-76

Program Electives

Social/Behavioral Sciences

PSY 150 General Psychology

SOC 220 Social Problems

Humanities/Fine Arts

HUM 115 Critical Thinking

HI 240 Introduction to Ethics

Emergency Medical Science A.A.S Degree (Bridging Option) (A45340)

First Year
Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 168	Anatomy & Physiology I	6	4	F, S, SS	Developmental courses may be required (ENG 002, ENG 011; MAT 003 and MAT 043 or MAT 052)
EMS 280	EMS Bridging Course	4	3	F, S	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
HUM 115	Critical Thinking	3	3	F, S, SS	Developmental courses may be required (ENG 002 or ENG 011)
Semester Total		16	13		

2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 169	Anatomy & Physiology II	6	4	F, S, SS	State Pre-req: BIO 168 Local: min grade C in BIO 168
EMS 235	EMS Management	2	2	F, S	None
MAT 143	Quantitative Literacy	4	3	F, S, SS	Developmental courses may be required (ENG 002, MAT 003, MAT 043)
*see table below	EMS Elective	4	2-3	F, S	Requisites may be required
*see table below	General Ed Elective	3	3	Various	Requisites may be required
Semester Total		19	14-15		

Total Hours
35
27-28
EMS Bridge Program Electives
EMS Electives (Choose 1)

EMS 115 Defense Tactics for EMS

EMS 125

EMS Instructor Methodology

General Ed. Electives (Choose 1)

COM 120 Intro to Interpersonal Commun.

PSY 150

General Psychology

COM 231 Public Speaking

SOC 220

Social Problems

PHI 240 Introduction to Ethics

ENGLISH FOR ACADEMIC PURPOSES (EAP)

The focus of the English for Academic Purposes (EAP) program at Alamance Community College is to prepare international students, whose first language is not English, or U.S. multilingual students, who have an American high school diploma or equivalent, to develop proficiency in complex academic English. Students typically have studied English, often through an ESL (English as a Second Language) or other English classes, prior to enrolling in the program. The courses focus on college-level reading, writing, research, grammar, listening, and speaking skills and strategies needed to be successful in the college classroom or in a professional career setting.

The EAP classes are credit courses (under the course acronym EFL) and are taught at the college level, therefore all tasks, even at the lowest levels, are actual college writing and reading assignments. EAP courses are the alternate track for multilingual students instead of the ENG 002 course. Placement testing is required to determine the appropriate course for each student. Students who successfully complete EAP courses will receive non-course credit for ENG 002 which is a prerequisite for many curriculum courses. Contact Clara Vega at (336) 506-4230 for more information.

How do these classes differ from English as a Second Language (ESL) classes?

EAP focuses on academic English skills. EAP courses go beyond the basics of ESL. The courses are for college credit and are tuition-based classes run as regular college curriculum courses every academic semester. Students interested in EAP courses must have a high school diploma or equivalent. In contrast, ESL courses focus on the beginner English learner who wishes to improve their English skills for everyday life. ESL courses improve an English learner's survival skills, such as conversations with their physician or their child's teacher.

English as a Second Language (ESL) courses are non-credit and tuition-free classes with open enrollment throughout the year. The focus is on non-academic reading, writing, speaking, and listening, including content about U.S. history and citizenship preparation. ESL classes include computer literacy skills and are designed to help students obtain a solid foundation in English that will enable them to pursue a career and/or further education in English. Students who have completed ESL courses are great candidates for EAP courses.

FIRE PROTECTION TECHNOLOGY

Program Description

The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws, as they apply to emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Program Outcomes

Graduates of this program should be able to:

- Demonstrate, explain and apply fire suppression techniques by assessing hazard classifications, fire behavior and their effect on fire suppression techniques.
- Develop presentations for fire safety and communicate the information in writing.
- Provide public services in a safe, legal and ethical manner utilizing local and state laws as well as building codes.
- Apply investigative techniques to mock scenarios by identifying the presence of evidence to suggest a possible arson and the collection/preserving procedures for the evidence.
- Identify the working mechanisms, designs and functions of sprinkler systems, alarm systems and building construction/design as pertaining to the fire service.

Employment Opportunities

Employment opportunities exist with fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations. Employed persons should expect enhanced opportunities for skilled, supervisory-level and mid-level management positions within his/her current organization.

Admission

Entering or returning students may be required to take placement tests for math and English prior to enrolling; testing is done in Student Success by appointment. Students may be required to take one or more developmental English or Math courses prior to the required course(s), depending upon their SAT, ACT, COMPASS or ASSET test scores.

Progression

Students must complete all Fire Protection (FIP) courses with a grade of “C” or better to successfully complete this program.

Technical Standards

Students enrolling in the program must meet specific emotional, behavioral, physical and cognitive standards. This information is found in the Student Success office.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Fire Protection Technology A.A.S.Degree (A55240)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	4	3	F, S, SS	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
FIP 120	Introduction to Fire Protection	3	3	F	None
FIP 124	Fire Prevention & Public Education	3	3	F	None
FIP 132	Building Construction	3	3	F	None
FIP 220	Fire Fighting Strategies	3	3	F	None
Semester Total		19	18		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 112	Writing/Research in the Disciplines	3	3	F, S, SS	State Pre-req: ENG 111
FIP 136	Inspections and Codes	3	3	S	None
FIP 146	Fire Protection Systems	5	4	S	None
FIP 152	Fire Protection Law	3	3	S	None
†FIP 229	Fire Dynamics and Combust	3	3	S	None
Semester Total		17	16		

Second Year

Fall 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EPT 140	Emergency Management	3	3	F, S	None
FIP 228	Local Government Finance	3	3	F	None
FIP 230	Chemistry of Hazardous Materials I	5	5	F	None
MAT 110 or higher	Math Measurement & Literacy	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 010)
Semester Total		15	14		

Spring 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
FIP 240	Fire Service Supervision	3	3	S	None
FIP 248	Fire Service Personnel Administration	3	3	S	None
†FIP 276	Managing Fire Services	3	3	S	None
*see table below	Major Elective	3-4	3	Various	Requisites may be required
**see table below	Social/Behavioral Science Elective	3	3	Various	Requisites may be required
*See pg. 72 for options	Humanities/Fine Arts Elective	3	3	Various	Requisites may be required
Semester Total		18-19	18		

Total Hours**69-70 66**

†Developmental English and/or Math may be required, based on placement test results.

***Major Elective Options**

FIP 128	Detection & Investigation	PED 110	Fit and Well for Life
FIP 221	Adv Fire Fighting Strat	PED 120	Walking for Fitness
FIP 232	Hydraulics & Water Distrib	SOC 210	Introduction to Sociology
FIP 244	Fire Protection Project	SOC 213	Sociology of the Family

****Social/Behavioral Science Elective Options**

HIS 111	World Civilizations I	POL 130	State & Local Government
HIS 112	World Civilizations II	PSY 150	General Psychology
HIS 131	American History I	SOC 210	Introduction to Sociology
HIS 132	American History II	SOC 220	Social Problems
HIS 163	The World Since 1945	SOC 242	Sociology of Deviance
POL 120	American Government		

Fire Protection Diploma (D55240)**First Year****Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
FIP 120	Introduction to Fire Protection	3	3	F	None
FIP 124	Fire Prevention & Public Education	3	3	F	None
FIP 132	Building Construction	3	3	F	None
FIP 220	Fire Fighting Strategies	3	3	F	None
Semester Total		15	15		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
FIP 146	Fire Protection Systems	5	4	S	None
FIP 152	Fire Protection Law	3	3	S	None
*see table below	Major Elective	3-4	3	Various	Requisites may be required
**see table below	Social/Behavioral Science Elective	3	3	Various	Requisites may be required
Semester Total		14-15	13		

**Second Year
Fall 3rd Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
FIP 228	Local Government Finance	3	3	F	None
FIP 230	Chemistry of Hazardous Materials I	5	5	F	None
MAT 110 or higher	Math Measurement & Literacy	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 010)
Semester Total		12	11		

Total Hours **41-42** **39**

***Major Elective Options**

CIS 110	Intro to Computers	PED 110	Fit and Well for Life
FIP 128	Detection and Investigation	PED 120	Walking for Fitness
FIP 221	Adv Fire Fighting Strat	SOC 210	Introduction to Sociology
FIP 232	Hydraulics & Water Distrib	SOC 213	Sociology of the Family
FIP 244	Fire Protection Project		

****Social/Behavioral Science Elective Options**

HIS 111	World Civilizations I	POL 130	State & Local Government
HIS 112	World Civilizations II	PSY 150	General Psychology
HIS 131	American History I	SOC 210	Introduction to Sociology
HIS 132	American History II	SOC 220	Social Problems
HIS 163	The World Since 1945	SOC 242	Sociology of Deviance
POL 120	American Government		

Fire Protection Certificate (C55240)

The Fire Protection Certificate is a 15-hour concentration under the curriculum title of Fire Protection Technology that has been specifically designed to prepare firefighters for operational-level positions within the fire service. It provides professional development and career enhancement opportunities for those currently employed, as well as those newly entering into fire service careers.

Courses taken toward completion of the certificate apply toward both the diploma, as well as to the Fire Protection Technology Associate in Applied Science degree.

Course work includes a writing course (ENG 111) and four FIP courses: Introduction to Fire Protection; Building Construction; Fire Fighting Strategies; and Fire Prevention & Public Education.

Students entering for the certificate options are required to meet the same criteria for the diploma and the Fire Protection Technology associate's degree.

**First Year
Fall Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
FIP 120	Introduction to Fire Protection	3	3	F	None
FIP 124	Fire Prevention & Public Education	3	3	F	None
FIP 132	Building Construction	3	3	F	None
FIP 220	Fire Fighting Strategies	3	3	F	None
Semester Total		15	15		

Inspections Certificate (C55240S)

The (Fire) Inspections Certificate is a 15-hour concentration under the curriculum title of Fire Protection Technology that has been specifically designed to prepare firefighters for inspections-level positions within the fire service. It provides professional development and career enhancement opportunities for those currently employed seeking promotion or transfer into inspections-level positions within fire service careers.

Courses taken toward completion of the certificate apply toward both the diploma, as well as to the Fire Protection Technology Associate in Applied Science degree.

Course work includes five FIP courses: Introduction to Fire Protection; Building Construction; Fire Protection Law; Inspections & Codes; and Detection & Investigation. Completion of state certification exam(s), probationary period(s), and other minimum requirements must be met to become a state-certified inspector in the fire service. Completion of this certificate alone will not grant state certification.

Students entering for the certificate options are required to meet the same criteria for the diploma and the FIP A.A.S.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
FIP 120	Introduction to Fire Protection	3	3	F	None
FIP 128	Detection and Investigation	3	3	F	None
FIP 132	Building Construction	3	3	F	None
Semester Total		9	9		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
FIP 136	Inspections and Codes	3	3	S	None
FIP 152	Fire Protection Law	3	3	S	None
Semester Total		6	6		

Total Hours

15 15

Fire Protection Management Certificate (C55240M)

The Fire Protection Management Certificate is a 15-hour concentration under the curriculum title of Fire Protection Technology that has been specifically designed to prepare firefighters for mid-level management positions within the fire service. It provides professional development and career enhancement opportunities for those currently employed as well as those newly entering into fire service careers.

Completion of the certificate will prepare currently-employed students for promotion to or beyond the supervisory level and will be especially beneficial in those agencies requiring the certificate for promotion to certain levels. Courses taken toward completion of the certificate apply toward both the diploma, as well as to the Fire Protection Technology Associate in Applied Science degree.

Course work includes a writing course (ENG 111) and four FIP courses: Local Government Finance, Fire Service Supervision, Fire Service Personnel Administration, Fire Fighting Strategies.

Students entering for the certificate options are required to meet the same criteria for the diploma and the Fire Protection Technology associate's degree.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required
FIP 220	Fire Fighting Strategies	3	3	F	None
FIP 228	Local Government Finance	3	3	F	None
Semester Total		9	9		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
FIP 240	Fire Service Supervision	3	3	S	None
FIP 248	Fire Service Personnel Administration	3	3	S	None
Semester Total		6	6		

Total Hours**15****15****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. This program is not intended for students who plan to pursue a four-year degree in the future, as many of the courses may not be transferable.

Course work includes study in the areas of humanities and fine arts, social and behavioral sciences, natural sciences or 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. The degree includes 15 hours in General Education courses and 49 hours of electives.

This degree is not transferable to most public and private universities. Students interested in pursuing a transferable degree in any field should refer to the information located under University Transfer program.

Associate In General Education Curriculum Plan**GENERAL EDUCATION CORE (15 SHC)****English Composition: 6 semester hours required**

ENG 111 Writing and Inquiry

The second course must be selected from the following:

- COM 110 Introduction to Communication
- COM 120 Introduction to Interpersonal Communication
- COM 231 Public Speaking
- ENG 112 Writing/Research in the Disciplines
- ENG 114 Professional Research & Reporting
- ENG 115 Oral Communication

Humanities/Fine Arts: choose 3 semester hours from:

- ART 111 Art Appreciation
- ART 114 Art History I
- ART 115 Art History II
- ART 131 Drawing
- DRA 111 Theatre Appreciation
- 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
- HUM 115 Critical Thinking
- HUM 122 Southern Culture
- HUM 130 Myth in Human Culture
- HUM 230 Leadership Development
- HUM 150 American Women's Studies
- MUS 110 Music Appreciation
- MUS 112 Introduction to Jazz
- PHI 215 Philosophical Issues
- PHI 240 Introduction to Ethics
- REL 110 World Religion
- REL 211 Old Testament
- REL 212 New Testament
- SPA 141 Culture and Civilization
- SPA 211 Intermediate Spanish I
- SPA 212 Intermediate Spanish II

Social/Behavioral Sciences: choose 3 semester hours from:

ECO 251	Principles of Microeconomics
ECO 252	Principles of Macroeconomics
HIS 111	World Civilizations I
HIS 112	World Civilizations II
HIS 131	American History I
HIS 132	American History II
HIS 163	The World Since 1945
POL 120	American Government
POL 130	State and Local Government
PSY 150	General Psychology
SOC 210	Introduction to Sociology
SOC 213	Sociology of the Family
SOC 220	Social Problems

Natural Sciences or Mathematics: choose 3 semester hours from:

BIO 110	Principles of Biology
BIO 111	General Biology I
BIO 140	Environmental Biology
BIO 163	Basic Anatomy & Physiology I
BIO 168	Anatomy & Physiology I
CHM 130	Gen, Org, & Biochemistry
CHM 131	Introduction to Chemistry
CHM 151	General Chemistry
GEL 111	Introductory Geology
MAT 110	Math Measurements & Literacy
MAT 121	Algebra/Trigonometry
MAT 143	Quantitative Literacy
MAT 152	Statistical Methods I
MAT 171	Precalculus Algebra
PHY 110	Conceptual Physics

To complete the Associate in General Education degree, 49 additional hours of electives must be taken. They may be selected from curriculum courses offered at ACC having a course number of 110 or higher. Consult an advisor if you have question. Total semester hours in the program is 64.

HEALTHCARE MANAGEMENT TECHNOLOGY*

**Pending approval by SACSCOC*

Program Description

The Healthcare Management Technology curriculum prepares individuals for employment in healthcare business and financial operations in areas such as general healthcare management, entrepreneurship, and long-term care.

Course work includes medical office management, financial management, legal aspects of healthcare, medical insurance and billing analysis, and other topics depending on the subject area selected within this curriculum.

Graduates should qualify for employment opportunities in a variety of healthcare settings including hospitals, medical offices, outpatient clinics, long-term care facilities, and insurance companies. Industry recognized certifications may be available for graduates with work experience.

Program Learning Outcomes

Graduates of this program should be able to:

- Use healthcare data to make informed business decisions.
- Understand how to apply state and federal healthcare policies in a healthcare setting.
- Understand the framework in which healthcare services are produced, coordinated, consumed, and reimbursed.
- Demonstrate knowledge of strategic planning and decision making in the healthcare organizations.
- Develop skills to collaborate and consult as a strategic member of the healthcare team. Become skilled at completing a complex team task within an allotted time, such as a marketing plan or case analysis paper and presentation.
- Analyze and interpret financial information specific to the healthcare setting.
- Develop appropriate professional behaviors and leadership skills for careers in health care.
- Develop skills in preparing and delivering a well-organized, formal business presentation.
- Demonstrate ability to write a clear, short business report or memo without grammatical mistakes.
- Explain how medical records are used, shared, and stored by the medical office, and the relationships between these records and medical care, legal, and insurance, or billing concerns.

Healthcare Management Technology A.A.S. Degree* (A25200)

**This program combines seated, hybrid, and online course options.*

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACA 122	College Student Success College Transfer Success	1 2	1 1	F, S, SS	None
CIS 110 OR OST 137	Introduction to Computers Office Applications I	4 4	3 3	F, S, SS F, S	None None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
HMT 110	Intro to Healthcare Management	3	3	F	None
MAT 152 OR MAT 171	Statistical Methods I Precalculus Algebra	5 5	4 4	F, S, SS	Developmental courses may be required (ENG 002, MAT 003, Co-req: MAT 052) Developmental courses may be required (Take one: MAT 003 or MAT 121; Co-req: MAT 071)
MED 121 OR OST 141	Medical Terminology I Medical Office Terms I	3 3	3 3	F, S F, S, SS	None
Semester Total		19	17		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 120	Prin. of Financial Accounting	5	4	F, S	Developmental courses may be required (ENG 011; MAT 043, MAT 052 or MAT 071)
HMT 212 OR BUS 137	Management of a Healthcare Organization Principles of Management	3 3	3 3	F	None
MKT 120	Principles of Marketing	3	3	F, S	None
MED 122 OR OST 142	Medical Terminology II Medical Office Terms II	3 3	3 3	F, S F, S, SS	State Pre-req: MED 121 State Pre-req: OST 141 or MED 121
OST 148	Medical Insurance & Billing	3	3	F, S, SS	None
Semester Total		17	16		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HUM 115	Critical Thinking	3	3	F, S, SS	Developmental courses may be required;(ENG 002 or ENG 111)
OST 247	Procedure Coding	4	3	F, S, SS	State Pre-req: OST 141 or MED 121
WBL 110	World of Work	1	1	F, S, SS	None
Semester Total		8	7		

**Second Year
Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 121	Prin. of Managerial Accounting	5	4	F, S	State Pre-req: ACC 120
CTS 130	Spreadsheets	4	3	F, S	None
ENG 114	Professional Research & Reporting	3	3	F, S, SS	State Pre-req: ENG 111
HMT 211	Long Term Care Administration	3	3	F	None
MED 118 OR OST 149	Medical Law and Ethics Medical Legal Issues	2 3	2 3	F, S F, S, SS	None
OST 248	Diagnostic Coding	4	3	F, S, SS	State Pre-req: OST 141 or MED 121
Semester Total		21-22	18-19		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ECO 251 OR ECO 252	Principles of Microeconomics Principles of Macroeconomics	3 3	3 3	F, S	Developmental courses may be required (ENG 002 & ENG 011; MAT 003 & MAT 043 or MAT 052)
HMT 220	Healthcare Financial Management	4	4	S	State Pre-req: ACC 120 and HMT 110
OST 243 OR WBL 112	Med Office Simulation Work-Based Learning II	4 20	3 2	F, S S	State Pre-req: OST 148 None
**see table below	Major Elective	2-4	2-4	Various	Requisites may be required
Semester Total		17-24	12-17		

Total Hours
82-90 70-76
***Recommended Major Electives**

ACC 140 Payroll

MED 116 Intro to A&P

ACC 150 Acct. Software Applications

MKT 223 Customer Service

BUS 153 Human Resources Management

OST 264 Medical Office Auditing

BUS 255 Org. Behavior in Business

Healthcare Management Technology Certificate (C25200)
**Pending SACSCOC Approval*

The Healthcare Management Technology Certificate prepares students for entry-level and promotional opportunities in Healthcare Management depending on work experience in the field.

**First Year
Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACC 120	Prin. of Financial Accounting	5	4	F, S	Developmental courses may be required (ENG 011; MAT 043, MAT 052 or MAT 071)
HMT 110	Intro to Healthcare Management	3	3	F	None
Semester Total		8	7		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HMT 211	Long Term Care Administration	3	3	S	None
HMT 212 OR BUS 137	Management of a Healthcare Organization Principles of Management	3 3	3 3	S F, S, SS	None
HMT 220	Healthcare Financial Management	4	4	S	Pre: ACC 120 and HMT 110
Semester Total		10	10		

Total Hours**18****17****HISTOTECHNOLOGY****Program Description**

This curriculum provides individuals with the knowledge and skills necessary to prepare tissue specimens for microscopic examination using various stains and dyes to identify tissue and cell structures.

Course work emphasizes scientific concepts related to laboratory procedures, quality assessment, histology, microscopy, and other related topics.

Program Learning Outcomes

Graduates of this program should be able to:

- Identify acceptable specimens and perform processing procedures required in preparation for specimen analysis in histology according to established laboratory standards.
- Demonstrate theoretical knowledge required for performance of diagnostic procedures in histology according to established laboratory standards.
- Demonstrate entry-level technical skills required for performance of diagnostic procedures in histology according to established laboratory standards.
- Describe laboratory safety and patient safety measures and recall safety regulations followed to achieve safety regulatory compliance in histology according to established laboratory standards.
- Describe all aspects of quality assurance in histology and produce and assess acceptability of quality control results according to established laboratory standards.
- Demonstrate ethical and professional behavior consistent with a laboratory professional and in accordance with Health Insurance Portability and Accountability Act (HIPAA).
- Interpret procedure outcomes and demonstrate an ability to distinguish between acceptable and unacceptable results regarding embedding, microtomy and staining procedures in the histology lab.
- List and explain the role of all regulatory agencies and accrediting bodies associated with the histology laboratory.

NAACLS Accreditation

The Histotechnology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5110.

Telephone: (847) 939-3597. website: www.naacls.org

Employment Opportunities

Graduates of the program are approved by NAACLS to take the certification exam through the American Society for Clinical Pathology Board of Certification. Employment opportunities include pathology laboratories in hospitals and clinics and medical or research laboratories.

Admission

The following requirements must be completed for admission:

- Updated application
- High school transcript or equivalent
- Minimum GPA of 2.0 on previous college work
- Required placement test scores
- Meeting with Histotechnology department head

Students who are admitted to the program are advised to be full-time students and follow the semester-by-semester curriculum plan. The sequencing of courses in the Histotechnology program requires that first-year students complete all general education courses and science prerequisite courses for the histotechnology courses (HTO) taught during the second year of the program. Students will take Introduction to Histotechnology (HTO 110) during the summer session after their first two semesters. In the second year of the program, students will focus on the skills they need to acquire to work as histotechnicians.

Progression

Students must complete all Histotechnology (HTO, BIO and CHM) courses with a grade of “C” or better to complete this program. Specific program academic and progression policies are in the Histotechnology Program Orientation and Policy Manual given to students upon program entry. Students must meet minimum program academic requirements and satisfactory completion of all laboratory skills to remain in the program. For questions, contact the Histotechnology department head.

Clinical sites require a criminal records check, drug screen, required immunization records, and other site-specific requirements before students can participate in clinical rotations at their facility.

Technical Standards

Students entering the program must meet specific emotional, behavioral, physical, and cognitive standards. This information is found on the department webpage, in the admissions office and in the program handbook.

Students qualifying for special accommodations to these standards may contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Additional Program Costs

The Histotechnology curriculum has additional costs associated with it. Students who enroll in this program are required to pay for such items as certification exams, achievement tests, uniforms, supplies, and the like. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for this program are listed below with approximate costs.

- Uniforms—\$100
- Vaccinations and required physical—\$300
- Liability insurance—\$16 per year (included in HTO 220 tuition)
- Certification exam—\$215
- Name badge—\$10
- Criminal background check—\$25
- Urinary drug screen—\$50

Degree, Diplomas, and Certificates

Graduates of the Histotechnology program receive an Associate Degree in Applied Science (A.A.S.) in Histotechnology. Graduates will be eligible to take the certification examination given by the American Society for Clinical Pathology (ASCP) Board of Certification. The associate degree is NOT contingent upon passing a certification or licensure examination.

Histotechnology A.A.S. Degree (A45370)

First Year
Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACA 122	College Student Success College Transfer Success	1 2	1 1	F, S, SS	None
BIO 111	General Biology I	6	4	F, S, SS	Developmental courses may be required (ENG 002)
BIO 163	Basic Anatomy & Physiology	6	5	F	Developmental courses may be required (ENG 002; MAT 003 and MAT 010)
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
Semester Total		16	13		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 275	Microbiology	6	4	F, S	State Pre-req: Take one: BIO 110, BIO 111, BIO 163, BIO 165, BIO 168
ENG 112 OR COM 231	Writing/Research in the Disciplines Public Speaking	3 3	3 3	F, S, SS	State Pre-req: ENG 111 None
CIS 110	Introduction to Computers	4	3	F, S, SS	None
CHM 130	General, Organic & Biochemistry	3	3	F, S	None
CHM 130A	General, Organic & Biochemistry Lab	2	1	F, S	State Co-req: CHM 130
*See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		21	17		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 271	Pathophysiology	3	3	S	State Pre-req: Take one: BIO 163, BIO 166, BIO 169
HTO 110	Introduction to Histotechnology	3	3	SS	State Pre-req: BIO 163, BIO-275, CHM 130, CHM 130A State Co-req: BIO271
*See pg. 72 for options	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		9	9		

Second Year
Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HTO 120	Histology	7	5	F	State Pre-req: HTO 110
HTO 130	Histotechniques	7	5	F	State Pre-req: HTO 130 State Co-req: HTO 210
HTO 140	Histochemistry	7	5	F	State Pre-req: HTO 130 State Co-req: HTO 220
Semester Total		21	15		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HTO 210	Histopathology	6	4	S	State Pre-req: HTO 120, HTO 130, HTO 140
HTO 220	Histotechnology Clinical	24	8	S	State Pre-req: HTO 130 State Co-req: HTO 210
HTO 230	Professional Issues	3	3	S	State Pre-req: HTO 130 State Co-req: HTO 220
Semester Total		33	15		

Total Hours**100 69****HORTICULTURE TECHNOLOGY****Program Description**

The Horticulture Technology curriculum is designed to prepare individuals for various careers in horticulture. Classroom instruction and practical laboratory applications of horticultural principles and practices are included in the program of study.

Course work includes plant science, plant materials, propagation, soils, fertilizers, and pest management. Also included are courses in plant production, landscaping, and the management and operation of horticulture businesses.

Graduates should qualify for employment opportunities in nurseries, garden centers, greenhouses, landscape operations, gardens, and governmental agencies. Graduates should also be prepared to take the certified plant professional and licensed pesticide applicators examinations.

Program Learning Outcomes

Graduates of this program should be able to:

- Describe and discuss the processes of plant growth and how those impact management decisions.
- Analyze soils and soilless substrates in order to determine amendments and amounts needed for plant growth.
- Properly identify and discuss the utilization of annuals, herbaceous perennials, trees, and shrubs common to North Carolina.
- Demonstrate the knowledge and ability to successfully plan a plant production schedule (propagation, greenhouse, or nursery) and produce marketable plants.
- Read, plan, and/or draft a landscape design and/or estimate the total job cost, including materials, equipment, and labor.
- Create a landscape management plan.
- Utilize horticultural computer programs in order to determine project measurements and create digital drafts of landscape designs.
- Analyze a landscape site and determine cultural and physical activities needed to establish and/or manage a quality turf.
- Perform maintenance and/or operate equipment and tools specific to the horticultural industry safely and correctly.
- Identify horticultural pest management issues and strategies.

Articulation Agreements

- North Carolina A & T State University, 2+2 Agricultural Education
- North Carolina State University, 1+3 Horticultural Science

Technical Standards

Students entering the program must meet specific emotional, behavioral, physical and cognitive standards. This information is found in the admissions office.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Additional Program Costs

The Horticulture curriculum has additional costs associated with it. Students who enroll in this program are required to pay for such items as certification exams, achievement tests, supplies, and the like. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for this program are listed below with approximate costs.

- Liability insurance—\$16 per year

Horticulture Technology A.A.S. Degree (A15240)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
PTE 115	Pathways to Employment – Ag & Nat. Resources	5	5	F, S, SS	None
AGR 170	Soil Science	4	3	F	None
HOR 160	Plant Materials I	4	3	F	None
HOR 162	Applied Plant Science	4	3	F	None
MAT 110 or higher	Math Measurement & Literacy	4-5	3-4	F, S, SS	Developmental courses may be required (MAT 003, MAT 010)
Semester Total		21-22	15-16		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 110	Freshman Composition	3	3	F, S, SS	Developmental courses may be required (ENG 002)
HOR 116	Landscape Management I	4	3	S	None
HOR 134	Greenhouse Operations	4	3	S	None
HOR 161	Plant Materials II	4	3	S	None
HOR 168	Plant Propagation	4	3	S	None
Semester Total		19	15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 114	Landscape Construction	4	3	SS	None
HOR 215	Landscape Irrigation	4	3	SS	None
Semester Total		8	6		

Second Year

Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 112	Landscape Design I	5	3	F	None
HOR 164	Hort Pest Management	4	3	F	None
HOR 253	Horticulture Turfgrass	4	3	F	None
HOR 257	Arboriculture Practices	4	2	F	None
*See pg. 72 for options	Social/Behavioral Science Elective	3	3	F, S, SS	Various
Semester Total		20	14		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 115 OR COM 231	Oral Communication Public Speaking	3	3	F, S, SS	None
HOR 273	Hort Mang & Marketing	3	3	S	None
HOR 245 OR WBL XXX	Hort Specialty Crops Work Based Learning	4 10-30	3 2-3	S, SS F, S, SS	None None
*See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
*see table below	Major Elective	3-4	3	Various	Requisites may be required
Semester Total		16-43	14-15		

Total Hours**84-112 64-66**

Developmental English and/or Math may be required, based on placement test results.

***Major Elective–Choose 5 or 6 hours from the following list:**

AGR 139	Intro to Sustainable Ag.	HOR 245	Hort Specialty Crops
HOR 213	Landscape Design II	HOR 266	Micropropagation
HOR 225	Nursery Production	WBL XXX	Work-Based Learning

Landscape Design, Installation and Management Diploma (D15240D)

The Landscape Design, Installation and Management Diploma is a 42-credit hour concentration under the curriculum title of Horticulture Technology that has been specifically designed to prepare students for entry-level positions within the landscape sector of the green industry. It provides professional development and career enhancement opportunities for those currently employed, as well as those beginning in the industry. Students who complete this diploma will learn about topics such as landscape management, design, construction and many more. Courses taken toward completion of the diploma apply toward the Horticulture Technology Associate in Applied Science degree.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AGR 170	Soil Science	4	3	F	None
HOR 160	Plant Materials I	4	3	F	None
HOR 162	Applied Plant Science	4	3	F	None
Semester Total		12	9		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 115 OR COM 231	Oral Communication Public Speaking	3	3	F, S, SS	None
HOR 116	Landscape Management I	4	3	S	None
HOR 161	Plant Materials II	4	3	S	None
Semester Total		11	9		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 114	Landscape Construction	4	3	SS	None
Semester Total		4	3		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 112	Landscape Design I	5	3	F	None
HOR 164	Hort Pest Management	4	3	F	None
HOR 253	Horticulture Turfgrass	4	3	F	None
MAT 110	Math Measurement & Literacy	4-5	3-4	F, S, SS	Developmental courses may be required
Semester Total		17-18	12-13		

Total Hours**55****42****Spring 5th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 213	Landscape Design II	4	3	S	State Pre-req: HOR 112
Semester Total		4	3		

Total Hours**48-49****36-37****Plant Production Diploma (D15240P)**

The Plant Production Diploma is a 40-credit hour concentration under the curriculum title of Horticulture Technology that has been specifically designed to prepare students for entry-level positions within the greenhouse or nursery sector of the green industry. It provides professional development and career enhancement opportunities for those currently employed, as well as those beginning in the industry. Students who complete this diploma will learn about topics such as plant propagation, greenhouse and nursery operations, and specialty crops. Courses taken toward completion of the diploma apply toward the Horticulture Technology Associate in Applied Science degree.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AGR 170	Soil Science	4	3	F	None
HOR 160	Plant Materials I	4	3	F	None
HOR 162	Applied Plant Science	4	3	F	None
Semester Total		12	9		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 161	Plant Materials II	4	3	S	None
HOR 168	Plant Propagation	4	3	S	None
HOR 273	Hort Mang & Marketing	3	3	S	None
Semester Total		10	9		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 115 OR COM 231	Oral Communication Public Speaking	3	3	F, S, SS	None
Semester Total		3	3		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 164	Hort Pest Management	4	3	F	None
MAT 110 or higher	Math Measurement & Literacy	4-5	3-4	F, S, SS	Developmental courses may be required (MAT 003, MAT 010)
Semester Total		8-9	6		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 134	Greenhouse Operations	4	3	S	None
HOR 225	Nursery Production	4	3	S	None
HOR 245	Hor Specialty Crops	4	3	SS	None
HOR 266	Micropropagation	3	3	S	State Pre-req: HOR 162 & HOR 168
Semester Total		15	12		

Total Hours**48-49****39-40****Greenhouse Production Certificate (C15240G)**

The Greenhouse Production Certificate is an 18-credit hour concentration under the curriculum title of Horticulture Technology that has been specifically designed to prepare students for entry-level positions within the greenhouse sector of the green industry. It provides professional development and career enhancement opportunities for those currently employed, as well as those beginning in the industry. Students who complete this certificate will learn about topics related to greenhouse operations for ornamental and edible crops. Courses taken toward completion of the certificate apply toward the Horticulture Technology Associate in Applied Science degree.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 162	Applied Plant Science	4	3	F	None
HOR 164	Hort Pest Management	4	3	F	None
AGR 170	Soil Science	4	3	F	None
Semester Total		12	9		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 134	Greenhouse Operations	4	3	S	None
HOR 273	Hort Mang & Marketing	3	3	S	None
HOR 245	Hor Specialty Crops	4	3		None
Semester Total		11	9		

Horticulture Business Certificate (C15240B)

The Horticulture Business Certificate is an 18-credit hour concentration under the curriculum title of Horticulture Technology that has been specifically designed to prepare students for entry-level positions within the green industry where there is a need to understand business practices specific to our industry. It provides professional development and career enhancement opportunities for those currently employed, as well as those beginning in the industry. Students who complete this certificate will learn about topics such as estimating for landscape services, sales, management, and marketing. Courses taken toward completion of the certificate apply toward the Horticulture Technology Associate in Applied Science degree.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 164	Hort Pest Management	4	3	F	None
MAT 110 or higher	Math Measurement & Literacy	4-5	3-4	F, S, SS	Developmental courses may be required (MAT 003, MAT 010)
Semester Total		8-9	6-7		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 116	Landscape Management I	4	3	S	None
HOR 273	Hort Mang & Marketing	3	3	S	None
Semester Total		7	6		

Total Hours

15-16

12-13

Landscape Design Certificate (C15240D)

The Landscape Design Certificate is a 17-credit hour concentration under the curriculum title of Horticulture Technology that has been specifically designed to prepare students for entry-level positions within the landscape design sector of the green industry. It provides professional development and career enhancement opportunities for those currently employed, as well as those beginning in the industry. Students who complete this certificate will learn content centered around creating a successful landscape design for residential and commercial sites. Courses taken toward completion of the certificate apply toward the Horticulture Technology Associate in Applied Science degree.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AGR 170	Soil Science	4	3	F	None
HOR 112	Landscape Design I	5	3	F	None
HOR 160	Plant Materials I	4	3	F	None
Semester Total		13	9		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 161	Plant Materials II	4	3	S	None
HOR 213	Landscape Design II	4	3	S	State Pre-req: HOR 112
Semester Total		8	6		

Total Hours

21

15

Landscape Management Certificate (C15240L)

The Landscape Management Certificate is an 18-credit hour concentration under the curriculum title of Horticulture Technology that has been specifically designed to prepare students for entry-level positions within the landscape sector of the green industry. It provides professional development and career enhancement opportunities for those currently employed, as well as those beginning in the industry. Students who complete this certificate will learn about topics such as important for landscape management such as proper pruning, fertilization, pest management, and irrigation. Courses taken toward completion of the certificate apply toward the Horticulture Technology Associate in Applied Science degree.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AGR 170	Soil Science	4	3	F	None
HOR 164	Hort Pest Management	4	3	F	None
Semester Total		8	6		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 116	Landscape Management I	4	3	S	None
HOR 161	Plant Materials II	4	3	S	None
Semester Total		8	6		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 114	Landscape Construction	4	3	SS	None
HOR 215	Landscape Irrigation	4	3	SS	None
Semester Total		8	6		

Total Hours

24 18

Turfgrass Management Certificate (C15240T)

The Turfgrass Management Certificate is a 15-credit hour concentration under the curriculum title of Horticulture Technology that has been specifically designed to prepare students for entry-level positions within the turfgrass sector of the green industry. It provides professional development and career enhancement opportunities for those currently employed, as well as those beginning in the industry. Students who complete this certificate will learn about topics focused around turfgrass management such as seeding, sodding, fertilization, irrigation, and many more. Courses taken toward completion of the certificate apply toward the Horticulture Technology Associate in Applied Science degree.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AGR 170	Soil Science	4	3	F	None
PTE 115	Pathways to Employment – Ag & Nat. Resources	5	3	F, S, SS	None
Semester Total		9	6		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 161	Plant Materials II	4	3	S	None
MAT 110 or higher	Math Measurement & Literacy	4-5	3-4	F, S, SS	Developmental courses may be required (MAT 003, MAT 010)
Semester Total		8-9	6-7		

Fall 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 164	Hort Pest Management	4	3	F	None
HOR 253	Horticulture Turfgrass	4	3	F	None
Semester Total		8	6		

Total Hours **23-24** **18-19**

Urban Forestry Certificate (C15240F)

The Urban Forestry Certificate is a 17-credit hour concentration under the curriculum title of Horticulture Technology that has been specifically designed to prepare students for entry-level positions within the arboriculture sector of the green industry. It provides professional development and career enhancement opportunities for those currently employed, as well as those beginning in the industry. Students who complete this certificate will learn about topics such as tree canopy management, tree healthy, tree climbing, proper pruning, and many more. Courses taken toward completion of the certificate apply toward the Horticulture Technology Associate in Applied Science degree.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
AGR 170	Soil Science	4	3	F	None
HOR 160	Plant Materials I	4	3	F	None
HOR 162	Applied Plant Science	4	3	F	None
Semester Total		12	9		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 161	Plant Materials II	4	3	S	None
Semester Total		4	3		

Fall 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 257	Arboriculture Practices	4	2	F	None
MAT 110 or higher	Math Measurement & Literacy	4-5	3-4	F, S, SS	Developmental courses may be required (MAT 003, MAT 010)
Semester Total		9	5		

Total Hours **24-25** **17-18**

**ASSOCIATE IN GENERAL EDUCATION:
HORTICULTURE PRODUCTION SYSTEMS AND ENTREPRENEURSHIP AND
LANDSCAPE DESIGN, GARDENS AND URBAN ENVIRONMENTS**

Program Description

The Horticulture Associate in General Education curriculum is designed for the academic enrichments of students who wish to broaden their education, with an emphasis in horticulture. This program is intended for students who are specifically interested in pursuing a four-year Horticultural Science degree at North Carolina State University. This program is part of an articulation agreement between Alamance Community College and the Horticultural Science Department at North Carolina State University.

Course work includes study in the areas of horticulture, natural sciences, humanities and fine arts, social and behavioral sciences, and English composition.

Students interested in pursuing this degree should contact the Horticulture Technology advisor at 336-506-4192.

**Associate in General Education:
Production Systems and Entrepreneurship and Landscape Design, Gardens and Urban
Environments
(A10300HL)**

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 122	College Transfer Success	2	1	F, S, SS	None
BIO 111	General Biology I	6	4	F, S, SS	Developmental courses may be required (ENG 002)
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
HOR 162	Applied Plant Science	4	3	F	None
MAT 171	Precalculus Algebra	5	4	F, S, SS	Developmental courses may be required (MAT 003 or MAT 121, Co-req of MAT 021)
Semester Total		19	14		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 112	General Biology II	6	4	F, S	Pre: BIO 111
ENG 112 OR ENG 114	Writing/Research in the Disciplines Professional Research & Reporting	3	3	F, S, SS	State Pre-req: ENG 111
HOR 161	Plant Materials II	4	3	S	None
MAT 263 OR MAT 271	Brief Calculus Calculus I	5 5	4 4	S, SS F, S, SS	Pre: MAT 171 min grade of C Pre: MAT 172 min grade of C
PED 110	Fit and Well for Life	3	2	F, S	None
Semester Total		21	16		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HOR 114	Landscape Construction	4	3	SS	None
HOR 215	Landscape Irrigation	4	3	SS	None
Semester Total		8	6		

**Second Year
Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CHM 151 OR CHM 131/131A	General Chemistry I Introduction to Chemistry/Lab	6 6	4 4	F, S, SS F	Developmental courses may be Required (ENG 002, ENG 011; MAT 003 and MAT 071) Developmental courses may be Required (ENG 002, MAT 003 and MAT 043 or MAT 052; Co-req: CHM 131A)
HOR 160	Plant Materials I	4	3	F	None
HOR 164	Hort Pest Management	4	3	F	None
*see table below	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		17	13		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COM 231	Public Speaking	3	3	F, S, SS	None
ECO 251	Microeconomics	3	3	F, S	Developmental courses may be required (ENG 002 & ENG 011; MAT 003 & MAT 043 or MAT 052)
HOR 134 OR HOR 225	Greenhouse Operations Nursery Production	4 4	3 3	S S	None None
*see table below	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
*see table below	POL/PSY/SOC Elective	3	3	F, S, SS	Requisites may be required
Semester Total		16	15		

Total Hours
82
65
***Social/Behavioral Sciences Elective Options**

ECO 252	Prin of Macroeconomics	HIS 131	American History I
HIS 111	World Civilizations I	HIS 132	American History II
HIS 112	World Civilizations II	HIS 163	The World Since 1945

****POL/PSY/SOC Elective Options**

POL 120	American Government	SOC 210	Introduction to Sociology
POL 130	State & Local Government	SOC 213	Sociology of the Family
PSY 150	General Psychology	SOC 220	Social Problems

ASSOCIATE IN GENERAL EDUCATION: PLANT BREEDING AND BIOTECHNOLOGY IN HORTICULTURE

Program Description

The Horticulture Associate in General Education curriculum is designed for the academic enrichments of students who wish to broaden their education, with an emphasis in horticulture. This program is intended for students who are specifically interested in pursuing a four-year Horticultural Science degree at North Carolina State University. This program is part of an articulation agreement between Alamance Community College and the Horticultural Science Department at North Carolina State University.

Course work includes study in the areas of horticulture, natural sciences, humanities and fine arts, social and behavioral sciences, and English composition.

Students interested in pursuing this degree should contact the Horticulture Technology advisor at 336-506-4192.

**Associate in General Education: Plant Breeding and Biotechnology in Horticulture
(A10300HS)**

**First Year
Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 122	College Transfer Success	2	1	F, S, SS	None
BIO 111	General Biology I	6	4	F, S, SS	Developmental courses may be required (ENG 002)
CHM 151	General Chemistry I	6	4	F, S, SS	Developmental courses may be required (ENG 002 and ENG 011; MAT 003 and MAT 071)
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
HOR 162	Applied Plant Science	4	3	F	None
Semester Total		21	15		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 112	General Biology II	6	4	F, S	State Pre-req: BIO 111
CHM 152	General Chemistry II	6	4	F, S, SS	State Pre-req: CHM 151; min grade of C
ENG 112 OR ENG 114	Writing/Research in the Disciplines Professional Research & Reporting	3	3	F, S, SS	State Pre-req: ENG 111 State Pre-req: ENG 111
HOR 161	Plant Materials II	4	3	S	None
PED 110	Fit and Well for Life	3	2	F, S	None
Semester Total		22	16		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COM 231	Public Speaking	3	3	F, S, SS	Developmental courses may be required
CHM 251	Organic Chemistry II	6	4	SS	State Pre-req: CHM 152; min grade C
Semester Total		9	7		

**Second Year
Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAT 171	Precalculus Algebra	5	4	F, S, SS	Developmental courses may be required or MAT 121
HOR 160	Plant Materials I	4	3	F	None
HOR 164	Hort Pest Management	4	3	F	None
*see table below	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
*See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		18	14		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAT 263 OR MAT 271	Brief Calculus Calculus I	5 5	4 4	S, SS F, S, SS	Pre: MAT 171 min grade of C Pre: MAT 172 min grade of C
ECO 251	Microeconomics	3	3	F, S	Developmental courses may be required (ENG 002 and END 011; MAT 003 and MAT 043 or MAT 052)
HOR 134 OR HOR 225	Greenhouse Operations Nursery Production	4 4	3 3	S S	None None
*see table below	POL/PSY/SOC Elective	3	3	F, S, SS	Requisites may be required
Semester Total		159	13		

Total Hours**86****67*****Social/Behavioral Sciences Elective Options**

HIS 111	World Civilizations I	HIS 132	American History II
HIS 112	World Civilizations II	HIS 163	The World Since 1945
HIS 131	American History I	ECO 252	Prin of Macroeconomics

****POL/PSY/SOC Elective Options**

POL 120	American Government	SOC 210	Introduction to Sociology
POL 130	State & Local Government	SOC 213	Sociology of the Family
PSY 150	General Psychology	SOC 220	Social Problems

INDUSTRIAL SYSTEMS TECHNOLOGY**Program Description**

The Industrial Systems Technology curriculum is designed to prepare or up-grade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial systems technology.

Program Learning Outcomes

Graduates of this program should be able to:

- Demonstrate a general understanding of industrial maintenance tasks and techniques
- Demonstrate a general understanding of electrical wiring
- Utilize various electrical and mechanical measuring equipment, such as digital multimeter, calipers, etc.
- Demonstrate a basic understanding of PLC (Programmable Logic Controllers) programming and interfacing
- Demonstrate a basic understanding of hydraulics, welding and machining

Articulation Agreements

- Eastern Carolina University–Bachelor of Science in Industrial Technology–60 credits will transfer for this degree. Email ecubsit@ecu.edu for specific information.

Additional Program Costs

The Industrial Systems Technology curriculum has some minor additional costs beyond the typical generic supplies that are required but not supplied by the college. Additional expenses required for this program include:

- Electronic Parts Kit–\$150

Industrial Systems Technology A.A.S. Degree (A50240)**General Track**

The general track is recommended for those seeking an A.A.S. Degree in Industrial Systems Technology with no plans of continuing on to a bachelor's degree. This track is the common choice for degree-seeking students who plan to work as industrial technicians.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
PTE 111	Pathway to Employment – Manufacture	5	3	F, S, SS	None
ELC 112	DC/AC Electricity	9	5	F	None
ELC 128	Intro to PLC	5	3	F	None
ENG 110	Freshman Composition	3	3	F, S, SS	Developmental courses may be required (ENG 002)
MAT 121	Algebra/Trigonometry I	4	3	F, S, SS	Developmental courses may be Required (MAT 003, MAT 021)
Semester Total		26	17		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 113	Residential Wiring	8	4	F	None
HYD 110	Hydraulics/Pneumatics I	5	3	S	None
MNT 110	Intro to Maint Procedures	4	2	S	None
*see table below	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
**see table below	Social/Behavioral Sciences Elective	3	3	F, S, SS	Requisites may be required
Semester Total		23	15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 117	Motors and Controls	8	4	S, SS	None
WLD 112	Basic Welding Processes	4	2	F, S, SS	None
Semester Total		12	6		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 115	Industrial Wiring	8	4	F, S	Pre: ELC 113
ENG 115 OR COM 231	Oral Communication Public Speaking	3	3	F, S, SS	None
ISC 112	Industrial Safety	2	2	F	None
MAC 141	Machine Applications I	8	4	F	None
Semester Total		21	13		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BPR 135	Schematics & Diagrams	2	2	F, S	None
ELN 275	Troubleshooting	4	2	S	None
ISC 170	Problem-Solving Skills	3	3	F, S	None
MEC 130	Mechanisms	4	3	S	None
PLU 111	Intro to Basic Plumbing	4	3	S	None
WLD 212	Inert Gas Welding	4	2	F, S	None
Semester Total		21	14		

Total Hours **102** **65**

***Recommended Humanities/Fine Arts Elective**

HUM 115 Critical Thinking

Refer to page 69 for a list of elective options available. The listed choices are typically transferable.

****Recommended Social/Behavioral Sciences Elective**

ECO 251 Principles of Microeconomics

Refer to page 69 for a list of elective options available. The listed choices are typically transferable.

Industrial Systems Technology A.A.S. Degree (A50240)**Transfer Track**

The transfer track is recommended for those who plan on seeking a bachelor's degree after completing their A.A.S. Degree in Industrial Systems. While program-specific Industrial System courses are not included in the NCCCS transfer agreement with NC four-year colleges and universities, this track does include the English, Math, and other general education courses that will transfer to other institutions while fulfilling the requirements for the A.A.S. degree. This track is the recommended track for those seeking to take advantage of the transfer of sixty credits to the Eastern Carolina University Bachelor of Science in Industrial Technologies degree program.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
PTE 111	Pathway to Employment – Manufacture	5	3	F, S, SS	None
ELC 112	DC/AC Electricity	9	5	F	None
ELC 128	Intro to PLC	5	3	F	None
†ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
†MAT 171	Algebra/Trigonometry I	5	4	F, S, SS	Developmental courses may be required (MAT 071)
Semester Total		27	18		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 113	Residential Wiring	8	4	F	None
HYD 110	Hydraulics/Pneumatics I	5	3	S	None
MNT 110	Intro to Maint Procedures	4	2	S	None
*see table below	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
**see table below	Social/Behavioral Sciences Elective	3	3	F, S, SS	Requisites may be required
Semester Total		23	15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 117	Motors and Controls	8	4	S, SS	None
WLD 112	Basic Welding Processes	4	2	F, S, SS	None
Semester Total		12	6		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
†COM 231	Public Speaking	3	3	F, S, SS	None
ELC 115	Industrial Wiring	8	4	F, S	State Pre-req: ELC 113
ISC 112	Industrial Safety	2	2	F	None
MAC 141	Machine Applications I	8	4	F	None
Semester Total		21	13		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BPR 135	Schematics & Diagrams	2	2	F, S	None
ELN 275	Troubleshooting	4	2	S	None
ISC 170	Problem-Solving Skills	3	3	F,S	None
MEC 130	Mechanisms	4	3	S	None
PLU 111	Intro to Basic Plumbing	4	2	S	None
WLD 212	Inert Gas Welding	4	2	F, S	None
Semester Total		21	14		

Total Hours **104** **66**

†Courses typically transfer.

