Message from the President

Hello, and thank you for visiting College of The Albemarle. On behalf of the Board of Trustees, Faculty and Staff, I welcome you to a college where students and community come first.

COA offers four convenient locations, and an expanding distance education program, to serve the educational needs of our seven county service area. If you are looking for short-term technical training, personal growth and development, or one of the best community colleges in North Carolina to prepare you for transfer to a four-year institution, COA has what you want.

Our mission statement says that COA will "transform lives in an accessible, supportive environment that promotes academic excellence, student success, workforce development, community partnerships and responsible stewardship." We live that mission every day.
The decision to attend college is a major milestone in every student's life. I personally invite you to meet with our faculty and staff to discuss your educational goals, and learn how COA can help you achieve them.

Welcome home to COA! This is your community college. We, the COA family, are excited to join you on your journey to success and pledge to do all we can to make your educational dreams become a reality.

Jack N. Bagwell, Ph.D.
President

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College of The Albemarle

Campus Locations

College of The Albemarle – Currituck

107 College Way, Barco, NC 27917
Telephone: 252-453-3035
Fax: 252-453-3215

College of The Albemarle - Dare

Russell Twiford Location
132 Russell Twiford Road, Manteo, NC 27954
Telephone: 252-473-2264
Fax: 252-473-5497

Roanoke Island Location
205 Highway 64 South Business, Manteo, NC 27954
Telephone: 252-473-2264
Fax: 252-473-6002

College of The Albemarle - Edenton-Chowan
118 Blades Street, Edenton, NC 27932
Telephone: 252-482-7900
Fax: 252-482-7999

College of The Albemarle - Elizabeth City
1208 North Road Street, P.O. Box 2327, Elizabeth City, NC 27906-2327
Telephone: 252-335-0821
Fax: 252-335-2011

College Website:
www.albemarle.edu

Academic Calendar

Fall Semester 2020

Convocation (College is Open)	Wednesday, August 12, 2020
Faculty Work Days (No Classes)	Thursday & Friday, August 13-14, 2020
First Day of 16-Week & 1st 8-Week Sessions	Monday, August 17, 2020
First Day of 14-Week Session	Monday, August 31, 2020
Labor Day Holiday (College is Closed)	Monday, September 7, 2020
First Day of 12-Week Session	Tuesday, September 15, 2020
Last Day to Withdraw Without Grade Penalty (1st 8-Week Session)	Tuesday, September 29, 2020
Faculty Work Days (No Classes)	Monday – Tuesday, October 12-13, 2020
Last Day of 1st 8-Week Session	Wednesday, October 14, 2020
First Day of 2nd 8-Week Session	Thursday, October 15, 2020
Last Day to Withdraw Without Grade Penalty (16-Week Session)	Thursday, November 12, 2020
Last Day to Withdraw Without Grade Penalty (14-Week Session)	Monday, November 16, 2020
Last Day to Withdraw Without Grade Penalty (12-Week Session)	Thursday, November 19, 2020
No Classes for Students (College is Open)	Wednesday, November 25, 2020
Thanksgiving Holiday (College is Closed)	Thursday - Friday, November 26-27, 2020
Last Day to Withdraw Without Grade Penalty (2nd 8-Week Session)	Tuesday, December 1, 2020
Exams Begin	Tues. – Monday, December 8-14, 2020
Semester Ends	Monday, December 14, 2020
Faculty Work Day (No Classes)	Tuesday, December 15, 2020

Spring Semester 2021

Faculty Work Days (No Classes)	Wednesday-Thursday, January 6-7, 2021
First Day of 16-Week & 1st 8-Week Sessions	Friday, January 8, 2021
Martin Luther King, Jr. Holiday (College is Closed)	Monday, January 18, 2021
First Day of 14-week Session	Monday, January 25, 2021
First Day of 12-Week Session	Monday, February 8, 2021
Last Day to Withdraw Without Grade Penalty (1st 8-Week Session)	Monday, February 22, 2021
Last Day of 1st 8-Week Session	Friday, March 5, 2021
First Day of 2nd 8-Week Session	Monday, March 8, 2021
Easter Holiday (College is Closed)	Friday, April 2, 2021
Spring Break (No Classes-College is Open)	Monday-Friday, April 5-9, 2021
Last Day to Withdraw Without Grade Penalty (16-Week Session)	Tuesday, April 13, 2021
Last Day to Withdraw Without Grade Penalty (14-week Session)	Thursday, April 15, 2021
Last Day to Withdraw Without Grade Penalty (12-Week Session)	Tuesday, April 20, 2021
Last Day to Withdraw Without Grade Penalty (2nd 8-Week Session)	Tuesday, April 27, 2021
Exams Begin	Tuesday-Monday, May 4-10, 2021
Semester Ends	Monday May 10, 2021
Faculty Work Days (No Classes)	Tuesday – Wednesday, May 11-12, 2021
Spring Commencement Ceremony	Wednesday, May 12, 2021

Summer Semester 2021

First Day of 10-Week & 1st 5-Week Sessions	Monday, May 17, 2021
Memorial Day Holiday (College is Closed)	Monday, May 31, 2021
Last Day to Withdraw Without Grade Penalty (1st 5-Week Session)	Monday, June 14, 2021
Last Day of 1st 5-Week Session	Monday, June 21, 2021
First Day of 2nd 5-Week Session	Tuesday, June 22, 2021
July 4th Holiday (College is Closed)	Monday, July 5, 2021
Last Day to Withdraw Without Grade Penalty (10-Week Session)	Monday, July 12, 2021
Last Day to Withdraw Without Grade Penalty (2nd 5-Week Session)	Tuesday, July 20, 2021
Semester Ends (Added as a Monday to ensure there are 10 meeting days)	Tuesday, July 27, 2021

General Information

All statements in this publication are announcements of present policies and are subject to change. College of The Albemarle reserves the right to discontinue, at any time, any programs or courses described in this catalog. While every effort will be made to give advance notice of any change of a program or course, such notice is not guaranteed nor required. Unless otherwise indicated in a college publication, this catalog becomes effective Fall 2020 and remains in effect through Summer 2021.

Equal Opportunity

College of The Albemarle is committed to the principle of equal opportunity. It is the college's policy to comply with the provisions of the Civil Rights Act of 1964 and other acts banning discrimination because of race, national origin, color, religion, gender, disability, age, or political affiliation with regard to its students, employees, or applicants for admission or employment.

Consumer Information

In compliance with federal guidelines, this information can be located on the college website - www.albemarle.edu/student-resources/student-consumer-information/

Open Door Admission

College of The Albemarle has an open-door admission for applicants who are high school graduates, are at least 18 years of age or whose admission eligibility conforms to North Carolina law and North Carolina Community College System directives. The Board of Trustees reserves the right to amend local admissions policy within the parameters permitted by the state of North Carolina and the State Board of Community College Code. Admission to the college is open without regard to race, creed, disability, national origin, gender, sexual orientation or age to any student who meets the age or graduation requirements.

Some degree programs have specific requirements for admission. Information about specific requirements can be found on the college website, or by contacting Student Success and Enrollment Management.

Emergency Situations and College Courses

College of The Albemarle strives to offer high-quality instruction and learning experiences for students in its programs and courses. Courses are developed to ensure optimal student success. In the event of force majeure, the College reserves the right to modify instruction and/or delivery of its courses and coursework. This may include changing course modality from face to face courses to online or to utilize web conferencing.

"Force Majeure" shall include, but is not limited to the following situations: fire, earthquake, hurricanes, flooding, civil disturbances, and pandemics.

Tuition

Tuition is set by the North Carolina Legislature and the North Carolina State Board of Community Colleges. Tuition rates are subject to change without notice. College fees are established by the College of The Albemarle Board of Trustees and are also subject to change without notice.

Accreditation

College of The Albemarle is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of College of The Albemarle.

In addition to SACSCOC accreditation, College of The Albemarle's transfer programs are governed by state transfer articulation agreements ensuring acceptance of credits at NC public universities as well as twenty-four independent colleges and universities in the state. For information on specific transfer agreements, visit: https://www.nccommunitycolleges.edu/academic-programs-college-transferarticulation-agreements

College of The Albemarle's Associate Degree Nursing Program (including the L.P.N.-A.D.N. Option program) is accredited by: Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326 Phone: 404-975-5000. www.acenursing.org

College of The Albemarle's Surgical Technology Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Accreditation Review Committee - Surgical Technology/Surgical Assisting (ARC-ST/SA). Commission on Accreditation of Allied Health Programs, 25400 US Highway 19 N, Suite 158, Clearwater, FL 33763 Phone: 727-210-2350. www.caahep.org

College of The Albemarle's Medical Assisting Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of Medical Assisting Education Review Board (MAERB).

Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19N, Suite 158, Clearwater, FL 33763 Phone: 727-210-2350. www.caahep.org

College of The Albemarle's Medical Laboratory Technology Program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACL). As a result, graduates will be eligible to take the American Society of Clinical Pathology Board of Registry exam, or another certifying exam, to become national certified as a Medical Laboratory Technician/Clinical Laboratory Technician.
5600 N. River Rd., Suite 720, Rosemont, IL 60018; Phone: 773-714-8880.

History and Overview

College of The Albemarle has been transforming lives of the citizens in northeastern North Carolina for 60 years. More than six decades ago, the seven Albemarle counties (Camden, Chowan, Currituck, Dare, Gates, Pasquotank and Perquimans) which encompass a vast, watery coastal area, faced major economic challenges. The four top industries were all seasonal: agriculture, fishing, lumbering and tourism. According to a report published in 1972 by the College, To Take A Chance, "...transportation was difficult in the region; the high school drop-out rate was high; unemployment was consistently higher than the rest of the state; and over one-half of the region's families earned less than $3,000 in 1960."

Economic pressures had been building since the mid 1940's with an increasing population, industrialization and surge of World War II veterans returning home to North Carolina after the war. These pressures created a demand for educational facilities. In Pasquotank County, several local groups and individuals began working diligently to determine a solution.

By 1957, interest in starting a community college in Elizabeth City had grown. The Elizabeth City Chamber of Commerce formed a special committee, and members became convinced of the need to establish a comprehensive community college. This committee began surveying potential students, planning a facility, developing funding and selling the idea to area citizens.

By the fall of 1960, Pasquotank County voters -- by a vote of more than two to one -- agreed to pay a special tax of fifteen cents per $100 evaluation to support a new college. Approval from the State to start a college and funding from the legislature soon followed. The official charter was issued on December 16, 1960, making College of The Albemarle the first college chartered by the state under the Community College Act of 1957. At that point, work towards opening the institution began.

COA opened its doors in a remodeled facility known as the former Albemarle Hospital on Riverside Avenue in Elizabeth City on September 21, 1961. The college served 113 students at the single campus. Today, COA is one of 58 community colleges in the North Carolina Community College System; it serves more than 9,000 students a year through diverse programs that meet the needs of college transfer, career education, training, retraining, literacy and personal enrichment students. Students are served at sites throughout the seven-county service area and in

facilities in Elizabeth City, Manteo, Edenton and Barco.

Students enrolled in credit courses may take advantage of various program offerings by obtaining an Associate degree, diploma or certificate. The college's educational services are broadly categorized into these areas: college transfer programs, career education/occupational programs, workforce development, certification, training, retraining and personal enrichment continuing education programs.

A nineteen-member Board of Trustees oversees college operations. Members of this group are appointed for four-year terms. Appointments are received from the Governor, Boards of County Commissioners from each county COA serves, and the Elizabeth City-Pasquotank Public Schools Board of Education. The Board of Trustees holds bimonthly meetings and sub-committees gather prior to regularly scheduled meetings to organize work in the areas of Finance; Policy, Planning and Student Success; and Buildings and Grounds. The college president serves as secretary to the board and the president of the Student Government Association is an ex officio, non-voting member of the Board of Trustees.

Faculty and professional staff hold degrees from universities and colleges throughout the country. A listing of individuals employed full-time by the college is available in the online College Directory within the catalog.

Low in-state tuition rates make college education affordable at College of The Albemarle. For information regarding fees and expenses, please visit the college's website or the Fee section in this catalog. Financial assistance in the form of private scholarships and financial aid may be available to

students who apply by the established deadlines each year.

The College of The Albemarle Foundation is a non-profit charitable corporation, chartered in 1980, to receive and manage gifts in support of the educational mission of the college. It provides funds for capital needs, equipment, staff development, program support and scholarships. A Board of Directors, comprised of business leaders, community supporters and alumni, oversee the work of the foundation and make funding decisions.

Celebrating sixty years since receiving its charter and the first students beginning classes, College of The Albemarle presents a striking contrast with its rather humble beginnings. The differences between the early years and now would astound people and these differences apply to every category of quantifiable measurement: the number of programs and courses, students, faculty and staff, campus space, buildings and equipment.

As it has from its beginnings as the first comprehensive community college in North Carolina, COA continues to expand its programs and services to the seven-county Albemarle Area. We look forward to continuing our service to this great region.

Elizabeth City

College of The Albemarle - Elizabeth City is a 75-plus acre site located on U.S. Highway 17, north of Elizabeth City. The first building on campus was built in 1972. The "Technical Center," now known as Building C, was phase one of a two-phase project. Phase two included construction of facilities to house the library, college transfer courses and administrative offices. The final move to this site from the original COA Campus on Riverside Avenue, took place in December of 1980.