***Recommended Humanities/Fine Arts Elective**

HUM 115 Critical Thinking

Refer to page 69 for a list of elective options available. The listed choices are typically transferable.

****Recommended Social/Behavioral Sciences Elective**

ECO 251 Principles of Microeconomics

Refer to page 69 for a list of elective options available. The listed choices are typically transferable.

Industrial Systems Electrical Concentration Diploma (D50240)

The Industrial Systems Electrical Concentration Diploma curriculum has been established at the request of local industries looking for individuals that are prepared in electrical maintenance of industrial equipment and physical facilities.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
PTE 111	Pathway to Employment – Manufacture	5	3	F, S, SS	None
BPR 135	Schematics & Diagrams	2	2	F, S	None
ELC 112	DC/AC Electricity	9	5	F	None
ENG 115	Oral Communication	3	3	F, S, SS	None
MAT 121	Algebra/Trigonometry I	4	3	F, S, SS	Developmental courses may be required (MAT 003. MAT 021)
Semester Total		20	12		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 113	Residential Wiring	8	4	F	None
HYD 110	Hydraulics/Pneumatics I	5	3	S	None
MEC 130	Mechanisms	4	3	S	None
MNT 110	Intro to Maint Procedures	4	2	S	None
Semester Total		21	12		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 117	Motors and Controls	8	4	S, SS	None
WLD 112	Basic Welding Processes	4	2	F, S, SS	None
Semester Total		12	6		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 115	Industrial Wiring	8	4	F, S	None
ISC 112	Industrial Safety	2	2	F	None
ISC 170	Problem-Solving Skills	2	2	F, S	None
MAC 141	Machine Applications I	8	4	F	None
Semester Total		20	12		

Total Hours**71****43****Industrial Systems Technology Electrical Certificate (C50240E)**

The Industrial Systems Electrical Certificate has been established at the request of local industries looking to improve individuals in the electrical maintenance of industrial equipment and physical facilities.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 112	DC/AC Electricity	9	5	F	None
ELC 115	Industrial Wiring	8	4	F, S	Pre: ELC 113
Semester Total		17	9		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 113	Residential Wiring	8	4	F	None
Semester Total		8	4		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 117	Motors and Controls	8	4	S, SS"	None
Semester Total		8	4		

Total Hours**33****17**

Industrial Systems Technology Mechanical Certificate (C50240M)

The Industrial Systems Mechanical Certificate has been established at the request of local industries looking to improve individuals in the general operation and mechanical maintenance of industrial equipment and physical facilities.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
WLD 112	Basic Welding Processes	4	2	F, S, SS	None
Semester Total		4	2		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HYD 110	Hydraulics/Pneumatics I	5	3	S	None
ISC 132	Mfg Quality Control	5	3	S, SS	None
ISC 170	Problem-Solving Skills	3	3	F, S	None
MEC 130	Mechanisms	4	3	S	None
MNT 110	Intro to Maint Procedures	4	2	S	None
Semester Total		21	14		

Total Hours 29 18

INFORMATION TECHNOLOGY

Program Description

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry recognized certification exams.

Articulation Agreements

- East Carolina University (Pirate Promise)–BS in Information Technology
- North Carolina Agricultural and Technical State University–BS in Electronics Technology
- North Carolina Central University (Eagle Access)–BS in Computer Science

Information Technology–Business Support Concentration

Program Description

The Information Technology (IT)–Business Support curriculum provides a broad overview and foundation of all areas of IT. Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in the technology sector as help desk agents, technical support technicians, designers, testers, system administrators, software developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems and technology.

Students completing this program will be prepared for multiple industry certification exams including CompTIA A+, Security+, Network+, MTA (Database Fundamentals, Networking Fundamentals, Security Fundamentals), and MOS (Word, Excel, PowerPoint).

Program Learning Outcomes

Graduates of this program should be able to:

- Analyze, design, develop, and test a solution to a real-world programming problem.
- Develop an information technology security policy for an organization.
- Prototype and troubleshoot a network topology using a network simulation tool.
- Develop and execute a Linux shell script to automate an administrative task.
- Give a professional, technical presentation pertaining to information technology.

IT Business Support A.A.S. Degree (A25590B)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	4	3	F, S, SS	None
CTI 110	Web, Pgm, & DB Foundation	4	3	F, S	None
CTI 120	Network & Sec Foundation	4	3	F, S	None
MAT 121 or higher	Algebra/Trigonometry I	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 021)
WBL 110	World of Work	1	1	F	None
Semester Total		17	13		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 115	Introduction to Programming and Logic	5	3	F, S	State Pre-req: MAT 003, MAT 121 or higher
CTS 130	Spreadsheet	4	3	F, S	None
DBA 110	Database Concepts	5	3	F, S	None
NET 125	Introduction to Networks	5	3	S	None
NOS 130	Windows Single User	4	3	S	None
Semester Total		24	15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
SEC 110	Security Concepts	4	3	F, S, SS	None
Semester Total		7	6		

Second Year

Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CTS 115	Info Sys Business Concept	3	3	F, S, SS	None
CTS 120	Hardware/Software Support	5	3	F, S	None
CTS 155	Tech Support Functions	4	3	F	None
DBA 120	Database Programming I	4	3	F	None
NOS 230	Windows Administration I	4	3	F	None
Semester Total		20	15		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CTS 289 OR WBL XXX	System Support Project	4	3	S	State Pre-req: CTI 110, CTI 120, CTS 115
	Work Based Learning	60	3	F, S, SS	None
ENG 115 OR ENG 114 OR COM 231	Oral Communication	3	3	F, S, SS	Developmental courses may be required
	Professional Research and Reporting				
	Public Speaking				
*see table below	Major Elective	3-5	3	Various	Various
*See pg. 72 for options	Humanities/Fine Arts Elective	4	3	F, S, SS	Various
*See pg. 72 for options	Social/Behavioral Science Elective	3	3	F, S, SS	Various
Semester Total		12-14	15		

Total Hours **73-135** **64**

***Major Elective Options:**

ACC 120	Prin of Financial Acct	CTS 220	Adv. Hard/Software Support
BUS 110	Intro to Business	MKT 232	Social Media Marketing
BUS 115	Business Law	NET 126	Switching and Routing
NOS 120	Linux/UNIX Single User	WEB 111	Intro to Web Graphics
CCT 231	Technology Crimes & Law	WEB 115	Web Markup and Scripting
CIS 155	Database Theory/Analysis	WEB 151	Mobile Application Dev I
CSC 124	Intro to Data Science Prog.	WEB 225	Content Management System
CSC 151	JAVA Programming		

IT Business Support Diploma (D25590B)

The Information Technology (IT)–Business Support curriculum provides a broad overview and foundation of all areas of IT. Course work includes development of a student’s ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in the technology sector as help desk agents, technical support technicians, designers, testers, system administrators, software developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems and technology.

Students completing this program will be prepared for multiple industry certification exams including CompTIA A+, Security+, Network+, MOS (Word, Excel, PowerPoint), and various Microsoft Fundamentals exams.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	4	3	F, S, SS	None
CTI 110	Web, Pgm, & DB Foundation	4	3	F, S	None
CTI 120	Network & Sec Foundation	4	3	F, S	None
MAT 121 or higher	Algebra/Trigonometry I	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 021)
WBL 110	World of Work	1	1	F	None
Semester Total		17	13		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 115	Introduction to Programming and Logic	5	3	F, S	State Pre-req: MAT 003, MAT 121 or higher
DBA 110	Database Concepts	5	3	F, S	None
NET 125	Introduction to Networks	5	3	S	None
NOS 130	Windows Single User	4	3	S	None
Semester Total		19	12		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
SEC 110	Security Concepts	4	3	F, S, SS	None
Semester Total		7	6		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CTS 120	Hardware/Software Support	5	3	F, S	None
CTS 155	Tech Support Functions	4	3	F	None
DBA 120	Database Programming I	4	3	F	None
*see table below	Major Elective	3-5	3	Various	Requisites may be required
Semester Total		16-18	12		

Total Hours**60-62 40*****Major Elective Options:**

ACC 120	Prin of Financial Acct	MKT 232	Social Media Marketing
BUS 110	Intro to Business	NET 126	Switching and Routing
BUS 115	Business Law	NOS 120	Linux/UNIX Single User
CCT 231	Technology Crimes & Law	WEB 111	Intro to WEb Graphics
CIS 155	Database Theory/Analysis	WEB 115	Web Markup and Scripting
CSC 124	Intro to Data Science Prog.	WEB 151	Mobile Application Dev I
CSC 151	JAVA Programming		
CTS 220	Adv. Hard/Software Support		

IT Business Support Certificate (C25590B)

The IT Business Support certificate provides an introductory foundation of all areas of Information Technology. Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, programming and software development.

Graduates will be prepared to further their studies in information technology or qualify for employment in the technology sector as entry-level help desk or technical support agents.

Students completing this program will be prepared for multiple industry certification exams including MOS (Word, Excel, PowerPoint).

**First Year
Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	4	3	F, S, SS	None
CTI 110	Web, Pgm, & DB Foundation	4	3	F, S	None
Semester Total		8	6		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 115	Introduction to Programming and Logic	5	3	F, S	State Pre-req: MAT 003, MAT 121 or higher
DBA 110	Database Concepts	5	3	F, S	None
Semester Total		10	6		

Total Hours **18** **12**

PC Repair Certificate (C25590R)

The PC Repair Certificate prepares students to solve technical issues with computers, hardware, and software and to support network and security systems.

Graduates should qualify for employment in the technology sector as computer repair technicians, help desk agents, or technical support technicians.

Students completing this program will be prepared for multiple industry certification exams including CompTIA A+, Security+.

**First Year
Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CTS 120	Hardware/Software Support	5	3	F	None
SEC 110	Security Concepts	4	3	F, S, SS	None
Semester Total		9	6		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CTS 220	Advanced Hardware/Software Support	5	3	S	State Pre-req: CTS 120
NET 125	Introduction to Networks	5	3	S	None
Semester Total		10	6		

Total Hours **19** **12**

Information Technology–Computer Programming and Development Concentration

Program Description

The Information Technology–Computer Programming and Development curriculum covers the development of software applications for deployment on computers, web browsers and on mobile devices. Students will learn the programming/problem solving mindset and to code using industry standard languages, tools, and integrated development environments (IDEs). You will learn programming languages including Python, Java, C++, and SQL.

Graduates should qualify for career opportunities as computer programmers, programmer analysts, software developers, database programmers, or programmer/testers. Completion of this program can also serve as a gateway to further education in computer science at the university level.

Students completing this program will be prepared for multiple industry certification exams including Python, Java, PHP, HTML/CSS, Security+, Network+, MOS (Word, Excel, PowerPoint), and various Microsoft Fundamentals exams

Program Learning Outcomes

Graduates of this program should be able to:

- Write a program that contains methods/functions with repetition structures.
- Create a flowchart to solve a programming problem.
- Analyze, design, develop, and test a solution to a real-world programming problem.
- Give a professional, technical presentation pertaining to computer programming and development.

Articulation Agreements

- North Carolina Central University (Eagle Access) - BS in Computer Science

Information Technology–Computer Programming and Development A.A.S. Degree (A25590P)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	4	3	F, S, SS	None
CTI 110	Web, Pgm, & DB Foundation	4	3	F, S	None
CTI 120	Network & Sec Foundation	4	3	F, S	None
MAT 121 or higher	Algebra/Trigonometry I	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 021)
WBL 110	World of Work	1	1	F	None
Semester Total		17	13		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 115	Introduction to Programming and Logic	5	3	F, S	Pre: CTI 110 or MAT 121 or higher
DBA 110	Database Concepts	5	3	F, S	Developmental courses may be required
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required
NOS 120	Linux/UNIX Single User	4	3	S	None
WEB 115	Web Markup and Scripting	5	3	S	None
Semester Total		22	15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CTS 115	Info Sys Business Concept	3	3	F, S, SS	None
ENG 115 OR ENG 114 OR COM 231	Oral Communication Professional Research and Reporting Public Speaking	3	3	F, S, SS	None State Pre-req: ENG 111 None
Semester Total		6	6		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CSC 121	Python Programming	5	3	F	None
CSC 151	JAVA Programming	5	3	F	None
DBA 120	Database Programming	4	3	F	None
*see table below	Major Elective	3-5	3	Various	Requisites may be required
*See pg. 72 for options	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		21-23	15		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CSC 134	C++ Programming	5	3	S	None
CSC 251	Advanced JAVA Programming	5	3	S	State Pre-req: CSC 151
CSC 289 OR WBL XXX	Programming Capstone Project Work-Based Learning	5 60	3 3	S F, S, SS	State Pre-req: CTI 110, CTI 120, CTS 115 None
*see table below	Major Elective	3-5	3	Various	Various
*See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Various
Semester Total		21-78	15		

Total Hours**87-146 64*****Major Elective Options:**

CCT 231 Technology Crimes & Law
 CTS 130 Spreadsheet
 CTS 155 Tech Support Functions
 NET 125 Introduction to Networks
 NOS 130 Windows Server User
 NOS 220 Linux/UNIX Admin I

SEC 110 Security Concepts
 WEB 151 Mobile Application Dev I
 WEB 182 PHP Programming
 WEB 225 Content Manage. System
 WEB 250 Database Driven Websites

Computer Programming and Development Diploma (D25590P)

The Information Technology–Computer Programming and Development curriculum covers the development of software applications for deployment on computers, web browsers and on mobile devices. Students will learn the programming/problem solving mindset and to code using industry standard languages, tools, and integrated development environments (IDEs). You will learn programming languages including Python, Java, C++, and SQL.

Graduates should qualify for career opportunities as computer programmers, programmer analysts, software developers, database programmers, or programmer/testers. Completion of this program can also serve as a gateway to further education in computer science at the university level.

Students completing this program will be prepared for multiple industry certification exams including Python, Java, PHP, HTML/CSS, Security+, Network+, MOS (Word, Excel, PowerPoint), and various Microsoft Fundamentals exams.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	4	3	F, S, SS	None
CTI 110	Web, Pgm, & DB Foundation	4	3	F, S	None
CTI 120	Network & Sec Foundation	4	3	F, S	None
MAT 121 or higher	Algebra/Trigonometry I	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 021)
WBL 110	World of Work	1	1	F	None
Semester Total		17	13		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 115	Introduction to Programming and Logic	5	3	F, S	State Pre-req: MAT 003 or MAT 121 or higher
DBA 110	Database Concepts	5	3	F, S	None
NOS 120	Linux/UNIX Single User	4	3	S	None
WEB 115	Web Markup and Scripting	5	3	S	None
Semester Total		19	12		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CTS 115	Info Sys Business Concept	3	3	F, S, SS	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
Semester Total		6	6		

Second Year

Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CSC 121	Python Programming	5	3	F	None
CSC 151	JAVA Programming	5	3	F	None
DBA 120	Database Programming	4	3	F	None
Semester Total		14	9		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CSC 134	C++ Programming	5	3	S	None
CSC 289 OR WBL XXX	Programming Capstone Project Work-Based Learning	5 60	3 3	S F, S, SS	State Pre-req: CTI 110, CTI 120, CTS 115 None
Semester Total		10-65	6		

Total Hours **66-121** **46**

Computer Programming Certificate (C25590G)

The Information Technology–Programming Certificate curriculum covers the development of software applications. Students will learn the programming/problem solving mindset and to code using industry standard languages, tools, and integrated development environments (IDEs). You will learn programming languages including Python, Java, and C++.

Graduates should qualify for career opportunities as computer programmers, programmer analysts, software developers, or programmer/testers. Completion of this program can also serve as a gateway to further education in computer science at the university level since all courses qualify for university transfer credit.

Students completing this program will be prepared for multiple industry certification exams including Python, Java, C++ and MOS (Word, Excel, PowerPoint).

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	4	3	F, S, SS	None
CIS 115	Introduction to Programming and Logic	5	3	F, S	State Pre-req: MAT 003 or MAT 121 or higher
Semester Total		9	6		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CSC 134	C++ Programming	5	3	S	None
Semester Total		5	3		

Second Year**Fall 3rd Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CSC 151	JAVA Programming	5	3	F	Pre: CIS 115 or MAT 121 or higher
Semester Total		5	3		

Total Hours **19** **12**

Information Technology–Software and Web Development Concentration**Program Description**

The Information Technology–Software and Web Development curriculum covers the development of applications for deployment in web browsers and on mobile devices. Students learn the programming/problem solving mindset and to code using industry standard languages, tools, and integrated development environments (IDEs).

Graduates should qualify for career opportunities as developers, administrators, or testers in the areas of websites, web/mobile applications, web/internet services, and other related areas of internet/web/mobile-based computing. Completion of this degree can also serve as a gateway to further education in computer science at the university level.

Students completing this program will be prepared for multiple industry certification exams including Python, Java, PHP, HTML/CSS, Security+, Network+, MOS (Word, Excel, PowerPoint), and various Microsoft Fundamentals exams.

Program Learning Outcomes

Graduates of this program should be able to:

- Write a program that contains methods/functions with repetition structures.
- Develop a website or mobile app that incorporates dynamic content through integration with a relational database.
- Analyze, design, develop, and test a website or mobile app that meets client requirements.
- Give a professional, technical presentation pertaining to software and web/mobile app development.

Information Technology–Software and Web Development A.A.S. (A25590W)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	4	3	F, S, SS	None
CTI 110	Web, Pgm, & DB Foundation	4	3	F, S	None
CTI 120	Network & Sec Foundation	4	3	F, S	None
MAT 121 or higher	Algebra/Trigonometry I	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 021)
WBL 110	World of Work	1	1	F	None
Semester Total		17	13		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 115	Introduction to Programming and Logic	5	3	F, S	State Pre-req: MAT 003 or MAT 121 or higher
DBA 110	Database Concepts	5	3	F, S	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 003, ENG 011)
NOS 120	Linux/UNIX Single User	4	3	S	None
WEB 115	Web Markup and Scripting	5	3	S	None
Semester Total		22	15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CTS 115	Info Sys Business Concept	3	3	F, S, SS	None
ENG 115 OR ENG 114 OR COM 231	Oral Communication Professional Research and Reporting Public Speaking	3	3	F, S, SS	None State Pre-req: ENG 111 None
Semester Total		6	6		

Second Year

Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CSC 151	JAVA Programming	5	3	F	None
DBA 120	Database Programming	4	3	F	None
WEB 225	Content Management Systems	5	3	F	None
*see table below	Major Elective	3-5	3	Various	Requisites may be required
*See pg. 72 for options	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		20-22	15		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
WEB 151	Mobile App Development I	5	3	S	None
WEB 182	PHP Programming	5	3	S	None
WEB 250	Database Driven Websites	5	3	S	None
WEB 289 OR WBL XXX	Internet Technologies Project Work-Based Learning	5 60	3 3	S F, S, SS	State Pre-req: CTI 110, CTI 120, CTS 115 None
*See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		23-78	15		

Total Hours 88-145 64

*Major Elective Options:

CCT 231	Technology Crimes & Law	CTS 155	Tech Support Functions
CSC 121	Python Programming	NET 125	Introduction to Networks
CSC 134	C++ Programming	NOS 130	Windows Single User
CSC 251	Advanced JAVA Programming	NOS 220	Linux/UNIX Admin I
CTS 130	Spreadsheet	SEC 110	Security Concepts

Software and Web Development Diploma (D25590W)

The Information Technology–Software and Web Development curriculum covers the development of applications for deployment in web browsers and on mobile devices. Students learn the programming/problem solving mindset and learn to code using industry standard languages, tools, and integrated development environments (IDEs).

Graduates should qualify for career opportunities as developers, administrators, or testers in the areas of websites, web/mobile applications, web/internet services, and other related areas of internet/web/mobile-based computing.

Students completing this program will be prepared for multiple industry certification exams including Python, Java, PHP, HTML/CSS, Security+, Network+, MOS (Word, Excel, PowerPoint), and various Microsoft Fundamentals exams

First Year**Fall–1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	4	3	F, S, SS	None
CTI 110	Web, Pgm, & DB Foundation	4	3	F, S	None
CTI 120	Network & Sec Foundation	4	3	F, S	None
MAT 121 or higher	Algebra/Trigonometry I	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 021)
WBL 110	World of Work	1	1	F, S, SS	None
Semester Total		17	13		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 115	Introduction to Programming and Logic	5	3	F, S	State Pre-req: MAT 003 or MAT 121 or higher
DBA 110	Database Concepts	5	3	F, S	None
NOS 120	Linux/UNIX Single User	4	3	S	None
WEB 115	Web Markup and Scripting	5	3	S	None
Semester Total		19	12		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CTS 115	Info Sys Business Concept	3	3	F, S, SS	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
Semester Total		6	6		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DBA 120	Database Programming	4	3	F	None
WEB 225	Content Management Systems	5	3	F	None
Semester Total		8	6		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
WEB 182	PHP Programming	4	3	S	None
WEB 250	Database Driven Websites	4	3	S	None
WEB 289 OR WBL XXX	Internet Technologies Project Work-Based Learning	5 60	3 3	S F, S, SS	State Pre-req: CTI 110, CTI 120, CTS 115 None
Semester Total		15-70	9		

Total Hours **66-121** **46**

Web Development Certificate (C25590D)

The Web Development Certificate curriculum covers the development of applications for deployment in web browsers. Students learn the programming/problem solving mindset and learn to code using industry standard languages, tools, and integrated development environments (IDEs).

Graduates should qualify for career opportunities as entry-level developers or testers in the areas of websites, content management systems, web/mobile applications, web/internet services, and other related areas of internet/web/mobile-based computing.

Students completing this program will be prepared for multiple industry certification exams including PHP and HTML/CSS.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CTI 110	Web, Pgm, & DB Foundation	4	3	F, S	None
WEB 225	Content Management Systems	5	3	F	None
Semester Total		9	6		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
WEB 115	Web Markup and Scripting	5	3	S	None
WEB 182	PHP Programming	5	3	S	None
Semester Total		9	6		

Total Hours **17** **12**

Information Technology–Systems Security (Cybersecurity) Concentration

Program Description

The IT Systems Security program at ACC prepares individuals for employment in the exciting field of cybersecurity and networking. Students will learn about Windows® and Linux system administration, Cisco® Routing & Switching, cyber exploits and methods of mitigation, and technology crimes and law. Concrete skills such as router and switch configuration, device hardening, cybercrime investigation techniques, and security policy design are emphasized.

Alamance Community College is an authorized Cisco Networking Academy institution. Every year, hundreds of thousands of Networking Academy students worldwide gain the Information and Communications Technology (ICT) skills needed to build, design, and maintain secure and reliable networks. These students are both improving their career trajectories and also filling the global demand for ICT professionals. The IT Systems Security degree combines NetAcad courseware with Linux and Cyber Crime curricula to prepare students for today's security challenges.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as security analysts, cyber threat responders, local area network managers, network operators, network analysts, and network technicians.

Students gain knowledge and hands-on experience aligned with the Cisco CCNA certification exam. Additional certification exams students will be prepared for include Security+, Network+, Linux+, LPIC, Microsoft Certified: Security, Compliance, and Identity Fundamentals, and MOS (Word, Excel, PowerPoint).

Program Learning Outcomes

Graduates of this program should be able to:

- Develop an information technology security policy for an organization.
- Prototype and troubleshoot a network topology using a network simulation tool.
- Develop and execute a Linux shell script to automate an administrative task.
- Give a professional, technical presentation pertaining to information technology.

Information Technology–Systems Security (Cybersecurity) A.A.S. Degree (A25590S)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	4	3	F, S, SS	None
CTI 110	Web, Pgm, & DB Foundation	4	3	F, S	None
CTI 120	Network & Sec Foundation	4	3	F, S	None
MAT 121 or higher	Algebra/Trigonometry I	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 021)
WBL 110	World of Work	1	1	F	None
Semester Total		17	13		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CCT 231	Technology Crimes and Law	3	3	S	None
CIS 115	Introduction to Programming and Logic	5	3	F, S	State Pre-req: MAT 003 or MAT 121 or higher
NET 125	Introduction to Networks	5	3	S	None
NOS 120	Linux/UNIX Single User	4	3	S	None
NOS 130	Windows Single User	4	3	S	None
Semester Total		21	15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be Required (ENG 002, ENG 011)
NET 126	Switching and Routing	5	3	SS	None
SEC 110	Security Concepts	4	3	F, S, SS	None
Semester Total		12	9		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CTS 115	Info Sys Business Concept	3	3	F, S, SS	None
NET 225	Enterprise Networking	5	3	F	None
NOS 220	Linux/UNIX Admin I	4	3	F	None
NOS 230	Windows Admin I	4	3	F	None
*See pg. 72 for options	Social/Behavioral Science Elective	3	3	F, S, SS	Various
Semester Total		19	15		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CCT 289 OR WBL 111, 112, 113	Cybersecurity Capstone Project	7	3	S	State Pre-req: CCT 231 or CCT 220
	Work-Based Learning	60	3	F, S, SS	None
ENG 115 OR ENG 114 OR COM 231	Oral Communication	3	3	F, S, SS	None
	Professional Research and Reporting				State Pre-req: ENG 111
	Public Speaking				None
SEC 160	Security Admin I	4	3	S	None
*See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		17-70	12		

Total Hours**86-146 64****Systems Security (Cybersecurity) Diploma (D25590S)****First Year****Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	4	3	F, S, SS	None
CTI 110	Web, Pgm, & DB Foundation	4	3	F, S	None
CTI 120	Network & Sec Foundation	4	3	F, S	None
MAT 121 or higher	Algebra/Trigonometry I	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 021)
WBL 110	World of Work	1	1	F	None
Semester Total		17	13		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CCT 231	Technology Crimes and Law	3	3	S	None
CIS 115	Introduction to Programming and Logic	5	3	F, S	State Pre-req: MAT 003 or MAT 121 or higher
NET 125	Introduction to Networks	5	3	S	None
NOS 120	Linux/UNIX Single User	4	3	S	None
NOS 130	Windows Single User	4	3	S	None
Semester Total		21	15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
NET 126	Switching and Routing	5	3	SS	None
Semester Total		8	6		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
NET 225	Enterprise Networking	5	3	F	None
NOS 220	Linux/UNIX Admin I	4	3	F	None
NOS 230	Windows Admin I	4	3	F	None
SEC 110	Security Concepts	4	3	F, S, SS	None
Semester Total		17	12		

Total Hours**63 46****Cybersecurity Certificate (C25590C)**

The Cybersecurity Certificate prepares individuals for employment in the exciting field of cybersecurity. Students will learn about cyber exploits and methods of mitigation, and technology crimes and law. Concrete skills such as device hardening, cybercrime investigation techniques, and security policy design are emphasized.

Graduates may find employment in entry-level jobs as security analysts or cyber threat responders.

Students completing this program will be prepared for multiple industry certification exams including Security+, LPIC-1.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
SEC 110	Security Concepts	4	3	F, S, SS	None
Semester Total		4	3		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CCT 231	Technology Crimes and Law	3	3	S	None
NOS 120	Linux/UNIX Single User	4	3	S	None
SEC 160	Security Admin I	4	3	S	None
Semester Total		11	9		

Total Hours**15 12**

Entry Network Technician Certificate (C25590N)

The Entry Network Technician Certificate prepares individuals for employment in the field of networking. Students will learn about and receive a foundation in networking concepts. Concrete skills such as router and switch configuration are emphasized.

Alamance Community College is an authorized Cisco® Networking Academy institution. Every year, hundreds of thousands of Networking Academy students worldwide gain the Information and Communications Technology (ICT) skills needed to build, design, and maintain secure and reliable networks. These students are both improving their career trajectories and also filling the global demand for ICT professionals. This certificate combines NetAcad courseware with Linux and Cyber Crime curricula to prepare students for today's security challenges.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians.

Students gain knowledge and hands-on experience aligned with the Cisco CCNA certification exam. Additional certification exams students will be prepared for include Security+, Network+, Linux+, LPIC, and MOS (Word, Excel, PowerPoint).

First Year

Spring 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
NET 125	Introduction to Networks	5	3	S	None
SEC 110	Security Concepts	4	3	F, S, SS	None
Semester Total		9	6		

Summer 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
NET 126	Switching and Routing	5	3	SS	None
Semester Total		5	3		

Fall 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
NET 225	Enterprise Networking	5	3	F	None
Semester Total		5	3		

Total Hours

19

12

Linux/Unix Certificate (C25590L)

The Linux/Unix Certificate provides students with knowledge of the Linux/Unix operating system and related technologies and concepts.

Graduates may find employment in entry-level jobs as Linux/Unix system administrations.

Students completing this program will be prepared for multiple industry certification exams including LPIC, Security+, Network+, Linux+, and MOS (Word, Excel, PowerPoint).

First Year

Spring 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	4	3	F, S, SS	None
NOS 120	Linux/UNIX Single User	4	3	S	None
Semester Total		8	6		

Fall 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CTI 120	Network & Sec Foundation	4	3	F, S	None
NOS 220	Linux/UNIX Admin I	4	3	F	None
Semester Total		8	6		

Total Hours**16****12****Windows Certificate (C25590W)**

The Windows Certificate provides students with knowledge of the Windows operating system and related technologies and concepts.

Graduates may find employment in entry-level jobs as Windows system administrations.

Students completing this program will be prepared for multiple industry certification exams including Microsoft Fundamentals certifications, CompTIA Server+, Security+, Network+, and MOS (Word, Excel, PowerPoint).

First Year**Spring 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	4	3	F, S, SS	None
NOS 130	Windows Single User	4	3	S	None
Semester Total		8	6		

Fall 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CTI 120	Network & Sec Foundation	4	3	F, S	None
NOS 230	Windows Admin I	4	3	F	None
Semester Total		8	6		

Total Hours**16****12****MECHANICAL ENGINEERING TECHNOLOGY****Program Description**

The Mechanical Engineering Technology curriculum is designed to prepare students through the study and application of principles from mathematics, natural sciences, and technology and applied processes based on these subjects.

Course work includes mathematics, natural sciences, engineering sciences and technology.

Graduates should qualify to obtain occupations such as technical service providers, materials and technologies testing services, process improvement technicians, engineering technicians, industrial and technology managers, or research technicians.

This course of study prepares the students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system- testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. In this program, a student will receive substantial instruction on techniques and procedures along with an emphasis on prototyping and simulations using SolidWorks software. High achievers will also successfully pass design certification exams including but not limited to the Certified SolidWorks Associate and Certified SolidWorks Professional exams (CSWA & CSWP).

Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology including but not limited to manufacturing, product design, technical sales and service. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Program Learning Outcomes

Graduates of this program should be able to:

- Demonstrate a working knowledge of 3D printing and prototyping equipment
- Demonstrate the ability to perform computer based analysis using solid modeling software
- Demonstrate proficiency in technical drawing skills using CAD software
- Demonstrate a working knowledge of manufacturing processes and operations
- Communicate effectively orally and in writing
- Solve technical problems using critical reasoning and math skills
- Demonstrate the ability to design and select machine elements
- Recognize the need for and have the ability to engage in professional development activities
- Show an understanding of professional and ethical responsibilities, including a respect for diversity
- Show a commitment to quality, timeliness, and continuous improvement

Transfer Options & Articulation Agreements

The Mechanical Engineering Technology program was established as a stand-alone curriculum. Any student who has an interest in transferring to a university should make their advisor aware of the plan to do so. There are substitute course options students should take to better facilitate the transfer. 2+2 Candidate universities presently include UNC–Charlotte, East Carolina University and NC A&T. Other transfer option agreements may be under development. Students are encouraged to consult with advisors directly on this matter.

Admission

Entering or returning students may be required to take placement tests for math and English prior to enrolling; testing is done in Student Success by appointment. Students may be required to take one or more developmental English or Math courses prior to the required course(s), depending upon their SAT, ACT, COMPASS or ASSET test scores.

Technical Standards

Students enrolling in the program must meet specific emotional, behavioral, physical and cognitive standards. This information is found in the Student Success office.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Professional Certifications by Exam

There are 19 industrially recognized certifications available for students to obtain. These include; CSWE–Mechanical Design, CSWE–Simulation, CSWA–Mechanical Design, CSWP–Mechanical Design, Platform Explorer Associate, CPPA, CSWP–MBD, CSWP–CAM, CSWA–Additive Manufacturing, CSWA–Electrical, CSWA–Sustainability, CSWA–Simulation, CSWP–Simulation, CSWPA–Sheet Metal, CSWPA–Weldments, CSWPA–Surfacing, CSWPA–Mold Making, CSWPA–Drawing Tools, CDWA–Drive Works Express

Mechanical Engineering Technology A.A.S. Degree (A40320)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BPR 111	Blueprint Reading	3	2	F, S	None
DFT 111	Technical Drafting I	4	2	F	None
DFT 111A	Technical Drafting I Lab	3	1	F	Sate Co-req: DFT 111
DFT 151	CAD I	5	3	F	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
MAC 141	Machining Applications I	8	4	F	None
Semester Total		26	15		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COM 231	Public Speaking	3	2	F, S, SS	None
CTS 130	Spreadsheet	4	3	F, S	None
EGR 150	Intro to Engineering	3	2	F, S, SS	None
ELC 128	Intro to PLC	5	3	F, S	None
MAT 121	Algebra/Trigonometry I	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 021)
MEC 145	MFG Materials	5	3	S	None
Semester Total		24	16		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 153	CAD III	5	3	SS	Local Pre-req: DFT 151
MEC 265	Fluid Mechanics	4	3	F, SS	None
WBL 110	World of Work	1	1	F, S, SS	None
Semester Total		10	7		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DDF 211	Design Process I	7	4	F	None
DFT 154	Intro to Solid Modeling	5	3	F	None
EGR 250	Statics/Strength of Mater	7	5	F	State Pre-req: MAT 121 or MAT 171
ISC 132	Mfg Quality Control	5	3	F, SS	None
PHY 131	Physics-Mechanics	5	4	F, SS	State Pre-req: MAT 121 or MAT 171
Semester Total		29	19		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 254	Intermediate Solid Modeling/ Rendering	5	3	S	State Pre-req: DFT 154
DFT 259	CAD Projects	5	3	S	None
*see table below	Humanities/Fine Arts Elective	3	3	F, S, SS	Various
**see table below	Social/Behavioral Science Elective	3	3	F, S, SS	Various
***Major Elective	Major Elective	7-11	2-4	Various	Various
Semester Total		23-27	14-16		

Total Hours**113-117 71-73*****Humanities/Fine Arts Elective Options**

HUM 115 Critical Thinking PHI 240 Introduction to Ethics
HUM 230 Leadership Development

****Social/Behavioral Science Elective Options**

ECO 251 Prin of Microeconomics SOC 210 Introduction to Sociology
PSY 150 General Psychology

*****Major Elective Options**

DDF 212 Design Process II MAC 142 Machining Applications II
WBL 112 Work-Based Learning (2 credit hours)

*Developmental English and/or Math may be required, based on placement test results.
Students who plan to transfer in pursuit of a 4-year degree should also consult transfer guide.*

SOLIDWORKS certifications can be used as a benchmark to measure your knowledge and competency with SOLIDWORKS software.

Mechanical Engineering Technology Diploma (D40320)

Students enrolled in the Mechanical Engineering Technology Diploma will receive training in the proper use of mechanical design techniques including both 2D and 3D applications, statics, fluid mechanics, machine design as well as instruction in quality control and machining. Students will use acquired skills to generate 3D printed models and complete individual class projects. In this program a student will receive substantial instruction on techniques and procedures along with an emphasis on prototyping and simulations using SolidWorks software. High achievers will also successfully pass design certification exams including but not limited to the Certified SolidWorks Associate and Certified SolidWorks Professional exams (CSWA & CSWP). Graduates of the curriculum will find employment opportunities as solid modelers, engineering techs, quality control techs etc., in the manufacturing or service sectors of engineering technology.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BPR 111	Blueprint Reading	3	2	F, S	None
DFT 111	Technical Drafting I	4	2	F	None
DFT 111A	Technical Drafting I Lab	3	1	F	State Co-req: DFT 111
DFT 151	CAD I	5	3	F	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
MAC 141	Machining Applications I	8	4	F	None
Semester Total		26	15		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COM 231	Public Speaking	3	3	F, S, SS	None
EGR 150	Intro to Engineering	3	2	F, S, SS	None
ELC 128	Intro to PLC	5	3	F, S	None
MAT 121	Algebra/Trigonometry I	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 021)
MEC 145	MFG Materials	5	3	S	None
Semester Total		20	14		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 153	CAD III	5	3	SS	Local Pre-req: DFT 151
MEC 265	Fluid Mechanics	4	3	F, SS	None
Semester Total		9	6		

Second Year

Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 154	Intro to Solid Modeling	5	3	F	None
EGR 250	Statics/Strength of Mater	7	5	F	State Pre-req: MAT 121 or MAT 171
ISC 132	Mfg Quality Control	5	3	F, SS	None
Semester Total		17	11		

Total Hours

72

46

Mechanical Engineering Technology Basic Certificate (C40320B)

Students enrolled in the Mechanical Engineering Technology Basic Certificate will receive an introduction to computer-aided design, programmable logic controllers and machining applications. This option allows students to explore the career path while evaluating career options. While not required, students should have a working knowledge of drafting techniques and standards prior to entering this program. Additionally, students use acquired skills to complete individual class projects. Graduates with this certificate will have a basic knowledge of solid modeling, PLC uses and machining techniques.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 151	CAD I	5	3	F	None
DFT 154	Intro to Solid Modeling	5	3	F	None
MAC 141	Machining Applications I	8	4	F	None
Semester Total		18	10		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 128	Intro to PLC	5	3	F, S	None
Semester Total		5	3		

Total Hours

23

13

Mechanical Engineering Technology Certificate (C40320T)

Students enrolled in the Mechanical Engineering Technology Certificate will receive an introduction to mechanical engineering applications, allowing them to utilize mathematical analysis techniques to determine how stresses react within mechanical components. This option allows students to explore the career path while evaluating career possibilities. While not required, students should have a working knowledge of drafting techniques and standards as well as SolidWorks prior to entering this program. Additionally, students use acquired skills to complete individual class projects. Graduates with this certificate will have a basic knowledge of mechanical engineering.

First Year

Spring 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EGR 150	Intro to Engineering	3	2	F, S, SS	None
MEC 145	MFG Materials	5	3	S	None
Semester Total		8	5		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MEC 265	Fluid Mechanics	4	3	F, SS	None
Semester Total		4	3		

Second Year

Fall 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
EGR 250	Statics/Strength of Mater	7	5	F	State Pre-req: MAT 121 or MAT 171
MAT 121	Algebra/Trigonometry I	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 021)
Semester Total		11	8		

Total Hours

23

16

Mechanical Engineering Technology Quality Control Certificate (C40320Q)

Students in the Mechanical Engineering Technology Quality Control Certificate will receive an introduction to computer-aided design, programmable logic controllers and machining applications. This option allows students to explore a quality control career path. Additionally, students use acquired skills to complete individual class projects. Graduates with this certificate will have a basic knowledge of quality control and manufacturing materials and can qualify for a position of quality control tech.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BPR 111	Blueprint Reading	3	2	F, S	None
MAC 141	Machining Applications I	8	4	F	None
ISC 132	Mfg Quality Control	5	3	F, SS	None
Semester Total		16	9		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MEC 145	MFG Materials	5	3	S	None
Semester Total		5	3		

Total Hours

21

12

MECHATRONICS ENGINEERING TECHNOLOGY

Program Description

The Mechatronics Engineering Technology curriculum prepares students to use basic engineering principles and technical skills in developing and testing automated, servomechanical, and other electromechanical systems.

Course work includes instruction in prototype testing, manufacturing and operational testing, systems analysis and maintenance procedures.

Graduates should be qualified for employment in industrial maintenance and manufacturing including assembly, testing, startup, troubleshooting, repair, process improvement, and control systems.

Program Learning Outcomes

Graduates of this program should be able to:

- Demonstrate a general understanding of automation and automation systems
- Demonstrate a general understanding of PLC (Programmable Logic Controllers) programming and interfacing
- Demonstrate a general understanding of industrial robots and industrial robot programming
- Properly utilize various electrical and mechanical measuring equipment, such as digital multimeter, calipers, etc.
- Demonstrate basic troubleshooting techniques

Articulation Agreements

- Eastern Carolina University–Bachelor of Science in Industrial Technology–60 credits will transfer for this degree. Email ecubsit@ecu.edu for specific information.

Technical Standards

Students entering the program must meet specific emotional, behavioral, physical and cognitive standards. This information is found in the admissions office.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Additional Program Costs

The Mechatronics Engineering Technology curriculum has some minor additional costs beyond the typical generic supplies that are required but not supplied by the college. Additional expenses required for this program include:

- Electronic Parts Kit–\$150
- Electronic Circuit Simulation Software–\$55

Students who are progressing in the Mechatronics Engineering Technology program must follow the semester-by-semester curriculum plan.

Mechatronics Engineering Technology A.A.S. Degree (A40350)

General Track

The general track is recommended for those seeking an A.A.S. Degree in Mechatronics with no plans of continuing on to a bachelor's degree. This track is the common choice for most degree-seeking students that plan to work as an automation technician.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
PTE 111	Pathway to Employment - Manufacture	5	3	F, S, SS	None
ELC 112	DC/AC Electricity	9	5	F	None
ELC 128	Introduction to PLC	5	3	F	None
ENG 110	Freshman Composition	3	3	F, S, SS	Developmental courses may be required (ENG 002)
MAT 121	Algebra/Trigonometry I	3	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 021)
Semester Total		22	15		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 228	PLC Applications	8	4	S	None
ELN 229	Industrial Electronics	6	4	S	None
HYD 110	Hydraulics/Pneumatics I	5	3	S	None
MEC 130	Mechanisms	4	3	S	None
*see table below	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		26	17		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 117	Motors and Controls	8	4	S	None
PHY 131	Physics-Mechanics	5	4	SS	State Pre-req: MAT 121 or MAT 171
Semester Total		13	8		

**Second Year
Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ATR 112	Introduction to Automation	5	3	F	None
DFT 170	Engineering Graphics	4	3	F	None
ELC 115	Industrial Wiring	8	4	F, S	None
ENG 115 OR COM 231	Oral Communication Public Speaking	3 3	3 3	F, S, SS	None
*see table below	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		23-24	16		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ATR 212	Industrial Robots	5	3	S	Pre: ELC 228
DFT 154	Intro to Solid Modeling	5	3		None
EGR 285 OR WBL XXX and WBL 115	Design Project Work Based Learning Work Based Learning Seminar I	4 30 1	2 2 1	S F, S, SS	Instructor permission required None State Co-req: WBL XXX
ELC 213	Instrumentation	5	4	S	None
ELN 275	Troubleshooting	3	2	S	None
Semester Total		23-29	14-15		

Total Hours **110-127** **72-73**

***Recommended Humanities/Fine Arts Elective**

HUM 115 Critical Thinking

Other Humanities/Fine Arts Elective Options

ART 111	Art Appreciation	MUS 112	Introduction to Jazz
ART 114	Art History I	PHI 215	Philosophical Issues
ART 115	Art History II	PHI 240	Introduction to Ethics
MUS 110	Music Appreciation		

****Recommended Social/Behavioral Sciences Elective**

ECO 251 Principles of Microeconomics

Other Social/Behavioral Sciences Elective Options

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

Mechatronics Engineering Technology A.A.S. Degree (A40350) Transfer Track

The transfer track is recommended for those who plan on seeking a bachelor's degree after completing their A.A.S. Degree in Industrial Systems. While program-specific Industrial System courses are not included in the NCCCS transfer agreement with NC four-year colleges and universities, this track does include the English, Math, and other general education courses that will transfer to other institutions while fulfilling the requirements for the A.A.S. degree. This track is the recommended track for those seeking to take advantage of the transfer of sixty credits to the Eastern Carolina University Bachelor of Science in Industrial Technologies degree program.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
PTE 111	Pathway to Employment - Manufacture	5	3	F, S, SS	None
ELC 112	DC/AC Electricity	9	5	F	None
ELC 128	Introduction to PLC	5	3	F	None
†ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
†MAT 171	Pre-calculus Algebra	5	4	F, S, SS	Developmental courses may be required, (MAT 003 or MAT 121)
Semester Total		23	15		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 228	PLC Applications	8	4	S	None
HYD 110	Hydraulics/Pneumatics I	5	3	S	None
ELN 229	Industrial Electronics	6	4	S	None
MEC 130	Mechanisms	4	3	S	None
*see table below	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		26	17		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 117	Motors and Controls	8	4	S	None
†COM 231	Public Speaking	3	3	F, S, SS	None
Semester Total		11	7		

Second Year

Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ATR 112	Introduction to Automation	5	3	F	Pre: ELC 128
DFT 170	Engineering Graphics	4	3		None
ELC 115	Industrial Wiring	8	4	F, S	None
†PHY 151	College Physics I	5	4	F	State Pre-req: Take one: MAT 171 or MAT 271; min. grade C
*see table below	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		25-26	17		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ATR 212	Industrial Robots	5	3	S	State Pre-req: ELC 228
DFT 154	Intro to Solid Modeling	5	3	F	None
EGR 285 OR WBLXXX and WBL 115	Design Project Work-Based Learning Work Based Learning Seminar I	4 30 1	2 2 1	S F, S, SS	Instructor permission required None State Co-req: WBL XXX
ELC 213	Instrumentation	5	4	S	None
ELN 275	Troubleshooting	3	2	S	None
Semester Total		22-39	14-15		

Total Hours**110-127 72-73**

†Courses typically transfer.

***Recommended Humanities/Fine Arts Elective**

HUM 115 Critical Thinking

Other Humanities/Fine Arts Elective Options

ART 111	Art Appreciation	MUS 112	Introduction to Jazz
ART 114	Art History I	PHI 215	Philosophical Issues
ART 115	Art History II	PHI 240	Introduction to Ethics
MUS 110	Music Appreciation		

****Recommended Social/Behavioral Sciences Elective**

ECO 251 Principles of Microeconomics

Other Social/Behavioral Sciences Elective Options

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

Mechatronics Engineering Technology PLC Controls Certificate (C40350C)

This certificate is recommended for the student who is already employed or otherwise involved in the industry, but lacks knowledge in area of Programmable Logic Controllers.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 112	DC/AC Electricity	9	5	F	None
ELC 128	Introduction to PLC	5	3	F	None
Semester Total		14	8		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 228	PLC Applications	8	4	S	None
Semester Total		8	4		

Total Hours**22 12**

Mechatronics Electrical Troubleshooting Certificate (C40350T)

This certificate is recommended for the student who is already employed or otherwise involved in the industry, but lacks knowledge in area of electrical systems and troubleshooting problems with those systems.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 112	DC/AC Electricity	9	5	F	None
Semester Total		9	5		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELN 229	Industrial Electronics	6	4	S	None
Semester Total		6	4		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 117	Motors and Controls	8	4	S, SS	None
ELN 275	Troubleshooting	4	2	S, SS*	None
Semester Total		12	6		

Total Hours **27** **15**

*Scheduled for Apprenticeship Program

APPRENTICESHIP PROGRAMS

Alamance Community College is partnering with various companies to provide related education to registered apprenticeship programs. The curriculum chosen by the companies is based on industry needs. ACC currently offers A.A.S. Degrees as well as Certificates for apprenticeship programs. Apprenticeship programs offered through Continuing Education are not listed here.

Career Accelerator Program (CAP)

The Career Accelerator Program (CAP) is a four-year training partnership between local manufacturing companies, Alamance Community College and the Alamance-Burlington School System. High school juniors and seniors are recruited and matched with these companies to train for their future career.

The schedules below depict the ACC course map for those students chosen for the CAP program.

Mechatronics Career Accelerator Program Schedule (A.A.S.) (A40350A)

- Humanities/Fine Arts Elective—Choose 3 hours from the following: ART 111, ART 114, ART 115, HUM 115, MUS 110, MUS 112, PHI 215, PHI 240.
- Social/Behavioral Sciences Elective—Choose 3 hours from the following: ECO 251, ECO 252, POL 120, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, SOC 210.

First Year

Summer 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
PTE 111	Pathway to Employment	5	3	F, S, SS	None
Semester Total		5	3		

Fall 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 112	DC/AC Electricity	9	5	F	None
ENG 110 OR ENG 111	Freshman Composition Writing & Inquiry	3 3	3 3	F, S, SS F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
Semester Total		12	8		

Spring 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HYD 110	Hydraulics/Pneumatics I	5	3	S	None
MAT 121 OR MAT 171	Algebra/Trigonometry I Precalculus Algebra	4 5	3 4	F, S, SS	Developmental courses may be required (MAT 003, MAT 021, MAT 121 or MAT 071)
Semester Total		9-10	6-7		

Summer 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COM 231	Public Speaking	3	3	F, S, SS	Developmental courses may be required
PHY 131	Physics-Mechanics	5	4	SS	State Pre-req: MAT 121 or MAT 171
Semester Total		8	7		

Fall 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 128	Introduction to PLC	5	3	S, SS	None
MEC 130	Mechanisms	4	3	S	None
Semester Total		9	6		

Spring 6th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 228	PLC Applications	8	4	S	None
*See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		11	7		

Summer 7th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 117	Motors and Controls	8	4	S, SS	None
Semester Total		8	4		

Fall 8th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 115	Industrial Wiring	8	4	F, S	None
DFT 170	Engineering Graphics	4	3	F	None
Semester Total		12	7		

Spring 9th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELN 229	Industrial Electronics	6	4	S	State Pre-req: ELC 112
*See pg. 72 for options	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		9	7		

Summer 10th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELN 275	Troubleshooting	3	2	S, SS	None
WBL 113	Work Based Learning III	30	3	F, S, SS	None
WBL 115	Work-Based Learning Seminar I	1	1	F, S, SS	State Co-req: Take one: WBL 111, 112, 113, 114
Semester Total		3 ???	6		

Fall 11th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ATR 112	Introduction to Automation	5	3	F	None
DFT 154	Intro to Solid Modeling	5	3	F	None
Semester Total		10	6		

Spring 12th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ATR 212	Industrial Robots	5	3	S	None
ELC 213	Instrumentation	5	4	S	None
Semester Total		10	7		

Total Hours 137-138 70

Machining Career Accelerator Program Schedule (A.A.S.)

- Humanities/Fine Arts Elective—Choose 3 hours from the following: ART 111, ART 114, ART 115, HUM 115, MUS 110, MUS 112, PHI 215, PHI 240.
- Social/Behavioral Sciences Elective—Choose 3 hours from the following: ECO 251, ECO 252, POL 120, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, SOC 210.

First Year**Summer 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
PTE 111	Pathways to Employment	5	3	F, S, SS	None
Semester Total		5	3		

Fall 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAC 141	Machining Applications I	8	4	F	None
Semester Total		8	4		

Spring 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAC 142	Machining Applications II	8	4	S	None
MAT 110	Math Measurement and Literacy	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 010)
Semester Total		12	7		

Summer 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 115	Oral Communications	3	3	F, S, SS	None
ISC 132	Mfg Quality Control	5	3	SS	None
Semester Total		8	6		

Fall 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BPR 111	Print Reading	3	2	F, S	None
ENG 110	Freshman Composition	3	3	F, S, SS	None
MAC 122	CNC Turning	4	2	F, SS	None
Semester Total		10	7		

Spring 6th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAC 124	CNC Milling	4	2	S	None
MAC 151	Machining Calculations	3	2	F, S	None
*See pg. 72 for options	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		10	7		

Summer 7th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAC 231	CAM: CNC Turning	5	3	F, SS	None
Semester Total		5	3		

Fall 8th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAC 222	Advanced CNC Turning	4	2	F	None
MAC 232	CAM: CNC Milling	5	3	F, S	None
Semester Total		9	5		

Spring 9th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAC 224	Advanced CNC Milling	4	2	S	None
MAC 247	Production Tooling	2	2	F, S	None
Semester Total		6	4		

Summer 10th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAC 228	Advanced CNC Processes	5	3	SS	None
Semester Total		5	3		

Fall 11th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
DFT 154	Intro Solid Modeling	5	3	F	None
MAC 141A	Machining Applications I Lab	6	2	F	None
Semester Total		12	6		

Spring 12th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAC 233A	Appl. in CNC Machining	7	3	S	None
WBL 112	Work-Based Learning I	20	2	F, S, SS	None
*See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		30	8		

Summer 13th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAC 233B	Appl. in CNC Machining	7	3	S	None
Semester Total		7	3		

Total Hours**126 65****Industrial Systems Career Accelerator Program Schedule (A.A.S.)**

- Humanities/Fine Arts Elective—Choose 3 hours from the following: ART 111, ART 114, ART 115, HUM 115, MUS 110, MUS 112, PHI 215, PHI 240.
- Social/Behavioral Sciences Elective—Choose 3 hours from the following: ECO 251, ECO 252, POL 120, HIS 111, HIS 112, HIS 131, HIS 132, PSY 150, SOC 210.

First Year**Summer 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
PTE 111	Pathways to Employment	5	3	F, S, SS	None
Semester Total		5	3		

Fall 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 112	DC/AC Electricity	9	5	F	None
ENG 110 OR ENG 111	Freshman Composition Writing & Inquiry	3 3	3 3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
Semester Total		9	5		

Spring 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HYD 110	Hydraulics/Pneumatics I	5	3	S	None
MAT 121 OR MAT 171	Algebra/Trigonometry I Precalculus Algebra	4 5	3 4	F, S, SS	Developmental courses may be required (MAT 003, MAT 121, MAT021 or MAT 071)
Semester Total		9-10	6-7		

Summer 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COM 231	Public Speaking	3	3	F, S, SS	None
Semester Total		6	6		

Fall 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MEC 130	Mechanisms	4	3	F, S	None
ELC 128	Introduction to PLC	5	3	S, SS	None
Semester Total		9	8		

Spring 6th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BPR 135	Schematics & Diagrams	2	2	F, S	None
MNT 110	Intro to Maint. Procedures	4	2	S	None
WLD 212	Inert Gas Welding	4	2	F, S	None
Semester Total		10	6		

Summer 7th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 117	Motors and Controls	8	4	S, SS	None
Semester Total		8	4		

Fall 8th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 113	Residential Wiring	8	4	F	None
*See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		11	7		

Spring 9th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 115	Industrial Wiring	8	4	F	Pre: ELC 113
*See pg. 72 for options	Social/Behavioral Science Elective	3	3	F, S, SS	Various
Semester Total		11	7		

Summer 10th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELN 275	Troubleshooting	3	2	S, SS	None
WLD 112	Basic Welding Processes	4	2	F, S, SS	None
Semester Total		7	4		

Fall 11th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAC 141	Machining Applications I	8	4	F	None
ISC 112	Industrial Safety	2	2	F, SS	None
Semester Total		10	6		

Spring 12th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
PLU 111	Intro to Basic Plumbing	4	2	S	None
ISC 170	Problem Solving Skills	3	3	S	None
Semester Total		7	5		

Total Hours**102-103 65-66****Individual Company Apprenticeship Programs**

Besides the Career Accelerator Program, ACC partners with individual companies to offer related education to their apprenticeship programs. The following Certificates can be completed at apprentices' own pace and company's needs.

Turfgrass Management Certificate (Horticulture)

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
PTE 115	Pathways to Employment	5	3	F, S, SS	None
AGR 170	Soil Science	4	3	F	None
HOR 160*	Plant Materials I	4	3	F	None
HOR 161	Plant Materials II	4	3	S	None
HOR 164	Hort Pest Management	4	3	F	None
HOR 253	Horticulture Turfgrass	4	3	F	None
MAT 110	Math, Measurement & Literacy	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 010)
Total Hours		29	21		

**HOR 160 is not required for the Curriculum Certificate, but is required for the Apprenticeship Certificate*

Industrial Systems Electrical Certificate

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ELC 112	DC/AC Electricity	9	5	F	None
ELC 117	Motors and Controls	8	4	S	None
ENG 115	Oral Communications	3	3	F, S, SS	None
Total Hours		20	12		

Industrial Systems Mechanical Certificate

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HYD 110	Hydraulics/Pneumatics I	5	3	S	None
ISC 132	Mfg Quality Control	5	3	SS	None
ISC 170	Problem-Solving Skills	3	3	S	None
MEC 130	Mechanisms	4	3	S	None
MNT 110	Intro to Maint Procedures	4	2	S	None
Total Hours		21	12		

Welding Apprenticeship Certificate

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
WLD 121	GMAW (MIG) FCAW/Plate	8	4	F, S	None
WLD 131	GTAW (TIG) Plate	8	4	F, S	None
WLD 141	Symbols & Specifications	4	3	F, S	None
WLD 143	Welding Metallurgy	3	2	S	None
WLD 151	Fabrication I	8	4	F, S	Local Pre-reqs: WLD 110, WLD 115 and WLD 121
ConEd*	Basic Computer Skills Level 1	-	-	F, S, SS	None
ConEd*	Intro MS Office - Basic Computer Skills, Level 2	-	-	F, S, SS	None

Total Hours

31+

17+

MEDICAL ASSISTING

Program Description

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures. Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Program Learning Outcomes

Graduates in this program should be able to:

- Practice professional behaviors incorporating personal responsibilities and accountability to continued competence.
- Communicate effectively with patients, significant support staff, and members of the healthcare team.
- Integrate clinical knowledge to assess situations to meet the needs of the patient.
- Understand and implement the request of the medical provider.
- Maintain the management of the medical office by implementing administrative and financial skills.
- Utilize an Electronic Health Record system to effectively manage patient information

CAAHEP Accreditation

The Medical Assisting 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), 20 N. Wacker Dr., Suite 1575, Chicago, IL 60606, 800-228-2262, Commission on Accreditation of Allied Health Education Programs (CAAHEP), 25400 U.S. Highway 19 North, Suite 158, Clearwater, FL 33763, 727-210-2350.

Graduates of CAAHEP-accredited Medical Assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants CMA (AAMA).

Employment Opportunities

Upon graduation students are eligible to work in physicians' offices, health maintenance organizations, health departments, hospital clinics, insurance companies, pharmaceutical companies and other related areas.

Pre-Medical Assisting

Students are admitted under the Associate in General Education degree program until they have met the admissions requirements for the program. Faculty members advise students as to the courses they should take before formal admission. All developmental requirements must be completed before admission or registration into some courses.

Students who are admitted into the Medical Assisting program are advised to be full-time and follow the semester-by-semester curriculum plan. For more specific information, contact the department head or the Health Sciences Admissions Coordinator.

Admission

The following requirements must be completed for admission:

- Updated application
- High School Transcript or equivalent
- Official transcripts of all post-secondary education
- Minimum GPA of 2.0 on previous college work
- Placement testing or approved waiver
- Appointment with admissions coordinator or Medical Assisting department head

Medical Assisting Applicants

Students are admitted under the Associate in General Education degree until they have met admissions requirements for the Medical Assisting Program. Medical assisting faculty members advise students as to the courses in the medical assisting curriculum they should take before formal admission. All developmental requirements must be completed before admission.

Progression/Readmission

Specific progression and readmission criteria may be found in the Medical Assisting Program handbook, which will be made available to students upon entry into the program. For questions, contact the department head or admissions coordinator. Students must maintain a minimum grade of "C" (70) in all Medical Assisting (MED) courses, and satisfactory completion of all skills to remain in the program.

A criminal background check, drug test or other requirements must be completed before students are allowed to participate in practicum.

Technical Standards

Students entering the program must meet specific emotional, behavioral, physical, and cognitive standards. This information is found in the admissions office and in the program handbook.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Additional Program Costs

The Medical Assisting curriculum has additional costs associated with it. Students who enroll in this program are required to pay for such items as certification exams, achievement tests, uniforms, supplies, and the like. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for this program are listed below with approximate costs.

- Uniforms and supplies—\$250
- Physical—\$150
- Hepatitis vaccination (series of 3)—\$200
- Certification exam—\$125
- AAMA student dues—\$25
- Liability insurance—\$16 per year
- Criminal background check—\$30
- Urinary drug screen—\$45
- Medical Assisting pinning fees—\$30

Medical Assisting A.A.S. Degree (A45400)
(Fall Starter)

First Year
Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	4	3	F, S, SS	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
MED 110	Orientation to Med Assist	1	1	F, S	None
MED 116	Introduction to A & P	5	4	F, S	None
MED 121	Medical Terminology I	3	3	F, S	None
OST 131	Keyboarding	3	2	F, S, SS	None
Semester Total		19	16		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAT 110 or higher	Math Measurement & Literacy	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 010)
MED 118	Medical Law and Ethics	2	2	F, S	None
MED 122	Medical Terminology II	3	3	F, S	State Pre-req: MED 121
MED 130	Admin. Office Procedures I	3	2	F, S	None
MED 140	Exam Room Procedures I	7	5	F, S	None
Semester Total		19	15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MED 131	Admin. Office Procedures II	3	2	S, SS	None
MED 150	Laboratory Procedures I	7	5	S, SS	None
Semester Total		10	7		

Second Year
Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COM 231 OR ENG 115	Public Speaking Oral Communication	3 3	3 3	F, S	None
MED 240	Exam Room Procedures II	7	5	F, S	State Pre-req: MED 140
MED 270	Symptomatology	4	3	F, S	None
MED 272	Drug Therapy	3	3	F, S	None
Semester Total		17	14		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HUM 115	Critical Thinking	3	3	F, S, SS	Developmental courses may be required (ENG 002 or ENG 111)
MED 260	MED Clinical Practicum	15	5	F, S	None
MED 264	Medical Assisting Overview	2	2	F, S	None
MED 274	Diet and Nutrition	3	3	F, S	None
PSY 150	General Psychology	3	3	F, S, SS	None
Semester Total		26	16		

Total Hours **92** **68**

Medical Assisting A.A.S. Degree (A45400)
(Spring Starter)

First Year**Spring 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	4	3	F, S, SS	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
MED 110	Orientation to Med Assist	1	1	F, S	None
MED 116	Introduction to A & P	5	4	F, S	None
MED 121	Medical Terminology I	3	3	F, S	None
OST 131	Keyboarding	3	2		None
Semester Total		19	16		

*Summer Session not required—Students are encouraged to take General Education Courses

Fall 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAT 110 or higher	Math Measurement & Literacy	4	3	F, S, SS	Developmental courses may be Required (MAT 002, MAT 010)
MED 118	Medical Law and Ethics	2	2	F, S	None
MED 122	Medical Terminology II	3	3	F, S	State Pre-req: MED 121
MED 130	Admin. Office Procedures I	3	2	F, S	None
MED 140	Exam Room Procedures I	7	5	F, S	None
Semester Total		19	15		

Second Year**Spring 3rd Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
COM 231 OR ENG 115	Public Speaking Oral Communication	3 3	3 3	F, S, SS	None
MED 150	Laboratory Procedures I	7	5	S, SS	None
MED 270	Symptomatology	4	3	F, S	None
MED 272	Drug Therapy	3	3	F, S	None
Semester Total		17	14		

Summer 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MED 131	Admin. Office Procedures II	3	2	S, SS	None
MED 240	Exam Room Procedures II	7	5	F, SS	State Pre-req: MED 140
Semester Total		10	7		

Fall 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HUM 115	Critical Thinking	3	3	F, S, SS	Developmental courses may be Required (ENG 002 or ENG 111)
MED 260	MED Clinical Practicum	15	5	F, S	None
MED 264	Medical Assisting Overview	2	2	F, S	None
MED 274	Diet and Nutrition	3	3	F, S	None
PSY 150	General Psychology	3	3	F, S, SS	None
Semester Total		26	16		

Total Hours**92****68**

Medical Assisting A.A.S. Degree (A45400)
(Evening Option)

Students admitted in the evening option are subject to the same admission and progression criteria as a day schedule student. Students entering in the evening option are considered part time and should graduate three years after entering, with no interruptions in progress through the curriculum. A new Cohort will begin in the Fall Semester every even year. Students may take pre-Medical Assisting courses and General Education courses in preparation for admission into the evening cohort.

*Students in the evening cohort will be required to become daytime students for the final semester in order to participate in Clinical Practicum.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CIS 110	Introduction to Computers	4	3	F, S, SS	None
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
MED 121	Medical Terminology I	3	3	F, S	None
OST 131	Keyboarding	3	2	F, S, SS	None
Semester Total		13	11		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MED 110	Orientation to Med Assist	1	1	F, S	None
MED 116	Introduction to A & P	5	4	F, S	None
MED 122	Medical Terminology II	3	3	F, S	State Pre-req: MED 121
Semester Total		9	8		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 115	Oral Communication	3	3	F, S, SS	None
PSY 150	General Psychology	3	3	F, S, SS	None
Semester Total		6	6		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MED 118	Medical Law and Ethics	2	2	F, S	None
MED 130	Admin. Office Procedures I	3	2	F, S	None
MED 140	Exam Room Procedures I	7	5	F, S	None
Semester Total		12	9		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAT 110 or higher	Math Measurement & Literacy	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 010)
MED 131	Admin. Office Procedures II	3	2	S, SS	None
MED 150	Laboratory Procedures I	7	5	S, SS	None
Semester Total		14	10		

Summer 6th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
HUM 115	Critical Thinking	3	3	F, S, SS	Developmental courses may be required (ENG 002 or ENG 111)
MED 272	Drug Therapy	3	3		None
Semester Total		6	6		

Third Year**Fall 7th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MED 240	Exam Room Procedures II	7	5	F, S	State Pre-req: MED 140
MED 270	Symptomatology	4	3	F, S	None
Semester Total		14	8		

Spring 8th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MED 260	MED Clinical Practicum	15	5	F, S	None
MED 264	Medical Assisting Overview	2	2	F, S	None
MED 274	Diet and Nutrition	3	3	F, S	None
Semester Total		20	10		

Total Hours**92****68**

MEDICAL LABORATORY TECHNOLOGY

Program Description

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.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assessment, and reporting/recording and interpreting findings involving blood and body fluids.

Program Learning Outcomes

Graduates of this program should be able to:

- Demonstrate theoretical knowledge and entry-level technical skills required for dermal and venous blood collection according to policies governed by Clinical Laboratory Standards Institute (CLSI).
- Identify acceptable specimens and perform processing procedures required in preparation for specimen analysis in the major disciplines of the clinical laboratory according to established laboratory standards.
- Demonstrate theoretical knowledge of and entry-level technical skills required for performance of diagnostic procedures in the major disciplines of the clinical laboratory according to established laboratory standards.
- Describe laboratory safety and patient safety measures and recall safety regulations followed to achieve safety regulatory compliance in the major disciplines of the clinical laboratory according to established laboratory standards.
- Describe all aspects of quality assurance in the clinical laboratory and produce and assess acceptability of quality control results in the major disciplines of the clinical laboratory according to established laboratory standards.
- Evaluate and categorize test results to determine proper approaches in results reporting in the major disciplines of the clinical laboratory according to established laboratory standards.
- Interpret laboratory test results and make logical decisions to distinguish between medical diagnoses demonstrating integration of patient laboratory data with clinical condition.
- Demonstrate ethical and professional behavior consistent with a laboratory professional and in accordance with Health Insurance Portability and Accountability Act (HIPAA).

Articulation Agreements

The Medical Laboratory Technology Program has articulation agreements for the following MLT to MLS programs resulting in a four-year degree in clinical laboratory science:

- Winston-Salem State University (WSSU)—on campus and online options
- University of Arkansas for Medical Sciences (UAMS)—online
- University of Cincinnati (UC)—online

NAACLS Accreditation

The Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS), 5600 N. River Rd., Suite 720, Rosemont, IL 60018-5110.

Telephone: (847) 939-3597. website: www.naacls.org

Employment Opportunities

Graduates of the Medical Laboratory Technology program are eligible to work in clinical laboratories in hospitals, physicians' offices, health departments, clinics, reference labs and other related areas.

Partnership with LabCorp

The program is a partnership with Laboratory Corporation of America Holdings, Inc. (LabCorp). LabCorp provides a student laboratory on site in the LabCorp Orange Drive facility in Elon, where MLT courses are taught.

Admission

The following requirements must be completed for admission:

- Updated application
- High School Transcript or equivalent
- Official transcripts of all post-secondary education
- Minimum GPA of 2.5 on previous college work
- Required Placement test scores or minimum SAT scores or approved waiver

For more specifics on admissions criteria contact the department head or the Student Success office.

Progression

All courses with MLT prefix require final minimum grade of “B.” General education courses in Phase I require final minimum grade of “C.” Specific program academic and progression policies are in the Medical Laboratory Technology Program Orientation and Policy Manual given to students upon program entry. Students must meet minimum program academic requirements and satisfactory completion of all laboratory skills to remain in the program. For questions, contact the Medical Laboratory Technology department head.

Clinical sites require a criminal records check, drug screen, required immunization records, and other site-specific requirements before students can participate in clinical rotations at their facility.

Technical Standards

Students entering the program must meet specific emotional, behavioral, physical, and cognitive standards. This information is found in the admissions office and in the program handbook.

Students qualifying for special accommodations to these standards may contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Additional Program Costs

The Medical Laboratory Technology curriculum has additional costs associated with it. Students who enroll in this program are required to pay for such items as certification exams, achievement tests, uniforms, supplies, and the like. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for this program are listed below with approximate costs.

- Uniforms—\$100
- Vaccinations and required physical—\$300
- Liability insurance—\$16 per year
- Certification exam—\$215
- Name badge—\$10
- Criminal background check—\$25
- Urinary drug screen—\$50

Degree, Diplomas, and Certificates

Graduates of the MLT program receive an Associate Degree in Applied Science (A.A.S.) in Medical Laboratory Technology. Graduates will be eligible to take the certification examination given by the American Society for Clinical Pathology (ASCP) Board of Certification. The associate degree is NOT contingent upon passing a certification or licensure examination.

Medical Laboratory Technology A.A.S. Degree (A45420)

The MLT curriculum consists of three phases. Each phase must be completed before progression into the next phase.

Phase I

Phase I includes the first two semesters of study. The courses in Phase I can be arranged in any sequence as long as specific prerequisites are met for each course. All courses in Phase I meet on the ACC Carrington-Scott Campus in Graham with the exception of MLT 110, which is taught in the LabCorp Orange Drive facility in Elon.

Fall or Spring 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 111	General Biology I	6	4	F, S, SS	Developmental courses may be required (ENG 002)
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
MLT 110	Intro to MLT	5	3	F, S	None
MLT 115	Laboratory Calculations	2	2	F	None
PSY 150	General Psychology	3	3	F, S, SS	None
Semester Total		19	15		

Fall or Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
CHM 130	General, Organic & Biochemistry	3	3	F, S	None
CHM 130A	General, Organic & Biochemistry Lab	2	1	F, S	State Co-req: CHM 130
ENG 115 OR COM 231 OR ENG 112*	Oral Communication Public Speaking Writing in the Research Disciplines	3 3 3	3 3 3	 F, S, SS 	None None State Pre-req: ENG 111
See pg. 72 for options	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
MLT 116	Anatomy & Medical Terminology	5	5	F, S	None
Semester Total		16	15		

*Students seeking a university transfer option should take COM 231 and CHM 131/131A, CHM 132 or CHM 151, CHM 152 sequence.

Phase II

Phase II MLT courses include the major disciplines of the clinical laboratory. These courses are taught in eight-week modules. Students enter Phase II into the module that is being offered at the time of entry and cycle through the four Phase II modules in sequence.

All Phase II modules are taught in the MLT student laboratory in the LabCorp Orange Drive facility in Elon. With the exception of the Clinical Chemistry/Urinalysis module, each course in the module is the prerequisite for the next course in the module.

Summer Term: 1 module**Fall and Spring Semesters: 2 modules each****Microbiology Module**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MLT 140	Intro to Micro	5	3	F, S, SS	Local Pre-req: MLT 110
MLT 240	Special Clinical Microbiology	5	3	F, S, SS	State Pre-req: MLT 140
MLT 251	MLT Practicum I	3	1	F, S, SS	Local Pre-req: MLT 140
Module Total		13	7		

Fall and Spring Semesters: 2 modules each Microbiology Module**Hematology/Hemostasis Module**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MLT 120	Hematology/Hemostasis I	6	4	F, S, SS	Local Pre-req: MLT 110
MLT 220	Hematology/Hemostasis II	5	3	F, S, SS	Local Pre-req: MLT 120
Module Total		11	7		

Medical Office Administration
General Medical Office Concentration A.A.S. Degree (A25310M)

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACA 122	College Student Success College Transfer Success	1 2	1 1	F, S, SS	None
OST 131	Keyboarding	3	3	F, S, SS	None
OST 136	Word Processing	4	3	F, S, SS	None
OST 137	Office Appl. I	4	3	F, S	None
*OST 141	Med Office Terms I	3	3	F, S, SS	None
OST 148	Med Insurance & Billing	3	3	F, S, SS	None
Semester Total		18	15		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 134	Text Entry & Formatting	4	3	F, S, SS	Local Pre-req: OST 131
*OST 142	Med. Ofc. Terms II	3	3	F, S, SS	State Pre-req: OST 141 or MED 121
OST 164	Office Editing	3	3	F, S	None
MED 116	Introduction to A&P	5	4	F, S	None
**see table below	Math/Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		18	16		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be Required (ENG 002, ENG 011)
OST 165	Adv. Office Editing	4	3	S, SS	State Pre-req: OST 164
OST 248	Diagnostic Coding	4	3	F, S, SS	State Pre-req: MED 121 or OST 141
Semester Total		11	9		

Second Year**Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 149	Medical Legal Issues	3	3	F	None
OST 153	Office Finance Solutions	4	3	F	State Pre-req: Take one: CIS 110, CIS 111 or OST 137
OST 181	Office Procedures	4	3	F, S	None
OST 184	Records Management	4	3	F, S	None
OST 247 OR OST 135	Procedure Coding Adv. Text Entry & Format	4 4	3 3	F, S, SS S, SS	State Pre-req: MED 121 or OST 141 State Pre-req: OST 134
**see table below	Humanities/Fine Arts Elective	3	3	Various	Requisites may be required
Semester Total		22	18		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 115 OR COM 231	Oral Communication Public Speaking	3 3	3 3	F, S, SS	None
OST 243 OR WBL 112	Med Ofc. Simulation Work-Based Learning I	4 20	3 2	F, S F, S, SS	State Pre-req: OST 148 None
OST 244	Medical Document Processing	4	3	S	State Pre-req: OST 134 or OST 136
OST 286	Professional Development	3	3	F, S	None
**see table below	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		17-33	14-15		

Total Hours **86-102** **72-73**

*The combination of MED 121/MED 122 may be substituted for OST 141/OST 142.

****General Education Requirement Recommendation**

Humanities: HUM 115 Critical Thinking

Math: MAT 110 Math Measurement and Literacy (Recommended)

Social/Behavioral: SOC 210 Introduction to Sociology or PSY 150 Introduction to Psychology

MEDICAL OFFICE ADMINISTRATION: MEDICAL AUDITOR CONCENTRATION**Program Description**

This curriculum prepares individuals for employment in medical and other health-care related offices. Course work 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, central billing office and other health-care related organizations.

Program Learning Outcomes

Graduates of this program should be able to:

- Utilize principles of medical auditing. In addition, there will have knowledge of key areas of regulations, Corporate Integrity Agreements (CIAs), medical record documentation and chart abstraction.
- Demonstrate knowledge of and apply billing guidelines through identifying common errors found in documentation for evaluation and management, anesthesia, surgery, radiology, pathology and laboratory, and medicine services.
- Apply diagnostic and procedural codes by extrapolating key information from the Medical Record and Define steps of the audit process and identify statistical sampling types and factors as well as provide practical application of auditing operative reports and evaluation and management services.
- Demonstrate understanding of the regulatory bodies by defining fraud and abuse and explain regulatory guidelines for key regulations. Explaining the impact of the OIG Work Plan and Corporate Integrity Agreements (CIAs) Listing the elements of compliance plans and identify potential compliance risk areas. Identifying National Correct Coding Initiative (NCCI) and Medically Unlikely Edit (MUE) risk areas.
- Identify the purposes of recovery audit contractors and how to prepare for potential RAC audits. Explain the HIPAA privacy rule, including details on protected health information, minimum necessary, sharing of information, and enforcement.

Medical Office Administration
Medical Auditor Concentration A.A.S. Degree (A25310A)

First Year
Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACA 122	College Student Success College Transfer Success	1 2	1 1	F, S, SS	None
MAT 152	Statistical Methods I	5	4	F, S, SS	Developmental courses may be required (ENG 002; MAT 003, MAT 052)
OST 131	Keyboarding	3	2	F, S, SS	None
OST 137	Office Appl. I	4	3	F, S	None
*OST 141	Med Office Terms I	3	3	F, S, SS	None
OST 148	Med Insurance & Billing	3	3	F, S, SS	None
Semester Total		19	16		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MED 116	Introduction to A&P	5	4	F, S	None
OST 134	Text Entry & Formatting	4	3	F, S, SS	Local Pre-req: OST 131
*OST 142	Med. Ofc. Terms II	3	3	F, S, SS	State Pre-req: OST 141 or MED 121
OST 164	Office Editing	3	3	F, S	None
OST 247	Procedure Coding	4	3	F, S, SS	State Pre-req: MED 121 or OST 141 Pre: MED 121 or OST 141
**see table below	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		22	19		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
OST 248	Diagnostic Coding	4	3	F, S, SS	State Pre-req: MED 121 or OST 141
Semester Total		7	6		

Second Year
Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 149	Medical Legal Issues	3	3	F	None
OST 153	Office Finance Solutions	4	3	F	State Pre-req: Take one: CIS 110, CIS 111 or OST 137
OST 181	Office Procedures	4	3	F, S	None
OST 184	Records Management	4	3	F, S	None
OST 264	Medical Auditing	3	3	F	State Pre-req: OST 247, OST 248
**see table below	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		21	18		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 115 OR COM 231	Oral Communication Public Speaking	3 3	3 3	F, S, SS	None
OST 243 OR WBL 112	Med Office Simulation Work-Based Learning I	4 20	3 2	F, S F, S, SS	State Pre-req: OST 148 None
OST 265	Healthcare Comp & Reg	4	3	S	State Pre-req: OST 264
OST 266	Adv. Medical Auditing	4	3	S	State Pre-req: OST 264
OST 286	Professional Development	3	3	F, S	None
Semester Total		18-34	14-15		

Total Hours**87-103 73-74**

*The combination of MED 121/MED 122 may be substituted for OST 141/OST 142.

****General Education Requirement Recommendation****Humanities:** HUM 115 Critical Thinking**Social/Behavioral:** SOC 210 Introduction to Sociology or PSY 150 Introduction to Psychology**Medical Auditor Diploma (D25310A)**

Students enrolled in the Medical Auditor Diploma will be trained to work as a Medical Coder, Biller or Auditor in health care facilities such as hospitals, physician offices, clinics, and central billing offices.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
MAT 152	Statistical Methods I	5	4	F, S, SS	Developmental courses may be required (ENG 002; MAT 003, MAT 052)
OST 141	Med Office Terms I	3	3	F, S, SS	None
OST 148	Med Insurance & Billing	3	3	F, S, SS	None
OST 149	Medical Legal Issues	3	3	F	None
Semester Total		17	16		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 142	Med. Ofc. Terms II	3	3	F, S, SS	State Pre-req: OST 141 or MED 121
OST 243	Med. Office Simulation	4	3	F, S	State Pre-req: OST 148
OST 247	Procedure Coding	4	3	F, S, SS	State Pre-req: MED 121 or OST 141
OST 248	Diagnostic Coding	4	3	F, S, SS	State Pre-req: MED 121 or OST 141
Semester Total		15	12		

Fall 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 264	Medical Auditing	3	3	F	State Pre-req: OST 247, OST 248
Semester Total		3	3		

Spring 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 265	Healthcare Comp & Reg	4	3	S	State Pre-req: OST 264
OST 266	Adv. Medical Auditing	4	3	S	State Pre-req: OST 264
Semester Total		8	6		

Total Hours**43****37****Health Care Clerical Certificate (C25310H)**

Students enrolled in the Healthcare Clerical Certificate will be trained to work as an administrative support position in health care facilities such as hospitals, physician offices and clinics.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 136	Word Processing	4	3	F, S, SS	None
OST 141	Med Office Terms I	3	3	F, S, SS	None
OST 148	Med Insurance & Billing	3	3	F, S, SS	None
Semester Total		10	9		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 142	Med. Ofc. Terms II	3	3	F, S, SS	State Pre-req: OST 141 or MED 121
OST 243	Med. Office Simulation	4	3	F, S	State Pre-req: OST 148
OST 244	Medical Document Processing	4	3	S	State Pre-req: OST 134 or OST 136
Semester Total		11	9		

Total Hours**21****18****Medical Coding, Billing, and Insurance Certificate (C25310C)**

Students enrolled in the Medical Coding, Billing and Insurance Certificate will be trained to work as a Medical Coder, Biller or Insurance specialist in health care facilities such as hospitals, physician offices, clinics and central billing offices.

First Year**Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 141	Med Office Terms I	3	3	F, S, SS	None
OST 148	Med Insurance & Billing	3	3	F, S, SS	None
Semester Total		6	6		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 142	Med. Ofc. Terms II	3	3	F, S, SS	State Pre-req: OST 141 or MED 121
OST 243	Med. Office Simulation	4	3	F, S	State Pre-req: OST 148
OST 247	Procedure Coding	4	3	F, S, SS	State Pre-req: MED 121 or OST 141
OST 248	Diagnostic Coding	4	3	F, S, SS	State Pre-req: MED 121 or OST 141
Semester Total		15	12		

Total Hours**21****18****NURSE AIDE****Program Description**

The Nurse Aide curriculum prepares individuals to work under the supervision of licensed nursing professionals in performing nursing care and services for persons of all ages.

Topics include growth and development, personal care, vital signs, communication, nutrition, medical asepsis, therapeutic activities, accident and fire safety, household environment and equipment management, family resources and services, and employment skills.

Upon completion, the student may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries as determined by the local program of study.

Program Learning Outcomes

Graduates of this program should be able to:

- Describe the functions of body systems appropriate to the nurse aide scope of practice.
- Define common vocabulary and abbreviations used in health care.
- Demonstrate behaviors consistent with professional work ethics.
- Demonstrate compliance with safe standards of practice for the nurse aide.
- Demonstrate competence with all skills required to test for listing as a nurse aide I with DHSR (Division of Health Service Regulation) Registry.
- Demonstrate competence and proficiency in selected advanced nursing care procedures to be eligible for listing as a nurse aide II on the NC Board of Nursing Registry.

Accreditation

- Accredited by NC Division of Health Service (DHSR) and NC Board of Nursing (NCBON)
- The nurse aide program is a state approved nurse aide I and II training program via DHSR, www.ncnar.org and the NCBON www.ncbon.com

Employment Opportunities

Upon graduation students are eligible for work in home health agencies, hospitals, clinics, skilled nursing facilities, and extended care facilities.

Admission

Admission into this program requires a current college application and placement testing which indicates that a student has placed out of the tier 1 English requirement and tier 1 Math requirement. College transcripts with the appropriate English and math courses may exempt a student from some or all of the placement testing.

Placement testing may be arranged by calling 336-506-4361 or visiting the College website. For more specifics on admissions criteria contact the department head or the Student Success office.

Progression/Readmission

Specific progressions and readmission criteria will be reviewed with students upon entry into the program. Students must maintain a minimum grade of "B" in all Nurse Aide (NAS) courses and satisfactory completion of all skills to remain in the program.

Clinical sites will require a criminal records check, drug testing, immunizations including yearly flu vaccine and two-step TB skin test, or other requirements before students are allowed to participate at their facility.

Technical Standards

Students entering the program must meet specific emotional, behavioral, physical, and cognitive standards. This information is found in the admissions office and in the program handbook.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Additional Program Costs

The Nurse Aide curriculum has additional costs associated with it. Students who enroll in this program are required to pay for such items as certification exams, achievement tests, uniforms, supplies, and the like. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for this program are listed below with approximate costs.

- Textbooks—\$100
- Uniforms—\$60
- Supplies (blood pressure cuff, stethoscope)—\$50
- Two-step TB skin test—\$40
- Liability insurance—\$16 per year
- Name badge—\$10
- Criminal background check and urinary drug screen—\$100
- CPR—\$60
- Immunizations/titers/Flu vaccine—\$250
 - Immunizations required by clinical sites include COVID vaccine
-
- NNAAP Nurse Aide exam—\$140
- NCBON registration fee for NAII—\$30

Nurse Aide Certificate (C45840)

1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
NAS 101	Nurse Aide I	10	6	F, S, SS	
Semester Total		10	6		

2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
NAS 102	Nurse Aide II	11	6	F, S	High School diploma or GED required. Must be on the state registry as a Nurse Aide 1
Semester Total		11	6		

Total Hours **21** **12**

NURSING

Program Description

The Associate Degree Nursing curriculum provides individuals with the knowledge and skills necessary to provide nursing care to clients and groups of clients throughout the life span in a variety of settings.

Courses will include content related to the individual, the healthcare system and nursing. Course content will also relate to the nurse's role that is characterized by evidence based clinical practice in the provision of client care.

Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse.

Program Student Learning Outcomes

Graduates of this program should be able to:

- Practice professional nursing behaviors incorporating personal responsibility and accountability for continued competence.
- Communicate effectively with individuals, significant support person(s), and members of the interdisciplinary healthcare team.
- Integrate knowledge of the holistic needs of the individual to provide an individual centered assessment.
- Incorporate informatics to formulate evidence-based clinical judgments and management decisions.
- Implement caring interventions incorporating documented best practices for individuals in diverse settings.
- Develop a teaching plan for individuals incorporating teaching and learning principles.
- Collaborate with the interdisciplinary healthcare team, as an advocate for the individual, to achieve positive individual and organizational outcomes.
- Manage healthcare for the individual using cost effective nursing strategies, quality improvement processes, and current technologies.
- Prioritize assessments and client-centered nursing interventions relevant to clinical decision making.

Articulation Agreements

- 2+2 with UNC Greensboro Nursing Program

Pre-Nursing

Students are admitted under the Associate in General Education degree until they have met the admissions requirements for the program.

Admission

Phase I: Preliminary Coursework and Requirements

1. The first steps for students seeking admission to the Nursing program include:
 - ♦ Full admission to the College in the Pre-Nursing program
 - ♦ Completion of required developmental courses
 - ♦ Submission of official transcripts of all postsecondary education for which transfer credit will be sought
2. Students seeking admission must provide documentation of the successful completion of a North Carolina-approved Certified Nurse Aide I program which includes theory, lab and clinical components requiring no less than 40 hours of clinical experience. Applicants must also be actively registered with the N.C. Nurse Aide 1 Registry. If available, it is recommended that high school students complete the Nursing Fundamentals HN43 course and obtain their Certified Nurse Aide I certification with a grade of "B" or better to accelerate their pre-nursing steps toward consideration for the Nursing program.3. Students seeking admission must attend a mandatory information session about the program. Information about the dates and locations of these sessions is provided in the Student Success Office and on the College website on the Nursing page.
4. Students seeking admission must meet with a Health Sciences Advisor for their initial advising appointment after attending the mandatory Nursing Information Session. The Health Sciences Advisor will review admission requirements and assist in developing an academic plan.
5. Students seeking admission must complete BIO 168, BIO 169, ENG 111, and MAT 143 or MAT 152 with a grade of "C" or better. High school students seeking admission must meet the same criteria as a non-high school student.

6. Health report including immunization record completed by a physician, nurse practitioner, or physicians's assistant. The report must be current, using the form supplied by the College, and submitted by the specified date.
7. Proof of immunization is required in advance as part of the application process. The following immunizations are required:
 - DPT or Td Booster; Polio; 2 Measles, Mumps, Rubella (MMR) or titer; and Tuberculin skin test or chest x- ray.
 - Immunization for Hepatitis B
 - Immunization for COVID-19
 - Seasonal influenza shot

Religious or medical exemptions to the above immunizations must be approved by the assigned clinical site(s) to be granted entry to their facility for direct patient care.

Phase II: Test of Essential Academic Skills (TEAS)

All students seeking admission must take a Nursing Program Assessment exam (TEAS) prior to the Nursing program application deadline. If the test was taken at another testing location, an official score report must be provided. Only scores from the current version of TEAS no more than two years old are accepted. The test may be taken a maximum of two times per calendar year, with the highest score being accepted. A composite score of 58 or higher is required to be considered for the Nursing program.

Phase III: Ranking/Selective Process

In order to academically compete for a seat in the Nursing program, a student must complete the Nursing Selective Admission Application. This application will be made available at the front desk in the Admissions Office and on the Nursing page of the College website after November 1 for the January 31 Nursing application deadline. All minimum requirements listed in Phase I and II must be completed successfully before a student can apply and compete for a seat in the Nursing program. Details of this process and the criteria used to rank a student will be covered at the mandatory Nursing Information Session.

Progression and Continuation

Alamance Community College is committed to the success of students. In order to progress in the Nursing program, the student is required to do the following:

1. Maintain an overall quality grade point average of 2.0.
2. Maintain a grade of 80 ("B") or better in all Nursing (NUR) courses.
3. Pass a dosage calculation exam in specified Nursing (NUR) courses.
4. Demonstrate satisfactory completion in the clinical setting.
5. Pass any general education course required by the Nursing program with a grade of "C" or better.
 - ♦ A student may repeat a Nursing (NUR) course only once within a two-year period.
 - ♦ If a student fails two Nursing (NUR) courses in the same semester, the student will not be eligible to seek readmission into the program.
 - ♦ If a student fails a Nursing (NUR) and a general education course that is required as part of the Nursing program in the same semester, the student is not eligible to seek readmission into the program.

Readmission

Students who have earned a "C" or "D" in a Nursing (NUR) course will be considered for readmission using the following criteria:

- Readmission **must** occur within **two years** of an academic or clinical dismissal/failure or withdrawal. A student may **repeat** a nursing course only once.
- If a student does not seek readmission within the 2 year period then the student will be required to reapply to start the program over in the first nursing course (NUR 111), and must follow the current admission criteria.
- Must have a grade point average of 2.0 to return.
- Returning students will be considered on a competitive basis with the current applicant pool.
- If a student withdraws or fails NUR 111, the student would have to reapply for the program and follow the current admission criteria.

- If a student fails two nursing courses in the same semester the student will not be eligible to seek readmission back into the program.
- If a student fails a nursing course and a general education course that is required as part of the nursing program in the same semester, the student will not be eligible to seek readmission back into the program.
- A student who makes a grade of “F” in any nursing course, will not be eligible to seek readmission back into the program.

Students who withdraw from the Nursing program:

- Must have completed previous Nursing (NUR) courses with a grade of “B” or better within the past two years. The exception is if the student withdraws from NUR 111 (the first required Nursing course) resulting in no earned grade. Students may then seek readmission.
- Readmission must occur within two years of an academic dismissal/failure or withdrawal. A student who makes a grade of “F” in any Nursing (NUR) course will not be considered for readmission.
- If the student has completed all general education courses for the nursing program, then continuous enrollment will not be required. However, if the student still has general education courses to take that are part of the nursing curriculum, then continuous enrollment should be considered. Continuous enrollment involves fall/spring semesters. It does not include summer semester.

The applicant must complete the following steps when seeking readmission:

- If the student has completed all general education courses for the nursing program, then continuous enrollment will not be required. However, if the student still has general education courses to take that are part of the nursing curriculum, then continuous enrollment should be considered. Continuous enrollment involves fall/spring semesters. It does not include summer semester.
- Submit a letter requesting readmission to the Admissions Counselor for Health Science Programs Student Success/ Admissions/Regina Artis (Regina.Artis@alamancecc.edu) and Nursing Department Head. Student contact information and ID must be included in the letter (e-mail address and phone number).
- The letter must be submitted 60 days prior to the semester when readmission is desired. (Example if seeking readmission in spring which starts in January, the letter must be submitted at least by the end of October). Can be submitted much earlier.
- When seeking readmission the student must address the following questions:
 - ♦ Following a self-reflection, document the reason(s) you believe you were unsuccessful completing NUR XXX. Be specific.
 - ♦ Following a self-reflection, what barriers or challenges did you experience during NUR XXX that contributed to you being unsuccessful?
 - ♦ Based on the conclusions you reached in question 1 and 2, how have you resolved the specific issues that contributed to you being unsuccessful and what changes have you made?
 - ♦ Document your action plan to achieve success in NUR XXX. In other words, what will you do differently to ensure your success? Be specific.
- Meet with the Nursing Department Head and bring a written plan detailing academic success upon readmission. Readmitted/returning students must meet all current requirements for readmission. Readmission is not guaranteed.
- The following criteria will be used in evaluating request for readmission:
 - ♦ Available clinical space.
 - ♦ Grades earned in core nursing courses
 - ♦ A grade of “C” or higher in any general education course **is required** in the program.
- Before being admitted into the nursing program:
 - ♦ The student is allowed to repeat general education course(s) to improve grades.
- After being admitted into the nursing program:
 - ♦ Failing a general education and nursing course in any semester together makes the student ineligible for readmission.

If readmission is approved, a detailed letter will be sent to the student with details of how to proceed.

Transfer

Students transferring into the Nursing program must meet the following requirements:

1. The student seeking transfer must file an application in the ACC Admissions Office. The ACC application must indicate that this is a transfer request and the semester and year in which the student wishes to transfer. The student must apply and enter within two years of leaving the previous educational institution.
2. The student requesting transfer must meet the College and Associate Degree Nursing program admission requirements for the academic year into which he/she transfers.
3. The student must have been in good standing at the time he/she left the previous nursing program and must provide a written recommendation from the Dean/Department Chair of the previous nursing program.
4. The student must have a grade point average of at least a 2.0 in all academic work completed.
5. The individual must meet with the Nursing Program Department Head who will review course outlines from the nursing program in which the student was previously enrolled. This review will determine the student's potential placement into the ACC Nursing program. This review must occur no later than three months prior to the beginning of the desired semester of entry.
6. Selection for transfer will be based on date of application, if Nursing (NUR) courses transferring will fit into placement of ACC Nursing program, available clinical space, and meeting of the above criteria.
7. The individual must submit a completed Student Medical Form which is required for Human Services programs, documentation of current American Heart Association CPR certification and proof of major medical insurance.
8. Complete a criminal background check and drug screen (student is responsible for fees).
9. In order to graduate from ACC, the student must have earned at least 50% of the required hours and taken at least 25% of the major course work required in the Nursing program at ACC. Within the Nursing department, departmental policy limits transfer for nursing courses to NUR 111 and NUR 117. These courses must have been taken no more than two years prior to enrollment at the College with a grade of "B" or better.

All transfer credit is awarded according to institutional policy as well as departmental policy.

Technical Standards

Students entering the program must meet specific emotional, behavioral, physical, and cognitive standards. This information is found in the admissions office and in the program handbook.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130 for more specific information.

Criminal Background/Drug Screen Checks

Clinical agencies with which the College has contracted to provide clinical experiences for nursing students require students to submit criminal background checks and drug screening in order to participate in clinical experiences at the site. The background check and drug screen will determine if a student is eligible to enter the clinical agency. Students are responsible for the cost of the background check and drug screen.

If a clinical site denies a student placement in the facility, the student would be unable to complete the required clinical component of the course. The student will be withdrawn from all NUR courses and will not be allowed to progress in the program.

Currently the nursing program uses an online vendor for background checks and drug screening.

Applicants to the nursing program should be aware that if they have pled guilty to or been convicted of a felony or misdemeanor (other than minor traffic violation), the NC Board of Nursing may restrict or deny licensure. The NC Board of Nursing requires criminal history checks for each person applying for licensure to practice in the state of North Carolina.

Additional Program Costs

The Nursing curriculum has additional costs associated with it. Students who enroll in this program are required to pay for such items as certification exams, achievement tests, uniforms, supplies, and the like. Many of these are required as part of the curriculum, but are not provided by the College. Additional expenses required for this program are listed below with approximate costs.

- Required textbooks—\$600
- Uniforms/supplies—\$150
- Nursing kits (supplies)—\$160
- Other achievement testing—\$1000
- Vaccinations and required physical—\$300
- CPR—\$35
- Liability insurance—\$16 per year
- Criminal background check and urinary drug screen—\$92
- NCLEX review—\$450
- NCLEX-RN exam for licensure—\$300
- Electronic Health Record EHR—\$55
- Rotation manager (clinical placement)—\$25

Nursing A.A.S. Degree (Day Option) (A45110)

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 168	Anatomy & Physiology I	6	4	F, S, SS	Developmental courses may be required (ENG 002 or ENG 011; MAT 003 and MAT 043 or MAT 052)
MAT 143 OR MAT 152	Quantitative Literacy Statistical Methods I	4 5	3 4	F, S, SS	Developmental courses may be required (ENG 002; MAT 003 & MAT 043 or MAT 052)
NUR 111	Intro to Health Concepts	16	8	F	Acceptance into the Nursing program
NUR 117	Pharmacology	4	2	S	None
PSY 150	General Psychology	3	3	F, S, SS	None
Semester Total		33-34	20-21		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 169	Anatomy & Physiology II	6	4	F, S, SS	State Pre-req: BIO 168; min grade C
NUR 112	Health-Illness Concepts	9	5	S	State Pre-req: NUR 111
NUR 114	Holistic Health Concepts	9	5	F	State Pre-req: NUR 111
Semester Total		28	16		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
NUR 212	Health System Concepts	9	5	SS	State Pre-req: NUR 111
Semester Total		12	8		

**Second Year
Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
NUR 113	Family Health Concepts	9	5	F, S, SS	State Pre-req: NUR 111
NUR 211	Health Care Concepts	9	5	F	State Pre-req: NUR 111
PSY 241	Developmental Psychology	3	3	F, S, SS	State Pre-req: PSY 150
See pg. 72 for options	Humanities/Fine Arts Elective HUM 115 is recommended	3	3	F, S, SS	Requisites may be required
Semester Total		24	16		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 112 OR ENG 114	Writing/Research in the Disciplines Professional Research & Reporting	3 3	3 3	F, S, SS	State Pre-req: ENG 111
NUR 213	Complex Health Concepts	22	10	F, S	State Pre-req: NUR 111 State Co-req: NUR 113, NUR 114, NUR 211, NUR 212
Semester Total		25	13		

Total Hours 119 71-72

Nursing A.A.S. Degree (Evening Option) (A45110)

Students admitted in the evening option are subject to the same admission and progression criteria as a day schedule student. Evening schedule students complete the program in seven semesters to receive the A.A.S. in Nursing.

**First Year
Spring 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 168	Anatomy & Physiology I	6	4	F, S, SS	Developmental courses may be required (ENG 002 or ENG 011; MAT 003 and MAT 043 or MAT 052)
MAT 143 OR MAT 152	Quantitative Literacy Statistical Methods I	4 5	3 4	F, S, SS	Developmental courses may be required (ENG 002; MAT 003 & MAT 043 or MAT 052)
NUR 111	Intro to Health Concepts	16	8	F	Acceptance into the Nursing program
NUR 117	Pharmacology	4	2		None
Semester Total		31	17-18		

Summer 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BIO 169	Anatomy & Physiology II	6	4	F, S, SS	State Pre-req: BIO 168; min grade C
NUR 112	Health-Illness Concepts	9	5	S	State Pre-req: NUR 111
Semester Total		15	9		

Fall 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
NUR 114	Holistic Health Concepts	9	5	F	State Pre-req: NUR 111
PSY 150	General Psychology	3	3	F, S, SS	None
Semester Total		12	8		

**Second Year
Spring 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
NUR 113	Family Health Concepts	9	5	S, SS	State Pre-req: NUR 111
PSY 241	Developmental Psychology	3	3	F, S, SS	State Pre-req: PSY 150
Semester Total		15	11		

Summer 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
NUR 211	Health Care Concepts	9	5	SS	State Pre-req: NUR 111
Semester Total		9	5		

Fall 6th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
NUR 212	Health System Concepts	9	5	SS	State Pre-req: NUR 111
Semester Total		9	5		

**Third Year
Spring 7th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 112 OR ENG 114	Writing/Research in the Disciplines Professional Research & Reporting	3 3	3 3	F, S, SS	State Pre-req: NUR 111
NUR 213	Complex Health Concepts	22	10	F, S	State Pre-req: NUR 111 State Co-req: NUR 113, NUR 114, NUR 211, NUR 212
Semester Total		25	13		

Total Hours **119** **71-72**

LPN TO RN

LPNs with Advanced Standing

LPNs with advanced standing are those who have met all admission criteria, have been advised by the faculty LPN advisor each semester of enrollment, have been consistently enrolled, and have made written application including all required supporting documents.