Today, COA - Elizabeth City is comprised of several buildings that provide space for classrooms, laboratories, college bookstore, student center, the library, computer labs, lecture auditorium, Performing Arts Center (PAC) and administrative and faculty offices. In December 2008, the renovation of Building 'A' included an expansion, known as the AE building, and some extensions to the existing 'A' building. The 22,000 square foot, 2 story brick expansion houses two science labs, (Anatomy and Physiology and General Biology), and three renovated science labs, (General Biology, Chemistry, and Physics). In January 2009, the college celebrated the opening of the newly constructed science labs and student support areas and renovated administrative offices.

The Performing Arts Center (PAC) at COA features more than 950 seats and a state-of-the-art stage. The PAC serves as a venue for the COAST Players (COA Student Theatre) and their Theatre Series, a season of performances that include something of interest for any patron! The Box Office has information on current season events, ticket prices, and rental information. The PAC underwent a major renovation to the lobby in 2018.

COA - Elizabeth City is also home to the Small Business Center, which serves the college's seven-county region. Seminars, computer classes, customized workshops, learning materials and one-on-one counseling are available for employees, entrepreneurs and small business owners.

The John Wood Foreman Technology Center houses COA's Workforce Development and Career Readiness Offices which provide non-credit courses, professional training, classes in crafts and hobbies and options for personal enrichment and growth. Offerings range from computer courses, to painting and pottery, to Notary Public Training classes.

A joint venture with the YMCA of South Hampton Roads, the college's portion of the 57,000-square-foot facility was named for a generous benefactor of the college - Dr. Zack Owens. The Dr. Zack D. Owens Health Sciences Center houses Health Sciences Programs including Associate Degree Nursing, Practical Nursing, Surgical Technology, Medical Assisting, Phlebotomy, Medical Laboratory Technology, Health and Fitness Science and Physical Education.

After two years of renovation, COA's library opened in April 2019. The Charles H. Ward Library and Knowledge Commons provides students with modern technology and an updated space geared towards research and collaborative learning. The second floor of the library now serves as the Academic Support Center and the Testing Center.

Dare County

College of The Albemarle - Dare opened in 1984. COA has offered classes in Dare County since the 1960's in various borrowed facilities, but population growth and student demand justified the opening of a full-time facility. Today, COA - Dare has two distinct locations. The Russell Twiford location is situated at the intersection of U.S. Highway 64 and state road 345 in Manteo. It features a high-tech facility known as the Diane Baum St. Clair Technology Education Center. The Technology Education Center houses computer labs, classroom and office space, and a 62-seat Information Highway Room. The building features a deck from which students can enjoy the

sun, the water and the wildlife. A second building at the Russell Twiford location houses the campus library, student lounge, science labs, multimedia classrooms and administrative offices, and houses the Dare Learning Academy, a partnership between the college and Dare County Schools for high school students working on their high school diploma. Faculty and staff at this full service site provide one-on-one counseling and services for students.

In the spring of 2006, COA took possession of the old Manteo Middle School complex. It was renamed the Roanoke Island Campus. This location is dedicated to the administrative office for Workforce Development and Career Readiness as well as continuing education and self-enrichment classes.

The Professional Arts Building was constructed at this location in 2008. This building houses specialized labs for ceramics, jewelry making, Welding, HVAC, Certified Nursing Assistant and EMT as well as a general purpose classroom and computer labs. Ongoing professional and technical training courses are offered as well as personal enrichment and certification training. Classes offered include Notary Certification, Drones, Safe Driving, Marine Diesel, computer courses and Hospitality and Tourism certification. These courses, along with numerous other offerings, allow COA to engage, transform and invest in our community to provide exceptional customer service and strong community partnerships.

The Small Business Center works in conjunction with both the Currituck and Outer Banks Chambers of Commerce to provide special seminars and training events for area businesses at various locations across the Outer Banks and mainland Currituck. Basic business development training opportunities are also held at the Roanoke Island location throughout the year.

In 2020, the old Manteo Middle School complex on the Roanoke Island site will be demolished and the site prepared for a new building to be constructed. COA – Dare will be consolidated from two sites into one. Projected completion date should occur in 2022.

Edenton-Chowan

College of The Albemarle has significantly grown its offerings in Chowan County over the past 27 years. Started as an Adult Education Center with a mission to improve literacy, the then-named Chowan County Center was made possible through the efforts of The Chowan Herald, Edenton-Chowan Chamber of Commerce, Chowan County government, Edenton town government, and North Carolina National Bank (NCNB).

In December 1991, the College moved from its initial location, (former NCNB Bank), to a larger facility just a couple of blocks away. Offering more than just basic skills instruction in reading, math, GED preparation, and English as a Second Language classes, the Chowan County Center facility at the Edenton Village Shopping Center afforded students and volunteers additional space and made available curriculum courses and a variety of continuing education courses at a single Chowan facility.

In early 2003, Chowan County encouraged COA to expand to the former D.F. Walker Elementary School on Oakum Street in Edenton. COA's culinary arts and electrical programs immediately moved into the existing space at the site and a three-year renovation plan was developed. Additional programs were eventually moved to the new space, which was then renamed the Edenton-Chowan Campus. The Edenton Village Shopping Center site was then renamed the Edenton-Chowan Campus Administration Building.

During the summer of 2011, the county provided funds to consolidate the two locations to one comprehensive community college site. COA - Edenton-Chowan at 118 Blades Street, houses the college's Air Conditioning, Heating, and Refrigeration Technology and the Culinary Arts certificate and diploma programs of study.

In addition to these college-credit classes, this location offers a variety of Workforce Development and Career Readiness programs and courses in Nurse Aide, Career Readiness Certification, and Law Enforcement Training. Workforce Development and Career Readiness courses also include workforce development training, employability skills training, computer training, and a wide variety of self-interest classes. Workshops and seminars are made available through the Workforce Development and Career Readiness Small Business Center, Edenton-Chowan Chamber of Commerce, and Destination Downtown partnership.

Currituck

College of The Albemarle's fourth location within its seven-county service area opened in Spring 2013. This state-of-the-art, 40,000 square foot facility is unique in its appearance and design, housing four aviation labs focusing on sheet metal, avionics, composites and power plant. In addition, it houses four classrooms, one of which is a scale-up classroom that promotes problem-based learning, encourages teamwork, problem-solving and critical thinking. Each lab and classroom is equipped with the latest in high tech teaching tools and aviation

equipment. COA now has five aircraft for its instructional program.

Several programs of study are offered at this site. These include Aviation Systems Technology, a Federal Aviation Administration (FAA) certified program, Computer Aided Drafting Technology, and Computer Integrated Machining. Students completing these programs of study will have the skills and knowledge to secure a high tech, high paying job with local and nationally known employers. There are a number of curriculum courses also offered at this site.

Additional Facilities

Additional college facilities in Elizabeth City include the Extension Center, which is located alongside the Pasquotank River on Riverside Avenue. COA also provides educational opportunities ranging from Basic Skills to certificate programs to inmates at Pasquotank Correctional Institution. The prison is located north of Elizabeth City.

To meet COA's goal of providing accessible education, college curriculum, continuing education and College/Career Readiness classes are offered at many convenient locations throughout our seven-county service area.

Accountability

COA has multiple accountability policies and processes across the institution to ensure effectiveness, ethical practices, and compliance with federal, state and regional agencies. State and federal reports are submitted throughout the year to agencies such as the Integrated Postsecondary Education System (IPEDS), the North Carolina Community College System (NCCCS), and the North Carolina Higher Education Data (NCHED) collection system. Each year, the college reports to the U. S. Department of Education information related to student financial aid. Every two years, the college's finances are audited by a certified public accountant; monthly financial reports are prepared to reconcile all accounts across the college. To foster excellence in academic programs, critical functions are tracked and measured, with formal reviews done every four years. Student learning and success are measured using course objectives, student learning outcomes for programs, and state-defined performance measures.

Critical Student Success Factors

The complete report for all 58 community colleges in North Carolina is available at 2019 Performance Measures for Student Success. The North Carolina Community College System offers an interactive Performance Measures Dashboard to review college outcomes with the most current data available. COA also maintains a weblink with Student Consumer Information that includes the most up-to-date Student Outcomes Report information for the college.

Description of the Performance Measure	COA	Excellence Level
1. Basic Skills Student Progress Percentage of students who progress as defined by an educational functioning level	31.2%	68.3%
2. 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 their first two academic years.	59.6%	55.9%
3. 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 their first two academic years.	37.3%	32.5%
4. First Year Progression Percentage of first-time fall credential-seeking students attempting at least twelve hours within their first academic year who successfully complete ("P", "C" or better) at least twelve of those hours.	70.4%	75%
5. Curriculum Student Completion Percentage of first-time fall credential-seeking students who graduate, transfer, or are still enrolled with 36 hours after six years.	53.3%	51.9%
6. Licensure and Certification Passing Rate Aggregate institutional passing rate of first time test-takers on licensure and certification exams. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners.	1.01%	1.07%
7. College Transfer Performance Among community college associate degree completers and those who have completed 30 or more credit hours who transfer to a four-year university or college, the percentage who earn a GPA of 2.00 or better after two consecutive semesters within the academic year at the transfer institution.	90.4%	87.6%

Vision

College of The Albemarle will become a premier college that inspires excellence, transforms lives, and positively impacts the region.

Core Values

Community - We value relationships and partnerships.
Integrity - We value honesty, dignity, and trust.
Respect - We value people, time, and resources.
Diversity - We value all backgrounds and perspectives.
Teamwork - We value unity and communication.

Mission Statement

The mission of College of The Albemarle is to transform lives in an accessible, supportive environment that promotes academic excellence, student success, workforce development, community partnerships, and responsible stewardship.

Strategic Plan Focus Areas and Goals

Strategic Plan			
Themes	**Engage** Foster a climate that promotes student integration, advances employee collaboration, and maximizes links to the community	**Transform** Provide a challenging and supportive environment that offers diverse academic pathways and career development that improves the region's quality of life.	**Invest** Achieve a culture of excellence through empowerment of human resources and exemplary stewardship.
Objectives	**1.1 STUDENTS:** Build a culture of learning and belonging by promoting student connections and relationships.	**2.1 PATHWAYS:** Provide seamless and structured educational pathways.	**3.1 INNOVATION:** Explore and deploy cutting-edge best practices and technology that solve problems, enhance performance, and advance the college.
	1.2 EMPLOYEES: Cultivate organizational unity and pride through an atmosphere of mutual respect, knowledge, and teamwork.	**2.2 PERSISTENCE:** Support progression and completion.	**3.2 DISTINCTION:** Exemplify excellence through actions that achieve prominence at local, statewide, or national levels.
	1.3 COMMUNITY: Strengthen awareness of the college and establish effective community partnerships.	**2.3 PROGRESSION:** Enhance economic, workforce, and community development by aligning education and services to meet regional needs.	**3.3 STEWARDSHIP*:*** Optimize fiscal, physical and human resources.

Programs and Services Overview

Programs

Business, Industry, and Applied Technologies, Health Sciences and Wellness Programs, and Public Services Programs (Associate in Applied Sciences - A.A.S)

The North Carolina Community College System (NCCCS) has offered two-year degree, diploma and certificate programs for individuals whose career goals are to immediately enter the workforce in their chosen profession or trade. The program offerings in Associate in Applied Sciences provide education and training in current and emerging careers in our regional service area and beyond. Some of the A.A.S. programs have established articulation agreements with universities which accept some courses towards an undergraduate degree.

College Transfer Programs

COA offers five transfer program areas: Associate in Arts (A.A.), Associate of Science (A.S.), Associate in Engineering (A.E.), Associate in Fine Arts in Theatre, and Associate in Fine Arts in Visual Art. The transfer programs offer degree completing students the opportunity to transfer 60-61 credit hours to the University of North Carolina System member institutions.

Associate in General Education

The Associate in General Education (A.G.E.) is a degree program designed for students who want additional flexibility in designing a degree program to meet their educational and academic needs. The A.G.E. is not a transfer degree option, but some individual courses may be received by senior institutions if a student is interested in transferring.

Career and College Promise

College of The Albemarle offers several programs that provide the opportunity for high school students to take college-level courses and earn college credit. This program has specific admission criteria and specific courses for program completion. High school students who are interested in this opportunity must consult with their high school counselor or, if in an approved homeschool, the student and principal may consult with the Director, Career and College Promise. For additional information, please visit our website: www.albemarle.edu/ccp

College and Career Readiness (CCR)

Adult High School

The Adult High School (AHS) program is designed to give those individuals who have not completed their high school education an opportunity to earn an Adult High School Diploma. Students must be at least 16 years old. The program is provided in cooperation with our local school systems and consists of the core units required for high school graduation as determined by the North Carolina Standard Course of Study. The Adult High School program at COA - Elizabeth City and COA - Dare is a hybrid program consisting of a combination of classroom instruction and distance education. AHS students have the opportunity to develop a range of skills which qualify them to succeed in the labor market or to enter technical, vocational, or college transfer programs offered by local community colleges. AHS graduates are able to apply to 4-year universities if they meet the admission requirements of the institution.

High School Equivalency (HSE) – formerly GED

The High School Equivalency (HSE) program provides instruction and testing for adults, 16 or older, who are no longer enrolled in high school and who want to complete their high school equivalency. The HSE consists of the following tests: writing/literature, social studies, science, and mathematics. The HSE is widely recognized by community colleges, training schools, and employers as equivalent to a high school diploma.

To request a HSE transcript or duplicate diploma, visit the college's web site: www.albemarle.edu

Basic Skills Plus (BSP)

The Basic Skills Plus is a program designed to provide AHS & HSE students near completion, with a fee waived predefined curriculum or continuing education course with job specific technical skills. This is a program designed to help students start their college/career pathway.