All admissions as an LPN with advanced standing will be made on a space available basis. Admission is not automatic for LPNs with advanced standing. Determination of available space is made by considering the number of students that can be accommodated by the available clinical sites and the number of instructional faculty.

Admission Application Process for Licensed Practical Nurses

Priority consideration will be given to Alamance County residents and those employed in Alamance County Health Care agencies who meet the established criteria. Licensed Practical Nurses will be admitted to available class openings using the following criteria:

1. Must be a graduate of an approved Practical Nursing Education Program (PNE).
2. PNE program transcript must show evidence of a minimum grade point average of 2.5 with no less than an "80" in any course.
3. Current unrestricted license to practice nursing as an LPN in the USA.

4. Recommendation from immediate supervisor in most recent employment and Dean or Director of Nursing at school attended.
5. Personal interview with the appropriate faculty advisor.
6. Health report including immunization record completed by a physician, nurse practitioner, or physician's assistant. The report must be current, using the form supplied by the College, and submitted by the specified date.
7. Proof of immunization is required in advance as part of the application process. The following immunizations are required:
 - ♦ DPT or Td Booster; Polio; 2 Measles, Mumps, Rubella (MMR) or titer; 2 Varicella (chickenpox) or titer; and Tuberculin skin test or chest X-ray
 - ♦ Immunization for Hepatitis B
 - ♦ Immunization for COVID-19: Religious or medical exemptions to the above immunizations must be approved by the assigned clinical site(s) to be granted entry to their facility for direct patient care.
 - ♦ Seasonal influenza shot
8. Must complete or receive transfer credit for the following general education courses (MAT 143 or MAT 152, BIO 168, BIO 169, ENG 111, ENG 112 or ENG 114, PSY 150, PSY 241, and a Humanities/Fine Arts elective) with a grade of "C" or better.
9. Must pass the following Nursing courses with credit by exam:
 - ♦ NUR 111 Intro to Health Concepts (This course must be passed first in order to take NUR 112 and NUR 117.)
 - ♦ NUR 112 Health-Illness Concepts
 - ♦ NUR 117 Pharmacology

Students must register and pay for these course tests in the ACC Business Office. The cost for these tests are \$25 for each course. Students must earn a score of 85 or higher to receive credit. Students may only take the test once. Students will need to meet with the LPN faculty advisor to discuss this process.
10. Complete a criminal background check and drug screen.
11. Must have a current certification in American Heart Association Cardio-Pulmonary Resuscitation (CPR), which must be maintained.

First Year**Spring 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
NUR 113	Family Health Concepts	9	5	S, SS	State Pre-req: NUR 111
NUR 117	Pharmacology	4	2	S	None
See pg. 72 for options	Humanities/Fine Arts Elective HUM 115 is recommended	3	3	F, S, SS	Requisites may be required
Semester Total		16	10		

Summer 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
NUR 212	Health System Concepts	9	5	SS	State Pre-req: NUR 111
Semester Total		9	5		

Fall 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
NUR 114	Holistic Health Concepts	9	5	F	State Pre-req: NUR 111
NUR 211	Health Care Concepts	9	5	F	State Pre-req: NUR 111
Semester Total		21	13		

**Second Year
Spring 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 112 OR ENG 114	Writing/Research in the Disciplines Professional Research & Reporting	3 3	3 3	F, S, SS	State Pre-req: NUR 111
NUR 213	Complex Health Concepts	22	10	F, S	State Pre-req: NUR 111 State Co-req: NUR 113, NUR 114, NUR 211, NUR 212
Semester Total		25	13		

Total Hours **71** **41**

For more information, call the Nursing Department Head or Admissions Coordinator.

OFFICE ADMINISTRATION

Program Description

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 computer 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.

Program Learning Outcomes

Graduates of this program should be able to:

- Demonstrate the use of technology by exhibiting the ability to type 45+ words per minute achieved through typing skills lab, typing test and required typed writing assignment.
- Display proficiency in Microsoft Office Suite through creating, editing and compiling various projects and assessments within skills labs.
- Demonstrate aptitude in records management including creating, proper maintenance and security protocol of office records.
- Perform administrative office procedures to include finance and bookkeeping.

Office Administration

General Office Administration Concentration A.A.S. Degree (A25370A)

Students completing the Office Administration Degree will be trained to work in administrative support positions in business or government offices or in legal office environments.

**First Year
Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACA 122	College Student Success College Transfer Success	1 2	1 1	F, S, SS	None
OST 131	Keyboarding	3	2	F, S, SS	None
OST 136	Word Processing	4	3	F, S, SS	None
OST 137	Office Appl. I	4	3	F, S	None
OST 162	Executive Terminology	3	3	F, S	None
*see table below	Math/Science Elective	3-4	3	F, S, SS	Requisites may be required
Semester Total		18-19	15		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 132 OR **see table below	Keyboard Skill Building	3	2	F, S	Local Pre-req: OST 131
	Major Elective	3-4	3	Various	Requisites may be required
OST 138	Office Applications II	4	3	F, S	State Pre-req: Take one: OST 137, CIS 110 or CIS 111
OST 164	Office Editing	3	3	F, S	None
OST 236	Adv. Word Processing	4	3	S	State Pre-req: OST 136
*see table below	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		17-18	14-15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
OST 134	Text Entry & Formatting	4	3	F, S, SS	Local Pre-req: OST 131
OST 165	Adv. Office Editing	4	3	S, SS	State Pre-req: OST 164
Semester Total		11	9		

Second Year

Fall 4th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 135	Adv. Text Entry & Format	4	3	F, S, SS	State Pre-req: OST 134
OST 153	Office Finance Solutions	4	3	F	State Pre-req: Take one: CIS 110, CIS-111 or OST 137
OST 181	Office Procedures	4	3	F, S	None
OST 184	Records Management	4	3	F, S	None
**see table below	Major Elective	3	3	Various	Requisites may be required
Semester Total		19	15		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 115 OR COM 231	Oral Communication	3	3	F, S, SS	None
	Public Speaking	3	3		
OST 286	Professional Development	3	3	F, S	None
OST 289	Office Admin. Capstone	4	3	F, S	State Pre: Take one set: OST 134 and OST 164 or OST 136 and OST 164
*see table below	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		13-29	11-12		

Total Hours**78-96****64-66**

General Education Requirement Recommendations*Humanities:** HUM 115 Critical Thinking**Math:** MAT 110 Math Measurement and Literacy (Recommended)**Social/Behavioral:** SOC 210 Introduction to Sociology or PSY 150 Introduction to Psychology****Major Elective Options**

OST 132	Keyboard Skill Building	OST 156	Legal Office Procedures
OST 141	Med Office Terms I	OST 162	Executive Terminology
OST 142	Med Office Terms II	OST 247	Procedure Coding
OST 148	Med Ins & Billing	OST 248	Diagnostic Coding
OST 149	Medical Legal Issues	WBL 111	Work-Based Learning I
OST 155	Legal Terminology	WBL 121	Work-Based Learning II

LEGAL OFFICE ADMINISTRATION**Program Description**

Legal is a concentration under the curriculum title of Office Administration. This curriculum prepares individuals for entry-level positions in legal or government-related offices and provides professional development for the currently employed.

Course work includes terminology, operational procedures, and preparation of documents, computer software, and court-related functions as they relate to the legal office profession. Emphasis is placed on the development of accuracy, organizational skills, discretion, and professionalism.

Graduates should qualify for employment in corporate legal departments; private practices, including real estate and estate planning; and city, state and federal government offices. With appropriate work experience, graduates may apply for certification as a Professional Legal Secretary (PLS).

Program Learning Outcomes

Graduates of this program should be able to:

- Demonstrate proficiency in the use of integrated computer software, oral and written communication, analysis and coordination of office duties and systems, and other support topics.
- Demonstrate the use of technology by exhibiting the ability to type 45+ words per minute achieved through typing skills lab, typing test and required typed writing assignment.
- Display proficiency in Microsoft Office Suite through creating, editing and compiling various projects and assessments within skills labs.
- Demonstrate aptitude in records management including creating, proper maintenance and security protocol of office records. Ability to perform administrative office procedures to include finance and bookkeeping.
- Display knowledge of legal terminology, legal office procedures, and preparation of legal documents.

Office Administration

Legal Office Administration Concentration A.A.S. Degree (A25370L)

Students completing a Legal Office Administration Degree will be trained to work in administrative support positions in an office or legal office environment, such as a corporate legal departments and private practices, including real estate and estate planning and or government offices.

First Year

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111 OR ACA 122	College Student Success College Transfer Success	1 2	1 1	F, S, SS	None
OST 131	Keyboarding	3	2	F, S, SS	None
OST 136	Word Processing	4	3	F, S, SS	None
OST 137	Office Appl. I	4	3	F, S	None
OST 155	Legal Terminology	3	3	F, SS	None
*see table below	Math/Science Elective	3-4	3	F, S, SS	Requisites may be required
Semester Total		18-19	15		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 132 OR **see table below	Keyboard Skill Building Major Elective	3 3	2 3	F, S Various	Local Pre-req: OST 131 Requisites may be required
OST 138	Office Applications II	4	3	F, S	State Pre-req: Take one: OST 137, CIS 110 or CIS 111
OST 164	Office Editing	3	3	F, S	None
OST 236	Adv. Word Processing	4	3	S	State Pre-req: OST 136
*see table below	Humanities/Fine Arts Elective	3	3	F, S, SS	Requisites may be required
Semester Total		17	14-15		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
OST 134	Text Entry & Formatting	4	3	F, S, SS	Local Pre-req: OST 131
OST 165	Adv. Office Editing	4	3	S, SS	State Pre-req: OST 164
Semester Total		11	9		

**Second Year
Fall 4th Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
BUS 115	Business Law I	3	3	F, S	None
OST 135	Adv. Text Entry & Format	4	3	F, S, SS	State Pre-req: OST 134
OST 153	Office Finance Solutions	4	3	F	State Pre-req: Take one: CIS 110, CIS-111 or OST 137
OST 181	Office Procedures	4	3	F, S	None
OST 184	Records Management	4	3	F, S	None
Semester Total		19	15		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 115 OR COM 231	Oral Communication Public Speaking	3 3	3 3	F, S, SS	None
OST 156	Legal Office Procedures	4	3	S, SS	State Pre-req: OST 134
OST 159	Legal Office Ethics	3	3	S	None
OST 286	Professional Development	3	3	F, S	None
*see table below	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		16	15		

Total Hours **81-82** **68-69**

***General Education Requirement Recommendations**

Humanities: HUM 115 Critical Thinking

Math: MAT 110 Math Measurement and Literacy (Recommended)

Social/Behavioral: SOC 210 Introduction to Sociology or PSY 150 Introduction to Psychology

****Major Elective Options**

OST 132	Keyboard Skill Building	OST 247	Procedure Coding
OST 141	Med Office Terms I	OST 248	Diagnostic Coding
OST 142	Med Office Terms II	WBL 112	Work-Based Learning I
OST 148	Med Ins & Billing	WBL 121	Work-Based Learning II
OST 149	Medical Legal Issues	OST 162	Executive Terminology

General Office Diploma (D25370)
**First Year
Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required (ENG 002, ENG 011)
OST 131	Keyboarding	3	2	F, S, SS	None
OST 134	Text Entry & Formatting	4	3	F, S, SS	Local Pre-req: OST 131
OST 135	Adv. Text Entry & Format	4	3	F, S, SS	State Pre-req: OST 134
OST 136	Word Processing	4	3	F, S, SS	None
Semester Total		18	14		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 137	Office Appl. I	4	3	F, S	None
OST 164	Office Editing	3	3	F, S	None
OST 236	Adv. Word Processing	4	3	S	State Pre-req: OST 136
OST 286	Professional Development	3	3	F, S	None
Semester Total		14	12		

Fall 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 153	Office Finance Solutions	4	3	F	State Pre-req: Take one: CIS 110, CIS-111 or OST 137
OST 181	Office Procedures	4	3	F, S	None
OST 184	Records Management	4	3	F, S	None
*see table below	Social/Behavioral Science Elective	3	3	F, S, SS	Requisites may be required
Semester Total		15	12		

Total Hours**47****38****General Office Certificate (C25370)**

Students completing the General Office Certificate will be trained to work in administrative support positions in an office or legal office environment.

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 131	Keyboarding	3	2	F, S, SS	None
OST 136	Word Processing	4	3	F, S, SS	None
OST 137	Office Appl. I	4	3	F, S	None
OST 164	Office Editing	3	3	F, S	None
OST 181	Office Procedures	4	3	F, S	None
Total Hours		18	14		

Word Processing Certificate (C25370W)

Students completing a Word Processing Certificate will be trained to work in administrative support positions in an office or legal office environment.

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 131	Keyboarding	3	2	F, S, SS	None
OST 134	Text Entry & Formatting	4	3	F, S, SS	Local Pre-req: OST 131
OST 135	Adv. Text Entry & Format	4	3	F, S, SS	State Pre-req: OST 134
OST 136	Word Processing	4	3	F, S, SS	None
Semester Total		15	11		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
OST 137	Office Appl. I	4	3	F, S	None
OST 236	Adv. Word Processing	4	3	S	State Pre-req: OST 136
Semester Total		8	6		

Total Hours**23****17****SPANISH LANGUAGE****Spanish Language Basic Certificate (C55370B)**

This 14-credit hour certificate will provide students with a structured foundation of Spanish language skills to handle successfully a limited number of basic communicative tasks in straightforward social situations. All of the courses in this program are part of the Comprehensive Articulation Agreement and can be used to help satisfy graduation requirements for A.A. and A.S. degree programs. All prerequisites must be met and the student must have at least a 2.0 overall grade point average in order to receive this certificate. *A maximum of 25 percent of the credits for this certificate may be awarded on Credit by Exam basis.*

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
SPA 111	Elementary Spanish I	3	3	F, S, SS	None
SPA 112	Elementary Spanish II	3	3	F, S, SS	State Pre-req: SPA 111
SPA 141	Culture and Civilization	3	3	S	None
SPA 181	Spanish Lab I	2	1	F, S, SS	None
SPA 182	Spanish Lab 2	2	1	F, S, SS	State Pre-req: SPA 111
SPA 211	Intermediate Spanish I	3	3	F, S, SS	State Pre-req: SPA 112
Total Hours		16	14		

Spanish Language Advanced Certificate (C55370)

This 18-credit hour certificate will provide students with the conversational skills, written skills, and the cultural background knowledge needed to effectively communicate in Spanish in the workplace, community agencies, etc. This certificate of Spanish language proficiency makes a meaningful addition to their college experience and strengthens their resume or portfolio as they seek employment or apply for graduate school as diversely-skilled individuals.

All of the courses in this program are part of the Comprehensive Articulation Agreement and can be used to help satisfy graduation requirements for A.A. and A.S. degree programs. All prerequisites must be met and the student must have at least a 2.0 overall grade point average in order to receive this certificate. *A maximum of 25 percent of the credits for this certificate may be awarded on Credit by Exam basis.*

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
SPA 111	Elementary Spanish I	3	3	F, S, SS	None
SPA 112	Elementary Spanish II	3	3	F, S, SS	State Pre-req: SPA 111
SPA 211	Intermediate Spanish I	3	3	F, S, SS	State Pre-req: SPA 112
SPA 212	Intermediate Spanish II	3	3	F, S	State Pre-req: SPA 211
SPA 221	Spanish Conversation	3	3	F	State Pre-req: SPA 212
SPA 231	Reading and Composition	3	3	S	State Pre-req: SPA 212
Total Hours		18	18		

Spanish Interpreter Certificate

This certificate program prepares students to work as paraprofessional Spanish interpreters, facilitating oral communication between people in various community settings such as hospitals, schools and service agencies. This certificate is offered by Workforce Development/Continuing Education through a combination of curriculum and non-curriculum courses. *A maximum of 25 percent of the credits for this certificate may be awarded on Credit by Exam basis.*

Student Learning Outcomes

- Graduates of the Spanish Interpreter Certificate
- Use specialized vocabulary and concepts in order to work bilingually —Spanish/English— in law, business, and medicine.
- Demonstrate and apply enhanced knowledge of Spanish as related to translation practices.
- Apply academic, professional and world knowledge to the choices and decisions they make while interpreting.
- Demonstrate an understanding of multi-cultural approaches to the work of interpretation, and are able to demonstrate effective bi-lingual and bi-cultural practice within their work.
- Apply professional standards, practices, and ethics to their work.

Track 1: Students who are native Spanish speakers

Prerequisite for native Spanish speakers, the curriculum course ENG 002 may be required based on placement test scores.

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 111	Writing and Inquiry	3	3	F, S, SS	Developmental courses may be required
ENG 114	Professional Research & Reporting	3	3	F, S, SS	Pre: ENG 111
ENG 115	Oral Communication	3	3	F, S, SS	Developmental courses may be required

(non-curriculum) Intro to Spanish Translation & Spanish Grammar Review

(non-curriculum) Intro to Spanish Interpretation & Analytical Skills

Track 2: Students who are native English speakers

Prerequisite for native English speakers is showing proficiency at the curriculum course SPA 212 Intermediate Spanish II level as determined by testing, or successful completion of SPA 212.

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
SPA 221	Spanish Conversation	3	3	F	State Pre-req: SPA 212
SPA 231	Reading and Composition	3	3	S	State Pre-req: SPA 212

(non-curriculum) Intro to Spanish Translation & Spanish Grammar Review

(non-curriculum) Intro to Spanish Interpretation & Analytical Skills

Topics included in the Spanish Interpreter Certificate

- Ethics of Interpreting
- Healthcare Interpreting Standards of Practice
- Healthcare, legal and business interpreting terminology in English and Spanish
- Spanish/English linguistics skills
- Development of integrated interpreter and translator skills
- Understanding the cultural aspects of Latino/Hispanic communities

Job Opportunities

- Community interpreters in community-based environments such as at parent—teacher conferences, community events, business and public meetings, social and government agencies, new-home purchases, and many other work and community settings.
- Health or medical interpreters and translators in healthcare
- Legal or judicial interpreters and translators
- Literary translators

UNIVERSITY TRANSFER PROGRAM

The University Transfer Program offers eight degrees at Alamance Community College: the **Associate in Arts (AA)** degree, **Associate in Arts (AA)-Online** degree, the **Associate in Arts Teacher Preparation (AATP)** degree, the **Associate in Engineering (AE)** degree, the **Associate in Fine Arts—Music Concentration (AFA)**, the **Associate in Fine Arts—Visual Arts Concentration (AFA)**, the **Associate in Science (AS)** degree, and the **Associate in Science Teacher Preparation (ASTP)** degree. Each degree requires a total of 60 semester hours credit for graduation and is transferable to any UNC institution. The overall total is comprised of both lower-division general education and pre-major elective courses. This curriculum reflects the distribution of discipline areas commonly included in institution-wide, lower-division general education requirements for the baccalaureate degree.

The **Associate in Arts (AA)** degree is designed for students who want to pursue a four-year degree in one of the liberal arts disciplines or training at a professional school that requires a strong liberal arts background. This degree is appropriate for students who would like to pursue a bachelor in arts in humanities, social sciences, business, communication, marketing, psychology, and social work.

The **Associate in Arts (AA) Online** degree is designed for students who want to pursue a four-year degree in one of the liberal arts disciplines or training at a professional school that requires a strong liberal arts background. This degree is appropriate for students who would like to pursue a bachelor in arts in humanities, social sciences, business, communication, marketing, psychology, and social work.

The **Associate in Arts (AA) Online** degree is designed for students who want to pursue a four-year degree in one of the liberal arts disciplines or training at a professional school that requires a strong liberal arts background. This degree is appropriate for students who would like to pursue a bachelor in arts in humanities, social sciences, business, communication, marketing, psychology, and social work.

The **Associate in Arts Teacher Preparation (AATP)** degree is designed for students interested in transferring to a four-year institution to pursue a bachelor in arts education. The degree is appropriate for students who would like to become K-12 teachers specializing in art, language arts/English, history, humanities, music, physical education, and social studies.

The **Associate in Engineering (AE)** degree is designed for students who plan to study engineering. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs.

The **Associate in Fine Arts (AFA)** is designed for students who want to pursue a four-year degree in music or visual arts.

The **Associate in Science (AS)** degree is designed for students who want to pursue a four-year degree in areas of study such as biology, chemistry, mathematics, or professional programs that require strong mathematics and science backgrounds.

The **Associate in Science Teacher Preparation (ASTP)** degree is designed for students interested in transferring to a four-year institution to pursue a bachelors in STEM education. The degree is appropriate for students who would like to become K-12 teachers specializing in Science, Technology, Engineering, and Mathematics.

The AA, AE, AFA, AS, AATP, and ASTP degree programs of study are structured to include two components:

- **Universal General Education Transfer Component (UGETC)** comprises a minimum of 22 semester hours of credit. These courses are guaranteed to transfer to any of the 16 constituent institutions of the UNC system as general education credit.
- **Additional general education, pre-major, and elective courses** that prepare students for successful transfer into selected majors at UNC institutions and bring the total number of hours in the degree programs to 60 semester hours.

Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution. To ensure maximum transferability of credits, students should select a transfer major and preferred transfer university before completing 30 semester hours of credit. Additional general education, pre-major, and elective courses should be selected based on a student's intended major and transfer institution. Students should maintain contact with their academic advisors to ensure proper course selection to complete their degree and prepare for transfer to a senior institution. In some cases and by special permission, a course not listed in the curriculum plan may be approved for an individual student's program of study.

Guarantees Provided by the Comprehensive Articulation Agreement Between the University of North Carolina and the North Carolina Community College System

- a. The CAA enables North Carolina community college students who graduate with an Associate in Arts (AA) or Associate in Science (AS) degree who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.
- b. Universities cannot place requirements on students transferring under the CAA that are not required of their native students.
- c. A student who completes the Associate in Arts or Associate in Science degree prior to transfer to a UNC institution will have fulfilled the UNC institution's lower-division general education requirements.
- d. Each UNC campus will establish and publish a campus policy/guideline outlining the campus decision whether a student who receives an Associate in Arts or Associate in Science degree through reverse transfer will have fulfilled the UNC institution's lower-division general education requirements.
- e. Due to degree requirements in some majors, additional courses at the UNC institution may be required beyond the general education courses and pre-major courses taken at the community college.
- f. Community college graduates of the Associate in Arts or Associate in Science degree programs who have earned 60 semester hours in approved transfer courses with a grade of "C" or better in each course and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 60 semester hours of academic credit upon admission to a UNC institution.
- g. Requirements for admission to some major programs may require additional pre-specialty courses beyond the pre-major taken at the community college. Students entering such programs may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.
- h. All courses approved for transfer in the CAA are designated as fulfilling general education or pre-major/elective requirements. While general education and pre-major courses may also be used as electives, elective courses may not be used to fulfill general education requirements.
- i. CAA courses taken beyond the 60-61 SHC of credit in which the student received less than a "C" will not negate the provisions of the CAA.

Before beginning the University Transfer program, students not meeting specific admission criteria must take ACC's placement test. Based on these test scores, students may be required to take transition courses before registering for certain courses. Visiting students will be required to provide evidence of completion of prerequisite courses at another institution.

Independent Comprehensive Articulation Agreement (ICAA) between North Carolina Community Colleges and the Signatory Institutions of North Carolina Independent Colleges and Universities (NCICU).

The College is part of the Independent Comprehensive Articulation Agreement (ICAA) between the North Carolina Community College System and the Signatory Institutions of North Carolina Independent Colleges and Universities (NCICU). This agreement allows for a student who complete an Associate in Arts (AA) or Associate in Science (AS) to transfer to one of the many private colleges and universities in North Carolina.

Uniform Articulation Agreements Between North Carolina Community Colleges and with those constituent institutions of The University of North Carolina

Whereas, the Associate in Arts (AA) and Associate in Science (AS) degrees are covered by the Comprehensive Articulation Agreement (CAA), the Associate in Engineering (AE) and Associate in Fine Art-Music, the Associate in Fine Arts Visual Arts, the Associate in Arts Teacher Preparation (AATP), and the Associate in Science Teacher Preparation (ASTP) degrees are governed by a program specific Uniform Articulation Agreement (UAA). Degrees under a UAA are only accepted at institutions that have the specific degree programs and these programs are competitive. Admissions to the Associate in Engineering (AE) and the Associate in Fine Arts (AFA) degree programs at four year institutions are not guaranteed.

For more information on the CAA, UAA, ICAA and other College Transfer Articulation Agreements, visit: www.nccommunitycolleges.edu/academic-programs-college-transferarticulation-agreements

Special Transfer Agreements:

Alamance Community College has signed special agreements with colleges and universities to improve access to an undergraduate education. Below is a list of the special agreements that ACC has signed for the University Transfer Program.

For more information, visit: <https://www.alamancecc.edu/transferagreements>

Elon University

Alamance Community College has signed an articulation agreement with Elon University. Elon University will guarantee transfer admission, waiver of application fee, acceptance of maximum of 65 community college credits that have Elon University equivalents, and grant full junior status to all graduates of designated Alamance Community College in Arts or Associate in Science Degree programs who have followed applicable Elon University prescribed course selections while completing Alamance Community College program requirements, and earned a cumulative grade point average (GPA) of at least 2.70.

Guilford College

Alamance Community College has signed an articulation agreement with Guilford College. Guilford College will guarantee transfer admission, waiver of application fee, acceptance of maximum of 64 community college credits that have Guilford College equivalents, and grant full junior status to all graduates of designated Alamance Community College Associate Degree programs who have followed applicable Guilford College prescribed course selections while completing Alamance Community College program requirements, and earned a cumulative grade point average (GPA) of at least 2.50.

Lees-McRae College

Alamance Community College has signed an articulation agreement with Lees-McRae College. ACC graduates are guaranteed enrollment at Lees-McRae College, if they earn an associate's degree and maintain at least a 2.5 GPA. The Guaranteed Admission Program is open to all ACC students who meet certain academic requirements to transfer and complete a bachelor's degree at Lees-McRae College. Requirements to programs at Lees-McRae College may vary depending on the program. Lees-McRae College will also offer a Transfer Merit Scholarship for ACC graduates who qualify.

NC A&T State University: Elementary Education Program

Alamance Community College has signed an articulation agreement with NC A&T State University. Students who earn an Associate in Arts degree at ACC can transfer to N.C. A&T State University as a junior in the School of Education for the final two years of coursework for the Bachelor of Science Degree.

Special Transfer Agreements: Co-Admission Programs

Alamance Community College has signed agreements with the following universities that allow students to be admitted to the university while the student completes an Associate Degree at ACC. The goal of these programs is to provide academic and program support for students during their time at ACC and prepare them for a successful transition to a university.

East Carolina University: Pirate Promise

The Pirate Promise Program is a partnership with ECU that is designed to improve transfer student access and success. Qualified students receive guaranteed admission to ECU upon completing an Associate in Arts, Associate in Science, Associate in Engineering, Associate in Fine Arts, the Associate in Applied Science (AAS), Early Childhood Education, and, those AAS programs eligible for transfer to ECU's Bachelor of Science Industrial Technology (BSIT). Students must graduate with a cumulative GPA 2.5 or higher from ACC to be eligible for Pirate Promise.

North Carolina State University: C3

The Community College Collaboration (C3) is a partnership with NC State University that guarantees enrollment if the student earns an Associate of Arts, Associate of Science, or Associate of Engineering degree. Students must graduate ACC with a 3.0 GPA or higher. Entry into specific majors may be more competitive.

North Carolina A&T State University: The Aggie Plus Program

The Aggie Plus Program is a partnership with North Carolina Agricultural and Technical State University (NCATSU) that is designed to offer a seamless transition for students from Alamance Community College to the University. Aggie Plus participants must complete an Associate in Arts (AA), Associate in Science (AS), or Associate in Engineering (AE) degree prior to transferring to NCATSU. Participants must maintain a 2.0 cumulative GPA and obtain a "C" or better on all transferable coursework.

UNC Chapel Hill: C-STEP

The Carolina Student Transfer Excellence Program (C-STEP), a partnership with UNC Chapel Hill, assists community college students in transitioning to the university setting. For admission to UNC, students must graduate ACC with a 3.2 or higher cumulative GPA, complete three semesters of a foreign language, and complete program activities. Students must complete an Associate of Arts or Associate of Science to be in this program.

UNC Greensboro: Spartan Passage

Spartan Passage is a partnership with UNCG that improves student access to an undergraduate education and enhances student success during the transfer process. Students must complete an Associate of Arts or Associate of Science to be in this program. Some degree programs require auditions or secondary admissions processes.

UNC Wilmington: Pathway to Excellence

Pathway to Excellence is a partnership with UNCW that guarantees admission for students completing an Associate of Arts, Associate of Science, or Associate of Engineering degree with a GPA 2.5 or greater. A GPA of 3.0 is required for increased benefits.

University Transfer Program Learning Outcomes

Upon successful completion, students will be able to:

- Analyze problems using the scientific method and draw rational conclusions.
- Compose well-written documents using standard written English.
- Deliver an informative presentation.
- Describe and validate conflicting perspectives of diverse groups.
- Identify argumentative claims and the evidence used to support them.
- Model and solve real-world applications mathematically.

Associate in Arts Degree Curriculum Plan (A10100)**Program Description**

In order to complete the Associate in Arts degree at Alamance Community College, students must earn 60 hours of college credit in the categories listed in the table. All students must complete at least 31 hours from the Universal General Education Transfer Component list of courses. As part of their degree, students are required to complete two English composition courses, one literature course, one general education history course, one math course, one general education science course, and one academic transition course. The literature course should be chosen from ENG 231, ENG 232, ENG 241, ENG 242, or ENG 273*. Students may not take both BIO 110 and BIO 111 or CHM 131/131A and CHM 151 for credit toward this degree.

*ENG 273 is not a UGETC course and, therefore, does not fulfill a Humanities/Fine Arts course requirement.

Articulation Agreements

Comprehensive Articulation Agreement

Independent Comprehensive Articulation Agreement

- Elon University
- Guilford College
- NC A&T State University in the Elementary Education Program
- East Carolina University and the Pirate Promise Program
- North Carolina State University and the C3 Program
- North Carolina A&T State University and the Aggie Plus Program
- UNC Chapel Hill and the C-STEP Program
- UNC Greensboro and the Spartan Passage Program
- UNC Wilmington and the Pathway to Excellence Program

Universal General Education Transfer Component (UGETC)

Course Number	Course Title	Credit Hours
English Composition (6 semester hours required)		
ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disciplines	3
English Literature (3 semester hours required)		
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
Humanities/Fine Arts (6 semester hours required)		
ART 111	Art Appreciation	3
ART 114	Art History I	3
ART 115	Art History II	3
COM 120	Interpersonal Communication	3
COM 231	Public Speaking	3
DRA 111	Theater Appreciation	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
History (3 semester hours required)		
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3
Humanities/Fine Arts (6 semester hours required)		
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
Natural Sciences (4 semester hours required)		
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
CHM 151	General Chemistry	4
GEL 111	Geology	4
PHY 110/110A	Conceptual Physics and Lab	4
Mathematics (3-4 semesters hours required)		
MAT 143	Quantitative Literacy	3
MAT 152	Statistical Methods I	4
MAT 171	Pre-calculus Algebra	4
Total Universal General Education Transfer Component		31-32

Additional General Education Hours—Take additional hours from the UGETC list or from the following general education courses

English		
ENG 114	Professional Research and Reporting	3
Humanities		
ASL 111	American Sign Language I	3
ASL 112	American Sign Language II	3
ASL 211	Intermediate ASL I	3
ASL 212	Intermediate ASL II	3
COM 110	Introduction to Communication	3
HUM 115	Critical Thinking	3
HUM 122	Southern Culture	3
HUM 130	Myth in Culture	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
REL 110	World Religions	3
REL 211	Old Testament	3
REL 212	New Testament	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3

SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3
Social/Behavioral Sciences		
PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 225	Social Diversity	3
Natural Sciences		
BIO 112	General Biology II	4
BIO 140/140A	Environmental Biology & Lab	4
CHM 131/131A	Introduction to Chemistry & Lab	4
CHM 132	Organic/BioChemistry	4
CHM 152	General Chemistry II	4
PHY 151	College Physics I	4
PHY 152	College Physics II	4
Computer Sciences		
CIS 110	Introduction to Computers	3
CIS 115	Introduction to Programming and Logic	3
Mathematics		
MAT 172	Precalculus Trigonometry	4
MAT 263	Brief Calculus	4
MAT 271	Calculus I	4
Total Additional General Education Hours		13-14
Academic Transition –ACA 122 College Transfer Success (Required)		1

Electives: Choose any of the general education courses listed above or elective courses from this list.

ACC 120	Principles of Accounting I	4
ACC 121	Principles of Managerial Accounting	4
ART 121	Two-Dimensional Design	3
ART 122	Three-Dimensional Design	3
ART 131	Drawing I	3
ART 132	Drawing II	3
ART 135	Figure Drawing	3
ART 235	Figure Drawing II	3
ART 240	Painting I	3
ART 241	Painting II	3
ART 244	Watercolor	3
BIO 155	Nutrition	3
BIO 163	Basic Anatomy and Physiology I	5
BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4
BIO 250	Genetics	4
BIO 275	Microbiology	4
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 137	Principles of Business Management	3
CJC 111	Introduction to Criminal Justice	3
CJC 121	Law Enforcement Operations	3
CJC 141	Corrections	3
COM 251	Debate I	3
CSC 151	JAVA Programming	3
CTS 115	Info Sys Business Concepts	3
EDU 131	Child, Family and Community	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 216	Foundations of Education	4
EDU 221	Children With Exceptionalities	3
ENG 125	Creative Writing I	3
ENG 126	Creative Writing II	3
ENG 134	Introduction to Poetry	3
ENG 273	African American Literature	3
GIS 111	Introduction to GIS	3
HEA 110	Personal Health and Wellness	3

HIS 163	The World Since 1945	3
HIS 211	Ancient History	3
HIS 212	Medieval History	3
HIS 221	African American History	3
HIS 236	North Carolina History	3
HUM 230	Leadership Development	3
MUS 111	Fundamentals of Music	3
MUS 121	Music Theory I	4
MUS 122	Music Theory II	4
MUS 125	Aural Skills I	1
MUS 126	Aural Skills II	1
MUS 131	Chorus I	1
MUS 132	Chorus II	1
MUS 151	Class Music I	1
MUS 152	Class Music II	1
MUS 161	Applied Music I	2
MUS 162	Applied Music II	2
MUS 181	Show Choir I	4
MUS 231	Chorus III	1
MUS 232	Chorus IV	1
PED 110	Fit and Well for Life	2
PED 113	Aerobics	1
PED 120	Walking for Fitness	1
PED 122	Yoga I	1
PED 123	Yoga II	1
PED 142	Lifetime Sports	1
PED 232	Aikido	1
PED 240	Advanced PE Skills	1
POL 130	State & Local Government	3
SOC 240	Social Psychology	3
SOC 242	Sociology of Deviance	3
SPA 141	Spanish Culture and Civilization	3
SPA 181	Spanish Lab I	1
SPA 182	Spanish Lab II	1
SPA 221	Spanish Conversation	3
SPA 231	Spanish Reading and Composition	3
Total Additional Hours of Electives		14
Total Hours Needed for Associate in Arts Degree		60

Associate in Arts- Online Option- Degree Curriculum Plan (A10100I)

Program Description

In order to complete the Online Associate in Arts degree at Alamance Community College, students must earn 60 hours of college credit in the categories listed in the table. All students must complete at least 31 hours from the Universal General Education Transfer Component list of courses. As part of their degree, students are required to complete two English composition courses, one literature course, one general education history course, one math course, one general education science course, and one academic transition course. The literature course should be chosen from ENG 231, ENG 232, ENG 241, or ENG 242. Students may not take both BIO 110 and BIO 111 or CHM 131/131A and CHM 151 for credit toward this degree.

Articulation Agreements

Comprehensive Articulation Agreement

- Elon University
- Guilford College
- NC A&T State University in the Elementary Education Program
- East Carolina University and the Pirate Promise Program
- North Carolina State University and the C3 Program
- UNC Chapel Hill and the C-STEP Program
- UNC Greensboro and the Spartan Passage Program
- UNC Wilmington and the Pathway to Excellence Program

Universal General Education Transfer Component (UGETC)

Course Number	Course Title	Credit Hours
English Composition (6 semester hours required)		
ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disciplines	3
English Literature (3 semester hours required)		
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
Humanities/Fine Arts (6 semester hours required)		
ART 111	Art Appreciation	3
ART 114	Art History I	3
ART 115	Art History II	3
COM 120	Interpersonal Communication	3
COM 231	Public Speaking	3
DRA 111	Theater Appreciation	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
History (3 semester hours required)		
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3
Social/Behavioral Sciences (6 semester hours required)		
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
Natural Sciences (4 semester hours required)		
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
CHM 151	General Chemistry	4
GEL 111	Introduction Geology	4
Mathematics (3-4 semesters hours required)		
MAT 143	Quantitative Literacy	3
MAT 152	Statistical Methods I	4
MAT 171	Pre-calculus Algebra	4
Total Universal General Education Transfer Component		31-32

Additional General Education Hours—Take additional hours from the UGETC list or from the following general education courses

English

ENG 114	Professional Research and Reporting	3
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Humanities

ASL 111	American Sign Language I	3
ASL 112	American Sign Language II	3
ASL 211	Intermediate ASL I	3
ASL 212	Intermediate ASL II	3
COM 110	Introduction to Communication	3
HUM 115	Critical Thinking	3
HUM 122	Southern Culture	3
HUM 130	Myth in Culture	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
REL 110	World Religions	3
REL 211	Old Testament	3
REL 212	New Testament	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3

Social/Behavioral Sciences

PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 225	Social Diversity	3

Computer Sciences

CIS 110	Introduction to Computers	3
CIS 115	Introduction to Programming and Logic	3

Mathematics

MAT 172	Precalculus Trigonometry	4
Total Additional General Education Hour		13-14

Academic Transition – ACA 122 College Transfer Success (Required) 1

Electives: Choose any of the general education courses listed above or elective courses from this list.

ACC 120	Principles of Accounting I	4
ACC 121	Principles of Managerial Accounting	4
BIO 155	Nutrition	3
BIO 163	Basic Anatomy and Physiology I	5
BIO 168	Anatomy and Physiology I	4
BUS 110	Introduction to Business	3
BUS 115	Business Law I	3
BUS 137	Principles of Business Management	3
CJC 111	Introduction to Criminal Justice	3
CJC 113	Juvenile Justice	3
CJC 121	Law Enforcement Operations	3
CJC 141	Corrections	3
CJC 212	Ethics and Comm Relations	3
CSC 151	JAVA Programming	3
EDU 144	Child Development I	3
EDU 145	Child Development II	3
EDU 131	Child, Family, and Community	3
EDU 216	Foundations of Education	4
EDU 221	Children With Exceptionalities	3
ENG 125	Creative Writing I	3
ENG 126	Creative Writing II	3
ENG 134	Introduction to Poetry	3
ENG 273	African American Literature	3
HEA 110	Personal Health and Wellness	3

HIS 163	The World Since 1945	3
HIS 211	Ancient History	3
HIS 212	Medieval History	3
HIS 221	African American History	3
HIS 236	North Carolina History	3
MUS 111	Fundamentals of Music	3
PED 110	Fit and Well for Life	2
PED 120	Walking for Fitness	1
PED 240	Advanced PE Skills	1
POL 130	State & Local Government	3
SOC 240	Social Psychology	3
SOC 242	Sociology of Deviance	3
SPA 141	Spanish Culture and Civilization	3
SPA 181	Spanish Lab I	1
SPA 182	Spanish Lab II	1
SPA 221	Spanish Conversation	3
SPA 231	Spanish Reading and Composition	3
	Total Additional Hours of Electives	14
Total Hours Needed for Associate in Arts Degree		60

Associate in Arts Teacher Preparation Degree Curriculum Plan (A1010T)

Program Description

In order to complete the Associate in Arts in Teacher Preparation degree at Alamance Community College, students must earn 60 hours of college credit in the categories listed in the table. All students must complete at least 28 hours from the Universal General Education Transfer Component list of courses. As part of their degree, students are required to complete one Academic Transitions course, 14 credit hours of Education courses and 17-18 credits of courses classified as general education or UGETC within the Comprehensive Articulation Agreement.

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

Articulation Agreements

- ICAA with constituent institutions that operate a Bachelor of Arts or Bachelor of Science in Education program
- UAA with constituent institutions of The University of North Carolina that operate a Bachelor of Arts or Bachelor of Science in Education program
- Elon University

Universal General Education Transfer Component (UGETC)

Course Number	Course Title	Credit Hours
English Composition (6 semester hours required)		
ENG 111	Writing and Inquiry	3
Humanities/Fine Arts		
ART 111	Art Appreciation	3 (recommended)
ART 114	Art History I	3
ART 115	Art History II	3
COM 120	Interpersonal Communication	3
COM 231	Public Speaking	3
DRA 111	Theater Appreciation	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
Social/Behavioral Sciences (6 semester hours required)		
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
HIS 111	World Civilizations I	3

HIS 112	World Civilizations II	3	
HIS 131	American History I	3	
HIS 132	American History II	3	
POL 120	American Government	3	
PSY 150	General Psychology	3	(recommended)
SOC 210	Introduction to Sociology	3	(recommended)
Natural Sciences (4 semester hours required)			
BIO 110	Principles of Biology	4	(recommended)
BIO 111	General Biology I	4	
CHM 151	General Chemistry	4	
GEL 111	Introduction Geology	4	
ENG 112	Writing/Research in the Disciplines	3	
Humanities/Fine Arts (9 semester hours required from at least 2 subject areas)			
PHY 110/110A	Conceptual Physics and Lab	4	
Mathematics (3-4 semesters hours required)			
MAT 143	Quantitative Literacy	3	
MAT 152	Statistical Methods I	4	(recommended)
MAT 171	Pre-calculus Algebra	4	
Total Universal General Education Transfer Component		28-29	
Other Required General Education Hours			
SOC 225	Social Diversity (Required)	3	

Additional General Education Hours– An additional 14-15 hours should be selected from courses classified as general education within the CAA. *Students must meet the receiving university's* foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

English

ENG 114	Professional Research and Reporting	3
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Humanities

ASL 111	American Sign Language I	3
ASL 112	American Sign Language II	3
ASL 211	Intermediate ASL I	3
ASL 212	Intermediate ASL II	3
COM 110	Introduction to Communication	3
HUM 115	Critical Thinking	3
HUM 122	Southern Culture	3
HUM 130	Myth in Culture	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
REL 110	World Religions	3
REL 211	Old Testament	3
REL 212	New Testament	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3

Social/Behavioral Sciences

PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3

Natural Sciences

BIO 112	General Biology II	4
BIO 140/140A	Environmental Biology & Lab	4
CHM 131/131A	Introduction to Chemistry & Lab	4
CHM 132	Organic/BioChemistry	4
CHM 152	General Chemistry II	4
PHY 151	College Physics I	4
PHY 152	College Physics II	4

Computer Sciences

CIS 110	Introduction to Computers	3
CIS 115	Introduction to Programming and Logic	3

Mathematics

MAT 172	Precalculus Trigonometry	4
MAT 263	Brief Calculus	4
MAT 271	Calculus I	4

Total Additional General Education Hours	14-15
Total Additional General Education Hours Required	45-46
Other Required Hours (15 semester hours required) Education (14 semester hours required)	
EDU 187 Teaching and Learning for All	4
EDU 216 Foundations of Education	3
EDU 279 Literacy Development & Instruction	4
EDU 250 Teacher Licensure Preparation	3
Academic Transition —ACA 122 College Transfer Success (Required)	1
Total Additional Hours of Electives	15
Total Hours Needed for Associate in Arts Teaching Preparation Degree	60-61

Associate in Engineering Degree (A10500)

Program Description

In order to complete the Associate in Engineering degree at Alamance Community College, students must earn 60 hours of college credit in the categories listed in the table. All students must complete 42 general education hours, an academic transition course, and 17 hours of other general education courses or pre-major electives.

The degree plan includes required general education and prerequisite courses that are acceptable to all state-funded Bachelor of Engineering programs. See the College's web site for a list of courses in the curriculum. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional, and sometimes duplicative, courses. Admission to Engineering programs is highly competitive and admission is not guaranteed.

To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

Articulation Agreements

- East Carolina University and the Pirate Promise Program
- North Carolina State University and the C3 Program
- UNC Wilmington and the Pathway to Excellence Program
- UAA with constituent institutions of The University of North Carolina that operate a Bachelor of Science in Engineering Program

Universal General Education Transfer Component (UGETC)

Course Number	Course Title	Credit Hours
English Composition (6 semester hours required)		
ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disciplines	3
Humanities/Fine Arts (6 semester hours required from at least 2 subject areas) Choose One:		
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
*REL 110	World Religions	3
<i>*REL 110 is not a UGETC course, but accepted at universities in the engineering program</i>		
Choose One:		
ART 111	Art Appreciation	3
ART 114	Art History I	3
ART 115	Art History II	3
COM 231	Public Speaking	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3

Social/Behavioral Sciences (6 semester hours required, including ECO 251)

ECO 251	Principles of Microeconomics	3
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Choose One:

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

Natural Sciences (12 semester hours required)

CHM 151	General Chemistry I	4
PHY 251	General Physics I	4
PHY 252	General Physics II	4

Mathematics (12 semesters hours required)

MAT 271	Calculus I	4
MAT 272	Calculus II	4
MAT 273	Calculus III	4

Other General Education (3-4 semester hours required)

BIO 111	General Biology	4
CHM 152	General Chemistry II	4
COM 110	Introduction to Communication	3
COM 231	Public Speaking	3
ECO 252	Principles of Macroeconomics	3
GEL 111	Geology	4
PHI 240	Introduction to Ethics	3

Total Universal General Education Transfer Component		45-46
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Other Required Hours (14-15 semester hours)

Academic Transition—ACA 122 College Transfer Success (Required)		1
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Pre-Major Elective (2 semester hours)

EGR 150	Introduction to Engineering	2
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Additional General Education and Pre-Major Electives (11-12) semester hours required) Choose from the following courses.

BIO 111	General Biology	4
CHM 152	General Chemistry II	4
CHM 251	Organic Chemistry I	4
CHM 252	Organic Chemistry II	4
COM 110	Introduction to Communication	3
COM 231	Public Speaking	3
CSC 134	C++ Programming	3
CSC 151	JAVA Programming	3
DFT 170	Engineering Graphics	3
ECO 252	Principles of Macroeconomics	3
EGR 210	Intro to Electrical/Computer Engineering Lab	2
EGR 220	Engineering Statics	3
EGR 225	Engineering Dynamics	3
EGR 228	Introduction to Solid Mechanics	3
GEL 111	Geology	4
MAT 285	Differential Equations	3
PED 110	Fit and Well for Life	2

Total Additional Hours Required		14-15
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Total Hours Needed for Associate in Engineering Degree		60-61
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Associate in Fine Arts in Music Degree (A10700)**Program Description**

In order to complete the Associate in Fine Arts in Music degree at Alamance Community College, students must earn 60-61 hours of college credit in the categories listed in the table. All students must complete at least 22-23 credit hours from the Universal General Education Transfer Component list of courses. As part of their degree, students are required to complete one Academic Transitions course, 34-36 credit hours of music and 3 credit of courses classified as pre-major, elective, general education, or UGETC within the Comprehensive Articulation Agreement.

**Music students transferring from ACC to a four-year institution may be required to take a music theory proficiency exam before entering the next level class music and music theory*

Articulation Agreements

- UAA agreement with constituent institutions of The University of North Carolina that operate a Bachelor of Music Program

Universal General Education Transfer Component (UGETC)

Course Number	Course Title	Credit Hours
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English Composition (6 semester hours required)

ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disciplines	3

Humanities/Fine Arts (3 semester hours required)

MUS 110	Music Appreciation	3
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Social/Behavioral Sciences (6 semester hours required from 2 subject areas)

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

Natural Sciences (4 semester hours required)

BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
CHM 151	General Chemistry	4
GEL 111	Geology	4
PHY 110/110A	Conceptual Physics and Lab	4

Mathematics (3-4 semesters hours required)

MAT 143	Quantitative Literacy	3
MAT 171	Pre-calculus Algebra	4

Total Universal General Education Transfer Component 22-23

General Education: Music Requirements (14 semester hours required)

Music Courses

MUS 121	Music Theory I	3
MUS 122	Music Theory II	3
MUS 125	Aural Skills I	1
MUS 126	Aural Skills II	1
MUS 161	Applied Music I	2
MUS 162	Applied Music II	2
MUS 151	Class Music I	1
MUS 152	Class Music II	1

Ensemble (8 semester hours required)

MUS 131	Chorus I	1
MUS 132	Chorus II	1
MUS 231	Chorus III	1
MUS 232	Chorus IV	1
MUS 181	Show Choir I	4

Total Music Requirements 22

Additional UGETC Hours (3 hours required)

MUS 112	Introduction to Jazz	3
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Required Music Elective

MUS 111	Fundamentals of Music	3
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Choose from any course listed above or from the following courses (9-12 semester hours)

ART 111	Art Appreciation	3
ART 114	Art History I	3
ART 115	Art History II	3
ASL 111	American Sign Language I	3

ASL 112	American Sign Language II	3
COM 120	Intro to Interpersonal Communication	3
COM 231	Public Speaking	3
DRA 111	Theater Appreciation	3
ENG 114	Professional Research & Reporting	3
ENG 125	Creative Writing I	3
ENG 126	Creative Writing II	3
ENG 134	Introduction to Poetry	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
ENG 273	African American Literature	3
HEA 110	Personal Health and Wellness	3
HIS 211	Ancient History	3
HIS 212	Medieval History	3
HIS 221	African American History	3
HIS 236	North Carolina History	3
HUM 115	Critical Thinking	3
HUM 122	Southern Culture	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
HUM 230	Leadership Development	3
MUS-182	Show Choir II	4
MUS 261	Applied Music III	2
MUS 262	Applied Music IV	2
PED 110	Fit and Well for Life	2
PED 113	Aerobics I	1
PED 120	Walking for Fitness	1
PED 122	Yoga I	1
PED 123	Yoga II	1
PED 142	Lifetime Sports	1
PED 232	Aikido	1
PED 240	Advanced PE Skills	1
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
SOC 213	Sociology of the Family	3
SOC 242	Sociology of Deviance	3
SPA 111	Elementary Spanish I	
SPA 112	Elementary Spanish II	3
SPA 141	Spanish Culture and Civilization	3
SPA 181	Spanish Lab I	1
SPA 182	Spanish Lab II	1
SPA 211	Intermediate Spanish I	
SPA 212	Intermediate Spanish II	
SPA 221	Spanish Conversation	3
SPA 231	Spanish Reading and Composition	3
Total Additional Hours Required		15
Academic Transition--ACA 122 College Transfer Success (Required)		1
Total Hours Needed for Associate in Fine Arts--Music		60-61

Associate in Fine Arts in Visual Arts Degree (A10600)

Program Description

In order to complete the Associate in Fine Arts in Visual Arts degree at Alamance Community College, students must earn 60 hours of college credit in the categories listed in the table. All students must complete at least 25-26 credit hours from the Universal General Education Transfer Component list of courses. As part of their degree, students are required to complete one Academic Transitions course, 15 credit hours of Art and 18-20 credit of courses classified as pre-major, elective, general education, or UGETC within the Comprehensive Articulation Agreement.

Articulation Agreements

- East Carolina University and the Pirate Promise Program
- UAA with constituent institutions of The University of North Carolina that operate a Bachelor of Fine Arts Program

Universal General Education Transfer Component (UGETC)

Course Number	Course Title	Credit Hours
English Composition (6 semester hours required)		
ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disciplines	3
Humanities/Fine Arts (6 hours from including required ART 111)		
ART 111	Art Appreciation	3
Take 3 semester hours from the following courses		
COM 120	Interpersonal Communication	3
COM 231	Public Speaking	3
DRA 111	Theater Appreciation	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
Social/Behavioral Sciences (6 semester hours required from 2 subject areas)		
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
Natural Sciences (4 semester hours required)		
BIO 110	Principles of Biology	4
BIO 111	General Biology I	4
CHM 151	General Chemistry	4
GEL 111	Geology	4
PHY 110/110A	Conceptual Physics and Lab	4
Mathematics (3-4 semesters hours required)		
MAT 143	Quantitative Literacy	3
MAT 152	Statistical Methods I	4
MAT 171	Pre-calculus Algebra	4
MAT 271	Calculus I	4
Total Universal General Education Transfer Component		25-26
General Education: Visual Arts Requirements (15 semester hours required)		
Additional Universal General Education Transfer Courses: ART		
ART 114	Art History I	3
ART 115	Art History II	3
Additional Required		
ART 121	Two-Dimensional Design	3
ART 122	Three-Dimensional Design	3
ART 131	Drawing I	3
Total Visual Arts Requirements		15
Additional General Education, Pre-Major, Electives or UGETC (18-20 semester hours required)		
Additional (3 hours required)		
ART 132	Drawing II	3
Choose from any course listed above or from the following courses		
ART 135	Figure Drawing I	3
ART 235	Figure Drawing II	3

ART 240	Painting I	3
ART 241	Painting II	3
ART 244	Watercolor	3
ASL 111	American Sign Language I	3
ASL 112	American Sign Language II	3
CIS 110	Intro to Computers	3
COM 110	Intro to Communication	3
ENG 114	Professional Research and Reporting	3
ENG 125	Creative Writing I	3
ENG 126	Creative Writing II	3
ENG 134	Introduction to Poetry	3
ENG 273	African American Literature	3
HEA 110	Personal Health and Wellness	3
HIS 211	Ancient History	3
HIS 212	Medieval History	3
HIS 221	African American History	3
HIS 236	North Carolina History	3
HUM 115	Critical Thinking	3
HUM 122	Southern Culture	3
HUM 130	Myth in Culture	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
HUM 230	Leadership Development	3
MAT 172	Precalculus Trigonometry	4
MUS 131	Chorus I	1
MUS 132	Chorus II	1
MUS 231	Chorus III	1
MUS 232	Chorus IV	1
PED 110	Fit and Well for Life	2
PED 113	Aerobics I	1
PED 120	Walking for Fitness	1
PED 122	Yoga I	1
PED 123	Yoga II	1
PED 142	Lifetime Sports	1
PED 232	Aikido	1
PED 240	Advanced PE Skills	1
REL 110	World Religions	3
REL 211	Old Testament	3
REL 212	New Testament	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 242	Sociology of Deviance	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3
SPA 141	Spanish Culture and Civilization	3
SPA 181	Spanish Lab I	1
SPA 182	Spanish Lab II	1
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3
SPA 221	Spanish Conversation	3
SPA 231	Spanish Reading and Composition	3
Total Additional Hours Required		18-20
Academic Transition —ACA 122 College Transfer Success (Required)		1
Total Hours Needed for Associate in Fine Arts—Visual Arts		60-61

Associate in Science Degree Curriculum Plan (A10400)

Program Description

In order to complete the Associate in Science degree at Alamance Community College, students must earn 60 hours of college credit in the categories listed in the table. All students must complete at least 34 hours from the Universal General Education Transfer Component list of courses. As part of their degree, students are required to complete 32 credit hours of math, science or computer courses in the categories listed in the table, as well as an academic transition course.

Articulation Agreements

- Comprehensive Articulation Agreements
 Independent Comprehensive Articulation Agreement
- Elon University
 - Guilford College
 - East Carolina University and the Pirate Promise Program
 - North Carolina State University and the C3 Program
 - North Carolina A&T State University and the Aggie Plus Program
 - UNC Chapel Hill and the C-STEP Program
 - UNC Greensboro and the Spartan Passage Program
 - UNC Wilmington and the Pathway to Excellence Program

Universal General Education Transfer Component (UGETC)

Course Number	Course Title	Credit Hours
English Composition (6 semester hours required)		
ENG 111	Writing and Inquiry	3
Humanities/Fine Arts		
ART 111	Art Appreciation	3
ART 114	Art History I	3
ART 115	Art History II	3
COM 120	Interpersonal Communication	3
COM 231	Public Speaking	3
DRA 111	Theater Appreciation	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3
Social/Behavioral Sciences (6 semester hours required from at least 2 subject areas)		
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3
Natural Sciences (8 semester hours of sequenced courses required)		
BIO 111	General Biology I	4
BIO 112	General Biology II	4
CHM 151	General Chemistry I	4
CHM 152	General Chemistry II	4
PHY 151	College Physics I	4
PHY 152	College Physics II	4
PHY 251	General Physics I	4
PHY 252	General Physics II	4
Mathematics (8 semesters hours required)		
MAT 171	Pre-calculus Algebra	4
MAT 172	Precalculus Trigonometry	4
MAT 263	Brief Calculus	4
MAT 271	Calculus I	4
MAT 272	Calculus II	4
Mathematics (8 semesters hours required) Total Universal General Education Transfer Component		34

Additional General Education Hours—Take additional hours from the UGETC list or from the following general education courses. At least 8 hours must be science, math or computer courses.

General Education: Science/Math Requirement (8 hours) Choose courses from the UGETC list or from the following courses.

BIO 140/140A	Environmental Biology and Lab	4
CHM 251	Organic Chemistry I	4

GEL 111	Geology	4
PHY 110/110A	Conceptual Physics and Lab	4
MAT 152	Statistical Methods I	4
MAT 273	Calculus III	4

Additional General Education Hours: (3 hours) Choose a course from the UGETC list or from the following courses.

Computer Sciences

CIS 110	Introduction to Computers	3
CIS 115	Introduction to Programming and Logic	3

English

ENG 114	Professional Research and Reporting	3
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Humanities

COM 110	Introduction to Communication	3
HUM 115	Critical Thinking	3
HUM 122	Southern Culture	3
HUM 130	Myth in Culture	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
REL 110	World Religions	3
REL 211	Old Testament	3
REL 212	New Testament	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3

Social/Behavioral Sciences

PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3
SOC 225	Social Diversity	3

Total Additional General Education Hours Required 11

Additional Elective Hours (14 hours required) Choose from General Education courses or the electives listed here.

BIO 155	Nutrition	3
BIO 163	Basic Anatomy and Physiology I	5
BIO 168	Anatomy and Physiology I	4
BIO 169	Anatomy and Physiology II	4
BIO 250	Genetics	4
BIO 275	Microbiology	4
CHM 252	Organic Chemistry II	4
COM 251	Debate 1	3
CSC 134	C++ Programming	3
CSC 151	JAVA Programming	3
CSC 251	Advanced JAVA Programming	3
CTS 115	Info Sys Business Concepts	3
DFT 170	Engineering Graphics	3
EGR 150	Introduction to Engineering	2
EGR 220	Engineering Statics	3
ENG 273	African American Literature	3
GIS 111	Introduction to GIS	3
HEA 110	Personal Health and Wellness	3
HIS 163	The World Since 1945	3
HIS 221	African American History	3
HIS 236	North Carolina History	3
HUM 230	Leadership Development	3
MAT 285	Differential Equations	3
MUS 131	Chorus I	1
MUS 132	Chorus II	1
PED 110	Fit and Well for Life	2
PED 113	Aerobics	1
PED 120	Walking for Fitness	1
PED 122	Yoga I	1
PED 123	Yoga II	1
PED 142	Lifetime Sports	1

PED 232	Aikido	1
PED 240	Advanced PE Skills	1
POL 130	State & Local Government	3
SOC 242	Sociology of Deviance	3
SPA 141	Spanish Culture and Civilization	3
SPA 181	Spanish Lab I	1
SPA 182	Spanish Lab II	1
SPA 221	Spanish Conversation	3
SPA 231	Spanish Reading and Composition	3
Total Elective Hours Required		14
Academic Transition —ACA 122 College Transfer Success (Required)		1
Total Hours Needed for Associate in Science Degree		60

Associate in Science Teacher Preparation Degree Curriculum Plan (A1040T)

Program Description

In order to complete the Associate in Science in Teacher Preparation degree at Alamance Community College, students must earn 60 hours of college credit in the categories listed in the table. All students must complete at least 31 hours from the Universal General Education Transfer Component list of courses. As part of their degree, students are required to complete one Academic Transitions course, 14 credit hours of Education courses and 11-12 credit of courses classified as general education or UGETC within the Comprehensive Articulation Agreement.

Community college graduates must obtain a grade of “C” or better in each course and an overall GPA of at least 2.7 on a 4.0 scale in order to transfer with a junior status.

Articulation Agreements

- ICAA with constituent institutions that operate a Bachelor of Arts or Bachelor of Science in Education program
- UAA with constituent institutions of The University of North Carolina that operate a Bachelor of Arts or Bachelor of Science in Education program

Universal General Education Transfer Component (UGETC)

Course Number	Course Title	Credit Hours
English Composition (6 semester hours required)		
ENG 111	Writing and Inquiry	3
ENG 112	Writing/Research in the Disciplines	3
Humanities/Fine Arts/Communication (6 semester hours required from at least 2 subject areas)		
Humanities/Fine Arts		
ART 111	Art Appreciation	3
ART 114	Art History I	3
ART 115	Art History II	3
COM 120	Interpersonal Communication	3
COM 231	Public Speaking	3
DRA 111	Theater Appreciation	3
ENG 231	American Literature I	3
ENG 232	American Literature II	3
ENG 241	British Literature I	3
ENG 242	British Literature II	3
MUS 110	Music Appreciation	3
MUS 112	Introduction to Jazz	3
PHI 215	Philosophical Issues	3
PHI 240	Introduction to Ethics	3 (recommended)
Social/Behavioral Sciences (3 semester hours required)		
ECO 251	Principles of Microeconomics	3
ECO 252	Principles of Macroeconomics	3
HIS 111	World Civilizations I	3
HIS 112	World Civilizations II	3 (recommended)
HIS 131	American History I	3
HIS 132	American History II	3
POL 120	American Government	3
PSY 150	General Psychology	3
SOC 210	Introduction to Sociology	3

Natural Sciences (8 semester hours of sequenced courses required)

BIO 111	General Biology I	&	BIO 112	General Biology II	8
CHM 151	General Chemistry I	&	CHM 152	General Chemistry II	8
PHY 151	College Physics I	&	PHY 152	College Physics II	8
PHY 251	General Physics I	&	PHY 252	General Physics II	8

Mathematics (8 semesters hours required)

MAT 171	Pre-calculus Algebra	4	(recommended)
MAT 172	Precalculus Trigonometry	4	
MAT 263	Brief Calculus	4	
MAT 271	Calculus I	4	
MAT 272	Calculus II	4	

Total Universal General Education Transfer Component 31**Other Required General Education Hours**

SOC 225	Social Diversity (Required)	3
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An additional 11-12 hours should be selected from courses classified as general education within the CAA. *Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

Additional General Education Hours– An additional 11-12 hours should be selected from courses classified as general education within the CAA. *Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.*

Take additional hours from the UGETC list or from the following general education courses**English**

ENG 114	Professional Research and Reporting	3
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Humanities

ASL 111	American Sign Language I	3
ASL 112	American Sign Language II	3
ASL-211	Intermediate ASL I	3
ASL-212	Intermediate ASL II	3
COM 110	Introduction to Communication	3
HUM 115	Critical Thinking	3
HUM 122	Southern Culture	3
HUM 130	Myth in Culture	3
HUM 150	American Women's Studies	3
HUM 160	Introduction to Film	3
REL 110	World Religions	3
REL 211	Old Testament	3
REL 212	New Testament	3
SPA 111	Elementary Spanish I	3
SPA 112	Elementary Spanish II	3
SPA 211	Intermediate Spanish I	3
SPA 212	Intermediate Spanish II	3

Social/Behavioral Sciences

PSY 241	Developmental Psychology	3
PSY 281	Abnormal Psychology	3
SOC 213	Sociology of the Family	3
SOC 220	Social Problems	3

Natural Sciences

BIO 140/140A	Environmental Biology & Lab	4
GEL 111	Introduction Geology	4
PHY 110/110A	Conceptual Physics and Lab	4

Computer Sciences

CIS 110	Introduction to Computers	3
CIS 115	Introduction to Programming and Logic	3

Mathematics

MAT 152	Statistical Methods I	4
MAT 263	Brief Calculus	4
MAT 271	Calculus I	4

Total Additional General Education Hours 11-12**Total Additional General Education Hours Required** 45-46

Other Required Hours (15 semester hours required)**Education (14 semester hours required)**

EDU 187	Teaching and Learning for All	4
EDU 216	Foundations of Education	3
EDU 279	Literacy Development & Instruction	4
EDU 250	Teacher Licensure Preparation	3
Academic Transition—ACA 122 College Transfer Success (Required)		1
Total Additional Hours of Electives		15
Total Hours Needed for Associate in Science Teach Preparation Degree		60-61

WELDING TECHNOLOGY

Program Description

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and application essential for successful employment in the welding and metal industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blue-print 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.

Program Learning Outcomes

Graduates of this program should be able to:

- Describe and demonstrate the differences between consumable and non-consumable electrode welding.
- Perform different metal cutting processes.
- Demonstrate an understanding of and interpret a variety of blueprints.
- Compete a welding inspection.
- Demonstrate an understanding of a variety of welding metallurgy skills.
- Demonstrate a welding inspection per AWS D1.1 codes.
- Perform Oxy-fuel welding.
- Perform Inert gas welding.

Technical Standards

Students entering the program must meet specific emotional, behavioral, physical and cognitive standards. This information is found in the admissions office.

Students qualifying for special accommodations to these standards must contact the Disability Services Coordinator at 336-506-4130.

Welding Technology A.A.S. Degree (A50420)

At the completion of the Welding Technology Associate Degree, the student will have the option of entering many in-demand occupations, including new construction, military, petrochemical, infrastructure rebuilding, nuclear, rail, power generation, aerospace—any industry where there is potential for loss of life, and where critical welds must be produced for integrity in compliance with codes, specifications, and contract documents. Although some graduates choose to work in industries where combined skills are especially valued, the breadth of employment possibilities is vast. The student who is considering Welding Inspection as a career must be prepared to apply vigilant and constant critical thinking, have the willingness to learn the mathematical formulas required for mapping flaw locations in critical welds, be punctual and have a strong work ethic, be prepared to undergo the background checks and unannounced drug tests required when working in high-security industrial environments, and have the demeanor to work with others towards the common goal of safeguarding the public.

**First Year
Fall 1st Semester**

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ACA 111	College Student Success	1	1	F, S, SS	None
MAT 110	Math Measurement & Literacy	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 010)
WLD 110	Cutting Processes	4	2	F, S, SS	None
WLD 112	Basic Welding Processes	4	2	F, S, SS	None
WLD 115	SMAW (Stick) Plate	11	5	F, S	None
WLD 212	Inert Gas Welding	4	2	F, S	None
Semester Total		28	15		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
PCJ 262	Hand Wrought Metals	4	2	S	None
ENG 110	Freshman Composition	3	3	F, S, SS	Developmental courses may be required
WLD 121	GMAW (MIG) FCAW/Plate	8	4	F, S	None
WLD 131	GTAW (TIG) Plate	8	4	F, S	None
Semester Total		23	13		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
WLD 141	Symbols & Specifications	4	3	F, S, SS	None
WLD 151	Fabrication I	8	4	F, S, SS	Local Pre-req: WLD 110, WLD 115, WLD 121
Semester Total		12	7		

Second Semester
Fall 4th Semester (Major electives should be taken between 8 a.m.–12:10 p.m.)

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 115	Oral Communication	3	3	F, S, SS	None
HUM 115	Critical Thinking	3	3	F, S, SS	Developmental courses may be required (ENG 002 or ENG 111)
SOC 213	Sociology of the Family **see below for additional options	3	3	F, S	None
WLD 116	SMAW (Stick) Plate/Pipe	10	4	F, S	State Pre-req: WLD 115
*see table below	Major Elective	4-30	3	Various	Requisites may be required
Semester Total		24-50	17		

Spring 5th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MEC 111	Machine Processes I	5	3	F, S	None
WLD 143	Welding Metallurgy	3	2	F, S	None
WLD 132	GTAW (TIG) Plate/Pipe	7	3	F, S	State Pre-req: WLD 131
WLD 215 AB	SMAW (Stick) Pipe	7	3	S	State Pre-req: Take one: WLD 115 or WLD 116
Semester Total		22	12		

Summer 6th Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
WLD 215 BB	SMAW (Stick) Pipe	3	1	SS	State Pre-req: Take one: WLD 115 or WLD 116
WBL 110	World of Work	1	1	F, S, SS	None
*see table below	Major Elective	4-30	2	Various	Various
Semester Total		8-34	4		

Total Hours**116-168 66**

***Major Elective**—Students will take a minimum of 5 credit hours from the following courses: WBL XXX (2) or WLD 261 Certification Practices (2) or WLD 251 Fabrication II (3).

****Social/Behavioral Science elective (additional options):**

HIS 111	World Civilizations I	POL 130	State & Local Government
HIS 112	World Civilizations II	PSY 150	General Psychology
HIS 131	American History I	SOC 210	Introduction to Sociology
HIS 132	American History II	SOC 220	Social Problems
POL 120	American Government	SOC 242	Sociology of Deviance

Welding Diploma (D50420)

The Welding Diploma provides students with entry-level cutting and welding skills. Operations include oxyacetylene cutting, plasma arc cutting, carbon arc cutting, blueprint reading, shielded metal arc welding, gas metal arc welding and tungsten arc welding on metals that range from heavy plate and pipe to thin-gauge sheet metals. Upon successful completion of this program, students will be prepared to test for American Welding Society certification in SMAW and GMAW. The certificate is fully transferable to the Welding Technology AAS Degree.

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
MAT 110	Math Measurement & Literacy	4	3	F, S, SS	Developmental courses may be required (MAT 003, MAT 010)
WLD 110	Cutting Processes	4	2	F, S, SS	None
WLD 112	Basic Welding Processes	4	2	F, S, SS	None
WLD 115	SMAW (Stick) Plate	11	5	F, S	None
WLD 212	Inert Gas Welding	4	2	F, S	None
Semester Total		27	14		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
PCJ 262	Hand Wrought Metals	4	2	S	None
WLD 116	SMAW (Stick) Plate/Pipe	10	4	F, S	State Pre-req: WLD 115
WLD 121	GMAW (MIG) FCAW/Plate	8	4	F, S	None
WLD 131	GTAW (TIG) Plate	8	4	F, S	None
Semester Total		30	14		

Summer 3rd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
ENG 115	Oral Communication	3	3	F, S, SS	None
WLD 141	Symbols & Specifications	4	3	F, S	None
WLD 215	SMAW (Stick) Pipe	10	4	SS	State Pre-req: Take one: WLD 115 or WLD 116
Semester Total		17	10		

Total Hours **74** **38**

Basic Welding Certificate (C50420B)

The Basic Welding Certificate is a condensed certificate that is primarily lab based and focused on developing critical welding skills including safety, oxy acetylene cutting, proper welding equipment setup, control techniques, and basic welding metallurgy. Students also gain knowledge in steel alloys and related welding applications, metal cutting and fabrication tools, and welding positions.

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
WLD 110	Cutting Processes	4	2	F, S, SS	None
WLD 112	Basic Welding Processes	4	2	F, S, SS	None
WLD 115	SMAW (Stick) Plate	11	5	F, S	None
WLD 143	Welding Metallurgy	3	2	S	None
WLD 212	Inert Gas Welding	4	2	F, S	None
Total Hours		26	13		

Welding/Inert Gas Certificate (C50420I)

Inert Gas Certificate is a condensed certificate that is primarily lab based and focuses on developing critical welding skills including safety, gas metal arc welding, gas tungsten arc welding, oxy fuel cutting, proper welding equipment setup, and control techniques. Students also gain knowledge in steel alloys and the welding applications to use them with metal cutting and fabrication tools and welding processes.

Fall 1st Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
WLD 112	Basic Welding Processes	4	2	F, S, SS	None
WLD 212	Inert Gas Welding	4	2	F, S	None
Semester Total		8	4		

Spring 2nd Semester

Course	Title	Contact Hours	Credit Hours	Offered	Pre/Co-Requisites
WLD 121	GMAW (MIG) FCAW/Plate	8	4	F, S	None
WLD 131	GTAW (TIG) Plate	8	4	F, S	None
Semester Total		16	8		

Total Hours**24****12**

COURSE DESCRIPTION INFORMATION

The course descriptions that are listed in the following pages provide information about the content of the course(s). The courses are listed in alphabetical order.

The term prerequisite refers to a course that must be taken prior to the course listed. Corequisite refers to a course that must be taken at the same time as another course. If the term pre/corequisite is listed, the course can be taken either before or at the same time as the other course.

The courses have a three-letter sequence followed by three numbers and the name of the course. Each course has a series of numbers that defines the course. The first number represents the number of lecture hours per week; the second represents the number of lab hours; the third number presents the clinical hours per week; the last number represents the number of credit hours assigned to the course.

Examples:

ACC 115 College Accounting (3-2-4)

3 = class hours per week

2 = lab hours per week

4 = credit hours for the course

NUR 111 Intro to Health Concepts (4-6-6-8)

4 = class hours per week

6 = lab hours per week

6 = clinical hours per week

8 = credit hours for the course

Section Number and Suffix Legend

01-39 meets for 16 weeks

41-49 meets for first 8 weeks only

51-59 meets for second 8 weeks only

61-69 meets for 6 weeks

71-79 meets for 12 weeks

99 = Credit by Exam section

C = Co-req course section

E = 100% online (transfer and non-transfer courses)

EL = Online live meetings

H = Sections meet both online and face-to-face meetings

I = Independent Study sections

J = Credit by Exam sections

N = Evening sections

Q = Off campus sections

S = Meets on Saturday only

Y = Designated for CCP students

Z = Honors sections

College Student Success (ACA)

ACA 111 College Student Success (1-0-1)

This course introduces the college's physical, academic, and social environment and promotes the personal development essential for success. Topics include campus facilities and resources; policies, procedures, and programs; study skills; and life management issues such as health, self-esteem, motivation, goal-setting, diversity, and communication. Upon completion, students should be able to function effectively within the college environment to meet their educational objectives. F, S, SS
This is not a university transfer course.

ACA 122 College Transfer Success (0-2-1)

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 has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a pre-major and/or elective course requirement. Students should register for this course early in their program of study. F, S, SS
This course is required for all students earning the AA, AATP, AFA, AE AS, or ASTP degree.

Accounting (ACC)

ACC 120 Prin of Financial Acct (3-2-4)

Local Pre/Corequisites: ENG 011, MAT 043, MAT 052 or MAT 071

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. F, S
This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ACC 121 Prin of Managerial Acct (3-2-4)

State 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. F, S
This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ACC 129 Individual Income Taxes (2-2-3)

Local Pre/Corequisites: ENG 011; MAT 043, MAT 052 or MAT 071

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. S, SS

ACC 130 Business Income Taxes (2-2-3)

Local Prerequisites: ACC 129

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. F

ACC 140 Payroll Accounting (1-3-2)

State Prerequisites: ACC 115 or 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. S

ACC 150 Acct Software Appl (1-3-2)

State Prerequisites: ACC 115 or ACC 120

This course provides exposure to commercial accounting software and the opportunities to refine accounting software skills. Emphasis is placed on advanced applications of software packages. Upon completion, students should be able to use commercial software to complete complex accounting tasks. SS

ACC 152 Advanced Software Appl (1-3-2)

State Prerequisites: ACC 150

This course provides continued exposure to commercial accounting software and the opportunity to refine accounting software skills. Emphasis is placed on advanced applications of software packages. Upon completion, students should be able to use commercial software to complete complex accounting tasks. F

ACC 180 Practices in Bookkeeping (3-0-3)

State Prerequisites: ACC 120

This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses. F

ACC 220 Intermediate Accounting I (3-2-4)

State 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. F

ACC 221 Intermediate Acct II (3-2-4)

State 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. S

ACC 225 Cost Accounting (3-0-3)

State Prerequisites: ACC 121

This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered. F

ACC 227 Practices in Accounting (3-0-3)

State 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. S

ACC 269 Audit & Assurance Servcs (3-0-3)

State 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. S

Animal Care Management (ACM)**ACM 110 Intro to Animal Care (3-0-3)**

This course introduces general concepts of animal care and management. Topics include the history of animal care, humane issues, fundamental care, and the future of the animal care industry. Upon completion, students should be able to demonstrate a basic understanding of the issues related to the animal care industry. F, S

ACM 111 Health Care for Animals (2-2-3)

This course introduces the basic techniques of routine health care and emergency medical care of animals. Topics include handling of sick and injured animals, recognition of symptoms, and general health care concerns for animals. Upon completion, students should be able to recognize and discuss health needs and problems of a wide variety of animals. S

ACM 112 Facility Management (3-0-3)

This course covers the design and management of an animal care facility. Topics include facility design, observation and reporting, facility maintenance, general operation, sanitation, and management techniques. Upon completion, students should be able to effectively plan for and operate an animal care facility. S

ACM 113 Animal Handling (2-2-3)

This course introduces the principles and techniques of animal handling and restraint. Topics include handling and control techniques for lab animals, domesticated animals, and other varieties. Upon completion, students should be able to demonstrate proper handling techniques for animals who are either frightened, injured, confined, diseased, or trapped. F

ACM 210 Law Pertaining to Animals (4-0-4)

This course introduces the practical applications of existing laws related to animals. Topics include laws pertaining to legal rights, liabilities, and seizure of animals; techniques of obtaining lawful evidence; court processes; and wildlife laws. Upon completion, students should be able to discuss legal issues related to animals and wildlife and determine the most appropriate approach for legal action. F

ACM 211 Applied Animal Behavior (3-0-3)

This course introduces the principles, issues, and problems of applied animal behavior. Topics include normal and abnormal behavior patterns, social development, and the prevention and correction of problem behaviors. Upon completion, students should be able to recognize behavior patterns and assess, prevent, and correct problem behaviors. F

ACM 212 Community Health (2-2-3)

This course introduces the basics of disease transmission with particular emphasis on those diseases transmitted from animals to humans. Topics include zoonotic diseases, modes of transmission, symptoms, and personal protection of animal care technicians through immunization. Upon completion, students should be able to discuss zoonotic diseases and the animal care technician's roles and responsibilities related to the control of such diseases. S

ACM 213 Euthanasia (2-2-3)

State Pre/requisites: ACM 113 and ACM 211

This course covers performance of euthanasia in a humane way to a variety of animal species. Topics include the physiological and pharmacological action of drugs used for euthanasia and instruction in the use of injectable and non-injectable drugs and gases. Upon completion, students should be able to discuss effective and humane euthanasia concepts and the necessity of euthanasia in specific animal care settings. S

Agricultural (AGR)

AGR 110 Agricultural Economics (3-0-3)

This course provides an introduction to basic economic principles in agriculture. Topics include supply and demand, the role of agriculture in the economy, economic systems, and micro- and macroeconomics. Upon completion, students should be able to explain economic systems, interpret supply and demand curves, and complete cost and revenue production schedules.

AGR 111 Basic Farm Maintenance (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 Management (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 will 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 as they relate to basic production practices. F

AGR 140 Agricultural Chemicals (2-2-3)

This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations (using integrated pest management), and demonstrate safe handling of pesticides.

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 practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices.

AGR 212 Farm Business Management (3-0-3)

This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget.

AGR 213 Ag Law and Finance (3-0-3)

This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry.

AGR 214 Agricultural Marketing (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 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 will be able to demonstrate a knowledge of organic crop production appropriate for the spring season.

AGR 268 Adv Organic Crop Prod (2-6-4)

State Prerequisites: Take One: AGR 265 or AGR 266

This course provides students with structured practical experience in managing the complexities of organic crop production. Emphasis is placed on crop management skills and decision making associated with production-related operations such as cover crop management, irrigation, and post-harvest physiology. Upon completion, students should be able to create and implement a crop management plan and demonstrate competency in the selection and efficient use of equipment.

Air Conditioning, Heating and Refrigeration (AHR)**AHR 110 Intro to Refrigeration (2-6-5)**

This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components; refrigeration cycle; and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instrumentation of the trade. F, S

AHR 111 HVACR Electricity (2-2-3)

This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams. F, S

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. F, S

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. F, S

AHR 114 Heat Pump Technology (2-4-4)

State Prerequisites: AHR 110 or AHR 113

This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures. F, S

AHR 115 Refrigeration Systems (1-3-2)

State Prerequisites: AHR 110

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs. F, S

AHR 133 HVAC Servicing (2-6-4)

State Prerequisites: AHR 114 and AHR 115

The course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment. SS

AHR 151 HVAC Duct Systems I (1-3-2)

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work. S, SS

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. F, S

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. F

AHR 212 Advanced Comfort Systems (2-6-4)

State Prerequisites: AHR 114

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps. F

AHR 213 HVACR Building Code (1-2-2)

This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade. F

AHR 215 Commercial HVAC Controls (1-3-2)

State Prerequisites: AHR 111, ELC 111 or ELC 112

This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety. F

AHR 225 Commercial System Design (2-3-3)

This course covers the principles of designing heating and cooling systems for commercial buildings. Emphasis is placed on commercial heat loss/gain calculations, applied psychometrics, air-flow calculations, air distribution system design, and equipment selection. Upon completion, students should be able to calculate heat loss/gain, design and size air and water distribution systems, and select equipment. S

AHR 235 Refrigeration Design (2-2-3)

State Prerequisites: AHR 110

This course covers the principles of commercial refrigeration system operation and design. Topics include walk-in coolers, walk-in freezers, system components, load calculations, equipment selection, defrost systems, refrigerant line sizing, and electric controls. Upon completion, students should be able to design, adjust, and perform routine service procedures on a commercial refrigeration system. S

AHR 245 Chiller Systems (1-3-2)

State Prerequisites: AHR 110

This course introduces the fundamentals of liquid chilling equipment. Topics include characteristics of water, principles of water chilling, the chiller, the refrigerant, water and piping circuits, freeze prevention, purging, and equipment flexibility. Upon completion, students should be able to describe the components, controls, and overall operation of liquid chilling equipment and perform basic maintenance tasks. S

AHR 250 HVAC System Diagnostics (0-4-2)

State Prerequisites: AHR 133

This course is a comprehensive study of air conditioning, heating, and refrigeration system diagnostics and corrective measures. Topics include advanced system analysis, measurement of operating efficiency, and inspection and correction of all major system components. Upon completion, students should be able to restore a residential or commercial AHR system so that it operates at or near manufacturers' specifications. S

AHR 263 Energy Management (1-3-2)

State Prerequisites: AHR or AHR 215

This course covers building automation computer programming as currently used in energy management. Topics include night setback, duty cycling, synchronization, schedule optimization, and anticipatory temperature control. Upon completion, students should be able to write programs utilizing the above topics and connect computer systems to HVAC systems. S

Animal Science (ANS)**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. The course will cover appropriate breed selection, nutrition and living requirements for livestock such as goats, hogs, sheep, poultry, and bees. Upon completion, students will recognize appropriate breeds for their farm needs and demonstrate knowledge of small-scale livestock production.

ANS 115 Animal Feeds & Nutrition (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 a knowledge of nutritional requirements and feeding practices of farm animals. Companion, laboratory, and exotic animal nutrition will also be discussed. F

Architecture (ARC)**ARC 114 Architectural CAD (1-3-2)**

This course introduces basic 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. F

ARC 221 Architectural 3-D CAD (1-4-3)

State Prerequisites: ARC 114

This course introduces architectural three-dimensional CAD applications. Topics include three-dimensional drawing, coordinate systems, viewing, rendering, modeling, and output options. Upon completion, students should be able to prepare architectural three-dimensional drawings and renderings. S

Art (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. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA and AS degrees.

ART 114 Art History Survey I (3-0-3)

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 a historical understanding of art as a product reflective of human social development. F, S

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA and AS degrees.

ART 115 Art History Survey II (3-0-3)

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. F, S

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA and AS degrees.

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. S

This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

ART 122 Three-Dimensional Design (0-6-3)

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. S

This course has been approved for transfer under the CAA 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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 132 Drawing II (0-6-3)

State 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. S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 135 Figure Drawing I (0-6-3)

State 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. F

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 235 Figure Drawing II (0-6-3)

State 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. F

This course has been approved to satisfy the Comprehensive Articulation Agreement 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. S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ART 241 Painting II (0-6-3)

State 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. S

This course has been approved to satisfy the Comprehensive Articulation Agreement 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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

American Sign Language (ASL)

ASL 111 Elementary ASL I (3-0-3)

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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in humanities/fine arts. This course is not approved to satisfy the core humanities requirement for an A.A.S. program of study.

ASL 112 Elementary ASL II (3-0-3)

State Prerequisites: ASL 111

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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in humanities/fine arts. This course is not approved to satisfy the core humanities requirement for an A.A.S. program of study.

ASL 211 Intermediate ASL I (3-0-3)

State Prerequisites: ASL 112

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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in humanities/fine arts. This course is not approved to satisfy the core humanities requirement for an A.A.S. program of study.

ASL 212 Intermediate ASL II (3-0-3)

State Prerequisites: ASL 211

This course provides a continuation of ASL 211. Emphasis is placed on the continuing development of expressive and receptive skills, with 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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in humanities/fine arts. This course is not approved to satisfy the core humanities requirement for an A.A.S. program of study.

Automation and Robotics (ATR)**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. F

ATR 212 Industrial Robots (2-3-3)

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

Automotive (AUT)**AUT 116 Engine Repair (2-3-3)**

This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. S, SS

AUT 116A Engine Repair Lab (0-3-1)

State Corequisites: AUT 116

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information. S, SS

AUT 141 Suspension & Steering Sys (2-3-3)

This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. F

AUT 141A Suspension & Steering Lab (0-3-1)

State Corequisites: AUT 141

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels. F

AUT 151 Brake Systems (2-3-3)

This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. S

AUT 151A Brakes Systems Lab (0-3-1)

State Corequisites: AUT 151

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock, parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems. S

AUT 163 Adv Auto Electricity (2-3-3)

State Prerequisites: TRN 120

This course covers electronic theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of electronics, lighting, gauges, horn, wiper, accessories, and body modules. Topics include networking and module communication, circuit construction, wiring diagrams, circuit testing and troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair wiring, lighting, gauges, accessories, modules, and electronic concerns. S

AUT 181 Engine Performance 1 (2-3-3)

This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information. S, SS

AUT 181A Engine Performance 1 Lab (0-3-1)

State Corequisites: AUT 181

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include overviews of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices and emerging engine performance technologies. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information. S, SS

AUT 183 Engine Performance 2 (2-6-4)

State Prerequisites: AUT 181

This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information. F, S

AUT 212 Auto Shop Management (3-0-3)

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

AUT 221 Auto Transm/Transaxles (2-3-3)

This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory and diagnose and repair automatic drive trains. S

AUT 221A Auto Transm/Transax Lab (0-3-1)

State Corequisites: AUT 221

This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains. S

AUT 231 Man Trans/Axles/Drtrains (2-3-3)

This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains. F

AUT 231A Man Trans/Ax/Drtrains Lab (0-3-1)

State Corequisites: AUT 231

This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains. F

Biology (BIO)**BIO 110 Principles of Biology (3-3-4)**

Local Prerequisites: ENG 00

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. F, S

This course has been approved to satisfy a Universal General Education Transfer Component under the Comprehensive Articulation Agreement in Natural Science.

BIO 111 General Biology I (3-3-4)

Local Prerequisites: ENG 002

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. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component under the Comprehensive Articulation Agreement in Natural Science.

BIO 112 General Biology II (3-3-4)

State Prerequisites: BIO 111

This course is a continuation of BIO 111. Emphasis is placed on organisms, evolution, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. F, S

This course has been approved to satisfy a Universal General Education Transfer Component under the Comprehensive Articulation Agreement in Natural Science.

BIO 140 Environmental Biology (3-0-3)

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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in Natural Sciences.

BIO 140A Environmental Biology Lab (0-3-1)

State Corequisites: 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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in Natural Sciences.

BIO 155 Nutrition (3-0-3)

This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 163 Basic Anatomy and Physiology I (4-2-5)

Local Pre/Corequisite: ENG 002; MAT 003 and MAT 010

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 relationships. F

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 168 Anatomy and Physiology I (3-3-4)

Local Pre/Corequisites: ENG 002 and ENG 011 (Tier 2); MAT 003 and MAT 043 or MAT 052 (Tier 2)

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. F, S, SS

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 169 Anatomy and Physiology II (3-3-4)

State Prerequisites: BIO 168 (minimum grade of C)

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. F, S, SS

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 250 Genetics (3-3-4)

State Prerequisites: BIO 112

This course covers principles of prokaryotic and eukaryotic cell genetics. Emphasis is placed on the molecular basis of heredity, chromosome structure, patterns of Mendelian and non-Mendelian inheritance, evolution, and biotechnological applications. Upon completion, students should be able to recognize and describe genetic phenomena and demonstrate knowledge of important genetic principles. F

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 271 Pathophysiology (3-0-3)

State Prerequisites: Take one: BIO 163, BIO 166 or BIO 169

This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on inter-relationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 275 Microbiology (3-3-4)

State Prerequisites: Take one: BIO 110, BIO 111, BIO 163, BIO 165 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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BIO 280 Biotechnology (2-3-3)

State Prerequisites: Take one: BIO 111, CHM 131 or CHM 151

This course provides experience in selected laboratory procedures. Topics include proper laboratory techniques in biology and chemistry. Upon completion, students should be able to identify laboratory techniques and instrumentation in basic biotechnology. F

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

Blueprint Reading (BPR)**BPR 111 Print 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. F, S

BPR 135 Schematics & Diagrams (2-0-2)

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

Biotechnology (BTC)**BTC 150 Bioethics (3-0-3)**

State Corequisites: ENG 002 (Tier 1)

This course introduces the current ethics issues surrounding the biotechnology industries. Topics will include risk assessment, the relationships between science, technology, and society, and the effects of new biotechnology products upon the natural world. Upon completion, students should be able to demonstrate knowledge and critical thinking skills in decision-making related to bioethical issues. F, S, SS

BTC 181 Basic Lab Techniques (3-3-4)

Local Pre/Corequisites: MAT 003 and MAT 043 or MAT 052 (Tier 2)

This course introduces the basic skills and knowledge necessary in a biological or chemical laboratory. Emphasis is placed on good manufacturing practices, safety, sustainable lab practices, solution preparation, and equipment operation and maintenance following standard operating procedures. Upon completion, students should be able to prepare and perform basic laboratory procedures using labware, solutions, and equipment according to prescribed protocols. F, S

BTC 250 Principles of Genetics (3-0-3)

State Prerequisites: BIO 111

This course covers the basic principles of genetics. Topics include Mendelian inheritance, gene mapping, molecular genetics, regulation of gene expression, population genetics, quantitative genetics, and the genetics of cancer. Upon completion, students should be able to demonstrate a broad understanding of genetics and the principles of heredity. F, S

Competencies

Student Learning Outcomes

1. Discuss Mendelian inheritance patterns.
2. Describe gene mapping and molecular genetics.
3. Discuss how gene expression is regulated.
4. Describe population and quantitative genetics.
5. Describe the genetics of cancer.

BTC 275 Industrial Microbiology (3-3-4)

State Prerequisites: Take one: BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168

This course covers principles of microbiology and the impact microorganisms have on man and the environment in industrial settings where controlled environments are commonplace. Topics include the structure and physiology of various classes of microorganisms, microbial pathogenicity, infectious diseases, identification schemes, and prevention or minimization of contamination in biomanufacturing industrial settings. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, identification of microorganisms, and performing environmental monitoring. F

Competencies

1. Describe basic bacteria morphology and identification schemes.
2. Describe the structure and physiology of various classes of microorganisms, microbial pathogenicity, and related infectious diseases.
3. Identify techniques associated with prevention/minimization of microorganisms.

BTC 281 Bioprocess Techniques (2-6-4)

State Prerequisites: BTC 181

This course covers processes used in the production of biomolecules. Emphasis is placed on the production, characterization, and purification of biological products using fermentation, centrifugation, filtration, electrophoresis, and other techniques used in industry. Upon completion, students should be able to produce biological products using the various methods of bioprocessing. S

BTC 285 Cell Culture (2-3-3)

State Prerequisites: BIO, 175, BIO 275, or BTC 275

This course introduces the theory and practices required to successfully initiate and maintain plant and animal cell cultures. Topics include aseptic techniques, the growth environment, routine maintenance of cell cultures, specialized culture techniques, and various applications. Upon completion, students should be able to demonstrate the knowledge and skills required to grow, maintain, and manipulate cells in culture. F

BTC 286 Immunological Techniques (3-3-4)

State Prerequisites: BTC 285

This course covers the principles and practices of modern immunology, including the interactions between the various cellular and chemical components of the immune response. Topics include antigens, humoral immunity, cellular immunity, complement, immunological assays, and hybridoma use and production. Upon completion, students should be able to discuss the immune response, perform immunological assays, and make monoclonal antibody-producing hybridomas. S

BTC 287 Adv Molecular Techniques (2-6-4)

State Prerequisites: Take one set: BIO 175 and BIO 250, BIO 175 and BTC 250, BIO 275 and BIO 250, BIO 275 and BTC 250

This course provides students with experience in molecular techniques employing modern procedures, equipment, and technology. Topics include cloning, sequencing and analysis of DNA samples, PCR/qPCR/RT-PCR, DNA typing (STR analysis), microarrays, and bioinformatics applications. Upon completion, students should be able to discuss and perform advanced genetic, biochemical, and bioinformatic procedures using reagents and equipment according to prescribed protocols. S

BTC 288 Biotech Lab Experience (0-6-2)

State Prerequisites: Take one set: BIO 250 & BTC 281; BIO 250 & BTC 285; BIO 250 & BTC 286; BTC 250 & 281; BTC 250 & BTC 285; or BTC 250 & BTC 286

This course provides an opportunity to pursue an individual laboratory project in biotechnology. Emphasis is placed on developing, performing, and maintaining records of a project in a specific area of interest. Upon completion, students should be able to complete the project with accurate records and demonstrate an understanding of the process. F, S, SS

Business (BUS)

BUS 110 Introduction to Business (3-0-3)

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. F, S, SS

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BUS 115 Business Law I (3-0-3)

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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

BUS 135 Principles of Supervision (3-0-3)

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. F

BUS 137 Principles of Management (3-0-3)

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. F, S, SS

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

BUS 139 Entrepreneurship I (3-0-3)

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs. S

BUS 153 Human Resource Mngmt. (3-0-3)

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. F, S

BUS 217 Employment Law and Regs (3-0-3)

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. F

BUS 225 Business Finance (2-2-3)

State 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. S, SS

BUS 234 Training and Development (3-0-3)

This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program. S

BUS 239 Business Applications Seminar (1-2-2)

State Prerequisites: ACC 120, BUS 115, BUS 137, MKT 120, and ECO 251 or ECO 252

This course is designed as a capstone 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. S

BUS 240 Business Ethics (3-0-3)

Local Prerequisites: ENG 002

Local Pre/Corequisite: ENG 011 (Tier 2)

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. F, S

BUS 255 Org Behavior in Business (3-0-3)

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. F, SS

BUS 256 Recruit Select & Per Plan (3-0-3)

This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques; maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives. F

BUS 258 Compensation and Benefits (3-0-3)

This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees. F

BUS 259 HRM Applications (3-0-3)

State Prerequisites: BUS 217 or BUS 234

This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work. S

BUS 261 Diversity in Management (3-0-3)

This course is designed to help managers recognize the need to incorporate diversity into all phases of organizational management. Topics include self-evaluation, management, sexual harassment, workforce diversity, dual careers, role conflict, and communication issues. Upon completion, students should be able to implement solutions that minimize policies, attitudes, and stereotypical behaviors that block effective team building. F, SS

Chemistry (CHM)**CHM 130 Gen, Org, & Biochemistry (3-0-3)**

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. F, S

This course has been approved to satisfy a Comprehensive Articulation Agreement elective requirement for the AA degree.

CHM 130A Gen, Org, & Biochem Lab (0-2-1)

State Corequisites: 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. F, S

This course has been approved to satisfy a Comprehensive Articulation Agreement elective requirement for the AA degree.

CHM 131 Introduction to Chemistry (3-0-3)

Local Pre/Corequisites: ENG 002 (Tier 1); MAT 003 and MAT 043 or MAT 052 (Tier 2)

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. F

This course has been approved to satisfy a Comprehensive Articulation Agreement general education requirement in natural sciences for the AA degree.

CHM 131A Intro to Chemistry Lab (0-3-1)

Local Pre/Corequisites: ENG 002 (Tier 1); MAT 003 and MAT 043 or MAT 052 (Tier 2)

State Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. F

This course has been approved to satisfy a Comprehensive Articulation Agreement general education requirement in natural sciences for the AA degree.

CHM 132 Organic and Biochemistry (3-3-4)

State Prerequisites: CHM 131, 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. S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in natural sciences for the AA degree.

CHM 151 General Chemistry I (3-3-4)

Local Pre/Corequisites: ENG 002 and ENG 011 (Tier 2); MAT 003 and MAT 071 (Tier 3)

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. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA and AS degrees.

CHM 152 General Chemistry II (3-3-4)

State Prerequisites: CHM 151 (minimum grade of C)

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. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AS degree.

CHM 251 Organic Chemistry I (3-3-4)

State Prerequisites: CHM 152 (minimum grade of C)

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. SS

This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CHM 252 Organic Chemistry II (3-3-4)

State Prerequisites: CHM 251 (minimum grade of C)

This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields.

This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Information Technology (CCT, CIS)**CCT 231 Technology Crimes and Law (3-0-3)**

This course covers the applicable technological laws dealing with the regulation of cyber security and criminal activity. Topics include an examination of state, federal and international laws regarding cyber crime with an emphasis on both general and North Carolina statutes. Upon completion, students should be able to identify the elements of cyber crime activity and discuss the trends of evolving laws. S

CCT 289 Capstone Project (1-6-3)

State Pre/Corequisites: CCT 231 or CCT 220

This course provides experience in cyber crime investigations or technology security audits in either the public or private domain. Emphasis is placed on student involvement with businesses or agencies dealing with technology security issues or computer crime activities. Upon completion, students should be able to successfully analyze, retrieve erased evidence and testify in mock proceedings against these criminal entrepreneurs. S

CIS 110 Introduction to Computers (2-2-3)

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. F, S, SS

This course has been approved to satisfy Comprehensive Articulation Agreement general education requirement in the AA and AS degrees.

CIS 115 Intro to Prog & Logic (2-3-3)

State Prerequisites: MAT 003 MAT 121 or MAT 171

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. S

This course has been approved to satisfy Comprehensive Articulation Agreement general education requirement in the AA and AS degrees.

CIS 155 Database Theory/Analysis (2-2-3)

This course introduces database design theories and analyses. Emphasis is placed on data dictionaries, normalization, data integrity, and data modeling. Upon completion, students should be able to design normalized database structures which exhibit data integrity.