English as a Second Language (ESL)
The English as a Second Language (ESL) program offers classes to help adults with limited or no English proficiency. Classes are offered at the beginning through the advanced levels of ESL. The curriculum is designed to develop the basic language skills of reading, writing, speaking, and listening. Instruction integrates the English language with topics that prepare students for everyday life, employment, and citizenship.

Intellectually Disabled
The Intellectually Disabled (ID) program is designed for students who have been diagnosed with an intellectual disability who have not received an adequate education in a formal setting, or who desire to continue learning beyond secondary schools. The two programs available are PACE (Pathways to an Accessible College Experience) and ABETO (Adult Basic Education Transitioning Opportunities). PACE is designed to provide a learning experience for college-aged students with intellectual disabilities. During the program, students are intended to complete requirements for recognition of the Collegiate Achievement based on the successful completion of the program of study offered at COA - Elizabeth City. ABETO is designed to provide a learning experience for students, offering them the necessary support to continue to increase their education levels. The ABETO program is offered on COA - Elizabeth City. Students must apply for these programs.

Adult Basic Education (ABE)
Adult Basic Education (ABE) is a program geared towards adults, 16 or older, who are no longer enrolled in high school and need extra help improving basic reading, math, and language skills.

Workforce Development and Continuing Education Programs

One of the major functions of a comprehensive community college is to provide business, workforce, and community development opportunities for adults in its service area. These offerings place a strong emphasis on the value of life-long education, and provide a variety of courses, workshops, and programs to meet the particular needs and interests of individuals, businesses, and industries in the area.

Occupational and Community Service Education courses are offered for individuals 18 years of age or older, and for those who need vocational or professional training, retraining and upgrading. Instruction is also available for those who desire to grow in basic knowledge, to improve in home and community life, and to develop or improve leisure time activities.

Services

Academic Advising Services
Students enrolled in a curriculum program are assigned to an advisor who is either a full-time faculty member or a Student Success and Enrollment Management advisor. Students may find their advisor in myService or by calling the Student Success and Enrollment Management Office.

Academic Advising is one of the most important partnerships a student will form while in college. Advisors help students understand education and graduation requirements, explore academic and career options, set goals, and make informed decisions about their COA course schedule and educational plan. While advisors are here to help, students are responsible for their education and need to take an active role in planning their schedule with their advisor each semester.

Students must assume responsibility for ensuring that they know the requirements for the degree program they are pursuing at COA. A list of graduation requirements for each curriculum or program of study is listed in this college catalog and online on each program of study web page. Students planning on transferring to a four-year college in North Carolina need to be knowledgeable of the Comprehensive Articulation Agreement (CAA) between the University of North Carolina System and the North Carolina Community College System. The CAA Course List lists all the general education and elective courses that are transferrable to the UNC System Universities and other North Carolina colleges who have signed the transfer agreement. Students planning to transfer to a college or university outside of the University of North Carolina System should consult the college or university of their choice for transfer requirements.

The college web site also provides an Academic Advising web page with links to important advising tools and forms for students and advisors. The college also provides online registration via myService that students may use with their advisor to plan their course schedules and register online. MyService also provides students with online access to their schedule, transcript, program evaluation, and grades each semester.

Academic Support Center

College of The Albemarle's Academic Support Center is staffed with peer and professional tutors who can offer extra help for students who are struggling with their coursework. Offering assistance in a variety of subjects, the Academic Support Center is a free service offered to all current COA students.

Distance Education

Distance education is a convenient way for learners to begin or continue their education, by attending their classes at home, work, or any other location that has a computer connected to the Internet. Distance Education Programs is responsible for the Learning Management System (LMS) (referred to as myCourses or Moodle), which COA uses to deliver instruction online for all Internet, Hybrid (course in which greater than 50% but less than 100% of instruction is delivered when the student and the instructor are separated by distance), and Blended (course in which less than or equal to 50% of instruction is delivered when the student and the instructor are separated by distance) classes. Face-to-face classes may also use the LMS to post supplementary instructional materials for easy 24/7 student access.

Using the LMS, instructors deliver Internet, Hybrid, and Blended course materials right to the student's desktop. Accessibility is anywhere there is a computer with a reliable Internet connection and appropriate software. Students must have an up-to-date web browser to receive course materials – Chrome or Firefox are the recommended browsers to use with COA's current LMS. Distance education students are also required to have a web camera with microphone and speakers for virtual office hours with instructors and for web-conferencing courses.

Technology requirements can vary among classes. For example, in some Information Technology (IT) and Technical Drafting classes, a faster computer may be required to accommodate special software. Whereas an English class may have minimal requirements and a basic modern computer will do just fine. Some courses require proctored exams monitored by impartial individuals (proctors) to help ensure the security and integrity of the exam. COA's class schedules will have any unique software/hardware or proctoring requirements listed beneath the course. Any student who does not have access to the requirements listed in the class schedules or course syllabus is welcome to use the open computer laboratories located at COA – Edenton-Chowan or the computers located in the libraries at COA - Elizabeth City or COA – Dare.

If in doubt as to whether an Internet course is the right choice or for questions concerning the technical aspects, the student should contact his/her advisor, the instructor of the course, or the Distance Education Director.

Early Alert

Early Alert is a system designed to allow an instructor to alert Student Success and Enrollment Management to concerns they have about a student. Concerns may include grades, attendance, or time and stress management. Once an SSEM advisor receives an alert, the student will be contacted and the student and the advisor will work together to formulate a plan for success. Contact with the reporting instructor will be maintained while also respecting the privacy rights of the student.

Health Services

The college does not have on-site health services. In an emergency, a college representative will call 9-1-1, who dispatches the appropriate service. A cost may be incurred by a student when Emergency Medical Services are used. First aid kits are available for student use at the reception desks and in selected laboratories. The college does not assume responsibility for the administration of first aid.

Housing

College of The Albemarle does not provide student housing. Students must arrange their own living accommodations. The college does not assume responsibility for the acquisition, approval, or supervision of such housing.

Math Center

The Math Center is available on all campuses and is open during designated hours throughout the semester. Students can come by any time during open hours and receive assistance with the math concepts and skills associated with their math class. The Academic Support Center Coordinator assists with scheduling more mores, if needed. Additional information can be found through the Academic Support Center link under Student Resources.

Student Government/Student Activities

Student activity fees are utilized by the Student Government Association (SGA) to support academic, social, and cultural events. Fees are also used to support chartered clubs and organizations.

Any expenditure from the student activity fee fund must directly benefit students.

College of The Albemarle students shall be encouraged to maintain a student government organization for the practice of responsible citizenship by participating in self-government. The Student Government Association President serves as an ex officio, non-voting member of the Board of Trustees. The SGA officers serve as the voice for students of COA in planning and implementing college-wide activities and representing the college at state-wide events.

Testing Centers

Testing centers are located at Elizabeth City, Dare and Edenton/Chowan Campuses. Special testing hours can be arranged at the Currituck location. The Elizabeth City Testing Center provides the following types of testing: placement; Career Readiness Certification (CRC); High School Equivalency (HSE); Pearson VUE; transition course tier testing; distance education midterms and finals; Non-COA student proctoring and testing are also available including: (PASS) Castle Testing for Emergency Management, and FAA testing. Please contact the Testing Center for available tests at Dare, Edenton/Chowan, and Currituck. For more information, please visit our website: www.albemarle.edu/student-resources/academic-support/library/testing-center/

Tutoring Services

Individual and group tutoring services are offered through the Academic Support Center at College of The Albemarle. Services are free and offered on all campuses for currently-enrolled students. The tutorial program is designed to help those students who are having difficulty making satisfactory grades or need additional support in any particular subject. Students interested in receiving tutorial services should contact the program's Academic Support Center Coordinator.

Tutor.com

Tutor.com provides COA students with online tutoring services for many subject areas, including Writing/English, Math, Economics, Accounting, Spanish, Biology, Chemistry, Anatomy & Physiology, and Nursing. Students can connect with a coach, interact with a live tutor, or submit writing for any class. Links to Tutor.com can be found through any course utilizing myCourses or through the Academic Support Center's myCourses page.

Work-Based Learning (WBL)

Work-Based Learning (WBL) provides students with the opportunity to learn valuable job skills related to their field of study. Participation in the Work-Based Learning program offers students opportunities as follows:

- Receive academic credit
- Opportunity to apply instruction to actual practice
- Gain career-related work experience
- Explore career options
- Strengthen job skills including resume preparation, building future references, interviewing techniques
- Increase marketability after graduation

Work-Based Learning is available fall, spring, and summer semesters. Because the program offers curriculum credit, planning is required. Starting the application process early is recommended. The program is flexible, to accommodate student and employer schedules. Students typically work part time, from 10 to 20 hours per week (depending on credit hours), while attending school. Work-based learning experiences may or may not be paid, depending on the employer. College of The Albemarle encourages employers to pay students in the program whenever possible. Additional requirements may exist for students under 18 years of age. For more information, visit www.albemarle.edu/student-resources/career-services/work-based-learning/

Writing Center

The Writing Center is an open lab setting available on all campuses and provides free one-on-one support in the area of writing for any course in which a student is enrolled. Open and in-class writing workshops based on student needs and instructor requests are also provided throughout each semester. The Writing Center is open during designated hours throughout the semester. The Academic Support Center Coordinator can provide additional hours, if requested. Information can be found through the Academic Support Center link under Student Resources.

Library

The library collects and acts as a gateway to recorded knowledge in all formats, including electronic media, regardless of location or ownership, and provides library services, resources, and instruction to meet the curricular, research and informational needs of the college and the community.

The library provides suitable space on campus for students to read, study, and collaborate in small groups. It offers student access to networked computers and wireless laptop computers consistent with policies established by the college. Library operating hours and staff schedules are designed to provide the greatest student access possible to materials and professional librarian assistance. They include daytime and evening hours when fall and spring classes are in session. Hours may be more limited during breaks and the summer session.

Online Services

The library website features databases and indexes such as NCLive and other resources to be used by patrons for research. Whenever possible, databases are configured to allow access from both on-campus and remote computers. Through another link on the library website, users can access NCknows, an online reference service staffed by professional librarians around the state. Users can chat online with a librarian and receive answers, articles, and other reference services 24 hours a day, seven days a week.

An online public-access catalog and the databases are available to students, faculty and staff from any computer that can access the Internet. The user can search the catalog for materials located at COA or any other library within the state community college system.

Library Instruction

The library supports learning by offering formal and informal instruction in researching, assessing, evaluating, organizing and communicating information for scholarly use. Such instruction can take the form of classroom visits upon faculty request, library tours/orientation sessions, individual reference assistance, or online tutorials and learning aids delivered electronically. Other suitable topics for library instruction include academic integrity and plagiarism.

Library Purchases

The library's collection development policy focuses on providing academic material supporting the college curriculum with a secondary emphasis on more general interests of students, faculty and staff. The library also collects materials of regional interest and of significance in the history of COA.

Faculty, staff and students are encouraged to recommend books and other materials for acquisition. Requests will be evaluated with respect to the college's overall needs. A recommendation for acquisitions can be made by email, in person, or over the phone, and shall include the author and the title; (publisher, date of publication, and source are also useful.

Periodicals

Among the three campuses, the library subscribes to a variety of print magazines, newspapers, and journals. Many more periodicals are available online through NCLive and other database subscriptions. Periodicals are indexed in several databases provided via NCLive and elsewhere. Library staff will assist faculty and staff in locating periodical articles either in the COA collection, through other libraries or online. Patrons are encouraged to suggest new titles for subscription.

Interlibrary Loans

The library is a member of the Community College Libraries in North Carolina Consortium (CCLINC), which provides online catalog access and interlibrary loan services for most of the state's community colleges. Materials not owned by the library may be borrowed from other libraries via interlibrary loan.

The library staff will assist students, faculty and staff in locating materials at other libraries and will first seek to borrow materials from another member library in the CCLINC system. If no other CCLINC library can provide the material sought, the library staff may request it from libraries outside the system. CCLINC interlibrary loans usually arrive by state courier within a week. Interlibrary loans from outside the system are delivered by postal service and may take longer to arrive.

The library in turn contributes to the interlibrary loan network by lending materials to other institutions. Rare materials and audiovisual items are excluded from lending at the discretion of library staff.

Equipment Loan Program

Each campus library has laptops and projectors available to lend to staff, and faculty. Selected students, members of SGA for example, may also borrow laptops and projectors when scheduled to attend a conference.

All students may borrow laptops for use in the library at Elizabeth City and on campus at Dare. Laptops are for day-use and may not be checked out overnight or taken off campus for any reason.

At COA - Edenton-Chowan, audiovisual equipment can be checked out at the Administration Building.

Library, College of The Albemarle - Elizabeth City

The Charles H. Ward Library at COA - Elizabeth City focuses primarily on academic activity at COA - Elizabeth City but also cooperates and directs the COA - Dare library and other access points to support the intellectual life of the college as a whole. The library houses and circulates print and non-print materials that support COA's academic programs, including curriculum and continuing education. Special resources available only in Elizabeth City include software supporting specific courses, reserve materials, a North Carolina collection and the college archives. Services include scanning, network and wireless printing (both black-and-white and color) downloading, photocopying, and interlibrary loan service. Group study rooms are available for student use.

Library, COA - Dare

The COA - Dare library focuses on academic activity at Dare but also cooperates with the COA - Elizabeth City library and other access points to support the intellectual life of the college as a whole. The library provides computers with Internet access and software supporting specific courses. The Outer Banks Collection features material about the Outer Banks, containing characters from the region or written by authors associated with the area. Group study rooms are also available.