Criminal Justice (CJC)**CJC 111 Intro to Criminal Justice (3-0-3)**

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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CJC 112 Criminology (3-0-3)

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. S

CJC 113 Juvenile Justice (3-0-3)

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. F

CJC 120 Interviews/Interrogations (1-2-2)

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims. S

CJC 121 Law Enforcement Operations (3-0-3)

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. F

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CJC 131 Criminal Law (3-0-3)

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. F

CJC 132 Court Procedure & Evidence (3-0-3)

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. SS

CJC 141 Corrections (3-0-3)

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. S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CJC 144 Crime Scene Processing (2-3-3)

This course introduces the theories and practices of crime scene processing and investigating. Topics include legal considerations at the crime scene, processing indoor and outdoor scenes, recording, note taking, collection and preservation of evidence and submission to the crime laboratory. Upon completion, the student should be able to evaluate and search various crime scenes and demonstrate the appropriate techniques. F

CJC 146 Trace Evidence (2-3-3)

This course provides a study of trace evidence as it relates to forensic science. Topics include collection, packaging, and preservation of trace evidence from crime scenes such as bombings, fires and other scenes. Upon completion, students should be able to demonstrate the fundamental concepts of trace evidence collection, preservation and submission to the crime laboratory. F

CJC 151 Intro to Loss Prevention (3-0-3)

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 law relative to loss prevention. F, S

CJC 160 Terrorism: Underlying Issues (3-0-3)

This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorists groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scene; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning considerations involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete threat assessment for terrorists' incidents. F, S

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. F

CJC 212 Ethics & Comm Relations (3-0-3)

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. S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CJC 213 Substance Abuse (3-0-3)

This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities. F

CJC 214 Victimology (3-0-3)

This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs. F, S

CJC 215 Organization & Admin. (3-0-3)

This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations. F, S

CJC 221 Investigative Principles (3-2-4)

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. F, S

CJC 222 Criminalistics (3-0-3)

This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence. F, S

CJC 225 Crisis Intervention (3-0-3)

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. F, S

CJC 231 Constitutional Law (3-0-3)

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. S

CJC 241 Community-Based Corrections (3-0-3)

This course covers programs for convicted offenders that are used both as alternatives to incarceration and in post-incarceration situations. Topics include offenders, diversion, house arrest, restitution, community service, probation and parole, including both public and private participation, and other related topics. Upon completion, students should be able to identify/discuss the various programs from the perspective of the criminal justice professional, the offender, and the community. F, S

CJC 245 Friction Ridge Analysis (2-3-3)

This course introduces the basic elements of fingerprint technology and techniques applicable to the criminal justice field. Topics include the history and meaning of fingerprints, pattern types and classification filing sequence, searching and referencing. Upon completion, the students should be able to discuss and demonstrate the fundamental techniques of basic fingerprint technology. S

CJC 246 Advanced Friction Ridge Analysis (2-3-3)

State Prerequisites: CJC 245

This course introduces the theories and processes of advanced friction ridge analysis. Topics include evaluation of friction ridges, chart preparation, comparative analysis for values determination rendering proper identification, chemical enhancement and AFIS preparation and usage. Upon completion, students must show an understanding of proper procedures for friction ridge analysis through written testing and practical exercise. S

Communication Studies (COM)

COM 110 Intro to Communication (3-0-3)

Prerequisites: ENG 002 (Tier 1)

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. F, S

This course has been approved to satisfy Comprehensive Articulation Agreement general education requirement in AA and AS degrees. This course is not approved to satisfy the core humanities requirement for an A.A.S. program of study.

COM 120 Interpersonal Communication (3-0-3)

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, non-verbal 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. F, S

This course is not approved to satisfy the core humanities requirement for an A.A.S. program of study. This course has been approved to satisfy a Universal General Education Transfer Component in humanities for the AA and AS degrees.

COM 231 Public Speaking (3-0-3)

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. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in humanities for the AA and AS degrees. This course is not approved to satisfy the core humanities requirement for an A.A.S. program of study.

COM 251 Debate I (3-0-3)

This course introduces the principles of debate. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to use research skills and logic in the presentation of ideas within the context of formal debate. S

This course has been approved to satisfy Comprehensive Articulation Agreement general education requirement in AA and AS degrees. This course is not approved to satisfy the core humanities requirement for an A.A.S. program of study

Cosmetology (COS)**COS 111 Cosmetology Concepts I (4-0-4)****COS 111AB Cosmetology Concepts I (2-0-2)****COS 111BB Cosmetology Concepts I (2-0-2)**

State Corequisites: COS 112

This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting. F, S

COS 112 Salon I (0-24-8)**COS 112AB Salon I (0-12-4)****COS 112BB Salon I (0-12-4)**

State Corequisites: COS 111

This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, hair-cutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services. F, S

COS 113 Cosmetology Concepts II (4-0-4)**COS 113AB Cosmetology Concepts II (2-0-2)****COS 113BB Cosmetology Concepts II (2-0-2)**

State Prerequisites: COS 111 and COS 112

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. F, S

COS 114 Salon II (0-24-8)**COS 114AB Salon II (0-12-4)****COS 114BB Salon II (0-12-4)**

State Prerequisites: COS 111 and COS 112

This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services. F, SS

COS 115 Cosmetology Concepts III (4-0-4)**COS 115AB Cosmetology Concepts III (2-0-2)****COS 115BB Cosmetology Concepts III (2-0-2)**

State Prerequisites: COS 111 and COS 112

This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting. F, S, SS

COS 116 Salon III (0-12-4)**COS 116AB Salon III (0-6-2)****COS 116BB Salon III (0-6-2)**

Prerequisites: COS 111 and COS 112

Corequisites: COS 115

This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services. F, S, SS

COS 117 Cosmetology Concepts IV (2-0-2)**COS 117AB Cosmetology Concepts IV (1-0-1)****COS 117BB Cosmetology Concepts IV (1-0-1)**

State Prerequisites: COS 111 and COS 112

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements. F, S, SS

COS 118 Salon IV (0-21-7)**COS 118AB Salon IV (0-9-3)****COS 118BB Salon IV (0-12-4)**

State Prerequisites: COS 111 and COS 112

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements. F, S, SS

COS 119 Esthetics Concepts I (2-0-2)

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements. F, S

COS 120 Esthetics Salon I (0-18-6)

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting. F, S

COS 125 Esthetics Concepts II (2-0-2)

This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements. S, SS

COS 126 Esthetics Salon II (0-18-6)

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians. S, SS

COS 223 Contemp Hair Coloring (1-3-2)

State Prerequisites: COS 111 and COS 112

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems. F, S, SS

COS 224 Trichology & Chemistry (1-3-2)**COS 224AB Trichology & Chemistry (1-1-1)****COS 224BB Trichology & Chemistry (0-2-1)**

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair. F, S, SS

Information Technology (CSC, CTI, CTS)**CSC 121 Python Programming (2-3-3)**

This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs. F

CSC 124 Intro to Data Science Prog. (2-3-3)

This course covers the key technologies used to manipulate, store and analyze big data. Topics include scripting languages, noSQL databases, database scalability, performance metrics and tuning. Upon completion, students should be able to use programming techniques to investigate data sets and algorithms.

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. S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

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. F

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CSC 251 Advanced JAVA Programming (2-3-3)

State Prerequisites: CSC 151

This course is a continuation of CSC 151 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, and implement objects using the appropriate environment. S

CSC 289 Programming Capstone Project (1-4-3)

State Prerequisites: CTI 110, CTI 120, CTS 115

This course provides an opportunity to complete a significant programming project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete a project from the definition phase through implementation. S

CTI 110 Web, Programming and Database Foundation (2-2-3)

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

CTI 120 Network and Security Foundation (2-2-3)

This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols. F, S

CTS 115 Info Sys Business Concept (3-0-3)

The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. F, S, SS
This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

CTS 120 Hardware/Software Support (2-3-3)

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. F

CTS 130 Spreadsheet (2-2-3)

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. F, S

CTS 155 Tech Support Functions (2-2-3)

This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems. F

CTS 220 Adv. Hard/Software Support (2-3-3)

State 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. S

CTS 289 System Support Project (1-4-3)

State Prerequisites: CTI 110, CTI 120, CTS 115

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. S

Culinary Arts (CUL)

CUL 110 Sanitation & Safety (2-0-2)

This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam. F

CUL 120 Purchasing (2-0-2)

This course covers purchasing for foodservice operations. Emphasis is placed on yield tests, procurement, negotiating, inventory control, product specification, purchasing ethics, vendor relationships, food product specifications and software applications. Upon completion, students should be able to apply effective purchasing techniques based on the end-use of the product. F

CUL 135 Food & Beverage Service (2-0-2)

This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages. SS

CUL 140 Culinary Skills I (2-6-5)

State Corequisite: CUL 110

This course introduces the fundamental concepts, skills and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the foodservice industry. F

CUL 150 Food Science (1-2-2)

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

CUL 160 Baking I (1-4-3)

Pre/Corequisites: CUL 110

This course covers basic ingredients, techniques, weights and measures, baking terminology and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products. S

CUL 170 Garde Manger I (1-4-3)

State Corequisites: CUL 110

This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology. F, S

CUL 214 Wine Appreciation (1-2-2)

This course provides an introduction to information about wine from all the major wine producing regions. Emphasis is placed on the history of wine, production, characteristics, wine list development, laws, purchasing and storing requirements. Upon completion, students should be able to evaluate varietal wines and basic food pairings. F

CUL 230 Global Cuisines (1-8-5)

State Prerequisites: CUL 110, CUL 140

This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus. S

CUL 240 Culinary Skills II (1-8-5)

State Prerequisites: CUL 110 and CUL 140

This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items. S

CUL 250 Classical Cuisine (1-8-5)

State Prerequisites: CUL 110, CUL 140, CUL 240

This course is designed to reinforce the classical culinary kitchen. Topics include the working Grand Brigade of the kitchen, signature dishes and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting. SS

CUL 260 Baking II (1-4-3)

State Prerequisites: CUL 110 and CUL 160

This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills. S, SS

CUL 270 Garde Manger II (1-4-3)

State Prerequisites: CUL 110, CUL 140 and CUL 170

This course is designed to further students' knowledge in basic cold food preparation techniques and pantry production. Topics include pâtés, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate showpieces. F, S

CUL 280 Pastry and Confections (1-4-3)

State Prerequisites: CUL 110, CUL 140, CUL 160

This course includes confections and candy, chocolate techniques, transfer sheets, pulled and blown sugar, pastillage, marzipan and custom silicon molding. Emphasis is placed on showpieces, pre-set molding, stencil cutouts, pattern tracing and/or free-hand shaping. Upon completion, students should be able to design and produce centerpieces and showpieces. F

Information Technology (DBA)**DBA 110 Database Concepts (2-3-3)**

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. F, S, SS

DBA 120 Database Programming I (2-2-3)

This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update and produce reports. F

Design Drafting (DDF)**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. F

DDF 212 Design Process II (1-6-4)

State Prerequisites: DDF 211

This course stresses the integration of various design practices. Emphasis is placed on the creation of an original design. Upon completion, students should be able to apply engineering graphics and design procedures to a design product. S

Dental (DEN)**DEN 100 Basic Orofacial Anatomy (2-0-2)**

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. F, S

DEN 101 Preclinical Procedures (4-6-7)**DEN 101AB Preclinical Procedures (2-2-3)****DEN 101BB Preclinical Procedures (2-4-4)**

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. F, S, SS

DEN 102 Dental Materials (2-4-4)**DEN 102AB Dental Materials (1-2-2)****DEN 102BB Dental Materials (1-2-2)**

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. F, S, SS

DEN 103 Dental Sciences (2-0-2)

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. F, S, SS

DEN 104 Dental Health Education (2-2-3)

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. S

DEN 105 Practice Management (2-0-2)

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. S, SS

DEN 106 Clinical Practice I (2-0-12-6)

State 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. S

DEN 107 Clinical Practice II (1-0-12-5)

State 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. F, SS

DEN 111 Infection/Hazard Control (2-0-2)

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. This is a diploma-level course. F, S

DEN 112 Dental Radiography (2-3-3)**DEN 112AB Dental Radiography (1-1.5-1.5)****DEN 112BB Dental Radiography (1-1.5-1.5)**

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. This is a diploma-level course. F, S, SS

Drafting (DFT)**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 pictorial drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices. F

DFT 111A Technical Drafting I Lab (0-3-1)

State Corequisites: DFT 111

This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 111. F

DFT 112 Technical Drafting II (1-3-2)

State Corequisites: 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. S

DFT 112A Technical Drafting II Lab (0-3-1)

State Corequisites: DFT 112

This course provides a laboratory setting to enhance advanced drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 112. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 112. S

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. F

DFT 152 CAD II (2-3-3)

Local 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. S

DFT 153 CAD III (2-3-3)

Local Prerequisites: DFT 151

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. SS

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. F, S

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. F

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

DFT 254 Intermediate Solid Modeling/Rendering (2-3-3)

State Prerequisites: DFT 154

This course presents a continuation of basic three-dimensional solid modeling and design software. Topics include advanced study of parametric design, creation, editing, rendering and analysis of solid model assemblies, and multiview drawing generation. Upon completion, students should be able to use parametric design techniques to create and analyze the engineering design properties of a model assembly. S

DFT 259 CAD Project (1-4-2)

This course is a capstone course experience for programs with a focus in computer-aided design. Emphasis is placed on the use of design principles and computer technology in planning, managing, and completing a design project. Upon completion, students should be able to plan and produce engineering documents of a design project, including solid models, working drawings, Bills of Material, annotations, and spreadsheets.

Drama (DRA)**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. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in humanities for the AA and AS degrees.

Economics (ECO)

ECO 251 Prin of Microeconomics (3-0-3)

Prerequisites: ENG 002 and ENG 011 (Tier 2); MAT 003 and MAT 043 or MAT 052 (Tier 2)

This course introduces economic analysis of individual, business, and industry 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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

ECO 252 Prin of Macroeconomics (3-0-3)

Prerequisites: ENG 002 and ENG 011 (Tier 2); MAT 003 and MAT 043 or MAT 052 (Tier 2)

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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in social/behavioral sciences.

Education (EDU)

EDU 119 Intro to Early Child Educ (4-0-4)

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

EDU 131 Child, Family, and Community (3-0-3)

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

This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

EDU 144 Child Development I (3-0-3)

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. F

This course has been approved for transfer under the CAA as a premajor and/or elective course requirement

EDU 145 Child Development II (3-0-3)

This course includes the theories of child development, observation and assessment, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on knowledge, observation and assessment of developmental sequences in approaches to play/learning, emotional/social, health/physical, language/communication and cognitive domains. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain biological and environmental factors that impact development, and identify evidence-based strategies for enhancing development for children that are culturally, linguistically, and ability diverse. S

This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

EDU 146 Child Guidance (3-0-3)

This course introduces evidence-based strategies to build nurturing relationships with each child by applying principles and practical techniques to facilitate developmentally appropriate guidance. Topics include designing responsive/supportive learning environments, cultural, linguistic and socio-economic influences on behavior, appropriate expectations, the importance of communication with children/families including using technology and the use of formative assessments in establishing intentional strategies for children with unique needs. Upon completion, students should be able to demonstrate direct/indirect strategies to encourage social skills, self-regulation, emotional expression and positive behaviors while recognizing the relationship between children's social, emotional and cognitive development. F

EDU 151 Creative Activities (3-0-3)

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

EDU 153 Health, Safety and Nutrition (3-0-3)

This course covers promoting and maintaining the health and well-being of every child. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, health benefits of active play, recognition and reporting of abuse/neglect, and state regulations. Upon completion, students should be able to apply knowledge of NC Foundations for Early Learning and Development for health, safety, nutritional needs and safe learning environments. S

EDU 157 Active Play (2-2-3)

This course introduces physical activities to promote the development of the whole child, birth through middle childhood. Topics include active play, outdoor learning, design of the environment, development of play skills, loose parts play, nature play, risk benefit assessment, advocacy, and family/community connection. Upon completion, students should be able to discuss the stages of play, the role of teachers in play, active play environments, advocate for the child's right to play, and plan and assess appropriate experiences using NC Foundations for Early Learning and Development. S

EDU 163 Classroom Mgt and Instruction (3-0-3)

This course examines classroom management and evidence-based instructional strategies that create supportive learning environments to provide developmentally appropriate guidance for school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, ongoing systematic observation, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and high quality instructional strategies that enhance the teaching/learning process and promote students' academic success.

EDU 184 Early Childhood Intro Practicum (1-3-2)

State Prerequisites: 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 onsite faculty visits. S

EDU 187 Teaching and Learning for All (3-3-4)

This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards. F

EDU 216 Foundations of Education (3-0-3)

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical influences on education, various perspectives on educational issues, and experiences in K-12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. S

This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

EDU 221 Children With Exceptionalities (3-0-3)

State Prerequisites: Take one: EDU 144 and EDU 145 or PSY 244 and PSY 245

This course covers atypical patterns of child development, inclusive/diverse settings, evidenced-based educational/family plans, differentiated instruction, adaptive materials, and assistive technology. Emphasis is placed on the characteristics of exceptionalities and delays, early intervention/special education, transitions, observation, developmental screening, formative assessment of children, and collaborating with families and community partners. Upon completion, students should be able to recognize diverse abilities, describe the referral process, identify community resources, explain the importance of collaboration with families/professionals, and develop appropriate strategies/adaptations to support children in all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development. F

This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

EDU 234 Infants, Toddlers, and Twos (3-0-3)

State Prerequisites: EDU 119

This course covers the development of high-quality, individualized, responsive/engaging relationships and experiences for infants, toddlers, and twos. Emphasis is placed on typical and atypical child development, positive early learning experiences, supporting and engaging learning activities and interactions through field experiences and the application of the NC Foundations for Early Learning and Development. Upon completion, students should be able to demonstrate responsive curriculum planning, respectful relationships and exposure to a variety of developmentally appropriate experiences/materials that support a foundation for healthy development and growth of culturally, linguistically and ability of diverse children from birth to 36 months. F

EDU 235 School-Age Develop & Programs (3-0-3)

This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques and program development. Upon completion, students should be able to discuss developmental principles for culturally, linguistically, and ability diverse children ages five to twelve and plan and implement developmentally appropriate programs and activities.

EDU 250 Teacher Licensure Preparation (3-0-3)

State Pre/Corequisites: ENG 111 and MAT 143, MAT 152 or MAT 171

This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution. S

EDU 251 Exploration Activities (3-0-3)

This course covers fundamental concepts in the content areas of science, technology, engineering, math and social studies through investigative experiences. Emphasis is placed on exploring fundamental concepts, developmentally appropriate scope and sequence, and teaching strategies to engage each child in the discovery approach. Upon completion, students should be able to understand major concepts in each content area and implement appropriate experiences for young children. F

EDU 261 Early Childhood Admin I (3-0-3)

State Corequisites: EDU 119

This course introduces principles and practices essential to preparing and supporting child care administrators. Topics include program philosophy, policies and procedures, NC Child Care Law and Rules, business planning, personnel and fiscal management, and NAEYC Code of Ethical Conduct Supplement for Early Childhood Program Administration. Upon completion, students should be able to articulate a developmentally appropriate program philosophy, locate current state licensing regulations, analyze a business plan and examine comprehensive program policies and procedures. F, S

EDU 262 Early Childhood Admin II (3-0-3)

State Prerequisites: EDU 261, 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. F, S

EDU 271 Educational Technology (2-2-3)

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

EDU 279 Literacy Develop and Instruct (3-3-4)

This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment, recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards. F

EDU 280 Language/Literacy Experiences (3-0-3)

This course provides evidence-based strategies for enhancing language and literacy experiences that align with NC Foundations for Early Learning and Development. Topics include developmental sequences for children's emergent receptive and expressive language, print concepts, appropriate observations/assessments, literacy enriched environments, quality selection of diverse literature, interactive media, and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate language and literacy experiences for children who are culturally, linguistically and ability diverse. F

EDU 284 Early Child Capstone Prac (1-9-4)

State Prerequisites: Take one set: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151 or EDU 119, EDU 146, EDU 151, PSY 244 and PSY 245 or EDU 119, EDU 145, EDU 146, EDU 151, and PSY 244; GPA 2.0 required to take this course

This course is designed to allow students to demonstrate acquired skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/engaging families; and modeling reflective and professional practices based on national and state guidelines. Upon completion, students should be able to apply NC Foundations for Early Learning and Development to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors, including the use of appropriate technology, as indicated by assignments and onsite faculty assessments. S

EDU 287 Leadership/Early Child Ed (3-0-3)

State Prerequisites: Set 1: EDU 119, EDU 131, EDU 144, and EDU 145 or Set 2: EDU 119, EDU 131, PSY 244, and PSY 245

This course is designed to facilitate and guide the development of early childhood professionals preparing for leadership roles in improving community early childhood services. Topics include principles of social change, characteristics of effective leaders, techniques of action research, childcare funding mechanisms, quality initiatives, and issues; develop strategic plans; establish relationships with community leaders; and identify opportunities and barriers for advocacy. S

English for Academic Purposes (EFL)**EFL 055 English for Special Purposes (3-0-3)**

This course will provide instruction in academic and professional language for non-native speakers of English. Emphasis is placed on development of integrated language use for carrying out a specific academic task. Upon completion, students should be able to demonstrate improved language skills for participation and success within the particular topic area. F, S

EFL 064 Listening-Speaking IV (5-0-5)

State Prerequisites: EFL 063

This course is designed to prepare advanced-level non-native speakers of English for academic and professional speaking and listening activities. Emphasis is placed on learning and practicing strategies of effective oral expression and comprehension of spoken discourse in informal and formal settings. Upon completion, students should be able to effectively participate in activities appropriate to academic and professional settings. F, S

EFL 071 Reading I (5-0-5)

This course is designed to help those literacy skills achieve reading fluency in English at the beginning level. Emphasis is placed on basic academic and cultural vocabulary and reading strategies which include self-monitoring, and recognizing organizational styles and context clues. Upon completion, students should be able to use these strategies to read and comprehend basic academic, narrative, and expository texts. F, S, SS

EFL 072 Reading II 5-0-5

State Prerequisites: EFL 071

This course provides preparation in academic and general purpose reading in order to achieve reading fluency at the low-intermediate level. Emphasis is placed on expanding academic and cultural vocabulary and developing effective reading strategies to improve comprehension and speed. Upon completion, students should be able to read and comprehend narrative and expository texts at the low-intermediate instructional level. F, S, SS

EFL 073 Reading III (5-0-5)

State Prerequisites: EFL 072

This course is designed to develop fundamental reading and study strategies at the intermediate level needed for curriculum programs. Emphasis is placed on building vocabulary and cultural knowledge, improving comprehension, and developing study strategies on basic-level college materials and literary works. Upon completion, students should be able to read and comprehend narrative and expository texts at the intermediate instructional level. F, S, SS

EFL 074 Reading IV (5-0-5)

State Prerequisites: EFL 073

This course is designed to enhance the academic reading skills for successful reading ability as required in college-level courses. Emphasis is placed on strategies for effective reading and the utilization of these strategies to improve comprehension, analytical skills, recall, and overall reading speed. Upon completion, students should be able to comprehend, synthesize, and critique multi-disciplinary college-level reading/textbook materials. F, S, SS

EFL 091 Composition I (5-0-5)

This course introduces basic sentence structure and writing paragraphs. Emphasis is placed on word order, verb tense-aspect system, auxiliaries, word forms, and simple organization and basic transitions in writing paragraphs. Upon completion, students should be able to demonstrate a basic understanding of grammar and ability to write English paragraphs using appropriate vocabulary, organization, and transitions. F, S, SS

EFL 092 Composition II (5-0-5)

State Prerequisites: EFL 091

This course provides preparation in low-intermediate academic and general-purpose writing. Emphasis is placed on writing as a process, paragraph development, and basic essay organization. Upon completion, students should be able to write and independently edit and use the major elements of the writing process, sentence, paragraph, and essay. F, S, SS

EFL 093 Composition III (5-0-5)

State Prerequisites: EFL 092

This course covers intermediate-level academic and general-purpose writing. Emphasis is placed on the writing process, content, organization, and language use in formal academic compositions in differing rhetorical modes. Upon completion, students should be able to effectively use the writing process in a variety of rhetorical modes. F, S, SS

EFL 094 Composition IV (5-0-5)

State Prerequisites: EFL 093

This course prepares low-advanced non-native speakers of English to determine the purpose of their writing and to write paragraphs and essays to fulfill that purpose. Emphasis is placed on unity, coherence, completeness, audience, the writing process, and the grammatical forms and punctuation appropriate for each kind of writing. Upon completion, students should be able to write unified, coherent, and complete paragraphs and essays which are grammatical and appropriate for the intended audience. F, S, SS

Engineering (EGR)

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. F, S, SS

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

EGR 210 Intro to Elec/Comp Eng Lab (1-3-2)

State Prerequisites: MAT 271, PHY 251

This course provides an overview of electrical and computer engineering, through a lecture and laboratory setting. Topics include fundamental concepts, electronic circuits, digital circuits, communication systems, and signal processing. Upon completion, students should be able to discuss the wide range of fields available to the electrical or computer engineer. F

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

EGR 220 Engineering Statics (3-0-3)

State Prerequisites: PHY 251

State Corequisites: MAT 272

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

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

EGR 225 Engineering Dynamics (3-0-3)

State Prerequisites: EGR 220

State Corequisites: 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. S

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

EGR 228 Intro to Solid Mechanics (3-0-3)

State 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. S

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

EGR 250 Statics/Strength of Mater (4-3-5)

State Prerequisites: MAT 121 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. F

EGR 285 Design Project (0-4-2)

Registration by instructor permission

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

Electricity (ELC)

ELC 112 DC/AC Electricity (3-6-5)

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment and other related topics. Upon completion, students should be able to construct, verify and analyze simple DC/AC circuits. F

ELC 113 Residential Wiring (2-6-4)

This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code. Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations. F

ELC 115 Industrial Wiring (2-6-4)

This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment. F, S

ELC 117 Motors and Controls (2-6-4)

This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits. S, SS

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. F

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. S

ELC 228 PLC Applications (2-6-4)

This course continues the study of the programming and applications of programmable logic controllers. Emphasis is placed on advanced programming, networking, advanced I/O modules, reading and interpreting error codes, and troubleshooting. Upon completion, students should be able to program and troubleshoot programmable logic controllers. S

Electronics (ELN)

ELN 229 Industrial Electronics (3-3-4)

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to construct and/or troubleshoot these devices for proper operation in an industrial electronic circuit. S

ELN 275 Troubleshooting (1-3-2)

This course covers techniques of analyzing and repairing failures in electronic equipment. Topics include safety, signal tracing, use of service manuals, and specific troubleshooting methods for analog, digital, and other electronics-based circuits and systems. Upon completion, students should be able to logically diagnose and isolate faults and perform necessary repairs to meet manufacturer's specifications. S

Emergency Medical Science (EMS)

EMS 110 EMT (6-6-3-9)

This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

EMS 115 Defense Tactics for EMS (1-3-2)

This course is designed to provide tactics that can be used for self-protection in dangerous and violent situations. Emphasis is placed on prediction, recognition, and response to dangerous and violent situations. Upon completion, students should be able to recognize potentially hostile situations and protect themselves during a confrontation.

EMS 122 EMS Clinical Practicum I (0-0-3-1)

State Prerequisite: EMS 110; min grade of B; or EMS 4200; Active EMS credential NC or NREMT

Local Corequisites: BIO 163 or BIO 168

This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competency with fundamental paramedic level skills.

EMS 125 EMS Instructor Methodology (2-2-3)

This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.

EMS 130 Pharmacology (3-3-4)

State Prerequisite: EMS 110; min grade of B; or EMS 4200; Active EMS credential NC or NREMT

Local Corequisite: BIO 168

This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

EMS 131 Advanced Airway Management (1-2-2)

State Prerequisite: EMS 110; min grade of B; or EMS 4200; Active EMS credential NC or NREMT

Local Corequisite: BIO 168 State Prerequisite: EMS 110; min grade of B; or EMS 4200; Active EMS credential NC or NREMT

Local Corequisite: BIO 168

This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics must meet current guidelines for advanced airway management in the pre-hospital setting. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

EMS 140 Rescue Scene Management (1-3-2)

State Prerequisite: EMS 110; min grade of B;

This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

EMS 160 Cardiology I (2-3-3)

State Prerequisite: EMS 110

Local Prerequisites: EMS 122, BIO 163 or BIO 168; min grade of B in all EMS courses

This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and rhythm interpretation. Upon completion, students should be able to recognize and interpret rhythms.

EMS 210 Adv. Patient Assessment (1-3-2)

Prerequisite: EMS 110

This course covers advanced patient assessment techniques and is required for paramedic certification. Topics include initial assessment, medical-trauma history, field impression, complete physical exam process, on-going assessment, and documentation skills. Upon completion, students should be able to utilize basic communication skills and record and report collected patient data.

EMS 220 Cardiology II (2-3-3)

State Prerequisites: EMS 112, EMS 130 and EMS 160

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, cardiac pharmacology, and patient care. Upon completion, students should be able to manage the cardiac patient.

EMS 221 EMS Clinical Practicum II (0-0-6-2)

State Prerequisites: Take one: EMS 121 or EMS 122

Local Prerequisites: EMS 130, BIO 163 or BIO 168; Active EMS credential; min grade of B in all EMS courses

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 231 EMS Clinical Pract III (0-0-9-3)

State Prerequisite: EMS 221; min grade of B

Local Prerequisite: BIO 169

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

EMS 235 EMS Management (2-0-2)

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems.

EMS 240 Patients W/Special Challenges (1-2-2)

State Prerequisite: EMS 122 and EMS 130; min grade of B in all EMS courses

Local Prerequisite: EMS 160

This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

EMS 241 EMS Clinical Practicum IV (0-0-12-4)

State Prerequisite: EMS 231; min grade of B in all EMS courses

Local Prerequisites: EMS 122, EMS 130, EMS 131, EMS 160, EMS 210, EMS 220, EMS 221, EMS 231, EMS 240, EMS 250, EMS 260

This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

EMS 250 Medical Emergencies (3-3-4)

State Prerequisites: EMS 122 and EMS 130

Local Prerequisites: EMS 160; min grade of B in all EMS courses

This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

EMS 260 Trauma Emergencies (1-3-2)

State Prerequisites: EMS 122 and EMS 130

Local Prerequisite: EMS 160; min grade of B in all EMS courses

This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

EMS 270 Life Span Emergencies (3-3-4)

State Prerequisites: EMS 122 and EMS 130

Local Prerequisite: EMS 160; min grade of B in all EMS courses

This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

EMS 285 EMS Capstone (1-3-2)

State Prerequisites: EMS 220, EMS 250 and EMS 260

Local Prerequisites: EMS 122, EMS 130, EMS 131, EMS 160, EMS 210, EMS 220, EMS 221, EMS 231, EMS 240, EMS 250, EMS 260; min grade of B in all EMS courses

This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS-related events.

English (ENG)**ENG 002 Transition English (0-6-3)**

This course provides an opportunity to customize foundational English content in specific areas and will include developing a growth mindset. Topics include developing the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in college-level English. Upon completion, students should be able to build a stronger foundation for success in their gateway level English courses by obtaining skills through a variety of instructional strategies with emphasis placed on the most essential prerequisite knowledge. F, S, SS

ENG 011 Writing and Inquiry Support (1-2-2)

Local Corequisites: ENG 111

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

ENG 110 Freshman Composition (3-0-3)

State Prerequisites: ENG 002 (Tier 1)

This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers. F, S, SS

This is not an university transfer course.

ENG 111 Writing and Inquiry (3-0-3)

State Prerequisites: ENG 002 (Tier 1)

State Corequisites: ENG 011

This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA, AE, AFA, and AS degrees.

ENG 112 Writing/Research in the Disciplines (3-0-3)

State Prerequisites: ENG 111

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies in various disciplines. Emphasis is placed on analyzing information and ideas and incorporating research findings into writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA, AE, AFA, and AS degrees.

ENG 114 Prof Research & Reporting (3-0-3)

State 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 corroboratively to produce well-designed business and professional written and oral presentations. F, S, SS

This course has been approved to satisfy a Comprehensive Articulation Agreement general education course in the AA, AFA, and AS degrees.

ENG 115 Oral Communication (3-0-3)

This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings. F, S, SS *This is not a university transfer course.*

ENG 125 Creative Writing I (3-0-3)

State 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. F, S, SS

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

ENG 126 Creative Writing II (3-0-3)

State 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. S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

ENG 134 Introduction to Poetry (3-0-3)

State Prerequisites: ENG 111

State Pre/Corequisites: ENG 112 or ENG 114

This course provides intensive study of the poem as a literary form, based on close reading of representative texts. Emphasis is placed on the development and analysis of poetry. Upon completion, students should be able to interpret, analyze, and discuss the distinguishing features of poetry. S

This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.

ENG 231 American Literature I (3-0-3)

State Prerequisites: ENG 112 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. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA, AE, AFA, and AS degrees.

ENG 232 American Literature II (3-0-3)

State Prerequisites: ENG 112 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. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA, AE, AFA, and AS degrees.

ENG 241 British Literature I (3-0-3)

State Prerequisites: ENG 112 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. F

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA, AE, AFA, and AS degrees.

ENG 242 British Literature II (3-0-3)

State Prerequisites: ENG 112 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. S

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA, AE, AFA, and AS degrees.

ENG 273 African-American Literature (3-0-3)

State Prerequisites: ENG 112 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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

Emergency Preparedness (EPT)**EPT 140 Emergency Management (3-0-3)**

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

Fire Protection (FIP)**FIP 120 Intro to Fire Protection (3-0-3)**

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

FIP 124 Fire Prevention & Public Education (3-0-3)

This course introduces fire prevention concepts as they relate to community and industrial operations. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group, meeting NFPA 1021. F

FIP 128 Detection & Investigation (3-0-3)

This course covers procedures for determining the origin and cause of accidental and incendiary fires. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent meeting NFPA 1021. F

FIP 132 Building Construction (3-0-3)

This course covers the principles and practices related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions meeting NFPA 1021. F

FIP 136 Inspection and Codes (3-0-3)

This course covers the fundamentals of fire and building codes and procedures to conduct an inspection. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report meeting NFPA 1021. S

FIP 146 Fire Protection Systems (3-2-4)

This course introduces various types of automatic sprinklers, standpipes, fire alarm systems, and fixed and portable extinguishing systems referenced in NFPA standard 25, including their operation, installation, and maintenance. Topics include wet and dry systems, testing and maintenance, water supply requirements, fire detection and alarm systems, including application, testing, and maintenance of Halon, carbon dioxide, dry chemical, and special extinguishing agents utilized in fixed and portable systems. Upon completion, students should be able to demonstrate a working knowledge of sprinkler and alarm systems both fixed and portable, including appropriate application, operation, inspection, and maintenance requirements. S

FIP 152 Fire Protection Law (3-0-3)

This course covers fire protection law. Topics include torts, legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection. S

FIP 220 Fire Fighting Strategies (3-0-3)

This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations meeting NFPA 1021. F

FIP 221 Adv Fire Fighting Strat (3-0-3)

State Prerequisites: FIP 220

This course covers command-level operations for multi-company/agency operations involving fire and non-fire emergencies. Topics include advanced ICS, advanced incident analysis, command-level fire operations, and control of both man made and natural major disasters. Upon completion, students should be able to describe proper and accepted systems for the mitigation of emergencies at the level of overall scene command. F, S

FIP 228 Local Govt Finance (3-0-3)

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

FIP 229 Fire Dynamics and Combust (3-0-3)

This course covers the theories and fundamentals of how and why fires start and spread, and how they are safely controlled. Topics include components of fire, fire sources, fire behavior, properties of combustible solids, classification of hazards, and the use of fire extinguishing agents. Upon completion, students should be able to describe the properties of matter and dynamics of fire, identify fuel sources, and compare suppressants and extinguishment techniques. S

FIP 230 Chem of Hazardous Mat I (5-0-5)

This course covers the evaluation of hazardous materials. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials. F

FIP 232 Hydraulics & Water Distribution (2-2-3)

This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices reference in NFPA standard 25. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems. S

FIP 240 Fire Service Supervision (3-0-3)

This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and safety. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of the fire service supervisor, meeting elements of NFPA 1021. S

FIP 244 Fire Protection Project (3-0-3)

This course provides an opportunity to apply knowledge covered in previous courses to employment situations that the fire protection professional will encounter. Emphasis is placed on the development of comprehensive and professional practices. Upon completion, students should be able to demonstrate knowledge of the fire protection service through written and performance evaluations.

FIP 248 Fire Services Personnel Administration (3-0-3)

This course covers the basics of setting up and administering the personnel functions of fire protection organizations referenced in NFPA standard 1021. Emphasis is placed on human resource planning, classification and job analysis, equal opportunity employment, affirmative action, recruitment, retention, development, performance evaluation, and assessment centers. Upon completion, students should be able to demonstrate knowledge of the personnel function as it relates to managing fire protection. S

FIP 276 Managing Fire Services (3-0-3)

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

Foodservice Technology (FST)**FST 100 Intro to Foodservice (3-0-3)**

This course is designed to develop an understanding of the foodservice industry, its terminology, mathematics, and measurements. Emphasis is placed on employability skills, vocabulary, and culinary math including fractions, ratio and proportion, and percents. Upon completion, students should be able to identify career paths, convert recipes, and differentiate standard measurements. F

FST 102 Foodservice Skills I (4-8-8)

State Corequisites: FST 103 or CUL 110

This course introduces the concepts, skills, and techniques for volume food production in an institutional or commercial setting. Emphasis is placed on knife skills, tool and equipment handling, and applying principles of basic hot and cold food preparation. Upon completion, students should be able to demonstrate entry-level skills for foodservice operations. F

FST 105 Menu Planning (3-0-3)

This course introduces the principles and functions of menu management for general and special populations. Emphasis is placed on building menus with regard to nutritional considerations and dietary needs. Upon completion, students should be able to develop and prepare menus to be used in a variety of dining settings. S

FST 106 Foodservice Skills II (2-6-5)

State Prerequisites: *Choice of one set:* FST 102 and FST 103; FST 102 and CUL 110; CUL 140, CUL 170, and FST 103; CUL 140, CUL 170, and CUL 110; CUL 142, CUL 170, and FST 103; CUL 142, CUL 170, and CUL 110

This course is designed to increase the students' level of proficiency in theory and application of foodservice skills in institutional and commercial kitchens. Emphasis is placed on breakfast cookery, plate presentation, appropriate vegetable/starch accompaniments, and hot and cold foods. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items. S

FST 108 Purchasing & Cost Control (2-2-3)

This course covers the concepts associated with the control of primary costs in foodservice establishments: purchasing and cost controls. Topics include the purchasing, receiving, storage, issuance, and production of products, as well as revenue, inventory, and labor controls. Upon completion, students should be able to apply the necessary knowledge and skills required to understand and control the primary costs for a foodservice establishment. S

Geology (GEL)**GEL 111 Geology (3-2-4)**

This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA and AS degrees.

Geographic Information Systems (GIS)

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 for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.*

Graphic Arts (GRA)

GRA 151 Computer Graphics I (1-3-2)

This course introduces Adobe Illustrator and the use of hardware and software for production and design in graphic arts. This vector-based program is used by designers to create digital logos and illustrations. Topics include graphical user interface and current industry uses such as design, layout, typography, illustration, and imaging for production, how to save files on servers and use Google for file storage options; and basic design principles. Upon completion, students should be able to understand and use the computer as a fundamental design and production tool. F, S

GRA 152 Computer Graphics II (1-3-2)

State Prerequisites: GRA 151

This course introduces Adobe Photoshop and covers advanced design and layout concepts utilizing illustration, page layout, and imaging software in graphic arts. Emphasis is placed on enhancing and developing the skills that were introduced in GRA 151. Upon completion, students should be able to select and utilize appropriate software for design and layout solutions. Topics include: basic to advanced Photoshop skills, including photo manipulation, layers, layer masks, custom brushes and blending techniques. S

GRA 153 Computer Graphics III (1-3-2)

State Prerequisites: GRA 152

This course is a continuation of GRA 152 and introduces Adobe InDesign. This page-layout software is used to design everything from posters to pamphlets to magazine spreads. Topics include: how to use the software and bring in aspects of Illustrator and Photoshop to design brochures, concert posters, magazine layouts and menus; application of advanced design theory, including optimal placement or graphical elements on a page, picking the proper color palette for each application, and how typeface and other typographical elements can make or break a project. Emphasis is placed on advanced computer graphics hardware and software applications. Upon completion, students should be able to demonstrate competence in selection and utilization of appropriate software for specialized applications. SS

GRA 220 Industry Survey (1-2-2)

This course explores various graphic arts businesses and trade associations through tours, guest speakers, and research. Emphasis is placed on presenting a broad industry overview through research of a variety of industry activities and relationships. Upon completion, students should be able to describe local graphic arts businesses and local and national trade and professional associations.

Graphic Design & Photography (GRD)

GRD 110 Typography I (2-2-3)

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements. F

GRD 131 Illustration I (1-3-2)

State Prerequisites: GRD 121, ART 131, or DES 125

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork. S

GRD 141 Graphic Design I (2-4-4)

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects. F

GRD 142 Graphic Design II (2-4-4)

State Prerequisites: GRD 141, ART 121 or DES 135

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

GRD 167 Photographic Imaging I (1-4-3)

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

GRD 168 Photographic Imaging II (1-4-3)

State Prerequisites: GRD 167

This course introduces advanced camera operations and photographic production. Topics include lighting, specialized equipment, digital image correction and output, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing high quality photographic prints. S

GRD 180 Interactive Design (1-4-3)

State Prerequisites: GRD 151 or GRA 151

This course covers skills and techniques used in designing interactive presentations. Emphasis is placed on design, including interface design, color, illustration, scripting, audio, typography, and animated elements. Upon completion, students should be able to design and produce interactive presentations.

GRD 188 Graphic Design for Web I (2-3-3)

This course introduces the application of graphic design principles to web sites and graphics for web/mobile device delivery. Emphasis is placed on visual communication and presentation principles applied to web sites, including page layout, typography, color theory, navigation, responsive design, and image optimization. Upon completion, students should be able to apply the principles of design in the creation of full and mobile websites.

GRD 241 Graphic Design III (2-4-4)

State Prerequisites: GRD 142 or DES 136

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

GRD 242 Graphic Design IV (2-4-4)

Prerequisites: GRA 153, GRD 241

This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction. S

GRD 280 Portfolio Design (2-4-4)

State Prerequisites: GRA 152 and GRD 142; or GRD 142 and GRD 152: Department head approval is required

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials. Note : Minimum of 56 credit hours within major and department head approval required for course registration. S

GRD 285 Client/Media Relations

State Prerequisites: Take one set: GRD 142 and GRA 121; GRD 142 and GRA 152; GRD 142 and GRD 152

This course introduces media pricing, scheduling, and business ethics. Emphasis is placed on communication with clients and determination of clients' design, advertising, branding, or marketing needs. Upon completion, students should be able to use professional communication skills to effectively orchestrate client/media relationships. S

GRD 288 Graphic Design for Web II (2-3-3)

State Prerequisites: GRD 188

This course covers the advanced use of graphic design principles in front-end design for the multi-page websites. Emphasis is placed on online branding, responsive design, project management, UI/UX, web design using current web standards, and designing for content management systems. Upon completion, students should be able to employ the principles of design in the creation of websites across multiple platforms and devices. S

Health (HEA)

HEA 110 Personal Health/Wellness (3-0-3)

Pre/Corequisites: ENG 002 (Tier 1)

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. F, S

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

History (HIS)

HIS 111 World Civilizations I (3-0-3)

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. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA and AS degrees.

HIS 112 World Civilizations II (3-0-3)

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. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA and AS degrees.

HIS 131 American History I (3-0-3)

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. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA and AS degrees.

HIS 132 American History II (3-0-3)

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. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA and AS degrees.

HIS 163 The World Since 1945 (3-0-3)

This course surveys world developments since the end of World War II. Topics include the Cold War, nationalism, colonialism, The Third World, the arms race, and global capitalism and regionalism. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the world since 1945. F, S (various semesters)

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 211 Ancient History (3-0-3)

This course traces the development of the cultural, intellectual, and political foundations of western civilization. Topics include the civilizations of the Near East, the classical Greek and Hellenistic eras, the Roman world, Judaism, and Christianity. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the ancient world. F

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 212 Medieval History (3-0-3)

This course traces the cultural, political, economic, social, religious, and intellectual history of Europe during the Middle Ages. Topics include the decline of the Roman Empire, the Frankish Kingdoms, the medieval church, feudalism, the rise of national monarchies, urbanization, and the rise of universities. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in medieval Europe. S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 221 African-American History (3-0-3)

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. S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

HIS 236 North Carolina History (3-0-3)

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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

Healthcare Management (HMT)**HMT 110 Intro to Healthcare Management (3-0-3)**

This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment.

HMT 211 Long-Term Care Admin (3-0-3)

This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to distinguish between the different long-term care offerings, criteria for use, and benefits of the patient, resident, and participant.

HTM 212 Mgt of Healthcare Org (3-0-3)

This course examines current issues affecting the management of healthcare delivery systems. Topics include current problems, changes, and challenges in the healthcare environment. Upon completion, students should be able to identify current health care issues and their impact on healthcare management.

HMT 220 Healthcare Financial Mgt (4-0-4)

State Prerequisite: HMT 110, ACC 120

This course covers the methods and techniques utilized in the financial management of healthcare programs. Topics include cost determination, pricing of services, financial statement analysis, forecasting/projections, third-party billing, reimbursement, Medicare, Medicaid, and budgeting. Upon completion, students should be able to interpret and apply the principles of financial management in a healthcare environment.

Horticulture (HOR)**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. Upon completion, students should be able to read, plan, and draft a landscape design. F

HOR 114 Landscape Construction (2-3-3)

This course introduces the design and fabrication of landscape structures/features. Emphasis is placed on safety, tool identification and use, material selection, construction techniques, and fabrication. Upon completion, students should be able to design and construct common landscape structures/features. SS

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. S

HOR 134 Greenhouse Operations (2-2-3)

This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops. S

HOR 152 Horticultural Practices (0-3-1)

This course covers the maintenance of ornamental plantings and production areas. Topics include maintenance of flower beds, vegetable gardens, greenhouses, and container and field nursery stock using sound horticultural practices. Upon completion, students should be able to apply the principles and practices of maintaining ornamental landscape plantings. F

HOR 160 Plant Materials I (2-2-3)

This course provides a supplementary opportunity to cover identification, culture, characteristics, and use of plants in a sustainable landscape, giving students a broader knowledge of available landscape plants for utilization in landscapes and plant production. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, landscape applications and expansion of the plant palette. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants. F

HOR 161 Plant Materials II (2-2-3)

This course covers identification, culture, characteristics, and use of plants. 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. S

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. F

HOR 164 Hort Pest Management (2-2-3)

This course covers the identification and control of plant pests including insects, diseases, and weeds. Topics include pest identification and chemical regulations, safety, and pesticide application. Upon completion, students should be able to meet the requirements for North Carolina Commercial Pesticide Ground Applicators license. F

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. S

HOR 213 Landscape Design II (2-2-3)

State Prerequisites: HOR 112

This course covers residential and commercial landscape design, cost analysis, and installation. Emphasis is placed on job cost estimates, installation of the landscape design, and maintenance techniques. Upon completion, students should be able to read landscape design blueprints, develop cost estimates, and implement the design. S

HOR 215 Landscape Irrigation (2-2-3)

This course introduces basic irrigation design, layout, and installation. Topics include site analysis, components of irrigation systems, safety, types of irrigation systems, and installation techniques. Upon completion, students should be able to design and install basic landscape irrigation systems. SS

HOR 225 Nursery Production (2-2-3)

This course covers all aspects of nursery crop production. Emphasis is placed on field production and covers soils, nutrition, irrigation, pest control, and harvesting. Upon completion, students should be able to produce a marketable nursery crop. S

HOR 245 Hort 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. SS

HOR 253 Horticulture Turfgrass (2-2-3)

This course covers information and skill development necessary to establish and manage landscape turfgrasses. Topics include grass identification, establishment, cultural requirements, application of control products, fertilization, and overseeding techniques. Upon completion, students should be able to analyze a landscape site and determine those cultural and physical activities needed to establish or manage a quality turf. F

HOR 257 Arboriculture Practices (1-3-2)

This course covers the culture and maintenance of trees and shrubs. Topics include fertilization, pruning, approved climbing techniques, pest control, and equipment use and safety. Upon completion, students should be able to properly prune trees and shrubs and perform arboricultural practices. F

HOR 266 Micropropagation (3-0-3)

State Prerequisites: HOR 162 and HOR 168

This course provides an introduction to the science of micropropagation. Emphasis will be placed on the propagation of plant material in vitro. Upon completion, students should be able to demonstrate an understanding of the principles and practices of micropropagation. S

HOR 273 Hor Mgmt & Marketing (3-0-3)

This course covers the steps involved in starting or managing 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. S

Hotel and Restaurant Management (HRM)**HRM 245 Human Resource Mgmt-Hosp (3-0-3)**

This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry. S

Histotechnology (HTO)**HTO 110 Introduction to Histotechnology (3-0-3)**

State Prerequisites: BIO 163, BIO 275, CHM 130, and CHM 130A

State Corequisites: BIO 271

This course provides an introduction to histology laboratory operations and the professional responsibilities of the histologic technician. Emphasis is placed on organization, terminology, specimen accession, record keeping, quality assurance, OSHA regulations, quality improvement, principles and concepts of medical ethics, and legal issues. Upon completion, students should be able to describe the requirements and responsibilities of the daily operation of a histology laboratory. SS

HTO 120 Histology (4-3-5)

State Prerequisites: HTO 110

This course provides an overview of the microscopic arrangement and identification of cells and tissues in the human body. Emphasis is placed on classification and relationships of the structure and function of microscopic systems. Upon completion, students should be able to microscopically identify cells, tissues, and organs of the human body. F

HTO 130 Histotechniques (4-3-5)

State Prerequisites: HTO 120

Local Corequisite: HTO 120

This course provides an introduction to histologic techniques. Emphasis is placed on dissection, fixation, tissue processing, embedding, decalcification, cytology preparation techniques and frozen sectioning. Upon completion, students should be able to dissect, process, and cut high quality tissue sections. F

HTO 140 Histochemistry (4-3-5)

Prerequisites: HTO 130

This course covers enzyme and immunological reactions as they relate to tissue staining. Emphasis is placed on basic, special, and immunohistochemical staining. Upon completion, students should be able to produce basic and special stains and be able to stain high quality tissue sections. F

HTO 210 Histopathology (3-3-4)

Prerequisites: HTO 120, HTO 130, and HTO 140

This course provides students with the correlation between histologic procedures and disease processes. Emphasis is placed on changes in tissue associated with various disease states and the use of selected special stains and techniques in identifying disease processes. Upon completion, students should be able to process tissue samples or apply stain, and prepare tissue to be viewed under a microscope. S

HTO 220 Histotechnology Clinical (0-0-24-8)

Prerequisites: HTO 130

Corequisites: HTO 210

This course provides the entry-level histotechnician clinical experience in an approved clinical histology laboratory. Emphasis is placed on learning and performing routine laboratory operations and the production of a slide set for the practical component of the certification examination. Upon completion, students should be able to demonstrate proficiency in histologic techniques and be prepared to apply to take the Histotechnician certification exam. S

HTO 230 Professional Issues (3-0-3)

Prerequisites: HTO 130

Corequisites: HTO 220

This course provides the practical application and integration of histology theory and practice using case studies. Topics include laboratory operations and accreditation processes, professional and ethical issues, laboratory management principles, and preparation for the certification examination. Upon completion, students should be able to demonstrate beginning level skills as a histotechnician and be prepared to apply to take the histotechnician certification exam. S

Humanities (HUM)**HUM 115 Critical Thinking (3-0-3)**

Prerequisites: ENG 002 (Tier 1)

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. F, S, SS

This course has been approved to satisfy the Comprehensive Articulation general education course in humanities/fine arts.