Library, College of The Albemarle - Edenton-Chowan

Limited library services are provided at COA - Edenton-Chowan on site and in collaboration with Shepard-Pruden Memorial Library in Edenton. The Shepard-Pruden Memorial Library, at 106 West Water Street near the Edenton waterfront, is less than two miles from COA - Edenton-Chowan. A memorandum of understanding establishes a cooperative agreement between the college and Shepard-Pruden. Hours for the Shepard-Pruden Memorial Library are published on the library's website.

The cooperative agreement between COA and Shepard-Pruden allows Edenton-Chowan students access to all materials housed in the public library as well as materials purchased by the college housed at the facility to support educational programs offered by the campus. Materials housed at the COA - Elizabeth City library or the COA - Dare library can be sent by courier to students at COA - Edenton-Chowan if requested.

Computer workstations located in the Academic Support Center on campus may be used for online library research. These computers are linked to NCLive and the library's electronic catalog.

Library, College of The Albemarle - Currituck

Limited library services are provided at the COA-Currituck location. A book collection is housed in a dedicated reading room just behind the reception area. Books are available on a variety of subjects taught at the center.

Computer workstations located in the center may be used for online library research. These computers are linked to NCLive and the library's electronic catalog.

Admissions and Enrollment

College of The Albemarle (COA) follows the open-door admissions policy of the State Board of Community Colleges (North Carolina Administrative Code, Title 23, Section 2C.0301). This policy provides for the admission of any person who has attained a high school diploma or earned its equivalent, the High School Equivalency (HSE), formerly known as the General Education Development, (GED).

Admission to the college does not imply acceptance to the applicant's desired program. Admission to a limited enrollment program of study is based on guidelines developed by the program.

Enrolling is simple at COA:

- **Apply for Admission:** Apply online through College Foundation of North Carolina (CFNC). Depending on the date of the application, it takes a minimum of two business days to process.
- By electronically completing and submitting the college application, the student accepts the responsibility to be aware of and follow the student code of conduct, behavior standards and all program specific rules, policies and procedures.
- Currently enrolled Career and College Promise high school students must submit a new COA application after graduating from high school.
- **Apply for Residency:** The North Carolina residency application is a requirement of the admissions application. Students will not be allowed to register without completion of the residency determination.
- **Submit Official Transcripts**: COA requires official transcripts from high school and all previous colleges attended to be submitted prior to July 1st for fall start and January 1st for spring start. Official high school transcripts are not required if a student has submitted an official college transcript(s) earning a completed Associate degree or higher. Official transcripts should be sent to:

  College of The Albemarle
  Attention: Registrar
  PO Box 2327
  Elizabeth City, NC 27906-2327

- **Attend COA Connect.** COA Connect provides an overview of student support services and our admissions process. Connect session is required for all students.
- **Complete COA 101.** COA 101 introduces students to our online education platform.

Placement Testing is designed to assess a student's skills in mathematics, reading, and writing using RISE placement test. Test scores are used to appropriately place students into courses that will enable them to succeed in their college journey. Students entering as non-degree or taking a specific course of interest may not be required to take placement testing but will be expected to meet all course pre-requisites to be eligible to register.

Testing may be waived if students qualify under the following circumstances:

- Graduated from high school within the last 10 years.
- Have completed transferable college-level coursework in English and Math with a grade of "C" or better. Official college transcript from the awarding college must be evaluated in order to determine any exemption.
- For additional placement testing waiver, please meet with an advisor.

Basic Law Enforcement Training students must achieve reading test score as established by the NC Justice Academy.

Special accommodations for placement testing due to a disability can be made with appropriate documentation submitted to the Office of Special Populations, prior to scheduling the testing.

- **Meet with an SSEM Advisor.** Advisors are available on each campus and can assist the student with planning his/her educational journey at COA.

Program Admission

Most programs follow an open-door admissions policy; however, some limited enrollment programs require additional criteria and use numerical objective ranking systems. Because of the limited number of spaces in these programs, students must meet additional admissions criteria and may be ranked for admission to the program. Programs that require additional enrollment criteria follow program handbooks that are updated annually.

Deferred Action for Childhood Arrivals (DACA)

Since individuals with DACA classification are lawfully present during their period of deferral and do not fit the definition of an undocumented immigrant per ID SBCCC 400.2(b), community colleges treat individuals with DACA classification like any other student who is lawfully present in the United States with two exceptions:

- Neither federal law, nor North Carolina law permits individuals with DACA classifications to receive professional licenses.
- Individuals with DACA classification do not have the capacity to receive in-state tuition.

For more information regarding DACA, please visit our website.

Disciplinary Considerations

Prior disciplinary records may be considered when students seek admission or readmission to the college. An applicant must inform the Vice President of Student Success and Enrollment Management of any discipline issues at previous schools prior to registration. COA may honor the period of time that a student is suspended or expelled from any other educational entity.

COA may evaluate whether an applicant has exhibited behavior or made statements that would constitute an articulable, imminent, and significant threat to the applicant or others. If it is determined that the applicant has demonstrated the above behavior, the applicant may be denied admission. The applicant may appeal the decision to the Vice President of Student Success and Enrollment Management in writing within three days of notification of being denied admission. Appeals will be considered by the Vice President of Student Success and Enrollment Management, the Vice President of Business and Administrative Services, and the Director of Campus Safety and Security. The decision of this ad-hoc committee is final.

High School Dropouts

A minor, 16 or 17 years of age, may be considered a student with special needs and may be admitted to an appropriate Basic and Transitional Studies or Continuing Education program at the college subject to the following conditions: (1) the local public and private school system determines that such admission is the best educational option for the student, (2) the admission of the student is approved through the college's Basic Skills or Continuing Education programs.

The college may, refuse to enroll a minor or may enroll a minor under conditional status, for any of the following reasons:

- Suspension or expulsion from school.
- History of violent behavior.
- History of possession or use of illegal drugs.
- Other behaviors deemed not appropriate for an adult learning setting.

The approval of the local school system referred to above may be waived if the student has been out of school at least six months and his or her application is supported by a notarized petition of a parent, legal guardian, or other person, or agency having legal custody and control.

International Students

College of The Albemarle provides educational opportunities for individuals who may not be citizens or residents of our regional service area.

A foreign student planning to attend college in the United States needs to consider specific regulations regarding admissions. If the student is not a legal resident or alien resident of the United States and would like to attend COA, the student must apply for an F-1 or M-1 student visa. To apply for a student visa, the student must first request a USCIS Form I-20 application from Student Success and Enrollment Management. He/she must complete a Placement Test in English and Reading and provide necessary academic and financial documentation.

International high school and college transcripts should be translated to English by an approved agency for admissions purposes. International students seeking to transfer classes from a foreign university or college to COA must have their transcripts evaluated by an approved agency. International students who are overseas must schedule and take either a TOEFL (Test of English as a Foreign Language) or ILETS academic exam in order to verify that they have the necessary basic skills in English and reading to succeed in academic courses. The minimum TOEFL scores are as follows: Internet Based – 40, Paper Based –

425, Computer Based – 120. The required ILETS academic score is a 5 or higher. International students who take the TOEFL or ILETS must take the college placement test once they enter the United States.

International student applicants who are currently in the U.S. can use the college placement test in lieu of the TOEFL or ILETS exam.

Non-Academic Disciplinary Students

The safety of our students, staff, and faculty is paramount. The College may refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. An applicant denied admission may appeal the decision to the Vice President, Student Success and Enrollment Management in writing within three days of notification of being denied admission.

The appeal will be reviewed by the Vice President of Student Success and Enrollment Management, the Vice President of Business and Administrative Services, and the Director of Campus Safety and Security. The decision of this committee is final.

Non-Degree Seeking Students

Applicants whose educational goal is to take courses but not pursue a degree may be admitted as a Non-Degree Seeking Student. Students who apply to COA in this category must meet course pre-requisites by submitting an unofficial or official transcript.

Readmission

Any applicant who is unable to register for classes or withdraws from the college for a period of one year must submit a new application for future enrollment.

Any student who withdraws from the college for any reason other than academic or administrative can reactivate his/her admission application for readmission at a subsequent semester.

Transfer Students

Upon receipt of official transcripts from all colleges previously attended, the Registrar evaluates courses completed and applies credit toward courses being pursued at COA. Credit is given for a "C" or better on courses completed at institutions accredited by regional agencies.

International students are required to have an approved agency evaluate transcripts from other countries. Approved agencies must be members of *Association of International Educators* (NAFSA) or *the American Association of Collegiate Registrars and Admissions Officers* (AACRAO).

There is no limit to the number of transfer credits accepted by the college. In order for a student to receive a degree from COA, a minimum of 25 percent of coursework must be completed at COA. Grades earned at, and transferred from other colleges, will not be used to determine cumulative grade point averages or honors for graduation from COA. Academically suspended students who are not eligible to return to the institution they last attended may be admitted to COA.

Undocumented Immigrants

An undocumented immigrant is defined as an immigrant who is not lawfully present in the United States. Undocumented immigrants, as defined by Federal law, may be admitted to the college under the following conditions.

- He or she must have graduated from a United States public high school, private high school, or home school that operates in compliance with State or local laws.
- He or she must comply with all federal and state laws concerning financial aid.
- He or she shall not be considered a North Carolina resident for tuition purposes and will be charged out of state tuition whether or not they reside in North Carolina.
- The College may choose to deny admission to programs which lead to professional licenses. Federal law prohibits states from granting professional licenses to undocumented immigrants.
- Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

Residency

College of The Albemarle along with the North Carolina Community College System utilizes the Residency Determination System (RDS) to determine in-state residency. The RDS is a requirement of the admissions application. For more information, please visit: https://ncresidency.cfnc.org/residencyInfo/

A student who is determined to be a non-resident of North Carolina is subject to a significantly higher tuition charge than a resident. A student who is determined to be a non-resident based on information provided through the RDS, should appeal the decision using the RDS instructions.

In-State Tuition for Certain Veterans and Other Individuals. The 12-month residency requirement for In-State tuition is waived for any veteran who meets all of the following criteria:

- Served active duty for at least 90 days in the Armed Forces, the Commissioned Corps of the U.S. Public Health Service, or the National Oceanic and Atmospheric Administration.
- Was discharged or released under conditions other than dishonorable.
- Qualifies for and uses federal educational benefits under either the Montgomery GI Bill Active Duty Education Program or the Post - 9/11 Educational Assistance.
- Qualifies for admission to the community college.
- Enrolls within 3 years of the veteran's discharge or release.
- The veteran's abode is North Carolina, meaning the veteran must actually live in NC, whether temporarily or permanently.
- Provides the college with a letter of intent to establish legal residence in North Carolina.

For other individuals, the 12 month residency requirement is waived if the person meets all of the following criteria:

- The person is the recipient of a veteran's federal educational benefits under either 38 USC Chapter 30 (Montgomery GI Bill Active Duty Education Program) or 38 USC Chapter 33 (Post - 9/11 Educational Assistance).
- The person qualifies for admission and enrolls in a community college within 3 years of the veteran's discharge or release from the Armed Forces, the Commissioned Corps of the U.S. Public Health Service, or the National Oceanic and Atmospheric Administration
- The person's abode is North Carolina meaning the person must actually live in NC, whether temporarily or permanently.
- The person provides the institution of higher education with a letter of intent to establish legal residence in North Carolina.

Furthermore, after the expiration of the three-year period, any enrolled veteran or other enrolled individual eligible for the educational benefits listed above and for whom the 12 month residency requirement was waived will continue to be eligible for the in-State tuition rate so long as the veteran or qualified individual remains continuously enrolled at the same institution of higher education.

S.L. 2015-116 applies to qualifying veterans and other individuals listed above who enroll in institutions of higher education for any academic quarter, term, or semester that begins on or after July 1, 2015.

In-State Tuition for Deferred Action for Childhood Arrivals (DACA) students. DACA students will be charged the out of state tuition rate unless they are sponsored by a North Carolina Business.
The business sponsor exception states that "Pursuant to NCGS 115D-39(a), ' when an employer other than the Armed Forces...pays tuition for an employee to attend [a community college] and...the employee shall be charged the in-state tuition rate.' If a student with DACA classification is employed at a North Carolina business location and the employer of the DACA student working at the North Carolina business location wants to pay for the DACA student to attend a community college, the employer shall be charged the in-state tuition rate."

Non-Resident Distance Education Students (State Authorization)

The college reserves the right to refuse admission to any applicant who is not a resident of North Carolina who seeks enrollment in any distance education course if the applicant resides in a state where the college is not authorized to provide distance education in that state. For more information, please visit: www.albemarle.edu/student-resources/student-consumer-information/

International Student students will be charged the out of state tuition rate unless they are sponsored by a North Carolina nonprofit entity.

Pursuant to NCGS 115D-39(C), "In addition, a person sponsored under this subsection who is lawfully admitted to the United States is eligible for the State resident community college tuition rate. For purposes of this subsection, a North Carolina nonprofit entity is a charitable or religious corporation as defined in G.S. 55A-1-40 that is incorporated in North Carolina and that is exempt from taxation under section 501(c)(3) of the Internal Revenue Code, or a civic league incorporated in North Carolina under Chapter 55A of the General Statutes that is exempt from taxation under section 501(c)(4) of the Internal Revenue Code. A nonresident of the United States is sponsored by a North Carolina nonprofit entity if the student resides in North Carolina while attending the community college and the North Carolina nonprofit entity provides a signed affidavit to the community college verifying that the entity accepts financial responsibility for the student's tuition and any other

required educational fees. Any North Carolina nonprofit entity that sponsors a nonresident of the United States under this subsection may sponsor no more than five nonresident students annually under this subsection. This subsection does not make a person a resident of North Carolina for any other purpose."

Career and College Promise (CCP)

High School Students

Qualified high school students, who are enrolled in high school may be admitted to appropriate courses, concurrently under the following conditions: (1) the student meets all enrollment criteria; (2) the student's program of study is approved by the high school principal or designee and the President or designee, and (3) the high school principal or designee certifies that the student is making appropriate progress toward graduation.

High school students taking credit courses at the college shall earn regular college credit and will be treated as any other college student. Currently, tuition is not charged to high school students who are taking courses at the college through dual enrollment provisions. High school students who take continuing education courses at the college are required to pay tuition and fees.

College Transfer Pathway (CT)

The Career and College Promise College Transfer Pathway requires the completion of at least 32 semester hours of transfer courses, including English and mathematics. Students who complete a College Transfer Pathway will be able to transfer all of their credits to any UNC institution and many of North Carolina's independent colleges and universities. Currently COA offers six College Transfer Pathways: the CCP Transfer Pathway leading to the Associate in Arts, the CCP Transfer Pathway leading to the Associate in Science, the CCP Transfer Pathway leading to the Associate in Engineering, the CCP Transfer Pathway leading to the Associate in Fine Arts (Visual Arts), the Associate in Fine Arts (Theatre), and the CCP Transfer Pathway leading to the Associate Degree in Nursing.

Career Technical Education Pathway (CTE)

The Career and College Promise Career Technical Education Pathway leads to an entry-level job credential, certificate, or diploma aligned with a high school Career and Technical Education cluster. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Currently COA offers a variety of CTE pathways.

Workforce Continuing Education Pathway

The Career and College Promise Workforce Continuing Education Pathway leads to an entry-level job credential for eligible high school students.

Cooperative Innovative High School Programs (CIHSP)

Cooperative Innovative High School Programs enroll 100 or fewer students per grade level and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years. Students begin earning college credits as a high school freshman. College of The Albemarle is partnering with J.P. Knapp Early College High School in Currituck County, Camden Early College High School in Camden County, and Elizabeth City-Pasquotank Early College High School in Pasquotank County.

Eligibility and Admission Requirements

College Transfer Pathway

- Student must be a junior or senior
- Student must have a 2.8 unweighted GPA or demonstrate college readiness on an approved assessment
- Student must be making progress toward high school graduation
- Student must meet course pre-requisites and admission requirements
- Additionally, eligible AIG 9th and 10th graders may enroll in a college transfer pathway. Eligibility requirements at link below. Enrollment in career and college promise is contingent upon approval of career and college promise operating procedures published by the North Carolina Community College System Office. https://www.nccommunitycolleges.edu/sites/default/files/basic-pages/academic-programs/attachments/section14_19aug2019_ccp.pdf

To maintain eligibility student must:

- Continue to make progress toward high school graduation
- Meet the college's academic progress policy for all students

Career Technical Education Pathway

- Student must be a junior or senior
- Student must have a 2.8 unweighted GPA OR demonstrate college readiness on an approved assessment OR the recommendation of the high school principal
- Student must be making progress toward high school graduation

- Student must meet course pre-requisites and admission requirements
- Student must pursue one of the 21 high school Career and Technical Education pathways

To maintain eligibility student must:
- Continue to make progress toward high school graduation
- Meet the college's academic progress policy for all students

Workforce Continuing Education Pathway
- Student must be a junior or senior
- Student must have a 2.8 unweighted GPA or demonstrate college readiness
  OR
- Have the recommendation of the high school principal or his/her designee and have the high school principal or his/her designee's rationale for recommendation in place of GPA requirement; and
- Have the recommendation of the college's Chief Academic Officer or Chief Student Development Administrator

To maintain eligibility:
- Continue to make progress toward high school graduation
- Continue to make progress toward successful completion of the Workforce Continuing Education Pathway as defined with the pathway syllabus

Cooperative Innovative High School Programs Pathway
- Student must be in grades 9-12
- Special emphasis and preference given to first-generation college students
- Student must meet eligibility requirements established by the Currituck County Board of Education, Camden County Board of Education, or Elizabeth City-Pasquotank Board of Education and College of The Albemarle

Program available at J.P. Knapp Early College High School in Currituck, Camden Early College High School in Camden, or Elizabeth City-Pasquotank Early College High School in Pasquotank County.

Placement and Assessment Requirements
- College Transfer students must demonstrate college readiness on an approved assessment or placement test in English, reading, and mathematics*
- Career Technical Education students must demonstrate college readiness through career pathway pre-requisites
- High school students may use their PSAT, Pre-ACT, ACT or SAT assessment scores and/or may take the NC-DAP at their nearest COA campus location or at their high school, if available

*Beginning Fall Semester 2012 if a high school junior or senior does not demonstrate college-readiness on an approved assessment or placement test, they may be provisionally enrolled in a College Transfer Pathway. To qualify for Provisional Status, a student must meet the following criteria:
- Have a cumulative weighted GPA of 3.5;
- Have completed two years of high school English with a grade of 'C' or higher;
- Have completed high school Algebra II or Math III (or a higher level math class) with a grade of 'C' of higher;
- Obtain the written approval of the high school principal or his/her designee; and,
- Obtain the written approval of the community college chief academic officer or chief student development administrator.

A Provisional Status student may register only for college mathematics (MAT) and college English (ENG) courses within the chosen Pathway. To be eligible to register for other courses in the Pathway, the student must first successfully complete mathematics and English courses with a grade of 'C' or higher.

For more information on any of College of The Albemarle's Career and College Promise options, please contact the Director, Career and College Promise.

Workforce Development and Continuing Education

Workforce Development and Continuing Education Students

Any adult 18 years of age or older who is not enrolled in school may be admitted to a continuing education course. With the approval of the appropriate school officials, a school dropout between 16 and 18 years of age may enroll in certain courses. Also, students 16 to 18 years of age may take a continuing education course after regular high school hours with permission from the appropriate high school personnel.

Admission

Any adult 18 years of age or older who is not enrolled in public school may be admitted to a Continuing Education course. In some circumstances, with the approval of the appropriate public school official and with parental consent, a public school student between 16 and 18 years of age may enroll in certain courses.

Prior disciplinary records may be considered when students seek admission or readmission to the college. The college reserves the right to refuse admission to any student whose enrollment or continued presence is considered to create a risk to campus safety, or a disruption of the educational process.

Certificates

College credit is not given for completion of Workforce Development and Continuing Education courses; however, certificates are awarded for completion of some of the courses. Licenses, diplomas, or other forms of recognition are awarded by certain agencies outside the college upon successful completion of specially designated courses.

Continuing Education Units

Since September 1, 1974, College of The Albemarle has maintained a cumulative record of all academic and occupational courses taken by Continuing Education students. Continuing Education Units (CEU's) are awarded on the basis of one CEU per ten contact (course) hours. For example, if a student is enrolled in a 36-hour course and attends at least 80 percent of the time, 3.6 CEU's will be awarded upon completion of the course.

Students who need transcripts or additional information about CEU credit should contact the Workforce Development and Continuing Education Division.

Course Descriptions

Course descriptions for Workforce Development and Continuing Education courses are not listed in this publication because of the large number and variety offered. Visit www.albemarle.edu/programs-classes/noncredit/courses/ for list of current courses and descriptions. Specific course descriptions are furnished upon request. Courses not previously available may be offered to meet expressed needs of the community when evidence of such need is presented to the college.

Course Policy

Students who take an Occupational Extension course more than twice within a five-year period must pay the full price of the course as determined by the college.

Course Registration

Students in Workforce Development and Continuing Education offerings are requested to pre-register at least five working days prior to the class start date (phone, mail, fax, or in person). However, students may register at the first class session if there are seats available. Students are not restricted by the number of times of re- enrollment in a Workforce Development and Continuing Education course except certain Occupational Extension classes when repetition is required for certification, licensure or recertification.

Course Schedules

A schedule of courses is posted to the college's website prior to each semester. Courses are organized on the basis of need, interest, and availability of suitable facilities and qualified instructors.

A current schedule of courses may be obtained by calling or visiting COA - Edenton-Chowan, COA - Dare, COA - Elizabeth City, or COA - Currituck or by visiting our web site at www.albemarle.edu.

Course Sites

Many Workforce Development and Continuing Education courses and services are provided at COA's four sites in Edenton-Chowan, Dare, Currituck, and Elizabeth City. Additional courses are taught in surrounding communities or within a particular business or industry in the Albemarle area. Almost any course can and will be organized

when a sufficient number of residents indicate an interest in having a course brought to a particular location, and when instructional funds are available.

Fees

Tuition fees are subject to change by the North Carolina State Board of Community Colleges.

Emergency Public Service personnel (firefighters, law enforcement personnel, rescue/lifesaving personnel, and DOC correctional officers) may be fee waived. This determination is subject to North Carolina Community College and State regulations. Prison inmates are subject to course tuition and fees as regulated by the State of North Carolina. Persons 65 years of age or older may also take occupational courses without paying registration fees, however other fees may apply. Human Resource Development courses may be fee waived for those who qualify.

All personal enrichment courses will be offered on a self-supporting basis; this means the minimum number of students paying a registration fee must cover all costs for the course.

Students are expected to provide the supplies, materials, tools, and books they will need in Workforce Development and Continuing Education courses. Instructional services and some instructional materials are supplied by the college.

Accident insurance is available to all Workforce Development and Continuing Education students. This insurance is strongly suggested for students who participate in laboratory activities using equipment and machinery, which might cause physical injury. Students should visit or call the Business Office for information about accident insurance coverage.

All persons who enroll in any COA program in which they could be exposed to blood-borne pathogens may be required to receive the Hepatitis B vaccination at their own expense prior to participating in clinical or similar training events. (Contact the Workforce Development and Continuing Education office for specific information.)

Programs of Instruction

Program areas within the Workforce Development and Continuing Education Division are described as follows:

Career Readiness Certification
The Career Readiness Certification assesses students in three critical job skills – applied mathematics, reading, and locating information. The certification allows job seekers to show prospective employers that they possess the basic skills required on-the-job.

Community Service Education (Personal Enrichment)
College of The Albemarle sponsors and promotes a number of community services that contribute to the cultural, economic, and civic improvement of the Albemarle area. Such services may arise from almost any program area. Groups and agencies are invited to contact the Workforce Development and Continuing Education Division to arrange such activities.

Customized Training
Attracting and training a skilled and motivated workforce is crucial to any new or expanding company. Since 1958, the state has pioneered free, customized job training for new and expanding businesses and continues to provide the nation's most recognized customized job training service. Helping businesses maintain their competitive edge is a primary role of the North Carolina Community Colleges and their Customized Training and Development services. This specialized workforce training program has helped build success for companies that now call North Carolina home, and contributed to the multiple rankings that list North Carolina's business climate as one of the best in the nation.

Emergency/Public Services
College of The Albemarle offers the following programs to increase participants' competence in specialized occupational areas. For further information about any of the programs described, contact the Workforce Development and Continuing Education Division.

- Fire/Rescue Service Training provides a continuous program of training and education which prepares firefighters to confront situations nonexistent a few years ago.
- Law Enforcement Training courses are specifically designed as in-service and pre-service education for those individuals engaged in law enforcement activities. Provided at the request of law enforcement agencies, this training program is also designed to keep law enforcement officers abreast of legal and technological advancements while adding to

their professional skills. Workshops and courses are offered on many topics.
- Emergency Medical Training provides organized courses for emergency medical personnel in the college's service area. The North Carolina Office of Emergency Medical Services works with College of The Albemarle in developing courses for volunteer rescue squad units.

Human Resources Development
(HRD)/Workforce Readiness
HRD is a program designed to provide employability skills training to unemployed and underemployed adults. Career awareness and development can be attained through assessment, building a self-concept, communication, problem-solving and basic computer training. Workforce Readiness certificates will be awarded to students who have completed the skills development curriculum needed for job readiness.

Occupational Extension Courses (Workforce Development)
Occupational extension courses consist of single courses, each complete in itself, designed for the specific purpose of training persons for employment, upgrading the skills of those presently employed, and retraining others for new employment in occupational fields.

Small Business Center
The Small Business Center (SBC) delivers technical and management assistance to small business owners and prospective owners through education and training, counseling and referral, and other assistance as appropriate. The SBC provides seminars, workshops, and courses as well as one-on-one assistance. It also provides a network of linkages with Chambers of Commerce, business associations, volunteer consultants, economic development agencies, and other groups. For more information, call the Director, Small Business Center at COA - Elizabeth City.

Registration Fee Refund Policy

The college will make a 100 percent refund of tuition fees if a student officially withdraws from a course before the first course meeting. The college will refund 75 percent of the tuition fee for occupational courses if the student officially withdraws from the course on the first day of the course or before the course reaches the 10 percent point. The 10 percent point varies from course to course. Students should call for specific dates. There are no refunds for self-supporting courses once they have begun. If the course is canceled or seats are not available in the class, COA will make a full refund.

Financial Aid

The philosophy at College of The Albemarle is that any individual who wishes to attend the institution should not be deprived of this privilege because of a lack of financial resources. Although the primary responsibility for financing an education remains with students and their families, College of The Albemarle participates in programs designed to supplement the family contribution when there is documented student financial need. To receive financial aid, students must demonstrate need and maintain good academic standing.

Financial aid consists of grants, scholarships, campus employment, or any combination of these as determined by the policies of the Financial Aid Office and the U.S. Department of Education. Policies and Procedures for awarding Student Aid are subject to change to meet new federal regulations.