HUM 122 Southern Culture (3-0-3)

Prerequisites: ENG 002 (Tier 1)

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education course in humanities/fine arts.

HUM 130 Myth in Human Culture (3-0-3)

Prerequisites: ENG 002 (Tier 1)

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. F
This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in humanities/fine arts.

HUM 150 American Womens Studies (3-0-3)

Prerequisites: ENG 002 (Tier 1)

This course provides an inter-disciplinary study of the history, literature, and social roles of American women from Colonial times to the present. Emphasis is placed on women's roles as reflected in American language usage, education, law, the workplace, and mainstream culture. Upon completion, students should be able to identify and analyze the roles of women as reflected in various cultural forms. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education course in humanities/fine arts.

HUM 160 Introduction to Film (2-2-3)

Prerequisites: ENG 002 (Tier 1)

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. S

This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in humanities/fine arts.

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.

Hydraulics (HYD)**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. S

International Business (INT)**INT 110 International Business (3-0-3)**

This course provides an overview of the environment, concepts, and basic differences involved in international business. Topics include forms of foreign involvement, international trade theory, governmental influences on trade and strategies, international organizations, multinational corporations, personnel management, and international marketing. Upon completion, students should be able to describe the foundation of international business. S, SS

Industrial Science (ISC)**ISC 111 Quality Control (2-0-2)**

This course provides training in inspection, gaging methods, and statistical process control concepts. Topics include special gage design, production gaging, inspection, and statistical process control concepts. Upon completion, students should be able to design and use custom gaging and apply statistical process control concepts. F

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. F

ISC 132 Mfg Quality Control (2-3-3)

This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment. SS

ISC 170 Problem-Solving Skills (3-0-3)

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

Computer-Integrated Machining (MAC)

MAC 122 CNC Turning (1-3-2)

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. F, SS

MAC 124 CNC Milling (1-3-2)

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. S

MAC 141 Machining Applications I (2-6-4)

This course provides an introduction to a variety of material-working processes that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments. F

MAC 141A Machining Applications I Lab (0-6-2)

Prerequisites: MAC 141, MAC 142

This course provides an introduction to a variety of material-working processes, in a laboratory setting, that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments. F

MAC 142 Machining Applications II (2-6-4)

Prerequisites: MAC 141

This course provides instruction in the wide variety of processes associated with machining. Topics include safety, set-up, holding fixtures, tooling, cutting speeds and depths, metal properties, and proper finishes. Upon completion, students should be able to safely demonstrate advanced machining operations, accurately measure components, and produce accurate components with a proper finish. S

MAC 142A Machining Applications II Lab (0-6-2)

Prerequisites: MAC 141, MAC 142

This course provides laboratory instruction in the wide variety of processes associated with machining. Topics include safety, equipment set-up, holding fixtures, tooling, cutting speeds and depths, metal properties, and proper finishes. Upon completion, students should be able to safely demonstrate advanced machining operations, accurately measure components, and produce accurate components with a proper finish. S

MAC 151 Machining Calculations (1-2-2)

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. F

MAC 222 Advanced CNC Turning (1-3-2)

Prerequisites: MAC 122

This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers. F

MAC 224 Advanced CNC Milling (1-3-2)

Coerequisites: 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. F, S

MAC 228 Advanced CNC Processes (2-3-3)

Prerequisites: MAC 122, MAC 124

This course covers advanced programming, setup, and operation of CNC turning centers and CNC milling centers. Topics include advanced programming formats, control functions, program editing, and part production and inspection. Upon completion, students should be able to manufacture complex parts using CNC turning and milling centers. SS

MAC 229 CNC Programming (2-0-2)

Prerequisites: MAC 122, MAC 124

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. F

MAC 231 CNC Graphics Prog: Turning (1-4-3)

Prerequisites: MEC 110 and MAC 121 or 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, include machine selection, tool selection, operational sequence, speed, feed, and cutting depth. F

MAC 232 CNC Graphics Prog: Milling (1-4-3)

Prerequisites: MEC 110 and MAC 121 or 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. F, S

MAC 233 Appl. in CNC Machining (2-12-6)

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

Math (MAT)**MAT 003 Transition Math (0-6-3)**

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

MAT 010 Math Measurement & Literacy Support (0-2-1)

Corequisites: MAT 110

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

MAT 021 Algebra/Trigonometry I Support (1-2-2)

Corequisites: MAT 121

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

MAT 043 Quantitative Literacy Support (1-2-2)

Corequisites: MAT 143

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

MAT 052 Statistical Methods I Support (1-2-2)

Corequisites: MAT 152

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

MAT 071 Precalculus Algebra Support (0-4-2)

Corequisites: MAT 171

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

MAT 110 Math Measurement and Literacy (2-2-3)

Prerequisites: MAT 003

Corequisites: MAT 010

This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results. F, S, SS

MAT 121 Algebra/Trigonometry I (2-2-3)

Prerequisites: MAT 003

Corequisites: MAT 021

This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results. F, S, SS

This course is appropriate for A.A.S. degrees in technical areas and is not transferrable. A scientific calculator is required for this course.

MAT 143 Quantitative Literacy (2-2-3)

Prerequisites: MAT 003, ENG 002

Corequisites: MAT 043

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA degree.

MAT 152 Statistical Methods I (3-2-4)

Prerequisites: MAT 003, ENG 002

Corequisites: MAT 052

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA degree.

MAT 171 Precalculus Algebra (3-2-4)

Prerequisites: MAT 003 or MAT 121

Corequisites: MAT 071

This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This course requires the use of a graphing calculator. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA and AS degrees.

MAT 172 Precalculus Trigonometry (3-2-4)

Prerequisite: MAT 171 (minimum grade of C)

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. F, S, SS

This course requires the use of a graphing calculator. This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AS degree.

MAT 263 Brief Calculus (3-2-4)

Prerequisites: MAT 171 (minimum grade of C)

This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results. S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AS degree.

MAT 271 Calculus I (3-2-4)

Prerequisite: MAT 172 (minimum grade of C)

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This course requires the use of a graphing calculator. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AS degree.

MAT 272 Calculus II (3-2-4)

Prerequisite: MAT 271 (minimum grade of C)

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AS degree.

MAT 273 Calculus III (3-2-4)

Prerequisite: MAT 272 (minimum grade of C)

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. F, S

This course has been approved to satisfy a CAA general education requirement for the AS degree.

MAT 285 Differential Equations (2-2-3)

Prerequisite: MAT 272 (minimum grade of C)

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

Mechanical (MEC)**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. F, S

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 analyze, maintain, and troubleshoot the components of mechanical systems. S

MEC 145 Mfg 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. S

MEC 260 Fund of Machine Design (2-3-3)

This course introduces the fundamental principles of machine design. Topics include simple analysis of forces, moments, stresses, strains, friction, kinematics, and other considerations for designing machine elements. Upon completion, students should be able to analyze machine components and make component selections from manufacturers' catalogs. S

MEC 265 Fluid Mechanics (2-2-3)

This course covers the physical behavior of fluids and fluid systems. Topics include fluid statics and dynamics, laminar and turbulent flow, Bernoulli's Equation, components, applications, and other related topics. Upon completion, students should be able to apply fluid power principles to practical applications. F, SS

Medical Assisting (MED)**MED 110 Orientation to Med Assist (1-0-1)**

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. F, S

MED 116 Introduction to A & P (3-2-4)

Prerequisites: ENG 002 (Tier 1)

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. F, S

MED 118 Medical Law and Ethics (2-0-2)

Prerequisites: ENG 002 (Tier 1)

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. F, S

MED 121 Medical Terminology I (3-0-3)

Prerequisites: ENG 002 (Tier 1)

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. F, S

MED 122 Medical Terminology II (3-0-3)

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. F, S

MED 130 Admin Office Proc I (1-2-2)

Prerequisites: ENG 002 (Tier 1), MED 110, MED 116

Pre/Corequisites: CIS 110

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. F, S

MED 131 Admin Office Proc II (1-2-2)

Prerequisites: 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. S, SS

MED 134 Medical Transcription (2-2-3)

Prerequisites: MED 121, MED 116, MED 122, OST 131

This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription. F, S

MED 140 Exam Room Procedures I (3-4-5)

Prerequisites: MED 110, MED 116, MED 121

Corequisites: MED 118, MED 122, MED 130

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. F, S

MED 150 Laboratory Procedures I (3-4-5)

Prerequisites: 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. S, SS

MED 240 Exam Room Procedures II (3-4-5)

Prerequisites: MED 140 and MED 150

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures. F, SS

MED 260 MED Clinical Practicum (0-0-15-5)

Prerequisites: MED 110, 116, 118, 121, 122, 130, 131, 140, 150, 240

Corequisites: MED 264

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. F, S

MED 264 Medical Assisting Overview (2-0-2)

Prerequisite: MED 240, MED 270, MED 272

Co-requisite: 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 (2-2-3)

Prerequisites: MED 140

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. F, S

MED 272 Drug Therapy (3-0-3)

Prerequisites: 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. F, S, SS

MED 274 Diet Therapy/Nutrition (3-0-3)

Prerequisites: MED 240, MED 270, MED 272

Corequisite: MED 260

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 (MKT)

MKT 120 Principles of Marketing (3-0-3)

Prerequisites: ENG 002 (Tier 1)

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. F, S

MKT 220 Advertising and Sales Promotion (3-0-3)

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

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. F

MKT 225 Marketing Research (3-0-3)

Prerequisites: MKT 120

This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results. S

MKT 227 Marketing Applications (3-0-3)

Prerequisites: MKT 120, ACC 120 and ECO 251 or ECO 252

This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation of a marketing strategy. S

MKT 232 Social Media Marketing (3-2-4)

This course is designed to build students' social media marketing skills by utilizing projects that give students hands-on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses. S

Medical Laboratory Technology (MLT)**MLT 110 Intro to MLT (2-3-3)**

Prerequisites: ENG 002 and ENG 011 (Tier 2); MAT 003 and MAT 043 or MAT 052 (Tier 2) min grade B

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. F, S

MLT 111 Urinalysis & Body Fluids (1-3-2)

Prerequisites: MLT 110

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. F, S, SS

MLT 115 Laboratory Calculations (2-0-2)

Prerequisites: MAT 003 and MAT 043 or MAT 052; min grade of B

This course is designed to present mathematical operations used in the medical laboratory. Topics include use of basic math processes, systems of measurement, conversion factors, solutions, and dilutions. Upon completion, students should be able to solve practical problems in the context of the medical laboratory. F, S

MLT 116 Anatomy & Med Terminology (5-0-5)

Prerequisites: ENG 002 and ENG 011 (Tier 2); MAT 003 and MAT 043 or MAT 052 (Tier 2) min grade B

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. F, S

MLT 120 Hematology/Hemostasis I (3-3-4)

Prerequisites: MLT 110

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. F, S, SS

MLT 126 Immunology and Serology (1-2-2)

Prerequisites: MLT 110

This course introduces the immune system and response and basic concepts of antigens, antibodies, and their reactions. Emphasis is placed on basic principles of immunologic and serodiagnostic techniques and concepts of cellular and humoral immunity in health and disease. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing and interpreting routine immunologic and serodiagnostic procedures. F, S, SS

MLT 127 Transfusion Medicine (2-3-3)

Prerequisites: MLT 126

This course introduces the blood group systems and their applications in transfusion medicine. Emphasis is placed on blood bank techniques including blood grouping and typing, pretransfusion testing, donor selection and processing, and blood component preparation and therapy. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing/interpreting routine blood bank procedures and recognizing/resolving common problems. F, S, SS

MLT 130 Clinical Chemistry I (3-3-4)

Prerequisites: MLT 110

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. F, S, SS

MLT 140 Intro to Microbiology (2-3-3)

Prerequisites: MLT 110

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. F, S, SS

MLT 220 Hematology/Hemostasis II (2-3-3)

Prerequisites: MLT 120

This course covers the theories and techniques used in the advanced analysis of human blood cells and hemostasis. Emphasis is placed on the study of hematologic disorders, abnormal cell development and morphology, and related testing. Upon completion, students should be able to demonstrate a theoretical comprehension and application of abnormal hematology and normal and abnormal hemostasis. F, S, SS

MLT 225 Immunohematology II (2-3-3)

Prerequisites: MLT 127

This course is designed to supplement the theoretical concepts presented in MLT 125. Emphasis is placed on special immunological and blood banking techniques. Upon completion, students should be able to recognize and differentiate technical and physiological causes of unexpected test results. F,S,SS

MLT 240 Special Clin Microbiology (2-3-3)

Prerequisites: 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. F, S, SS

MLT 251 MLT Practicum I (0-0-3-1)

Prerequisites: MLT 140

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. F, S, SS

MLT 266 MLT Practicum II (0-0-18-6)

Prerequisites: MLT 111, MLT 130, MLT 220, MLT 225, and MLT 251

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. F, S, SS

MLT 276 MLT Practicum III (0-0-18-6)

Prerequisites: MLT 266

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. F, S, SS

Maintenance (MNT)**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. S

MNT 250 PLC Interfacing (2-4-4)

Prerequisites: ELC 128

This course introduces touch screens, PLC interface devices, and PID loops for applications such as motion control, encoders, and stepping motors. Topics include LVDT control, touch screens, PID controls, and motion controls. Upon completion, students should be able to safely install, program, and maintain touch screens and other interface devices. F

Music (MUS)**MUS 110 Music Appreciation (3-0-3)**

Prerequisites: ENG 002 (Tier 1)

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. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA and AS degrees.

MUS 111 Fundamentals of Music (3-0-3)

Prerequisites: ENG 002 (Tier 1)

This course is an introductory course for students with little or no music background. Emphasis is placed on music notation, rhythmic patterns, scales, key signatures, intervals, and chords. Upon completion, students should be able to demonstrate an understanding of the rudiments of music. F, S

MUS 112 Introduction to Jazz (3-0-3)

Prerequisites: ENG 002 (Tier 1)

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. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA and AS degrees.

MUS 121 Music Theory I (3-0-3)

Prerequisites: MUS 111

Corequisites: MUS 125

This course provides an introduction to the musical elements of melody, rhythm, and harmony. Emphasis is placed upon the interaction of these elements through fundamental analysis and an introduction to part writing. Upon completion, students should be able to demonstrate understanding of melodic voice leading, rhythmic functions within simple and compound meters, and simple harmonic progressions. S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 122 Music Theory II (3-0-3)

Prerequisites: MUS 121

Corequisites: MUS 126

This course provides a comprehensive study of diatonic harmony. Emphasis is placed on voice leading tasks, part writing, and analysis using various labeling systems. Upon completion, students should be able to demonstrate harmonic principles through four-voice part writing, recognize and label non-harmonic tones, analyze chords using Roman numerals, figured bass, and lead sheet symbols, and classify small-scale phrase structure and cadence types. F

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 125 Aural Skills I (0-2-1)

Prerequisites: MUS 111

Corequisites: MUS 121

This course provides an introduction to the fundamentals in aural skills. Emphasis is placed on the study of basic melodies, harmonies, and rhythms through sight singing and ear training. Upon completion, students should be able to identify diatonic intervals, scales, and chords and perform and dictate simple melodies and rhythmic patterns.

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 126 Aural Skills II (0-2-1)

Prerequisites: MUS 125

Corequisites: MUS 122

This course provides a foundation in aural skills. Emphasis is placed on the development of sight singing and ear training skills in diatonic melody, diatonic harmonic progression, and rhythmic patterns. Upon completion, students should be able to fluently read music in treble and bass clefs; utilize any solmization system while sight singing simple diatonic melodies; identify elementary diatonic chord progressions; perform rhythms in simple and compound meters; and dictate diatonic melodic, diatonic harmonic, and advanced rhythmic patterns.

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 131 Chorus I (0-2-1)

This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 132 Chorus II (0-2-1)

Prerequisites: MUS 131

This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 151 Class Music I (0-2-1)

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in studied skills and repertoire through performance. F
This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 152 Class Music II (0-2-1)

Prerequisites: MUS 151

This course is a continuing of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 161 Applied Music I (1-2-2)

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. F

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 162 Applied Music II (1-2-2)

Prerequisites: MUS 161

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 181 Show Choir I (3-3-4)

This course provides students the initial training in basic competencies of dance/voice-based performances and to the nuances of preparation for such pop/jazz/theatre performances. Emphasis is placed on the introduction to, and subsequent development of, basic performance skills necessary for choreographed performance. Upon completion, students should be able to demonstrate the foundation competencies necessary to perform the assigned literature in various venues and under various professional conditions. S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 182 Show Choir II (3-3-4)

Prerequisites: MUS 181

This course provides intermediate training in dance/voice-based performances and in the nuances of preparation for such pop/jazz/theatre performances. Emphasis is placed on continued development of skills necessary for professional group choral preparation and performance, as well as effective social interaction with a performance troupe. Upon completion, students should be able to demonstrate the intermediate competencies necessary to perform the assigned literature in various venues and under various professional conditions. S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 231 Chorus III (0-2-1)

Prerequisites: MUS 132

This course is a continuation of studies begun in MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 232 Chorus IV (0-2-1)

Prerequisites: MUS 231

This course provides a continuation of studies begun in MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

MUS 261 Applied Music III (1-2-2)

Prerequisites: MUS 162

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in humanities/fine arts. This course is not approved to satisfy the core humanities requirement for an A.A.S. program of study.

MUS 262 Applied Music IV (1-2-2)

Prerequisites: MUS 261

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education requirement in humanities/fine arts. This course is not approved to satisfy the core humanities requirement for an A.A.S. program of study.

Nurse Aide (NAS)**NAS 101 Nurse Aide I (3-4-3-6)**

Pre/Corequisites: MAT 003 and MAT 010 (Tier 1); ENG 002 (Tier 1)

This course includes basic nursing skills required to provide safe, competent personal care for individuals. Emphasis is placed on person-centered care, the aging process, communication, safety/emergencies, infection prevention, legal and ethical issues, vital signs, height and weight measurements, elimination, nutrition, basic restorative care/rehabilitation, dementia, mental health and end-of-life care. Upon completion, students should be able to demonstrate knowledge and skills and be eligible to test for listing on the North Carolina Nurse Aide I Registry. F, S, SS

NAS 102 Nurse Aide II (3-2-6-6)

Pre/Corequisite NAS 101; MAT 003 and MAT 010 (Tier 1); ENG 002 (Tier 1)

This course provides training in Nurse Aide II tasks. Emphasis is placed on the role of the Nurse Aide II, sterile technique and specific tasks such as urinary catheterization, wound care, respiratory procedures, ostomy care, peripheral IV assistive activities, and alternative feeding methods. Upon completion, students should be able to demonstrate knowledge and skills and safe performance of skills necessary to be eligible for listing on the North Carolina Nurse Aide II Registry. F, S

Information Technology (NET)**NET 125 Introduction to Networks (1-4-3)**

This course introduces the architecture, structure, functions, components, and models of the Internet and computer networks. Topics include introduction to the principles of IP addressing and fundamentals of Ethernet concepts, media, and operations. Upon completion, students should be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes. S

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. SS

NET 225 Routing & Switching I (1-4-3)

Prerequisites: NET 126

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

Networking Operating Systems (NOS)**NOS 120 Linux/UNIX Single User (2-2-3)**

This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles. S

NOS 130 Windows Single User (2-2-3)

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. S

NOS 220 Linux/UNIX Admin I (2-2-3)

Prerequisites: NOS 120

This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network. F

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. F

Nursing (NUR)**NUR 111 Intro to Health Concepts (4-6-6-8)**

Prerequisites: Acceptance into the Nursing program

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. F

NUR 112 Health-Illness 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 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. S

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. S, SS

NUR 114 Holistic 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 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. F

NUR 117 Pharmacology (1-3-2)

Corequisites: NUR 112 and NUR 113 or NUR 114

This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

NUR 211 Health Care Concepts (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 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. F

NUR 212 Health System 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 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. SS

NUR 213 Complex Health Concepts (4-3-15-10)

Prerequisites: NUR 111, NUR 112, NUR 113, NUR 114, NUR 117, 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. F, S

Nutrition (NUT)**NUT 110 Nutrition (3-0-3)**

Pre/Corequisites: ENG 002 and ENG 011 (Tier 2)

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

Office Administration (OST)**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. F, S, SS

OST 132 Keyboard Skill Building (1-2-2)

Prerequisites: OST 131

This course is designed to increase speed and 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. F, S

OST 134 Text Entry and Formatting (2-2-3)

Prerequisites: OST 131 or appropriate placement score

This course is designed to provide the skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. F, S, SS

OST 135 Adv Text Entry & Format (2-2-3)

Prerequisites: OST 134

This course is designed to incorporate computer application skills in the generation of office documents. Emphasis is placed on advanced document production with increased speed and accuracy. Upon completion, students should be able to make independent decisions regarding planning, style, and method of presentation. F, S, SS

OST 136 Word Processing (2-2-3)

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. F, S, SS

OST 137 Office Applications I (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. F, S

OST 138 Office Applications II (2-2-3)

Prerequisites: CIS 110, CIS 111, or OST 137

This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications. F, S

OST 141 Med Office Terms I (3-0-3)

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. F, S, SS

OST 142 Med Office Terms II (3-0-3)

Prerequisites: MED 121 or 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. F, S, SS

OST 148 Med Ins & Billing (3-0-3)

This course introduces fundamentals of medical insurance and billing. 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. F, S, SS

OST 149 Medical Legal Issues (3-0-3)

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. F

OST 153 Office Finance Solutions (2-2-3)

Prerequisites: CIS 110, CIS 111, or OST 137

This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office. F

OST 155 Legal Terminology (3-0-3)

This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and accurately use legal terms. F, SS

OST 156 Legal Office Procedures (2-2-3)

Prerequisites: OST 134

This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties. S, SS

OST 159 Office Ethics (3-0-3)

This course introduces the complex ethical and legal issues involved in the role of administrative support personnel in a variety of offices. Emphasis is placed on ethics, diversity, morality, and ethical standards of the administrative support professional. Upon completion, students should be able to conduct themselves in an ethical manner appropriate to a variety of offices.

OST 162 Executive Terminology (3-0-3)

This course is designed to increase and improve proficiency in word usage. Topics include root words, prefixes, suffixes, homonyms, synonyms, and specialized vocabularies. Upon completion, students should be able to use acquired vocabulary skills in the global workplace. F

OST 164 Office Editing (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. F, S

OST 165 Adv Office Editing (2-2-3)

Prerequisites: OST 164

This course is designed to develop proficiency in advanced editing skills needed in the office environment. Emphasis is placed on the application of creating effective electronic office documents. Upon completion, students should be able to apply advanced editing skills to compose text. S, SS

OST 181 Office Procedures (2-2-3)

This course introduces the skills and procedures needed in today's office. Topics include effectively interacting with co-workers and the public, processing simple financial and informational documents, and performing functions typical of today's offices. Upon completion, students should be able to display skills and decision-making abilities essential for functioning in the total office context. F, S

OST 184 Records Management (2-2-3)

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. F, S

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. S

OST 243 Med Office 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. F, S

OST 244 Medical Document Processing (2-2-3)

Prerequisites: OST 134 or OST 136

This course provides a hands-on approach in processing medical documents. Emphasis is placed on creating and editing medical documents. Upon completion, students should be able to prepare accurately formatted medical documents. S

OST 247 Procedure Coding (2-2-3)

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 F, S, SS

OST 248 Diagnostic Coding (2-2-3)

Prerequisites: MED 121 or OST 141

This courses 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. F, S, SS

OST 249 Med Coding Certification Prep (2-3-3)

Prerequisites: OST 247 and OST 248

This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams. S

OST 264 Medical Auditing (3-0-3)

Prerequisites: OST 247 and OST 248

This course provides instruction on how to apply regulations and policies to perform medical record audits for provider services. Emphasis is placed on understanding the scope of an audit, statistical sampling methodologies, performing a medical record audit, and compiling data for reports to improve the revenue cycle for healthcare services. Upon completion, students should be able to perform a medical audit. F

OST 265 Healthcare Comp & Reg (2-2-3)

Prerequisites: OST 264

This course provides instruction in the areas of healthcare regulations, medical necessity, health and privacy laws, and compliance practices. Emphasis is placed on regulatory control and compliance issues as well as Medicare regulations related to billing. Upon completion, students should be able to abstract the medical documentation for the purpose of medical necessity and apply regulations that are important in the medical auditing process. S

OST 266 Adv Medical Auditing (2-2-3)

Prerequisites: OST 264

This course provides instruction on finalizing the audit report, determining trends of a healthcare facility, and communicating the audit report. Emphasis is placed on determining the audit report contents, analyzing the coding trends, compiling a formal report of findings, and delivering the audit results. Upon completion, students should be able to develop and present an audit report to the healthcare facility. S

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. F, S

OST 289 Office Admin Capstone (2-2-3)

Prerequisites: OST 134 and OST 164, or OST 136 and OST 164

This course is designed to be a capstone course for the office professional and provides a working knowledge of administrative office procedures. Emphasis is placed written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment. F, S

Physical Education (PED)**PED 110 Fit and Well for Life (1-2-2)**

Pre/Corequisites: ENG 002 (Tier 1)

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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement 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 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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement 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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement 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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 142 Lifetime Sports (0-2-1)

This course is designed to give an overview of a variety of sports activities. Emphasis is placed on the skills and rules necessary to participate in a variety of lifetime sports. Upon completion, students should be able to demonstrate an awareness of the importance of participating in lifetime sports activities.

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 232 Aikido (0-3-1)

This course introduces martial arts using the Aikido 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. F, S

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

PED 240 Advanced PE Skills (0-2-1)

Prerequisites: PED 232

This course provides those who have mastered skills in a particular physical education area the opportunity to assist with instruction. Emphasis is placed on methods of instruction, class organization, and progressive skill development. Upon completion, students should be able to design, develop, and implement a unit lesson plan for a skill they have mastered. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement. Students should complete PED 232 prior to taking this course.

Philosophy (PHI)

PHI 215 Philosophical Issues (3-0-3)

Prerequisites: ENG 111

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critique the philosophical components of an issue. F, S

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA and AS degrees.

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. F, S

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA and AS degrees.

Videography (PHO)

PHO 222 Video Production (2-2-3)

This course combines photography, light, movement, sound, music, and other elements to produce a video medium that can be informative, entertaining, and productive. Topics include video utilization, techniques and styles, pre-production scripting and planning, camera techniques, lighting, directing talent, and editing techniques. Students learn to use Adobe Premiere to edit and produce projects. Upon completion, students should be able to create effective video productions, operate video camera equipment, and edit raw source tape to a final product. F

PHO 242 Digital Video Prod & Ed (2-2-3)

Prerequisites: PHO 222

This course provides an in depth study of various aspects of computer based editing. Emphasis is placed on video and audio recording and advanced editing techniques using computer software. Students learn how to use Adobe After Effects to create advanced digital special effects. Upon completion, students should be able to use computer-based hardware and software for video productions. S

Physics (PHY)

PHY 110 Conceptual Physics (3-0-3)

Pre/Corequisites: ENG 002 (Tier 1), MAT 003 and MAT 010 (Tier 1)

Corequisites: 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. F, S

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA degree.

PHY 110A Conceptual Physics Lab (0-2-1)

Pre/Corequisites: ENG 002 (Tier 1), MAT 003 and MAT 010 (Tier 1)

Corequisites: 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. F, S

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA degree.

PHY 131 Physics-Mechanics (3-2-4)

Prerequisites: MAT 121 or MAT 171

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. SS

PHY 151 College Physics I (3-2-4)

Prerequisites: MAT 171 (minimum grade of C)

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. F

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AS degree.

PHY 152 College Physics II (3-2-4)

Prerequisites: PHY 151 (minimum grade of C)

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. S

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AS degree.

PHY 251 General Physics I (3-3-4)

Prerequisites: MAT 271 (minimum grade of C)

Pre/corequisites: 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. F, S

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AS degree.

PHY 252 General Physics II (3-3-4)

Prerequisites: MAT 272 (minimum grade of C) and PHY 251 (minimum grade of C)

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. SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AS degree.

Plumbing (PLU)

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. S

Political Science (POL)

POL 120 American Government (3-0-3)

Pre/Corequisites: ENG 002 (Tier 1)

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. F, S

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA and AS degrees.

POL 130 State & Local Government (3-0-3)

Pre/Corequisites: ENG 002 (Tier 1)

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. F, S

This course has been approved to satisfy a Comprehensive Articulation Agreement elective course requirement.

Psychology (PSY)

PSY 150 General Psychology (3-0-3)

Pre/Corequisites: ENG 002 (Tier 1)

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. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA and AS degrees.

PSY 241 Developmental Psychology (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. F, S, SS

This course has been approved to satisfy the Comprehensive Articulation Agreement general education course in social/behavioral sciences.

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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education course in social/behavioral sciences.

Religion (REL)

REL 110 World Religions (3-0-3)

Prerequisites: ENG 002 (Tier 1)

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. F, S, SS

This course has been approved to satisfy the Comprehensive Articulation Agreement general education course in humanities/fine arts.

REL 211 Intro to Old Testament (3-0-3)

Prerequisites: ENG 002 (Tier 1)

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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education course in humanities/fine arts.

REL 212 Intro to New Testament (3-0-3)

Prerequisites: ENG 002 (Tier 1)

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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education course in humanities/fine arts.

Information Technology (SEC)

SEC 110 Security Concepts (2-2-3)

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy. F, S, SS

SEC 160 Security Administration I (2-2-3)

This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses. S

Sociology (SOC)**SOC 210 Introduction to Sociology (3-0-3)**

Pre/Corequisites: ENG 002 (Tier 1)

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. F, S, SS

This course has been approved to satisfy a Universal General Education Transfer Component in the CAA for the AA and AS degrees.

SOC 213 Sociology of the Family (3-0-3)

Pre/Corequisites: ENG 002 (Tier 1)

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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education course in social/behavioral sciences.

SOC 220 Social Problems (3-0-3)

Pre/Corequisites: ENG 002 (Tier 1)

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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education course in social/behavioral sciences.

SOC 225 Social Diversity (3-0-3)

Pre/Corequisites: ENG 002 (Tier 1)

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 general education course in social/behavioral sciences.

SOC 240 Social Psychology (3-0-3)

Pre/Corequisites: ENG 002 (Tier 1)

This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirements.

SOC 242 Sociology of Deviance (3-0-3)

Pre/Corequisites: ENG 002 (Tier 1)

This course provides an overview of deviant behavior and the processes involved in its definition, causation, prevention, control, and treatment. Topics include theories of causation, social control, delinquency, victimization, criminality, the criminal justice system, punishment, rehabilitation, and restitution. Upon completion, students should be able to identify and analyze issues surrounding the nature and development of social responses to deviance. S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

Spanish (SPA)

SPA 111 Elementary Spanish I (3-0-3)

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. F, S, SS

This course has been approved to satisfy the Comprehensive Articulation Agreement general education course in humanities/fine arts. This course is not approved to satisfy the core humanities requirement for an A.A.S. program of study.

SPA 112 Elementary Spanish II (3-0-3)

Prerequisites: SPA 111

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. F, S, SS

This course has been approved to satisfy the Comprehensive Articulation Agreement general education course in humanities/fine arts. This course is not approved to satisfy the core humanities requirement for an A.A.S. program of study.

SPA 141 Culture and Civilization (3-0-3)

This course provides an opportunity to explore issues related to the Hispanic 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 Hispanic world. This course is taught in English. S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 181 Spanish Lab 1 (0-2-1)

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. F, S, SS

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

SPA 182 Spanish Lab 2 (0-2-1)

Prerequisites: SPA 111 or SPA 181

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. F, S, SS

This course has been approved to satisfy the 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

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. F, S, SS

This course has been approved to satisfy the Comprehensive Articulation Agreement general education course in humanities/fine arts.

SPA 212 Intermediate Spanish II (3-0-3)

Prerequisites: SPA 211

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. F, S

This course has been approved to satisfy the Comprehensive Articulation Agreement general education course in humanities/fine arts.

SPA 221 Spanish Conversation (3-0-3)

Prerequisites: SPA 212

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. F

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

SPA 231 Reading and Composition (3-0-3)

Prerequisites: SPA 212

This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. S

This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

Turfgrass Management (TRF)**TRF 220 Turfgrass Calculations (2-0-2)**

This course introduces the specific math concepts and calculations necessary in the turfgrass industry. Emphasis is placed on calibration of equipment used in the application of fertilizers and pesticides and calculation of solid materials used in construction. Upon completion, students should be able to correctly perform basic calculations and calibrations and estimate materials needed in specific professional turfgrass management situations. F

Transportation Technology (TRN)**TRN 110 Intro to Transport Tech (1-2-2)**

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities. F

TRN 120 Basic Transp Electricity (4-3-5)

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns. F

TRN 130 Intro to Sustainable Transp (2-2-3)

Prerequisites: AUT 163, TRN 120

This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs. SS

TRN 140 Transp Climate Control (1-2-2)

Prerequisites: AUT 183, TRN 120, and TRN 145

Corequisites: TRN 140A

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems. F, SS

TRN 140A Transp Climate Control Lab (1-2-2)

Prerequisites: AUT 183, TRN 120, and TRN 145

Corequisites: TRN 140

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

TRN 145 Adv Transp Electronics (2-3-3)

Prerequisites: AUT 183 and TRN 120

This course covers advanced transportation electronic systems including programmable logic controllers, on-board networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLCs, diagnosing and testing data networks and other electronic concerns, and work safely high voltage systems. S

Veterinary (VET)**VET 121 Vet Medical Terminology (3-0-3)**

This course covers the basic medical terminology required for veterinary technicians. Topics include the pronunciation, spelling, and definition of word parts and vocabulary terms unique to the anatomy, clinical pathology, and treatment of animals. Upon completion, students should be able to demonstrate knowledge and understanding of basic medical terms as they relate to veterinary medicine. F

Work-Based Learning (WBL)**WBL 110 World of Work (1-0-1)**

This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work. F, S, SS

WBL 111 Work-Based Learning I (0-10-1)

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. F, S, SS

WBL 112 Work-Based Learning I (0-20-2)

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. F, S, SS

WBL 113 Work-Based Learning I (0-30-3)

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. F, S, SS

WBL 115 Work-Based Learning Seminar I (1-0-1)

Pre/Corequisites: WBL 111, WBL 112, WBL 113 or WBL 114

This course provides students with support during their work-based learning experience. Emphasis is placed on building the foundation for a successful career. F, S, SS

WBL 121 Work-Based Learning II (0-10-1)

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. F, S, SS

WBL 122 Work-Based Learning II (0-20-2)

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. F, S, SS

WBL 123 Work-Based Learning II (0-30-3)

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. F, S, SS

WBL 131 Work-Based Learning III (0-10-1)

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. F, S, SS

WBL 132 Work-Based Learning III (0-20-2)

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. F, S, SS

WBL 211 Work-Based Learning IV (0-10-1)

This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies. F, S, SS

Information Technology (WEB)**WEB 111 Intro to Web Graphics (2-2-3)**

This course introduces the creation of web graphics, and addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, optimization, RGB color, web typography, elementary special effects, transparency, animation, slicing, basic photo manipulation, and other related topics. Upon completion, students should be able to create graphics, such as animated banners, buttons, backgrounds, logos, and manipulate photographic images for Web delivery.

WEB 115 Web Markup and Scripting (2-2-3)

This course introduces client-side Internet programming using the current W3C-recommended presentation markup language and supporting elements. Topics include site management and development, markup elements, stylesheets, validation, accessibility, standards, browsers, and basic JavaScripting. Upon completion, students should be able to hand-code Web pages with various media elements according to current markup standards and integrate them into websites. S

WEB 151 Mobile Application Dev I (2-2-3)

Prerequisites: CIS 115

This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards, operating systems, and programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create basic applications for mobile devices. S

WEB 182 PHP Programming (2-2-3)

Prerequisites: CIS 115 or CTI 110

This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language. S

WEB 225 Content Management Systems (2-2-3)

This course introduces students to Content Management Systems (CMS) designed for the publication of Web content to Web sites. Topics include individual user accounts, administration menus, RSS-feeds, customizable layout, flexible account privileges, logging, blogging systems, creating online forums, and modules. Upon completion, students should be able to register and maintain individual user accounts and create a business website and/or an interactive community website. F

WEB 250 Database Driven Websites (2-2-3)

Prerequisites: DBA 120

This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards. S

WEB 289 Internet Technologies Project (1-4-3)

Prerequisites: CTI 110, CTI 120, and CTS 115

Pre/Corequisites: WEB 250

This course provides an opportunity to complete a significant Web technologies project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete an Internet project from the definition phase through implementation. S

Welding (WLD)**PCJ 262 Hand Wrought Metals (1-3-0)**

Pre/Corequisites: WLD 110, WLD 112, WLD 115

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. S

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. F, S, SS

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. F, S, SS

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. F, S, SS

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. F, S

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. F, S

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. F, S

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. F, S

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. F, S

WLD 141 Symbols & Specifications (2-2-3)

Pre/Corequisites: MAT 003 and MAT 010 (Tier 1)

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. F, S

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. S

WLD 151 Fabrication I (2-6-4)

Prerequisites: WLD 110, WLD 115, and WLD 121

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. F, S

WLD 212 Inert Gas Welding (1-3-2)

This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions. F, S

WLD 215 SMAW (Stick) Pipe (1-9-4)**WLD 215AB SMAW (Stick) Pipe (1-6-3)****WLD 215BB SMAW (Stick) Pipe (0-3-1)**

Prerequisites: WLD 115 and WLD 116

This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions. F, S

WLD 251 Fabrication II (1-6-3)

Prerequisites: WLD 151

This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings. F, S

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. F, S, SS

WORKFORCE DEVELOPMENT

Workforce Development consists of short-term non-credit, non-degree courses and programs to meet the diverse needs of the adult community. These needs may be related to job training or the upgrading of job skills, to personal enrichment and lifelong learning or to basic literacy.

Courses are developed at the request of the general public, local industry, or community agencies. They tend to be of short duration, from one-day workshops to ten weeks or longer. Some courses may be available only in the classroom; others may be available only online via the Internet; and still others may be available in both formats. All of the courses are designed to offer quality instruction at a reasonable cost.

The overall programs under Workforce Development include Occupational Extension, Personal Enrichment, and Academic and Career Readiness (described elsewhere in the catalog). Also below is a description of the online courses offered through Workforce Development. In addition to these, Workforce Development courses include Corporate Education, which are described elsewhere in this catalog.

Information on registration procedures and fees, course repetition restrictions, and refunds may be found at the end of this section.

OCCUPATIONAL EXTENSION

(Job Training, Licensure, and Certification courses)

The purpose of Occupational Extension courses is to provide short-term training, retraining, or upgrading of job skills. Courses are offered at times and locations convenient to the public and are based on interests and needs.

Course offerings include but are not limited to:

- Accounting/Bookkeeping
- Aborigiculture
- Aquaculture, Aquaponics
- Auto Dealer Licensure/Relicensing
- Auto Safety/Emissions (On-Board Diagnostics)
- Basic Law Enforcement Training (BLET)
- Bilingual Cosmetology
- Bilingual HVAC
- BioWorks
- Blacksmithing
- Career Readiness Certificate (CRC)
- Carpentry
- Code Enforcement
- Commercial Truck Driver Training (CDL, CDL-B)
- Community Dental Health Coordinator
- Computer Software Applications/ Microsoft Office Specialist
- Cosmetology Continuing Education
- CPR /First Aid
- Customer Service Training
- Dog Grooming
- Drone Pilot Licensing
- EKG Technician
- Electrical Contractor License Renewal
- Electrical (Commercial and Residential Wiring)
- Emergency Medical Technician Training
- Escort Vehicle Operator
- Fire Service Training
- First Responder
- General Contractor License Preparation
- Grant Writing
- Heavy Equipment Operator
- HVAC
- In Service Law Enforcement Training
- Insurance Prelicensing and Continuing Education
- Irrigation Contractor CEUs
- Keyboarding
- Landscape Contractor CEUs
- Landscape Designing
- Legal Transcription
- Manicure Technician
- Medical Coding and Billing
- Medical Scribe, Medical Terminology
- Medication Aide
- Microsoft Office Specialist
- NCDOT Escort Vehicle
- Notary Public Education
- Nursing Assistant Refresher
- Office Practices/Secretarial Skills
- Paramedic Training
- Pharmacy Tech
- Phlebotomy
- Plumbing
- Project Management
- Real Estate Prelicensing Continuing Education
- Small Engine Repair
- Society for Human Resource Management (SHRM) Test Prep
- Spanish Interpreter Program
- Substitute Teacher
- Teacher Assistant
- Teacher Recertification
- TIA Tire Certification
- Welding
- Wildlife Rehab
- WorkKeys Test Prep
- Workplace Spanish

Several large groups of courses within Occupational Extension deserve special mention and further illustrate some of the many and diverse offerings.

Courses for professional certification and licensure are a significant part of the class offerings, as shown in the list above.

Computer courses are also very popular in Workforce Development. Choices include those for beginners; Internet Fundamentals; multiple levels of Access, Excel, PowerPoint, and Word; Web Page Design; and others.

The teacher education program provides professional development courses for area educators. The offerings cover the latest methods in educational technology, reading methodology, and classroom management. Alamance Community College maintains close cooperation with local schools.

An extensive selection of more than 250 online Occupational Extension courses is available over the Internet. For more information, please see the “Online Courses” section below.

ONLINE COURSES

More than 250 courses are available online and may be accessed from any computer with an Internet connection. These courses begin every month and may be found online at www.ed2go.com/alamance. New courses will appear on the website as they are added.

Online courses provide a convenient alternative to those whose schedules or physical limitations make it difficult to attend courses in a regular classroom setting. The lessons for each course may be accessed any time of the day, any day of the week. Each course consists of 24 hours: two lessons per week for six weeks, each lesson lasting about two hours.

Courses are listed under the following categories:

Accounting and Finance

- ◆ Accounting Fundamentals
- ◆ Accounting Software
- ◆ Personal Finance and Investments

Business

- ◆ Business Communication
- ◆ Business Software
- ◆ General Business Skills
- ◆ Grant Writing
- ◆ Management and Leadership
- ◆ Nonprofit
- ◆ Project Management
- ◆ Sales and Marketing
- ◆ Start Your Own Business

Computer Applications

- ◆ Adobe
- ◆ Microsoft
- ◆ Other Applications

Design and Composition

- ◆ Adobe Software
- ◆ Digital Photography
- ◆ Graphic Design
- ◆ Multimedia
- ◆ Web Design

Health Care and Medical

- ◆ Alternative Medicine
- ◆ Ancillary
- ◆ EMS and Firefighters
- ◆ Ethics, Law, and Compliance
- ◆ Health Information Management
- ◆ Veterinary

Language and Arts

- ◆ Arts
- ◆ Creative Writing
- ◆ Digital Photography
- ◆ Graphic and Multimedia Design
- ◆ Languages
- ◆ Publishing

Law and Legal

- ◆ Business and Corporate
- ◆ General Law
- ◆ LSAT Preparation
- ◆ Paralegal

Personal Development

- ◆ Arts
- ◆ Children, Parents, and Family
- ◆ Digital Photography
- ◆ Health and Wellness
- ◆ Job Search
- ◆ Languages

- ◆ Personal Enrichment
- ◆ Personal Finance and Investments
- ◆ Start Your Own Business
- ◆ Test Prep

Teaching and Education

- ◆ Classroom Computing
- ◆ Languages
- ◆ Mathematics
- ◆ Reading and Writing
- ◆ Science
- ◆ Test Prep
- ◆ Tools for Teachers

Technology

- ◆ Certificate Prep
- ◆ Computer Fundamentals
- ◆ Computer Programming
- ◆ Database Management
- ◆ Graphic and Multimedia Design
- ◆ Networking and Communications
- ◆ Security
- ◆ Web Technology

Writing and Publishing

- ◆ Business Writing
- ◆ Creative Writing
- ◆ Grant Writing
- ◆ Publishing

For additional information, visit the website at www.ed2go.com/alamance and notify the Workforce Development Office of Special Programs about your interest in taking an online course.

HUMAN RESOURCES DEVELOPMENT

The HRD program serves adults who are unemployed or under-employed and assists them in preparing for jobs, finding jobs, and developing job retention skills. Training focuses on employability skills such as job readiness, interpersonal skills, motivation, goal setting, communication, and career assessment.

There is no charge for HRD courses if the individual enrolling is:

- (1) unemployed;
- (2) working and has received notification of a pending layoff;
- (3) working and is eligible for the Federal Earned Income Tax Credit (FEITC);
- (4) working and earning wages at or below 200 percent of the federal poverty guidelines.

Individuals for whom tuition and fees are waived must sign a form adopted by the State Board of Community Colleges verifying that they meet one of these criteria.

CAREER READINESS CERTIFICATE (CRC)

Career Readiness Certificate (CRC) is a work credential that promotes skills and career development for individuals and verifies to employers anywhere in the United States that you possess basic workplace skills and employability skills in Applied Mathematics, Reading for Information, and Locating Information. North Carolina's CRC is based on the ACT WorkKeys system, an industry-driven system of profiling, assessment and instructional support.

Employers are increasingly concerned with ensuring both potential and current employees have the skills necessary to thrive in today's workplace. North Carolina's Career Readiness Certification (CRC) is designed to meet the needs of both employers and job seekers.

For employers, the CRC offers a reliable means of determining whether a potential employee has the necessary literacy, numeracy and problem solving skills to be job ready.

For job seekers, the CRC serves as a portable credential that can be more meaningful to employers than a high school degree or a resume citing experience in a different job setting.

PERSONAL ENRICHMENT

The purpose of the Personal Enrichment Program is to provide lifelong learning opportunities for adults within the service area to meet their non-vocational needs and interests. Many students have also used the knowledge and skills gained through these courses to develop a primary or secondary source of income. Examples of Personal Enrichment course areas include arts and crafts, investing, home and garden, photography, foreign language, and driving courses. Interested persons are encouraged to call the Personal Enrichment Coordinator and suggest course ideas.

Sample courses include but are not limited to the following:

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> • Acting–Improv • Cake Decorating • Chair Caning • Conversational Spanish • Cooking • Dance • Defensive Driving • Dog Training | <ul style="list-style-type: none"> • Estate Planning • Film Making • Floral Design • Furniture Design and Construction • Furniture Refinishing • Golf • Jewelry Making • Motorcycle Safety • Painting (acrylic, oil, watercolor, airbrush) | <ul style="list-style-type: none"> • Personal Investments • Photography • Pottery • Quilting • Sewing • Sign Language • Stained Glass • Wedding and Event Planning • Woodcarving • Woodworking/Woodturning |
|---|---|--|

WORKFORCE DEVELOPMENT POLICIES

Registration

The College requires students to register and pay three days in advance of the begin date of classes. Students are encouraged to register early in order to ensure space availability and prevent cancellation of classes due to insufficient enrollment.

Students must be at least 16 years old in order to take ACC classes.

There are four easy ways to register:

- Walk-in
- By fax
- By DocuSign
- By scan and email

The Workforce Development schedule of classes is available on the College's website (www.alamancecc.edu/continuing-education). Also, a registration form is available on the website in PDF format. Inquiry email: coned@alamancecc.edu

Refunds

The State Refund Policy for Workforce Development Courses is:

- A 100 percent refund shall be made upon the request of the student if the student officially withdraws prior to the first class meeting. Also, a student will receive a 100 percent refund if the course is canceled.
- A 75 percent refund shall be made upon the request of the student if the student officially withdraws prior to or on the 10 percent point of the course. No refunds are made after the 10 percent point.
- For contact hour courses, a 100 percent refund shall be made upon the request of the student if the student officially withdraws prior to the first class meeting. A 75 percent refund shall be made upon the request of the student if the student officially withdraws prior to or on the tenth calendar day of the course.

Course Cancellation

A course may be canceled due to insufficient enrollment. If a course is canceled, students will receive a full refund of the registration fee.

Student Fee

Students will be charged an instructional technology fee of \$5 per course.

ACADEMIC AND CAREER READINESS

The mission of the Academic and Career Readiness (ACR) program is to provide educational opportunities for adults 18 years or older who have not completed high school or who would like assistance with basic education skills. This includes competence in reading, writing, speaking, problem-solving, or mathematics at a level necessary to function in society, on a job, or in the family. Sixteen- and 17-year-olds who are out of school may enter only under special regulation. High school graduates who would like to enroll in refresher courses are welcome. There is no registration fee for any ACR program or course.