Students are required to meet satisfactory academic progress requirements in order to qualify for Federal Student Aid. For additional information concerning these requirements, visit Award Information.

Application Procedure

To apply for financial assistance, students should complete the following forms:

Free Application for Federal Student Aid (FAFSA)
To apply for federal financial aid, students need to complete the FAFSA. College of The Albemarle uses the FAFSA results to determine a student's eligibility for federal, state, and institutional aid.

Foundation Scholarship Application
College of The Albemarle offers more than 100 scholarships providing more than $300,000 to eligible students each year. Requirements for scholarships vary; however, the primary factors considered are financial need, scholastic ability, specified program of study, residence status, and participation in community activities. The scholarship application must be completed by the required deadline via the online application at www.albemarle.edu/scholarships. Late applications will only be considered in the event a qualified applicant is not identified at the priority deadline.

Other Scholarships

Students who receive a scholarship (i.e. from a church, community organization, school) will need to submit the scholarship check as soon as possible prior to registering for classes.

Federal and State Funds Available

Below are brief descriptions of federal and state financial aid programs available to COA students.

Federal Pell Grant Program

Federal Pell Grants are awards which assist undergraduates in paying for their education after they complete high school or earn a GED. The Federal Pell Grant program is the largest federal student aid program. For many students, these grants provide a "foundation" to which other federal and non-federal assistance may be added. Unlike loans, grants do not have to be paid back unless a student does not complete the term of enrollment.

Federal Supplemental Educational Opportunity Grant (FSEOG) Program

Students who receive the Federal Pell Grant may be eligible for the Federal Supplemental Educational Opportunity Grant. This federal program does not require employment or repayment, unless a student does not complete the term of enrollment. The amount of the grant is based on student's financial needs and the minimum award is $100. To be considered for the initial awarding of FSEOG, student's financial aid files should be completed as early as possible. Funding is very limited.

Federal Work-Study (FWS) Program

The Federal Work-Study Program provides jobs for eligible students to earn money to help pay college expenses while attending classes. Students participating in the program are employed in the library, laboratories, administrative and faculty offices, and various departments of the college. A limited number of community service off-campus positions are available.

FELS Program

The Forgivable Education Loans for Service Program was established by the North Carolina General Assembly to provide assistance to qualified students who are committed to working in North Carolina in designated critical employment shortage professions. Students interested in receiving assistance through the FELS Program should read the loan forgiveness eligibility requirements for the educational programs and the FELS Program Rules prior to submitting an application. Students who do

not fulfill the service requirements must repay the loan in cash, plus interest that begins to accrue upon disbursement of the loan. Visit www.cfnc.org/FELS for more information and deadlines.

North Carolina Community College Grant (NCCCG) Program

For North Carolina residents to be eligible for need-based aid under this program, applicants must meet the following criteria: (1) be admitted to an eligible program of study; (2) have applied for Federal Pell Grant funds; (3) meet academic requirements to maintain Pell Grant eligibility; and (4) other criteria as required by the program. Funding may be limited.

North Carolina Education Lottery Scholarship (NCELS)

For North Carolina residents to be eligible for need-based aid under this program, applicants must meet the following criteria: (1) be admitted to an eligible program of study; (2) have applied for Federal Pell Grant funds; (3) meet academic requirements to maintain Pell Grant eligibility; and (4) other criteria as required by the program. Funds for the support of the program are contingent each year on the proceeds from the North Carolina State Education Lottery.

U.S. Department of Veterans Administration Benefits

The Veteran Benefits Laws provide financial assistance to any veteran enrolled in an approved curriculum to be eligible for benefits. To be eligible, the veteran student must be enrolled in an approved curriculum and taking only those classes required for graduation in the chosen program. Veteran students must maintain satisfactory attendance, conduct, and academic progress, according to the college's standards for continuing eligibility for payment.

Tuition and Fees

Students who enroll in curriculum classes are subject to tuition and fee rates listed below. All tuition and fees are due and payable at the time of registration unless otherwise noted. Student tuition and fees included herein are subject to change.

- Tuition for In-state Residents
  $76.00 per semester hour
- Tuition for Out-of-State Residents
  $268.00 per semester hour
- Student Activity Fee for 12 or more semester hours $32.50 per semester
- Student Activity Fee for 1 - 11 semester hours $14.00 per semester
- Computer Use and Technology Fee
  $16 per semester
- Campus Access Fee
  $15.00 (Fall and Spring Semesters)
  $5 (Summer Semester)

Specific Course Fees
Nominal fees are charged for certain courses. For a detailed list of course fees, please visit https://www.albemarle.edu/costs-paying-for-college/tuition-fees/

Physical Education Activity Course Fees
PED 139 Bowling - A nominal lane fee is charged for each game.

PED 128 Beginning Golf - A nominal greens fee is charged for each game played at local golf courses.

Books and Supplies
The cost of books and supplies varies according to the course of study.

Insurance

College of The Albemarle's curriculum students are automatically enrolled in Student Accident Insurance.

All students enrolling in all Health Sciences and Nursing Assistant programs are required to have malpractice insurance.

All persons who enroll in any COA program in which they could be exposed to blood borne pathogens may be required to receive the Hepatitis B vaccination at their own expense prior to participating in clinical or similar training events. (See Program Coordinator of program of interest for additional information.)

Official Transcript Fees
College of The Albemarle in partnership with the National Student Clearinghouse (NSC) provides twenty-four-hour access to online transcript ordering through a secure website. This process is completely secure and can be delivered to the intended recipient by mail and/or electronically. Payments for transcripts are made through the NSC at the time of ordering.

Transcripts may also be ordered at each COA campus. For more information, please visit - www.albemarle.edu/student-resources/transfer-from-coa/request-a-transcript/

Retest Fees
After initial placement testing, one retest is allowed.

Tuition Refund Policies

Tuition and Fees Refund
A refund shall not be made except under the following circumstances:

- A 100 percent refund of tuition and fees shall be made if the student officially withdraws or is officially withdrawn prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund of tuition and fees if the class in which the student is officially registered is canceled due to insufficient enrollment.
- A 75 percent refund of tuition and fees shall be made if the student officially withdraws or is officially withdrawn from the class(es) prior to or on the official 10 percent point of the semester.
- For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund of tuition and fees shall be made if the student officially withdraws or is officially withdrawn from the class prior to the first class meeting. A 75 percent refund of tuition and fees shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class.
- A 100 percent refund shall be made if the student officially withdraws from a contact hour class prior to the first day of class of the academic semester or term or if the college cancels the class. A 75 percent refund shall be made if the student officially withdraws from a

contact hour class on or before the tenth calendar day of the class.

To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule.

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

Military Tuition and Fees Refund

- A full refund of tuition and fees shall be granted to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements.
- The College will not provide refunds for textbooks. The student may contact the College bookstore for textbook buy-back policies.
- The college shall use distance learning technologies and other educational methodologies to help these students, under the guidance of faculty and administrative staff, complete their course requirements.

Military Tuition Assistance (TA) Refund Policy

This refund policy is ONLY applicable to eligible U.S. service members who have paid for all or a portion of their course tuition using Military Tuition Assistance (TA). Military TA is awarded to a service member under the assumption that the service member will attend school for the entire period for which the assistance is awarded. If a service member withdraws on or before the 60 percent portion of the term, the service member will no longer be eligible for the full amount of Military TA funds originally awarded. To comply with the policy of the Department of Defense, College of The Albemarle will return any unearned Military TA funds on a proportional basis through at least the 60 percent portion of the term for which the Military TA was provided.

Any unearned Military TA funds will be returned directly to the military service, not to the service member. The calculation of the return may result in the service member owing a balance to the College. If the service member withdraws due to military service obligation, the College will work with the service member to identify a solution that will not result in a student debt for the returned Military TA portion.

If a service member withdraws after the 60 percent portion of the term, all Military TA will be considered earned.

Schedule for Returning Unearned Military TA

16 week course withdrawal:

Before week 1:	100% return
During week 1-4:	75% return
During week 5-8:	50% return
During week 9-10:	40% return
During weeks 11-16:	0% return

7 & 8 week course withdrawal:

Before week 1:	100% return
During week 1-2:	75% return
During week 3-4:	50% return
During week 5:	40% return
During weeks 6-8:	0% return

5 week course withdrawal:

Before week 1:	100% return
During week 1:	75% return
During week 2:	50% return
During week 3:	40% return
During week 4-5:	0% return

College Policies and Procedures

Academic Policies and Procedures

Confidentiality of Student Records - FERPA
The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law that governs the maintenance of student records. This act, with which the college intends to comply fully, protects the privacy of educational records, establishes the right for students enrolled to inspect records kept by the college about the student and the right to correct inaccuracies in the records. Access to the records by persons other than the student is limited and generally requires prior consent by the student. For more information, please visit - FERPA.

Directory Information

College of The Albemarle considers the following "directory information" and will release such information unless the student notifies the Registrar in writing within the first three class days of each semester.

- Name
- Program of study
- Participation in officially recognized activities
- Dates of attendance
- Graduation honors

College of The Albemarle does not publish or distribute lists of applicants, currently enrolled students, or graduates for use by non-profit or for-profit off-campus organizations.

Registration for Curriculum Courses

The college year consists of two semesters and a summer term. Students should consult with their advisor to plan a course schedule for each semester. Returning students must make satisfactory settlement with the college for all debts prior to registration. All students will register during the prescribed registration period for that semester.

Course Load

Students enrolled in at least 12 credit hours are considered a full-time student.

The Vice President of Learning authorizes any advisor to approve a course load of up to 20 hours if the student has an overall GPA of 3.0 or better. If a student has a GPA of less than 3.0 or if the student wishes to take more than 20 hours, they must get approval from the Vice President of Learning or the Vice President of Student Success and Enrollment Management. However, permission is not necessary when registering for the specific course load designated in technical and vocational programs.

Student Classification

- Freshman – A student who has earned fewer than 32 semester hours of credit
- Sophomore – A student who has earned 32 or more semester hours of non-developmental credit
- Full-time – A student who is registered for 12 or more semester hours of credit
- Part-time – A student who is registered for less than 12 semester hours of credit
- Special Credit Non-degree curriculum – A full-time or part-time student not seeking a degree or diploma

Class Attendance Policy

College of The Albemarle regards class lectures, demonstrations, discussions, and other in-class experiences as vital ingredients of the educational process which cannot be easily compensated through out-of-class make-up work. Therefore, curriculum students who miss more than 10 percent of the total contact hours in a course may be withdrawn from that course. Some programs may follow a more rigid attendance policy due to regulations set by accrediting boards, state, and federal licensing agencies. These attendance policies will be explained in the handbook for that particular program.

Traditional (On-Campus) Classes

Traditional classes are those in which the student is physically present at a specified time and day and in a specified location. Attendance in traditional classes is determined by the physical presence of the student in the class, lab, clinical, internship site or other designated educational locale. The instructor should follow the procedures established for keeping attendance in traditional classes.

Distance Education (Internet) Classes

Distance Education classes shall include all methods of delivery used for classes offered by College of The Albemarle except for traditional seated classes and classes offered via the Information Highway. Attendance in distance education classes is based on the student completing periodic assignments during the duration of the class. The instructor shall follow the

procedures established by the college for keeping attendance in distance education classes.

Withdrawal Procedure

Withdrawal from Courses
Students may withdraw from a course after ten percent, but prior to the completion of seventy-five percent of a course. Withdrawals through the completion of seventy-five percent of a course will result in a "W" grade. *If a student does not withdraw before the 75 percent point of the class, the student may receive a grade of "F."*

Once a student has enrolled in class and has paid fees, that student remains a member of the class unless:

Student Withdrawal – The student should contact a SSEM Advisor and complete the necessary paperwork.

Faculty Withdrawal – An instructor will withdraw the student if the student has not complied with the outlined attendance policy in the syllabus.

Administrative Withdrawal – Administrative withdrawal may be implemented as part of mediated resolution to violations of the Campus Code of Conduct.

Withdrawal after the Deadline
Students may request a withdrawal based on extenuating circumstances after seventy-five percent of a class. Documentation should be presented for the approval of this request.

Grading and Grade Appeal

Each course syllabus will explain assessment methods used and describe how final grades will be calculated. Attendance requirements and other academically related requirements, along with their relationships to final grades, shall be clearly stated in the course syllabus and/or program handbook. Students receive grades in each curriculum course at the end of the semester as indicated below. Students access final grades electronically via Self-Service.

Grade	Interpretation	Quality Points per Semester
A	Superior	4
B	Above Average	3
C	Average	2
D	Poor, but passing	1
F	Failure	0

I	Incomplete – a deficiency in the quantity of work accomplished due to circumstances outside the control of the student. All incomplete grades must be removed by the end of the semester following the one in which the Incomplete (I) was received, regardless of whether or not the student is officially enrolled (includes the summer semester). If not removed within this time, the Incomplete becomes a Failure (F). Grades of "I" are not computed in the GPA until they have been converted to a letter grade.
W	Withdrawal – either voluntary by the student or administratively by the instructor.
Audit	Will be interpreted as an official statement of intent to audit the course at the time of registration. No grade points are awarded for an audit.
P or R	Some courses offered by the college are graded on a Pass (P), Repeat or Re-enroll (R) basis. This is indicated on the course description. Grades for these courses are generally assigned as indicated below and are not included when computing grade point averages.
P	Passed
R	Repeat or Re-enroll

Grade Point Calculation

Grade points are computed by multiplying the number of quality points of a course grade by the number of credit hours for the course in which the grade was earned. The grade point average (GPA) may be determined by adding the grade points for all courses and dividing by the total number of credit hours attempted.

The example below shows how these calculations would be made for someone who took two 3-credit courses and one 2-credit course and earned grades of A, B and C.

Quality points of a course grade
Multiplied by number of credit hours of the course
Equals Grade Points

4 (A)	X	3	=	12
3 (B)	X	2	=	6
2 (C)	X	3	=	6

Total of Grade Points for all courses
Divided by total number of credit hours attempted
Equals Grade Point Average (GPA)

24 (total grade points) / 8 (credit hours attempted) = 3.0 GPA

Grade Appeal

Evaluation of student performance is based upon the professional judgment of faculty. Faculty members are responsible for ensuring students are free from arbitrary, capricious, or erroneous grading. Only a final course grade may be appealed. Appeals of attendance and other academically related requirements which impact final grades shall fall under this grade appeal procedure. Only the student who receives the grade may appeal the grade; the appeal must justify the need for a change of the grade based on one or more of the following three criteria:

Arbitrary: The grade awarded represents a substantial departure from accepted academic norms and was assigned in a manner that was not clearly articulated or was inconsistent with stated standards.

Capricious: The grade awarded was motivated by bias or some other basis other than performance in the course and is not indicative of the student's academic performance; or was assigned in a manner other than those used for other students in the course.

Error: The instructor made a mistake in calculation or other clerical error in submission of the grade.

Grade Appeal Procedure

Informal Appeal Procedure- A student who decides to contest a course grade must initiate the informal appeals process with the instructor of the course within ten (10) calendar days of the posting of that semester's final course grades. If the instructor of record is not available, the Department Chair or Dean may act in lieu of the instructor of record for the purpose of grade appeals.

Students who believe that an inappropriate grade has been assigned should first attempt to resolve the matter informally through dialogue with the instructor who issued the grade. If the matter cannot be resolved informally, then the student may begin the formal grade appeals procedure.

Formal Appeal Procedure – First Step
Formal grade appeals must be initiated by the student with the instructor of the course within fifteen (15) calendar days of the posting of that semester's final course grades. A COA Grade Appeal Form shall be completed and provided to the instructor who issued the grade.
The instructor has five (5) calendar days to review the formal appeal and provide the student, in writing, of the review outcome and the final grade. If the review results in a grade change, the instructor shall notify the Registrar of the grade change.

Formal Appeal Procedure – Second Step
If the instructor formal review does not resolve the appeal to the student’s satisfaction, and the student decides to pursue the matter further, the student must present to the Department Chair (if applicable) of the department in which the course is offered, a copy of the submitted COA Grade Appeal Form and all supporting materials within five (5) calendar days of the instructor’s written appeal response.
The Department Chair may request additional materials from the student and may require all curriculum faculty (full-time and part-time) to submit copies of tests, projects, evaluation materials, attendance, grade books, and/or the final examination or a statement describing the method of evaluation and assignment of credit grade used in a course.

The Department Chair may discuss the grade appeal with the student or the instructor and will provide the student and instructor with written notification of the outcome of this review within five (5) calendar days. If the review results in a grade

change, the Department Chair shall notify the Registrar of the grade change.

Formal Appeal Procedure – Third Step
If the department chair review does not resolve the appeal, and the student decides to pursue the matter further, the student must present to the Dean of the department in which the course is offered, a copy of the submitted COA Grade Appeal Form and all supporting materials within five (5) calendar days of the Department Chair's written appeal response.

The Dean and Vice President of Learning are responsible for reviewing and verifying final grades when there is substantial evidence the criteria used in determining that grade was arbitrary, capricious, or erroneous. In these rare instances, the Dean and the Vice President of Learning will jointly review the grade and have the authority to examine an instructor's grades, grade calculations, and grading standards to determine if the final grade awarded a student is accurate.

If it is determined a final grade is not correct, the Dean and Vice President of Learning will meet with the instructor to discuss the discrepancy and determine the appropriate action.

The Dean and Vice President of Learning have five (5) calendar days to review the formal appeal and provide the student and instructor, in writing, of the review outcome and the final grade. This shall be the last step in the deliberation of the formal grade appeal. In all grade appeals, the joint decision of the Dean and Vice President is final. If the review results in a grade change, the Dean and Vice President of Learning shall together notify the Registrar of the grade change.

In instances where a final grade is found to be incorrect and the faculty member is unavailable, unable, or unwilling to change that grade, the Dean is authorized to complete a Grade Change Form and submit it to the registrar. A copy of the Grade Change Form and a narrative describing the reasons for the grade change are to be kept on file in the office of the Dean. The Vice President of Learning, the instructor, and the student shall be notified of the grade change.

Exceptions to the Grade Appeal Policy
The Grade Appeal Policy shall constitute the internal administrative process for a change in grade, except when the grade being disputed resulted from an alleged academic integrity violation or when a grade dispute involves appeals alleging discrimination, harassment or sexual harassment. If a grade dispute arises from an issue that is covered under the College's Academic Integrity Policy, the process for resolution that has been established for appealing academic integrity violations shall be followed. If a grade dispute arises from an issue that is covered under the College's unlawful harassment policies, the process for resolution through the Unlawful Harassment Policy and Procedures must be completed prior to the use of the college's grade appeal process.

Academic Progress Policy

Any full-time or part-time curriculum student who does not meet the Academic Progress standards, will be placed on Academic Alert or Conditional Status, leading to possible academic suspension.

A student's academic progress is evaluated at the end of each academic semester. The criteria for maintaining Satisfactory Academic Progress are a semester and cumulative grade point average (GPA) of at least 2.0. A student must attain at least a 2.0 GPA to graduate and receive a degree, diploma, or certificate.

To impress upon the student the necessity of maintaining a good academic record, the college has established the following methods for informing a student about academic concerns:

Academic Alert

A student will be placed on Academic Alert if:

- He/she has earned less than a 2.00 GPA, or
- He/she has less than a 2.00 GPA for any one semester but has a cumulative GPA at or above 2.0.

This is a non-punitive intervention with the purpose of alerting a student, advisors, and instructors to potential academic problems. A student placed on Academic Alert will receive notification of his/her status and must meet with an advisor or Student Success and Enrollment Management Success Coach to review an educational plan.

Conditional Status

Warning:
A student will be placed on Conditional Status if he/she has less than a 2.0 cumulative GPA at the conclusion of any academic semester (exception: first semester of enrollment).

Consequences
A student who is placed on Conditional Status - Warning must adhere to the following:

- A student who is placed on warning status who has previously registered for classes will have a "hold" on his/her registration account which will prevent all registration activity.
- Must meet with an advisor who will suggest ways to improve and may recommend an alternative academic plan better suited to the student's abilities.
- If the student does not abide by items above, the student will be dropped from all classes prior to the start of a semester on a date specified by the Registrar.

Intervention
A student will be placed on Conditional Status-Intervention if he/she were on Conditional Status-Warning the previous semester and his/her cumulative GPA remains below 2.00.

Consequences
- A hold will be placed on the registration account which will prevent all registration activity.
- The student must work with an advisor to create an approved academic plan.
- If the student does not abide by items above, he/she will be dropped from all classes prior to the start of a semester on a date specified by the Registrar.
- The student must meet with an advisor at least three times in the semester.
- The student will be required to attend academic intervention workshops/seminars.

A student will be allowed a maximum of two consecutive semesters on conditional status. If the student does not make adequate progress at the end of two semesters on conditional status, the student will be placed on academic suspension.

The Vice President for Student Success and Enrollment Management (SSEM) may give a student permission to stay on Conditional Status - Intervention for one additional semester provided that student's previous semester GPA showed improved academic progress and the student met all other conditions of Conditional Status-Intervention.

Academic Suspension

A student will be placed on academic suspension if he/she is unable to attain and maintain a cumulative GPA of 2.0 after two consecutive semesters of Conditional Status-Intervention.

Consequences
- A student who has pre-registered and is placed on academic suspension will be dropped from the classes.
- A student will be placed on academic suspension for one semester.
- The student may be readmitted but will be assigned to an SSEM advisor whom he/she must see before registering.
- A student who reenrolls will be placed on Conditional Status – Intervention and may be required to enroll in classes designed to facilitate their academic success.

Appeals of Academic Suspension

A suspended student has the right to appeal. The student may appeal, in writing, an academic suspension to the Academic Appeals Committee. During the appeal process, the student may not register or attend classes. In addition, the registration hold will remain in effect.

Procedure
- The student must complete the Academic Suspension Appeal Form and submit it to the Vice President of SSEM within three business days after notification of suspension.
- The Academic Appeals Ad-Hoc Committee will review pertinent records such as the students' transcripts, consult, and make a decision within five business days after receiving the appeal.
- The Vice President of SSEM will notify the student of one of the following two decisions:
    - Lift suspension with or without provisions. All provisions will be monitored by a SSEM Advisor.
        - A student whose appeal is lifted may register for any classes that have not begun.
        - The student must meet with a SSEM advisor prior to registration
    - Let the suspension stand.
- The Academic Appeals Committee will notify the suspended student the results of the appeal by official college email within five business days.
- Once the decision has been communicated to the student, the Vice President of SSEM will notify the Registrar, Financial Aid, and the Veterans Office (if necessary).

Academic Policies

Advanced Placement/Credit by Articulation for High School Coursework

Articulation is a systematic, seamless transition process from secondary to postsecondary education that maximizes use of resources and minimizes content duplication. Students will make a seamless transition of identified courses from secondary to postsecondary education.

Articulated credit (AC) is granted in specific courses by College of The Albemarle to students who have satisfactorily completed equivalent high school courses with the grade and conditions as specified in the statewide agreement and the Local Articulation.

High School Articulation Agreement
More information and COA Courses that will transfer directly for Program credit can be found on COA's website:
https://www.albemarle.edu/wp-content/uploads/cte-articulation-agreement.pdf

The List of Articulated courses is available at:
http://www.ncperkins.org/mod/page/view.php?id=38

Students desiring to exempt college-level entry courses should request such action through the college's Director, Career and College Promise or the high school counselor.

Advanced Standing/Credit by Examination/Course Waiver

Advanced standing is earned by granting credit for COA courses required in a program of study. A course waiver is given, without COA credit, based on past experiences or courses successfully completed. A student or prospective student may apply for advanced standing or a course waiver based upon work experience, military training, previous coursework, and/or successful completion of competency-based tests. This opportunity shall be publicized in appropriate catalogs, handbooks, and promotional materials as well as through faculty and staff communications.

The Dean, with the appropriate Department Chair, shall determine if Advanced Standing or Course waiver will be granted.

Methods of Granting Advanced Standing/ Credits
The granting of Advanced Standing is based upon a student's achievement. When appropriate, the Dean and/or the Department Chair will employ standardized credit and course equivalency guidebooks in making individual determinations. One or more of the following mechanisms may be used:

- Successful completion (i.e., a grade of "C" or better) of a comparable course from an accredited technical institute, college or university. Students may be requested to retake outdated courses when a specific programmatic reason has been documented.
- Having passed a standardized test (e.g., CLEP, DANTES). Credit may not be granted if a lab is required, or if a department does not allow certain CLEP credit.
- Having passed a Challenge Exam with a score at or above the minimum criteria level.
- Review of a student prepared portfolio that outlines work experience, specialized training, work samples, and military training.
- Successful completion of an apprenticeship program or having achieved journeyman status.
- Successful completion (i.e., a grade of "B" or better) of an approved certification examination (e.g., the Certified Professional Secretary (CPS) and Professional Legal Secretary (PLS) examination).
- Successful completion of an approved articulation program between a secondary school and COA.

Advanced Placement Exams (CLEP or DANTES, for example)
These examinations represent end-of-course examinations developed by the Educational Testing Service for certain widely taught undergraduate courses generally taken during the first two years of college. The tests measure understanding of basic facts and concepts as well as the ability to apply such understanding to the solution of problems and the interpretation of materials.

College credit is granted for CLEP Subject Examinations contingent upon the following:

- Examinee must score at or above the score recommended by College of The Albemarle;
- Credit will be granted only for those Subject Examinations which parallel courses appearing in the college catalog in force at the time a student applies for credit;
- Credit hours granted for a Subject Examination will be the same amount of credit the college

grants upon successful completion of the equivalent course or sequence of courses (e.g., if an examinee successfully passes the American History Subject Examination, which covers the equivalent of two semesters of course work, the examinee would receive six semester hours of credit.);
- Total credit granted for Subject Examinations and Credit by Examination (CBE) shall not exceed 30 semester hours (or 50% of program).

College of The Albemarle is not authorized to award credit for CLEP General Examinations. Additional information regarding CLEP Subject Examinations is available in the Registrar's Office.

Advanced Placement Exams/Credit by Examination (CBE)
A student seeking to exempt a course by examination must abide by the following guidelines:
- Any student may present his/her request to receive credit for a course by an examination, five (5) working days prior to the beginning of the semester, to the advisor who has knowledge of the student's ability or who feels that the student's background should enable him/her to pass the examination. When the request has been approved or denied, the instructor will inform the student. Upon approval, the student will arrange a time with the instructor to take the exam. The instructor will administer the exam and submit the results on the "Credit By Examination Request" form to the Registrar and the FTE Coordinator on or before the roster collection date (20%). The respective Department Chair must review the exam results and approve or deny the instructor's findings. In the case of differing recommendations, the Vice President of Learning will review the materials and make a final decision. When the course instructor is a Department Chair, another instructor in the department will review the request and the findings.
- A request for credit by examination will be given only for courses on the schedule that particular semester unless the course is the only one needed to complete the student's program of study. Credit by Exam will not be allowed if there is an existing CLEP Test that the student may take.
- CBE may be granted for no more than 50% of the required courses in a curriculum.
- Only one attempt at a CBE is allowed for each course. To successfully challenge a course, the student must pass a comprehensive exam, based on standards set by the department, which are not lower than a "C". The grade received will be recorded on the student's permanent record as "CE".
- Hours earned by CBE or audit will not be counted towards enrollment status for Title IV Financial Aid or VA benefits.
- A student who fails a course is not eligible to earn credit by examination. Credits will not be awarded for a CLEP or CBE when a student has enrolled in the course in the past. Anatomy and Physiology courses will not be accepted through CBE for credits due to the laboratory/practicum nature of these courses.