ACR includes these programs:

- Adult Basic Education (ABE)
- High School Equivalency Testing and Preparation including General Educational Development (GED®), HiSET®, GED® Online, and GED® in the Community (mail-in course)
- English as a Second Language (ESL) and ESL Online
- Placement Test Prep (BSP 2000)
- Basic Skills Plus
- College Transitional Skills

Prior to enrolling, students are required to make an appointment for an initial program orientation so that they may be placed in the appropriate program and level.

Adult Basic Education (ABE)

For a classroom course, the minimum attendance to be eligible for an ACC certificate is typically **80 percent**. Some professional courses may have a higher standard. For an online course, students must score at least 80 percent on their final exam to be eligible for a certificate from ACC. The ABE program works with basic reading, writing, and math skills through the intermediate level. Courses are held at the Carrington-Scott Campus in Graham, at the Dillingham Center in Burlington, and at corporate and community sites throughout Alamance County. Students may enter ABE courses at any time and progress at their own pace. There is no charge for ABE courses.

High School Equivalency (HSE) including GED® and HiSET®

The High School Equivalency (HSE) program prepares adults to take the GED® tests and other HSE exams approved by the State of North Carolina to complete their high school credentials. Areas of study include Literacy, Social Studies, Science, and Mathematics. Upon successful completion of the HSE program of study and a satisfactory score on the HSE tests, the State Board of the North Carolina Community College System awards students a High School Equivalency diploma. The GED® and HiSET® are nationally recognized legal equivalents of a high school diploma. They serve the same purpose as a high school diploma in meeting most job requirements and are accepted in place of a high school diploma at most community colleges as well as four-year colleges and universities.

HSE instruction is offered in the classroom, online, and through the community mail-in program. Classroom instruction is available at the Carrington-Scott Campus in Graham, the Dillingham Center in Burlington and at community sites throughout Alamance County. Students may enter these free classes at any time after an initial orientation and may progress at their own pace. Persons interested in taking the GED® test without instruction must register for the test at ged.com. While there is no fee for GED® instruction, there is a \$20 fee per official GED® test (Note: fee is subject to change according to state regulations). Persons interested in taking the HiSET® test must register at hiset.ets.org. There is a fee of \$10-15 per official HiSET® test. GED® and HiSET® test fee scholarships are available for qualified students. Special arrangements may be made for persons who do not speak English or who have a disability.

Potential students who are 16 or 17 years old and who wish to enroll in the HSE program have specific requirements that must be met before they may be admitted. These requirements may include (but are not limited to) a release form to be signed by the superintendent and the principal of the school where they last attended, notarized and signed by the parent or guardian. Both the school system and the Academic and Career Readiness department will have more information on current requirements.

Just as in the public schools, 16- and 17-year-olds must meet state requirements as set by the Dropout Prevention/Driver's License legislation or lose their license. These individuals holding a driving permit/license or wishing to obtain a driving permit are required to make reasonable academic progress and to attend 60 hours per month (20 days) until successful completion of their high school education.

English as a Second Language (ESL)

The English as a Second Language (ESL) program helps adults for whom English is not their primary language improve their English speaking, reading, and writing skills. The program helps prepare students to function in American society by emphasizing communication and daily living skills. Specialized classes help students prepare for their U.S. citizenship exam. The ESL courses are held at the Carrington-Scott Campus in Graham, at the Dillingham Center in Burlington, at community sites throughout Alamance County, online, and by telecourse. Students may enter ESL courses at any time after an initial orientation and progress at their own pace. There is no charge for ESL courses.

Adult Basic Literacy Education (ABLE)

The Adult Basic Literacy Education (ABLE) program offers courses to adults with intellectual disabilities who have the academic and adaptive skills to be successful in a college classroom setting. Our program is designed to foster reading, writing, math and computer literacy skills with a goal of further academic study and/or employment. The courses are offered morning and afternoons and are located at the Dillingham Center in Burlington. There is no charge for ABLE courses. The steps required to be considered for admission into ACC's ABLE program are listed on the College website in the Adult Basic Education section.

Basic Skills Plus

The Basic Skills Plus program offers qualified Adult High School and High School Equivalency students the opportunity to enroll in selected curriculum and Workforce Development program pathways, tuition-free. Applicants for this program must be currently working toward their Adult High School or High School Equivalency diploma, and must meet all entrance requirements for their selected Basic Skills Plus pathway. Current Basic Skills Plus pathways include Nurse Aide, Computer-Integrated Machining, Early Childhood Certificate, General Office Certificate, Manicuring and Nail Technician, Plumbing, and Pharmacy Technician.

College Transitional Courses (Career Ready, RISE)

The Academic and Career Readiness department offers transitional English and Math courses. These courses are designed to meet the requirements for placement in curriculum level English and math courses. These classes are offered in the department at no charge.

ASSESSMENT CENTER

The Academic and Career Readiness Assessment Center provides a variety of testing and other assessment services:

1. Orientations, placement pre-assessment and ongoing assessments for the following Academic and Career Readiness programs: Adult Basic Education; High School Equivalency; English as a Second Language; and ABLE.
2. GED and HiSET tests (in English and Spanish) and other High School Equivalency tests approved by the State of North Carolina

Students requiring special assistance or accommodations during testing are required to register with the College's Disability Services office.

Hours of Operation:

Monday–Thursday 8:00 a.m.-8:30 p.m.

Friday 8:00 a.m.-5:00 p.m.

Saturday by appointment

Summer hours of operation will vary.

Appointments are recommended. For more information or to make an appointment, call 336-506-4376.

CORPORATE EDUCATION AND ECONOMIC DEVELOPMENT

Corporate Education and Economic Development provides the business and industry base of Alamance County with a wide variety of options for their training needs. Unique programs and courses are offered and if preferred, customized to meet the needs of a diverse company population.

Corporate Education is comprised of two unique service areas, Business and Industry Training and the Small Business Center. Both areas offer quality programs and courses that companies and individuals can select from to help meet their specific training goals and objectives. Alamance Community College staff from each program is available to assist business and industry with their planning, developing and delivering of short- or long-term training classes.

Business and Industry

Business and industry training is provided by Alamance Community College through the NCWorks Customized Training Program and Occupational Extension for industry specific programs.

The NCWorks Customized Training Program supports North Carolina's economic development efforts to provide education and training opportunities for eligible businesses and industries.

NCWorks Customized Training Program offers new and existing business and industry, programs and training services for; Job Growth, Productivity Enhancement and Technology Investment. NCWorks Customized Training Program has been developed in recognition of the fact that one of the most important factors for a business or industry considering locating, expanding, or remaining in North Carolina is the ability of the State to ensure the presence of a well-trained workforce.

The NCWorks Customized Training Program is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses.

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

Businesses and Industries eligible for support through the NCWorks Customized Training Program include: Manufacturing, Technology Intensive (i.e., Information Technology, Life Sciences), Regional or National Warehousing, Distribution Centers, Customer Support Centers, Air Courier Services, National Headquarters with operations outside North Carolina, and Civil Service employees providing technical support to US military installations located in North Carolina.

To receive NCWorks Customized Training Program assistance, eligible businesses and industries must demonstrate two or more of the following criteria: a business is making an appreciable capital investment, the business is deploying new technology, a business is creating jobs, expanding an existing workforce, or enhancing productivity, and profitability of the operations within the State, and the skills of the workers will be enhanced by the assistance.

NCWorks Customized Training Program funds may be used for: training assessments, instructional design, instructional costs, training delivery for personnel involved in the direct production of goods and services, production and technology support positions. In addition full-time probationary employees of qualified Customized Training companies are eligible for training delivered by the community college.

NCWorks Customized Training Program fund usage requires that trainees are paid by the company for all times during training hours.

Industry Specific/Occupational Extension classroom training involves short courses ranging from the technical to the soft skill. Classes are offered at times convenient to the company and usually held at the business or industry site. Listed below is a sampling of the many diverse technical and soft skill courses offered:

Leadership Millennium Certificate Series—*Supervision and Management, Soft Skill Support* A four part series on supervision and management renowned for exceptional in-depth personal, interpersonal and task oriented, instructional skills components. Instruction focuses on key areas of knowledge and skills to enhance and integrate leadership abilities. Training targets ways to immediately implement leadership skills in the work environment and identify gaps in formal education, training, and experiences.

Lean/Six Sigma—*Continuous Process Improvement Series, Focused training* in White Belt (Kaizen Methods); Yellow Belt (Lean Management); Six Sigma—Green Belt Certification/Level 1, Green Belt Certification/Level 2, Black Belt Certification; On-Site Implementation—Lean Event and Green Belt Project

Industry Maintenance Series—*Technical skill classroom support* training offered in a wide range of topics. Training may include but not limited to Introduction to Electricity, Motor and Controls, Introduction to PLC, Hydraulics and Pneumatics, Introduction to CNC, CNC Turning, CNC Milling, ISO 9000, and SPC.

Industry Fundamental Series—*Intense training courses* designed to develop an understanding of the practical and technical skills required by industry. Topics include but not limited to Industry Math, Introduction to Geometric Dimensioning and Tolerancing (GD/T), Blueprint Reading, Quality Control, Industrial/Environmental—Health and Safety (OSHA).

Computer Training Series—*On-site customized short courses* to include but not limited to Microsoft® Word, Excel, Access, PowerPoint, Publisher, Outlook, and Microsoft® Project.

Workplace Culture Series: *Creating a Customer-Centered Environment*—This series focuses on the latest strategies for creating a successful customer service environment. Courses address the key customer service methodologies and practices essential to developing positive customer relations and delivering quality services while improving efficiency and reducing costs. Skill areas include Personal Effectiveness, Customer Contact Skills, New Technology, and Industry Process Implementation

Project Management Professional (PMP) Fundamental and Certification Preparation Course—The fundamentals course focuses on the terminology, tools, and techniques required to take a project from the initiating process to planning, executing, controlling, and closing. Training includes key concepts of PMI's A Guide to the Project Management Body of Knowledge, Sixth Edition (PMBOK).

The PMP Certification Exam Preparation Course targets PMP exam preparation and will satisfy the 35 contact hours for project management education that allows eligible candidates to sit for the PMP exam. Who should attend: eligible project managers, team members and individuals who are preparing to sit for their PMP certification exam.

Supply Chain Engineering and Logistics Certification Courses—This training is provided through a partnership between Alamance Community College (Corporate Education) and the University of Tennessee Knoxville (Industrial and Systems Engineering Division). The Bronze Belt course teaches the general knowledge of supply chain and logistics operations and introduces basic supply chain concepts, supply chain fits, basic inventory, production management models, and transportation. The Silver Belt Level I course introduces inventory management in supply chain engineering, aggregate planning, and coordination of supply and demand. The Silver Belt Level II course introduces the optimization tools (Microsoft Excel Solver and Lindo) for making supply chain planning and operations decisions. A project using the optimization tools is required.

Small Business Center

The Small Business Center at Alamance Community College funded through the State of North Carolina provides free counseling, training and information on business start-ups and operations. The Center offers seminars, workshops, classes, one-on-one confidential counseling, employee training and a resource center with current periodicals, books, videotapes and government publications.

The Center works cooperatively with the Alamance County Area Chamber of Commerce, Service Corps of Retired Executives (S.C.O.R.E.), Burlington Downtown Corporation, Women's Resource Center, area lenders, local professionals and experts.

Pitch Your Business Idea: Win \$10,000—If you are a current Alamance Community College curriculum or Workforce Development student, graduate, or received counseling from the Small Business Center who dreams of owning your own business, the Clapp Entrepreneurial Opportunity Initiative (CEO) has been created for you.

**2021 SUMMARY of PERFORMANCE STANDARDS
for 2018-19 Academic Year**

CORE INDICATORS OF SUCCESS	DESCRIPTION	NCCCS AVERAGE COLLEGE PERCENTAGE	ACC RESULTS
Basic Skills Student Progress	Percentage of Periods of Participation with at least one Measurable Skill Gain.	45.1%	50.3%
Student Success Rate in College-Level English Courses	Percentage of first-time Associate Degree-seeking and transfer pathway students passing a credit-bearing English course with a "C" or better within three years of their first term of enrollment.	60.6%	70.1%
Student Success Rate in College-Level Math Courses	Percentage of first-time Associate Degree-seeking and transfer pathway students passing a credit-bearing math course with a "C" or better within three years of their first term of enrollment.	42.7%	53.3%
First Year Progression	Percentage of first-time fall credential-seeking students who graduate prior to or enroll in postsecondary education during the subsequent fall term.	70.3%	62.5%
Curriculum Student Completion	Percentage of first-time fall credential-seeking students who have graduated, transferred, or are still enrolled during the fourth academic year with 42 successfully completed non-developmental hours.	53.4%	50.7%
Licensure and Certification Passing Rate	Weighted index score of first-time test-taker results on licensure and certification exams.	0.98	0.98
College Transfer Performance	Among community college Associate Degree completers and those who have completed 30 or more articulated transfer credits who subsequently transfer to a four-year university or college during the fall semester, the percentage who graduate prior to or remain enrolled at any four-year college or university the subsequent fall semester.	85.4%	88.7%

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Dr. Algie C. Gatewood, President**

- Kindra Bradley (2021).....Executive Administrative Assistant/Grants Coordinator
B.A. English, William and Mary; J.D., University of North Carolina School of Law
- Yonnie Butler (2017)Executive Director, Biotechnology Center of Excellence
B.S. Biology, East Carolina University; M.B.A., Elon University; Certificate, Leadership Development, The Center for Creative Leadership; Certificate, Non-Profit Management, Duke University
- Scott Doron (2017)Grants Officer and Special Assistant to the President
B.A. English, College of Idaho; M.B.A., Kenan-Flagler Business School, University of North Carolina at Chapel Hill
- Dr. Algie C. Gatewood (2013)..... President
B.A. Social Science/History, Livingstone College; M.Ed. Higher Education and College Administration, Appalachian State University; Ed.D. Adult and Community College Education, North Carolina State University
- Thomas Hartman (2017)..... Associate Vice President, Administrative Services and Facilities
B.S. Business Administration, Ohio State University
- Josefvon Jones (2021).....Director of Diversity and Inclusion
B.A. Criminal Justice, Shaw University; M.A. Human Services Counseling, Liberty University
- Kelly Jones (2021).....Executive Assistant to the President
B.A. in Paralegal Studies, University of Hartford College for Women
- Louis Judge (2017)Associate Vice President for Corporate Education and Economic Development
B.S. Electronics and Computer Technology, North Carolina A&T State University; M.B.A., Winston-Salem State University; Lean Six Sigma Green and Black Belt Certification, Winston-Salem State University; Certified Licensing Professional (CLP), Licensing Executive Society
- Carolyn Rhode (2004)..... Vice President for Institutional Advancement
B.A. Economics, Carleton College; M.B.A. The Amos Tuck School, Dartmouth College
- Stephanie Waters (2022).....Executive Assistant to the President
B.A. Government (minor in Economics), West Virginia Wesleyan
- Dr. Connie Wolfe (2018).....Executive Vice President
B.A. English, University of Mary Washington; M.A. English, Virginia Commonwealth University; Ed.D. Adult and Community College Education, North Carolina State University
- Vacant Vice President of Business and Finance / Chief Financial Officer

**OFFICE OF THE EXECUTIVE VICE PRESIDENT
Dr. Connie Wolfe, Executive Vice President**

- Dr. Carol Disque (2010) Vice President of Student Success
B.A. English and Psychology, Duke University; M.Ed. Education, University of Virginia; Ph.D. Higher Education, University of Virginia
- Sarah Hardin (2021)..... Director, Public Information and Marketing
B.A. Communication Studies, University of North Carolina at Wilmington; M.A. Public Administration, University of Texas Permian Basin
- Valerie Fearrington (2021) Director of Human Resources
B.A. Political Science, Winston-Salem State University; J.D. North Carolina Central University School of Law
- Dr. Lisa Johnson (2021)..... Vice President of Instruction and Chief Academic Officer
A.A.S. Dental Assisting and Human Resources, Community College of the Air Force; B.A.S. Dental Hygiene, St. Petersburg College; M.S. Dental Hygiene Education, University of North Carolina at Chapel Hill; Ed.D. Higher Education Leadership, Concordia University

Gary Saunders (2012)	Vice President of Workforce Development A.A.S. Microcomputer Systems Technology, Montgomery Community College; B.S. Business Administration, University of North Carolina at Greensboro; M.A. Education, Western Carolina University
Michelle Taylor (2013)	Executive Administrative Assistant B.A. Intermediate Education, University of North Carolina at Chapel Hill
Dr. Connie Wolfe (2018)	Executive Vice President B.A. English, University of Mary Washington; M.A. English, Virginia Commonwealth University; Ed.D. Adult and Community College Education, North Carolina State University
Vacant	Director of Research and Institutional Effectiveness

BUSINESS AND FINANCE

Vacant, Vice President of Business and Finance/Chief Financial Officer

Lakeisha Allen (2021)	Finance Specialist A.A.S. Medical Assisting, Alamance Community College
Jamie Beck (2018)	Finance Senior Specialist A.A.S. Accounting, Alamance Community College
Heather Crabtree (2018)	Finance Specialist A.A.S. Business Administration, Marketing Concentration, Alamance Community College
Andrea Edwards (2014)	Finance Senior Specialist B.S. Business Administration, Elon University; M.B.A., Elon University
Laurie Farrell (1997)	Finance Senior Specialist A.A.S. Accounting and A.A.S. Business Administration, Alamance Community College
Tyeshia Smith (2015)	Finance Senior Specialist A.A.S. Medical Assisting, Alamance Community College
Barbara Thornton (2008)	Finance Manager/Controller B.A. Accounting, North Carolina State University
Vacant	Director of Information Services
Vacant	Executive Administrative Assistant

ADMINISTRATIVE SERVICES AND FACILITIES

Thomas Hartman, Associate Vice President

James Armstrong (2020)	Public Safety Sworn Officer B.S. Criminal Justice, Appalachian State University
Lorri Chestnutt (2019)	Facilities Coordinator B.S. Computer Information Systems, Western Kentucky University
Stephen Hall (2020)	Administrative Support A.A. Associate in Arts University Transfer, Alamance Community College
Thomas Hartman (2017)	Associate Vice President, Administrative Services and Facilities B.S. Business Administration, Ohio State University
Lisa Lloyd (2018)	Administrative Assistant A.A.S. General Office Technology, Alamance Community College
Gale Logan (2022)	Administrative Support Assistant, Public Safety
Rebecca Pope (2012)	Supervisor, Print Center A.A.S. Advertising and Graphic Design, Alamance Community College

OFFICE OF INSTRUCTION

Dr. Lisa Johnson, Vice President/Chief Academic Officer

- Jenny Brownell (2011).....Coordinator, Career and College Promise
B.A. Psychology, University of North Carolina at Chapel Hill; M.S. Counseling, University of North Carolina at Greensboro;
Ed.S. Counseling, University of North Carolina at Greensboro
- D. Mercer Bufter (2015)Instructional Technologist
B.A. Professional Writing; B.A. Creative Writing, Carnegie Mellon University; M.F.A. Creative Writing, New York University;
M.A. English Literature, University of North Carolina at Greensboro
- David Frazee (2016) Dean, Health and Public Services
B.S. Nuclear Medicine Technology, University of Alabama at Birmingham; M.S. Healthcare Administration and Planning,
University of Cincinnati
- Dr. Lisa Johnson (2021)..... Vice President of Instruction/Chief Academic Officer
A.A.S. Dental Assisting and Human Resources, Community College of the Air Force; B.A.S. Dental Hygiene, St. Petersburg
College; M.S. Dental Hygiene Education, University of North Carolina at Chapel Hill; Ed.D. Higher Education Leadership,
Concordia University
- Jennifer Jones (2015) Director of Distance Learning
B.S. Foods and Nutrition, Appalachian State University; M.A. Educational Media, Appalachian State University
- Sonya McCook (1997).....Dean, Business, Arts and Sciences
B.S. Mathematics, Appalachian State University; M.A. Math, University of North Carolina at Chapel Hill; additional studies,
University of North Carolina at Chapel Hill
- Justin Snyder (2003)Dean, Applied Engineering, Agriculture and Skilled Trades
A.A.S. Ornamental and Landscape Technology/Turfgrass Management, North Carolina State University; B.S. Agricultural
Education, North Carolina State University; M.S. Agricultural Education, North Carolina A&T State University; additional
studies, Leadership Studies, North Carolina A&T State University
- Jaime Sutton (2010) Executive Assistant/Curriculum Technician
A.A.S. Business Administration, Guilford Technical Community College; B.S. Business Administration, University of North
Carolina at Greensboro
- Sara Thynne (2013)..... Director, Learning Resources Center
B.A. History, Meredith College; M.L.S., University of North Carolina at Greensboro
- Rose Webster (2017)..... Department Head, Academic Advising; PACE – Title III Project Director
B.S. Secondary Mathematics Education, Appalachian State University; M.S. Mathematical Sciences, University of West
Florida

ADVISING / PACE SUCCESS COACHING

E. Rose Webster, Project Director

- Anglea Davis (2022)PACE Lead Success Coach
B.A. Speech Communication, NC Agricultural and Technical State University; M.S. Adult Education, NC Agricultural and
Technical State University
- Tray Good (2022).....PACE Success Coach
B.S. Business Administration, University of North Carolina at Chapel Hill; M.S.W. Master of Social Work, University of
North Carolina at Chapel Hill
- Dr. Jonathan Howle (2022)PACE Success Coach
B.A. English, University of North Carolina, Chapel Hill; M.F.A Playwriting, The New School; Ed. D Adult Education,
Teachers College, Columbia University
- Darian Radar (2022).....PACE Success Coach
B.A. Psychology, Miami University; M.Ed. Higher Education, University of North Carolina in Greensboro
- Rose Webster (2017)..... Department Head, Advising; PACE – Title III Project Director
B.S. Secondary Mathematics Education, Appalachian State University; M.S. Mathematical Sciences, University of West
Florida

APPLIED ENGINEERING, AGRICULTURE AND SKILLED TRADES**Justin Snyder, Dean**

- James Adkins (2016).....Department Head, Computer-Aided Drafting Technology
B.S. Mechanical Engineering Technology, Old Dominion University
- Bettina Akukwe (2018).....Apprenticeship Implementer
B.A. Education Studies and Germanic Linguistics, Humboldt-University of Berlin (Germany); M.A. Education Studies,
Humboldt-University of Berlin (Germany)
- Brian Bailey (2002).....Department Head, Culinary Arts
A.A.S. Culinary Technology, Wake Technical Community College; B.S. Systems Management, James Madison University;
Chef de Cuisine, American Culinary Federation
- Rodney Barber (2001).....Lead Instructor, Air Conditioning, Heating, and Refrigeration Technology
A.A.S. Air Conditioning, Heating, and Refrigeration Technology, Alamance Community College; Licensed North Carolina
State Board of Examiner of Plumbing, Heating and Fire Sprinkler Contractor; Licensed North Carolina State Board of
Refrigeration Examiner
- James Carter (2019).....Coordinator, Work-Based Learning
B.A. Public Administration and Political Science, Elon University; (MCRP) Master of City & Regional Planning: Economic
Development, University of North Carolina at Chapel Hill
- Michael Covington (2005).....Instructor, Welding
A.A.S. Welding Technology, Alamance Community College; B.S. Industrial Technology Education, Appalachian State
University
- William Crabtree (2013).....Instructor, Automotive Systems Technology
A.A.S. Automotive Systems Technology, Alamance Community College; ASE Master Certified Automotive Technician
- Mitchell Crawford (2019).....Instructor, Automotive Systems Technology
Diploma Digital Electronics, Alamance Community College; A.A.S. Automotive Systems Technology, Alamance Community
College; CMAT, L1 (ASE)
- Greg Davis (2018).....Instructor, Advertising and Graphic Design
A.A.S. Animation and Design Certification (in progress), North Lake College
- Andrea DeGette (2011).....Instructor, Advertising and Graphic Design
B.F.A. Film and Television, New York University; M.A. Liberal Studies, Duke University
- Justin Fowler (2014).....Instructor, Advertising and Graphic Design
A.A.S. Digital Animation, School of Communication Arts
- Caleb Fox (2021).....Lab Manager, Horticulture
A.A.S. Horticulture Technology, Alamance Community College; B.S. Agricultural Education, North Carolina A&T State
University
- Jerilyn Free (2009).....Department Head, Animal Care and Management Technology
B.S. Animal Sciences, North Carolina A&T State University; M.S. Agricultural Education, North Carolina A&T State
University
- Luke Guthrie (2017).....Instructor, Welding Technology
A.A.S. Welding Technology, Alamance Community College; MIG and Stick Structural Steel certifications
- Jerry Hackney (2017).....Instructor, Animal Care and Management Technology
B.S. Agriculture Education, North Carolina State University; M.A.Ext. Education, North Carolina State University
- Mike Holt (1996).....Lead Instructor, Welding Technology
A.A.S. Welding Technology, Alamance Community College; AWS Certified Welding Educator; AWS Certified Welding
Inspector; AWS Certified through Law Laboratories; AWS Certified through Professional Services Industries; Certified ASME
in MIG, TIG, ARC, and Flux Core; AWS Fusion Welding for Aerospace Applications
- Louis Killion (2021).....Perkins/CTE Advisor
B.F.A. Sculpture, The Ohio State University; M.Ed. Higher Education, University of North Carolina at Greensboro
- Marvin Kimber (1974-2001).....Professor Emeritus, Culinary Arts

- A.A.S. Food Service Technology, Alamance Community College; Certified Executive Pastry Chef, American Culinary Federation–Lifetime Member
- Miranda Kotarba (2020)Instructor, Welding Technology
A.A.S. Welding Technology, Alamance Community College
- Ashley Lewis (2021).....Instructor, Computer-Aided Drafting Technology
A.A.S. Architecture, Guilford Technical Community College
- James “Mac” McCormick (2018)..... Instructor, Mechatronics Engineering Technology
Sustainability/Renewable Energy Diploma, North Carolina State University; A.A.S. Electrical/Electronics, A.A.S. Electrical Power Production Technology, Piedmont Community College; B.S. Industrial Engineering Technology, East Carolina University; Licensed NABCEP Solar Power Installer
- Julie Moore (2000).....Instructor, Advertising and Graphic Design
A.A.S. Commercial Art and Audio Visual Technology, Alamance Community College
- Bently Pagura (2011) Instructor, Air Conditioning, Heating, and Refrigeration Technology
A.A.S. Air Conditioning, Heating, and Refrigeration Technology, Alamance Community College
- Erik Perel (2016).....Department Head, Advertising and Graphic Design
B.A. Journalism and Mass Communication, subsequence Photojournalism, University of North Carolina at Chapel Hill
- Michael Perry (2018)Instructor, Welding Technology
A.A.S. Welding Technology, Alamance Community College
- Dan Quatrone (2014)Lead Instructor, Computer-Integrated Machining
A.S. Environmental Sciences, Holyoke Community College, Massachusetts; A.A.S. Computer-Integrated Machining, Alamance Community College
- Dr. Elizabeth Riley (2017)..... Department Head, Horticulture Technology
B.S. Horticultural Science, North Carolina State University; M.S. Horticultural Science, North Carolina State University; Ph.D. Horticultural Science, North Carolina State University; Certified Ground Pesticide Applicator, N.C. Department of Agriculture and Consumer Services
- Roland Roberts (2017)..... Department Head, Mechatronics Engineering
B.S. Electrical Engineering, Bucknell University; M.S. Computer-Integrated Manufacturing, Brigham Young University; J.D., Capital Law School
- Joe Robertson (2017)Instructor, Advertising and Graphic Design
B.A. English, Elon University
- Doris Schomberg (1978-2010)Professor Emeritus, Culinary Arts
B.S. Home Economics and Education, University of Wisconsin; M.S. Food Science, Purdue University; Certified Culinary Educator, American Culinary Federation
- Hanna Smith (2021).....Instructor, Horticulture Technology
B.S. Horticulture, Auburn University; M.S. Horticulture, Auburn University
- Justin Snyder (2003)Dean, Applied Engineering, Agriculture and Skilled Trades
A.A.S. Ornamental and Landscape Technology/Turfgrass Management, North Carolina State University; B.S. Agricultural Education, North Carolina State University; M.S. Agricultural Education, North Carolina A&T State University; additional studies, Leadership Studies, North Carolina A&T State University
- Jonathan Upchurch (2003).....Instructor, Advertising and Graphic Design
Certificate, Multimedia Design, Alamance Community College; A.A.S. Photography Technology and Portrait Studio Management, Randolph Community College
- Todd Wanless (2007).....Instructor, Culinary Arts
A.O.S. Culinary Arts, Culinary Institute of America; B.S. Hotel and Restaurant Management, University of Wisconsin–Stout; Certified Chef de Cuisine, American Culinary Federation
- Mark Wimberley (2019) Instructor, Air Conditioning, Heating, and Refrigeration Technology
A.A.S. Air Conditioning, Heating and Refrigeration Technology, Alamance Community College; North Carolina State License in Heating and Air Conditioning H-1,2 & 3 Class LEPA 608 Certification; OSHA 30-Hour Certified

BIOTECHNOLOGY CENTER OF EXCELLENCE
Yonnie Butler, Executive Director

Kindra Bradley (2021) Executive Administrative Assistant/Grants Coordinator
 B.A. English, William and Mary; J.D., University of North Carolina School of Law

Yonnie Butler (2017) Executive Director, Biotechnology Center of Excellence
 B.S. Biology, East Carolina University; M.B.A., Elon University; Certificate, Leadership Development, The Center for Creative Leadership; Certificate, Non-Profit Management, Duke University

BUSINESS, ARTS AND SCIENCES
Sonya McCook, Dean

Sarah Bergmann (2003) Instructor, Mathematics
 B.A. Mathematics/French, St. Olaf College; M.S. Mathematics, University of North Carolina at Chapel Hill

Dr. Adam Bridges (2011) Instructor, Chemistry
 B.S. Chemistry, University of Vermont; Ph.D. Inorganic/Organic Chemistry, University of Wisconsin-Madison

Paul Carr (2013)..... Instructor, Physics
 B.S. Physics, Stanford University; M.S. Physics, California State University at Fullerton; additional studies, University of North Carolina at Chapel Hill

Andrea Chase (2020)..... Instructor, English
 A.A. Secondary Education, Tulsa Junior College; B.A. English, University of Oklahoma; M.L.S., University of North Carolina at Greensboro; M.A. English and Creative Writing, University of Southern New Hampshire

M. Caitlin Cook (2019)..... Instructor, Psychology
 B.S. Psychology, Duke University; M.A. Clinical and Community Psychology, University of North Carolina at Charlotte

Mariel Conlon (2010) Department Head, Mathematics
 B.S. Computer Science and Mathematics (Applied), College of William and Mary; M.S. Mathematics, University of North Carolina at Chapel Hill

David Crane (2008)..... Instructor, History
 B.A. Political Science and History, University of North Carolina at Wilmington; M.A. History, University of North Carolina at Wilmington

Sherill Crofts (2011) Instructor, Accounting and Business Administration
 B.A. Chemistry, University of North Carolina at Chapel Hill; M.B.A., Indiana University South Bend

Robert Davis (2008)..... Instructor, Mathematics
 B.S. Mathematics, Elon University; M.A. Mathematics, Wake Forest University

Shanina Doe (2017) Instructor, Education
 B.S. Child Development and Family Studies, North Carolina A&T State University; M.A.T. Early Education and Family Studies, B-K Certification, North Carolina A&T State University

Vance Elderkin (2008)..... Instructor, Communications
 B.A. Communication, Muskingum College; M.A. Radio, TV, and Motion Pictures, University of North Carolina at Chapel Hill

Rebecca Fecher (2018) Instructor, History
 B.A. History and Anthropology, University of North Carolina Greensboro; M.A. History, University of North Carolina Greensboro

Laura Gaines (2010) Instructor, Information Technology
 B.S. Computer Science and Mathematics, High Point University; M.S. Computer Science, Wake Forest University; Microsoft Office Specialist Certifications in Word, Excel, PowerPoint, Access

Chad Godt (2016) Instructor, Art
 B.F.A. Painting, Arizona State University; M.F.A. Painting, Marywood University

Mindy Graves (2012)..... Instructor, Office Administration

- A.A.S. Office Systems Technology, Randolph Community College; A.A.S. Medical Office Administration, Randolph Community College; B.S. Business Administration, Pfeiffer University; M.S. Vocational Education, Information Technologies, East Carolina University
- Perry Hardison (2003)..... Lead Instructor, Humanities
A.A. Lenoir Community College; B.A. History, East Carolina University; M. Divinity, Southeastern Baptist Theological Seminary; Doctoral studies, University of North Carolina at Chapel Hill
- Dr. Nancy Honeycutt (2011)..... Instructor, Psychology
B.S. Psychology/Sociology, Virginia Polytechnic Institute and State University; M.A. Clinical Psychology, Appalachian State University; Ph.D. Neuropsychology, University of Kentucky
- Blain Jones (2017) Instructor, Information Technology
B.S. Computer Science, University of North Carolina at Wilmington; M.S. Technology Systems, East Carolina University
- Jennifer Jones (2004) Instructor, Education
B.S. Human Development and Family Studies, Cornell University; M.S. Human Development and Family Studies, University of North Carolina at Greensboro
- Nicki Kimrey (2008)..... Instructor, Mathematics
B.A. Secondary Mathematics, University of North Carolina at Chapel Hill; M.Ed. Middle Grades Mathematics, University of North Carolina at Chapel Hill
- Kristina Ketcham (2016)..... Department Head, Education
A.A.S. Early Childhood Education, Suffolk Community College; B.S. Human Development Family Studies Birth through Kindergarten, University of North Carolina at Greensboro; M.S.Ed. Preschool Education, Nova Southeastern University
- Dr. Roger Lane (2016)..... Instructor, Music
B.A. Music, Greensboro College; M.A. Music, University of North Carolina at Greensboro; Ph.D. Music, University of North Carolina at Greensboro
- Alexandra Marano (2007)..... Instructor, English
B.A. English, Florida State University; M.A. English, Appalachian State University; Certified Yogo Instructor
- Marian Marley (2010)..... Instructor, English
B.A. Music, Liberal Arts, Florida State University; M.A. English, Florida State University
- Zachary Mathews (2015) Instructor, Mathematics
B.A. Mathematics and Political Science, University of North Carolina at Chapel Hill; M.A. Mathematics, East Carolina University
- Sonya McCook (1997)..... Dean, Business, Arts and Sciences
B.S. Mathematics, Appalachian State University; M.A. Math, University of North Carolina at Chapel Hill; additional studies, University of North Carolina at Chapel Hill
- Debra McCusker (2010) Department Head, Accounting, Business Administration & Information Technology
B.S. Applied Mathematics, University of Pittsburgh; M.S. Electrical/Computer Engineering, Rutgers University; Certified Cisco Networking Academy Instructor; Microsoft Office Specialist Certifications in Word, Excel, PowerPoint, Access
- Kim F. McKenzie (2017)..... Department Head, Medical Office Administration, Office Administration & Healthcare Management Technology
B.S. Business Management, Norfolk State University; M.A. Management, Cambridge College; Certified Professional Coder, American Academy of Professional Coders (AAPC)
- John Neathery (2003)..... Instructor, Sociology
B.A. Sociology, Appalachian State University; M.A. Sociology, Appalachian State University; Ed.S. Higher Education Teaching, Appalachian State University
- Jamé O’Sullivan (2015) Instructor, Psychology
B.A. Psychology and Sociology, University of North Carolina at Asheville; M.A. Psychology (Developmental Concentration), University of North Carolina at Greensboro

- Michelle Perry (2009) Instructor, Mathematics
B.A. Mathematics, Meredith College; M.Ed. Mathematics Education, University of North Carolina at Greensboro
- Dr. Kevin Sargent (2012)..... Instructor, English
B.A. Philosophy, University of South Carolina; M.A. Speech Communication, University of North Carolina at Chapel Hill;
Ph.D. Communication Studies, Northwestern University
- Dr. Haifa Shahin-Johns (2008)Lead Instructor, Chemistry
B.S. Chemistry, Bethlehem University; Ph.D. Organic Chemistry, Wayne State University
- Maureen Sherbondy (2017) Instructor, English
B.A. Psychology/Industrial Education, Rutgers University; M.F.A. Creative Writing, Queens University of Charlotte
- Dr. Ben Shirley (2004)..... Instructor, Sociology; Coordinator, University Transfer; Department Head, ACA
B.A. Sociology, University of North Carolina at Greensboro; M.A. Sociology, University of North Carolina at Greensboro;
Ed.D. Community College Executive Leadership, Wingate University
- Dr. Abigail Simoneau (2020)..... Instructor, Music
B.A. Music, University of New Hampshire; M.M. Flute Performance, Southern Illinois University Carbondale; D.M.A. Flute
Performance, University of North Carolina at Greensboro
- Sherri Singer (2000)..... Department Head, Social and Behavioral Sciences
B.S. History, Appalachian State University; M.A. History, Appalachian State University
- Ann Snell (2021)..... Lead Instructor, Business Administration
B.S. Marketing and Business Management, University of Rio Grande; M.B.A., Marshall University
- Cynthia Stevens (2012)..... Lead Instructor, Accounting
A.A.S. Accounting, Alamance Community College; B.S. Computer Science, University of Missouri-Rolla; M.S. Computer
Science University of Missouri-Rolla; M.S. Accounting, University of North Carolina at Greensboro
- Olivia Stogner (2009) Instructor, English
B.A. English/Missions, Southern Wesleyan University; M.A. English, University of North Carolina at Greensboro
- Christopher Swinton (2015)..... Instructor, Business Administration
B.S. Business Administration (Concentration in Marketing), University of North Carolina at Greensboro; M.B.A., University
of North Carolina at Greensboro
- Julie Trotter (2010) Instructor, English and Humanities
B.A. Psychology and Physical Education, University of North Carolina at Chapel Hill; M.A. Liberal Studies, North Carolina
State University
- Dr. Clara Vega (2002)..... Department Head, English, Communication and Humanities
M.A. Foreign Languages, West Virginia University; M.D., Universidad Pontificia Bolivariana, Medellin, Colombia
- Dr. Claudia G. Vestal (2020)Instructor, Spanish
B.A. Business, UFRAM; M.A. Spanish, University of León; M.A. Applied Linguistics, University of Jaén; Ed.D. University
of Nayarit
- Elizabeth Williams (2010)..... Lead Instructor, English; Advisor, Early College
B.A. Communication Studies, University of North Carolina at Wilmington; M.A. Communication, East Carolina University
- Sherry Wimberley (2008) Instructor, Office Administration
A.A.S. Medical Office Administration, A.A.S. Office Systems Technology, Office Systems Technology Diploma, Medical
Transcription Certificate, Medical Coding, Billing, and Insurance Certificate, Health Care Clerical Certificate, Alamance
Community College
- Kouassi Yao (2012)Instructor, Spanish
B.A. Spanish, University of Cocody, Ivory Coast; M.A. Latin American Studies, University of Cocody, Ivory Coast
- Glenda Yount (2011) Instructor, English
B.S. English Education, Appalachian State University; M.A. English Education, Appalachian State University

CORPORATE EDUCATION AND ECONOMIC DEVELOPMENT

Louis Judge, Associate Vice President

- Vacant Director, Small Business Center
- Ana Fleeman (2021) Senior Administrative Assistant
A.A. University Transfer, Alamance Community College
- Brandy Fleming (2018) Coordinator, Corporate Education
B.A. Psychology and Business Administration, University of South Carolina
- Laura M. Hirko (2013) Instructor, Corporate Education
B.S. Electrical Engineering, Rensselaer Polytechnic Institute; M.S. Computer Engineering, North Carolina State University;
Master's Certificate, George Washington University and Stanford University
- Louis Judge (2017) Associate Vice President for Corporate Education and Economic Development
B.S. Electronics and Computer Technology, North Carolina A&T State University; M.B.A., Winston-Salem State University;
Lean Six Sigma Green and Black Belt Certification, Winston-Salem State University; Certified Licensing Professional (CLP),
Licensing Executive Society

HEALTH AND PUBLIC SERVICES

David Frazee, Dean

- Elizabeth A. Bailey (2006) Instructor, Biology
A.S. Biology, A.A. History, Lexington (Kentucky) Community College; B.S. Zoology, Auburn University; M.S. Biology,
University of North Carolina at Greensboro
- Janet Byrd (2018) Instructor, Nurse Aide
B.S. Nursing, University of North Carolina at Chapel Hill
- Hilary Cook (2019) Instructor, Cosmetology
B.A. Women's Studies, University of North Carolina at Chapel Hill
- Renata Crisp (2008) Lead Teacher, Child Care Center
A.A.S. Early Childhood Education, Alamance Community College
- Cheryl Elliott (2021) Instructor, Nursing
B.S. Nursing, Radford University; M.S. Nursing Education, Western Governors University
- Tabithe Fisher (2021) Instructor, Nursing
A.A.S. Nursing, University of South Carolina; B.S. Nursing, University of South Carolina; M.S. Nursing Education,
University of North Carolina at Greensboro
- David Frazee (2016) Dean, Health and Public Services
B.S. Nuclear Medicine Technology, University of Alabama at Birmingham; M.S. Healthcare Administration and Planning,
University of Cincinnati
- Sherry Hensley (2017) Instructor, Medical Assisting
A.A.S. Medical Assisting, Alamance Community College
- Valerie Hilliard (2014) Instructor, Nursing
A.A.S. Nursing, Cuyahoga Community College; B.S. Nursing, University of North Carolina at Greensboro; M.S. Nursing,
University of North Carolina at Greensboro
- Melinda Holland (2010) Instructor, Biology
B.S. Biology and Chemistry, Campbell University; M.S. Biology, University of North Carolina at Greensboro
- Traci Holt (2007) Department Head, Criminal Justice Technology and Fire Protection Technology
A.A.S. Criminal Justice, Alamance Community College; B.A. Criminal Justice, University of North Carolina at Charlotte;
M.S. Criminal Justice, East Carolina University
- Sandra Hooks (2003) Instructor, Nurse Aide
A.A.S. Nursing, Alamance Community College, B.S. Nursing, University of North Carolina at Greensboro

- Kristi Hussey (2018) Clinical Coordinator, Dental Assisting
D.A. Certificate, University of North Carolina at Chapel Hill, School of Dentistry
- Marlene Jones (1992)..... Lead Teacher, Child Care Center
A.A.S. Early Childhood Education, Alamance Community College
- Mary Beth King (2021)..... Senior Administrative Assistant
B.S. Sociology, University of Tennessee at Chattanooga
- Heather Laws (2018)..... Department Head, Cosmetology
Cosmetology Certificate and A.G.E., Alamance Community College
- Dr. Bridget Ledford Waters (2017) Department Head, Medical Laboratory Technology, Histotechnology
B.S. Clinical Laboratory Science, East Carolina University; Ph.D. Clinical Laboratory Science, The Catholic University of
America
- Federico Lin (2019) Education Coordinator, Histotechnology
B.S., Biology and Clinical Pathology, Barry University
- Darlene Listopad (2021)..... Department Head, Nursing
...B.S. Nursing, McMaster University; M.S. Nursing, University of Phoenix; Post Graduate Nursing Education, University of
North Carolina at Charlotte; Certified Nurse Educator, National League for Nursing
- Dana Lunday (2004) Instructor, Medical Laboratory Technology
B.S. Medical Technology, East Carolina University; M.P.H., University of North Carolina at Chapel Hill
- Mary Beth Morgan (2020)..... Instructor, Bioscience
B.S. Biology, Greensboro College; M.S. Nanoscience and Biology, University of North Carolina at Chapel Hill
- Marsha Moser (2021)..... Instructor, Dental Assisting
Diploma, Dental Assisting Alamance Community College; A.A.S. Dental Hygiene, Cape Fear Community College; B.S.
Dental Hygiene, Pennsylvania College of Technology
- Rhonda Pierce (2001) Department Head, Nurse Aide
A.A.S. Nursing, SUNY Agricultural and Technical College at Alfred; B.S. Nursing, University of North Carolina at Greensboro
- Donna Pruitt (2004) Instructor, Dental Assisting
Diploma, Dental Assisting, Alamance Community College; A.G.E., Alamance Community College; B.S. Adult Education,
Bellevue University
- Jason E. Pulley (2017)Instructor, Biology
B.S. Biology, Randolph Macon College; M.S. Biology, East Carolina University
- Kathleen Rivers (2019)..... Instructor, Cosmetology
Cosmetology Certificate; A.G.E., Alamance Community College
- Joanna Roberts (2000) Department Head, Dental Assisting
Diploma, Dental Assisting, Alamance Community College; B.S. Applied Health Studies, Pennsylvania College of Technology
- Wanda Ross (2018)..... Cook, Child Care Center
A.A.S. Early Childhood Education, Alamance Community College
- Jennifer Rudd (2003) Lab Assistant
B.A. Mathematics, Biology, University of North Carolina at Greensboro
- Michelle Sabaoun (2016)..... Department Head, Biotechnology and Biosciences
B.S. Environmental Science, Rutgers University; M.S. Marine Science, University of North Carolina at Wilmington
- Daniel Sigmon (2002).....Instructor, Biology
B.S., M.S. Marine Biology, University of North Carolina at Wilmington; M.S. Oceanography, Oregon State University
- Caroline Sykes (2018).....Coordinator, Child Care Center
A.A.S. Early Childhood Education, Alamance Community College; B.S. Human Development and Family Studies Early Care
and Education, University of North Carolina at Greensboro
- Cynthia Thompson (2000)..... Instructor, Medical Assisting
A.A. General Education, Emmanuel College; A.A.S. Radiologic Technology, Johnston Community College; A.A.S. Medical

- Assisting, Alamance Community College; B.A.S. Radiologic Technology, Elon University
- Miasha Torain (2014)Department Head, Medical Assisting
A.A.S. Medical Assisting, Alamance Community College; B.S. Health Education, University of North Carolina at Greensboro
- Dr. Eddy van Hunnik (2020) Instructor, Bioscience
Professional Degree, Vrije Universiteit Amsterdam (VU Amsterdam); Ph.D. Biology, University of Amsterdam
- Kasey Vaughns-Ward (2021).....Instructor, Nursing
B.S. Nursing, Duke University; M.S. Nursing Education, East Carolina University
- Cassie White (2021)..... Instructor, Cosmetology/Esthetics Technology
A.A.S. General Occupational Technology, Guilford Technical Community College; A.A.S. Cosmetology, Sandhills
Community College
- Margaret Hooper (1979-2003).....Professor Emeritus, Dental Assisting

HUMAN RESOURCES

Valerie Fearrington, Director

- Nicole Rone (2019)..... Human Resources Specialist
A.A.S. Business Administration, Alamance Community College
- Valerie Fearrington (2021) Director of Human Resources
B.A. Political Science, Winston-Salem State University; J.D. North Carolina Central University School of Law

INFORMATION SERVICES

Vacant, Director

- Stewart Alexander (2019).....Network Administrator
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Diploma Information Technology Systems Security, Alamance Community College; CompTIAA+ certification
- Dana Johnson (2001)Information Technology Analyst–Instructional Server
Certificate, Basic Laboratory Techniques, Alamance Community College; Diploma, Information Technology/Networking,
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Mathematics and Computer Science, North Carolina Central University
- Shannon Newlin (2012)..... Information Technology Analyst–CIS System
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- VacantDirector of Information Services

INSTITUTIONAL ADVANCEMENT

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A.A. Mass Communications/Journalism, Miami Dade College; B.A. Communication Media, North Carolina State
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- Wendy Jennings (2013) Administrative Assistant
Diploma Accounting; A.A.S. General Office Administration; A.A.S. Legal Office Administration; A.A.S. Medical Office Administration, Alamance Community College
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- Teresa Pittman (2017).....Grants Assistant
A.A.S. Legal Secretary, Technical Institute of Alamance
- Carolyn Rhode (2004)..... Vice President for Institutional Advancement
B.A. Economics, Carleton College; M.B.A. The Amos Tuck School, Dartmouth College
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B.A. Theater, Seton Hill University

LIBRARY/LEARNING RESOURCES CENTER

Sara Thynne, Director

- Peggy Boswell (2007).....Curator, Scott Family Collection
B.F.A. Art History, East Tennessee State University
- William Fonville (2000) Coordinator, Academic Skills Lab
A.A.S. Business Administration, A.A.S. Accounting, A.A.S. Business Computer Programming, Alamance Community College; B.A. Religious Arts, Jacksonville Theological Seminary
- Denise Lloyd-Forbes..... Student Services Specialist, Tutoring Center
- Dorena Miller (2002)Associate Librarian
A.A.S. Medical Office Administration, Alamance Community College; Certificate, Library Cataloging, Central Carolina Community College; A.A.S. Library and Information Science
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Certificate, General Education, Alamance Community College; B.A. English, University of North Carolina at Greensboro
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- Jonathan Young (2001)..... Staff Writer
A.A. Journalism, Brevard College; B.A. Drama, Catawba College
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A.A.S. Advertising and Graphic Design, Alamance Community College; A.A., Alamance Community College; B.S. Studio Art, University of North Carolina at Chapel Hill

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Vacant, Director

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A.A.S. Information Systems and A.A.S. Information Systems–Programming Option, Alamance Community College

STUDENT SUCCESS

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B.S. Business Administration-Management, University of North Carolina at Greensboro; M.S. Adult Education, North Carolina A&T State University

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B.A. Psychology and English, University of North Carolina at Greensboro; M.S. Mental Health Counseling–Vocational Rehabilitation Counseling, North Carolina A&T State University

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A.A.S. Office Administration, Alamance Community College

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B.A. English and Psychology, Duke University; M.Ed. Counselor Education, University of Virginia; Ph.D. Higher Education, University of Virginia

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Vacant	Financial Aid Specialist-Work Study and Outreach
Vacant	Single Stop Coordinator/ Success Coach
Vacant	Success Coach
Vacant	TRIO SSS Success Coach
Vacant	Outreach Recruiter

WORKFORCE DEVELOPMENT

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Duncan Shaw (2009).....	Director, Special Programs B.S. Biology, University of North Carolina at Chapel Hill; M.P.H., University of North Carolina at Chapel Hill
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Vacant	Assessment Specialist

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Facility and Grounds Maintenance Services.....	Biff Hulsey (2002)
Conveniences Store & Vending Services	Beth Mabe (2020)
Bookstore	Lori Hill (2004)

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