Experience
A student who possesses verifiable competencies of a specific course may request an assessment. This may include previous or related course work or work experience. Documentation of work experience may be required.

Licensure and Certification
A student who holds current licensure or certification in an occupational field may request exemption from courses in which these competencies are specified. Licensure or certification does not automatically equate to course waiver.
- Having passed a Challenge Exam with a score at or above the minimum criteria level.
- Review of a student prepared portfolio that outlines work experience, specialized training, work samples, and military training.
- Successful completion of an apprenticeship program or having achieved journeyman status.
- A student who holds current licensure or certification in an occupational field may request a waiver for courses in which these competencies are specified.

Methods of Course Waivers
Students may request Course Waivers for required courses. If approved for a course waiver, students will not be required to take the course, but also will not receive credit for the course. A student who receives a waiver must still complete the total number of required credits for the completion of the program. One or more of the following mechanisms may be used by the Dean or Department Chair to award a course waiver.

Auditing Courses

Students who wish to audit courses must do so at the time of registration for that course. Students auditing courses receive no credit but are expected to attend classes regularly and to participate in class discussions. They are encouraged to do all work and assignments expected of regularly enrolled students. In addition, they are responsible for observing the same regulations concerning attendance and behavior as students registered for credit. Tuition is the same for audit courses. Students are not charged an activity fee. Financial Aid or Veteran Benefits recipients will not receive payment for auditing a course.

Course Repetition Policy

Curriculum

A student may enroll in a course no more than three times for credit or audit without permission of the Vice President, Learning. Credit by examination may be attempted only once. A student may repeat a course to attempt to improve a grade or replace a withdrawal. Regardless of the number of previous attempts, a student who has previously received credit for a class in which he/she received a grade of "B" or higher may not repeat the class except with permission of the Vice President of Learning. All grades, including the record of an audit, will appear on the student's official transcript. Only the highest grade will be used for computing total credit hours attempted, total quality points earned, and grade point averages (GPAs).

Occupational Extension

Students who enroll in an occupational extension course more than twice within a five-year period shall pay a designated cost per contact hour of instruction. Students shall be primarily responsible for monitoring course repetitions; however, the college shall review records and charge students full cost for courses taken more than twice. Courses for certification, licensure, and recertification such as fire, law enforcement and rescue personnel are exempt if the course in which the student is enrolled is required to meet this provision and is directly job-related.

Course Substitutions

If it is necessary for the student to request a course substitution for a stated graduation requirement, the course used as a substitute must have credit hours that are at least equal to the number of credit hours of the original course, relevance to the curriculum, congruency to the course for which the substitution is made and meet program requirements set forth by the North Carolina Community College System. The student will initiate this process with an academic advisor, and the form should be completed by the advisor or counselor and signed by the student or the advisor.

Approval must be obtained from the Dean for the student's program of study. Course substitutions for general education courses within a program of study must also be approved by the appropriate general education Department Chairperson or content expert in the subject area. The Program Dean, after signing, will forward the completed form to the Registrar. Approved course substitutions will be documented on the student's program evaluation. Denied course substitutions will be sent back to the student's advisor.

*Course substitutions do not impact GPA.

ACA 111 College Student Success Course Substitution Procedure

A degree or diploma seeking student may be waived from completing ACA 111, College Student Success, for one of the following reasons:

- Completion of ACA 118, College Study Skills or completion of ACA 122, College Transfer Success.
- Completion, with a grade of C or better, of a one-semester credit hour course (or more) with similar competencies from a regionally accredited college. This is normal course transfer as listed in the COA catalog under Transfer Students.
- Prior completion of a diploma, associate's degree, or higher from a regionally accredited college. The hour must be made up with an elective. A Course Substitution Form will be completed by the advisor and forwarded to the Registrar.

Students meeting one of the above requirements may still enroll in ACA 111, College Student Success. Students are required to attain the minimum credit hours for completion of a degree or diploma program.

ACA 122 College Transfer Success

ACA 122 is a required course in college transfer programs as mandated by the Comprehensive Articulation Agreement. No course substitutions are allowed in catalog years of 2014 or later.

Credit for Military Schools

The college grants credit where applicable for military service schools in accordance with the recommendations of the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services. Recommended

credit must be consistent with the requirements and objectives of a curriculum in order to be granted. Students wishing to have military school records evaluated for credit should submit an official SMART (Sailor-Marine American Council on Education Registry Transcript) to the Registrar. Upon receipt of the document, the Registrar will evaluate schools completed and apply appropriate credit toward the program being pursued at College of The Albemarle.

Directed Study

Students who desire to register for Directed Study are responsible for initiating, consulting, and obtaining the appropriate faculty-staff signatures on the Request for Directed Study Form before the last day of the scheduled period in which students may drop and add courses in the semester. Students must have a cumulative GPA of 3.0 or higher and a Directed Study course will be granted only in the student's last semester of enrollment for the following reasons:

- When only one section of a class is being taught which results in a conflict for a student who must have the course to graduate or to transfer from College of The Albemarle; or
- When the needed class is not being taught and the student must have the course to graduate from College of The Albemarle.

The completed Request for Directed Study Form must accompany the student's completed Registration Form, which includes the Directed Study course. Students should note Directed Study courses are not the normal or preferred means of instruction for community college students. They are approved only as previously detailed.

Fresh Start Policy (Academic Forgiveness)

Any former College of The Albemarle student who has experienced a lapse of enrollment at College of The Albemarle for a period of two completed, consecutive academic years may petition only once to the Vice President of Learning to have all course work not related to a new program of study, or any below average grades (grades "D" or "F"), disregarded in calculating the student's grade point average (GPA). Hours disregarded under this policy will not count toward credits for any program completion. Upon re-enrolling following the lapse of enrollment, the student must first complete 12 semester hours of credit course work with a minimum 2.0 GPA before requesting academic forgiveness. If the request is approved, the record of the earlier course work affected remains on the student's transcript but it is not calculated in the cumulative GPA and does not apply toward graduation. Honors, if applicable, will be awarded based upon the new, Fresh Start GPA.

Guidelines for Awarding Articulated/Advanced Placement Credit

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

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

To receive advanced placement credit for identified high school courses, students must enroll at the community college within two years of their high school graduation and meet the following criteria:

- High school courses for which advanced placement credit is granted must have been completed with the grade and conditions as specified in the Advanced Placement Credit by Examination listing.

Students who receive articulated credit or advanced placement credit will not be required to register or pay tuition for courses for which they receive such credit.

The Registrar will post the articulated credit or advanced placement credit on the student's COA transcript. Credit hours posted on the transcript and applied toward graduation requirements will not be used in calculating the student's grade point average.

Schedule Changes (Drop/Add)

In some instances, it is necessary for students to make adjustments in their schedules. Students may make schedule changes via the web up until the first day of classes. After classes have started, students should see their advisors to add or drop classes. Schedule changes during the drop/add period must be processed by the Student Success and Enrollment Management staff at each campus.

Students must pay for all classes by the designated payment date or their schedules will be purged from the system. The payment dates are located on the Important Dates and Deadlines section on our website at Important Dates and Deadlines.

Advanced Placement Credit by Examination

By scoring 3 or higher on the Advanced Placement Examination, students will be awarded academic credit as listed below.

AP Exam	Score	Community College Course Equivalent	Semester Hours Credit
Arts			
Art History	3	ART 114 Art History Survey I	3
	4 or 5	ART 114 Art History Survey I and ART 115 Art History Survey II	6
Music Theory	3	MUS 121 Music Theory I	4
	4 or 5	MUS 121 Music Theory I and MUS 122 Music Theory II	8
Studio Art: 2-D Design	3, 4, or 5	ART 121 Two-Dimensional Design	3
Studio Art: 3-D Design	3, 4, or 5	ART 122 Three-Dimensional Design	3
Studio Art: Drawing	3	ART 131 Drawing I	3
	4 or 5	ART 131 Drawing I and ART 132 Drawing II	6
English			
English Language and Composition	3	ENG 111 Writing and Inquiry	3
	4 or 5	ENG 111 Writing and Inquiry and ENG 112 Writing/Research in the Disciplines	6
English Literature and Composition	3, 4, or 5	ENG 131 Introduction to Literature	3
History & Social Science			
Comparative Government and Politics	3, 4, or 5	POL 210 Comparative Government	3
European History	3	HIS 121 Western Civilization I and	3
	4 or 5	HIS 121 Western Civilization I and HIS 121 Western Civilization II and	6
Human Geography	3, 4, or 5	GEO 111 World Regional Geography	3
Macroeconomics	3, 4, or 5	ECO 251 Principles of Microeconomics	3
Microeconomics	3, 4, or 5	ECO 251 Principles of Macroeconomics	3
Psychology	3, 4, or 5	PSY 150 General Psychology	3
United States Government and Political Science	3, 4, or 5	POL 120 American Government	3
United States History	3	HIS 131 American History I	3
	4 or 5	HIS 131 American History I and HIS 132 American History II	6
World History	3	HIS 111 World Civilizations I	3
	4 or 5	HIS 111 World Civilizations I and HIS 111 World Civilizations II	6

Math & Computer Science			
Calculus AB	3, 4, or 5	MAT 271 Calculus I	4
Calculus BC	3	MAT 271 Calculus I	8
	4 or 5	MAT 271 Calculus I and MAT 272 Calculus I	8
Computer Science A	3, 4, or 5	CIS 115 Introduction to Programming and Logic	3
Computer Science Principles	3, 4, or 5	CIS 115 Introduction to Programming and Logic	3
Statistics	3, 4, or 5	MAT 152 Statistics	3
Sciences			
Biology	3	BIO 111 General Biology I	4
	4 or 5	BIO 111 General Biology I and BIO 112 General Biology II	8
Chemistry	3	CHM 151 General Chemistry I	4
	4 or 5	CHM 151 General Chemistry I and CHM 152 General Chemistry II	8
Environmental Science	3, 4, or 5	BIO 140 Environmental Biology BIO 140A Environmental Biology Lab	4
Physics C: Electricity and Magnetism	3, 4, or 5	PHY 252 General Physics II	4
Physics C: Mechanics	3, 4, or 5	PHY 251 General Physics I	4
Physics 1: Algebra Based	3, 4, or 5	PHY 151 College Physics I	4
Physics 2: Algebra Based	3, 4, or 5	PHY 152 College Physics II	4
World Languages & Cultures			
Chinese Language and Culture	3	CHI 111 Elementary Chinese I	3
	4 or 5	CHI 111 Elementary Chinese I and CHI 112 Elementary Chinese II	6
French Language and Culture	3	FRE 111 Elementary French I	3
	4 or 5	FRE 111 Elementary French I and FRE 112 Elementary French II	6
German Language and Culture	3	GER 111 Elementary German I	3
	4 or 5	GER 111 Elementary German I and GER 112 Elementary German II	6
Italian Language and Culture	3	ITA 111 Elementary Italian I	3
	4 or 5	ITA 111 Elementary Italian I and ITA 112 Elementary Italian II	6

Japanese Language and Culture	3	JPN 111 Elementary Japanese I	3
	4 or 5	JPN 111 Elementary Japanese I and JPN 112 Elementary Japanese II	6
Latin	3	LAT 111 Elementary Latin I	3
	4 or 5	LAT 111 Elementary Latin I and LAT 112 Elementary Latin II	6
Spanish Language and Culture	3	SPA 111 Elementary Spanish I	3
	4 or 5	SPA 111 Elementary Spanish I and SPA 112 Elementary Spanish II	6
Spanish Literature and Culture	3	SPA 211 Intermediate Spanish I	3
	4 or 5	SPA 211 Intermediate Spanish I and SPA 212 Intermediate Spanish II	6

Not all courses approved for AP credit are offered in the COA catalog. To ensure appropriate awarding of credit, these instances require a course substitution form in order to apply the AP credit to the appropriate course or discipline category in the program of study.

Graduation

Associate Degree and Associate in Applied Science Degree Graduation Requirements

General Requirements - The college awards the degrees listed below to persons who have fulfilled the following requirements:

- At least 60 semester hours must be completed with at least a 2.0 ("C") grade point average.
- Courses with a course number less than 100 are not applicable toward any degree.
- All of the requirements listed in the appropriate catalog must be completed.
- Of the hours required for the degree, 25 percent must be taken at College of The Albemarle.
- Any individual who has served in the Armed Forces of the United States of America for a minimum of 18 months of active duty or who is eligible for veteran's benefits is exempt from the physical education requirements. Elective hours are required in substitution of the waived physical education hours.
- All course numbers must be 110-199 or 210-299 with the exception of Associate in General Occupational Technology program for which courses must be numbered 100 or above.

Other Requirements
Students must submit an Application for Graduation in order to receive their degree, diploma, or certificate.

Degrees will not be mailed to students with financial obligations to College of The Albemarle.

Degree Requirements

- Degree requirements are outlined in the Programs of Study section of this catalog.
- Program handbooks supersede program requirements outlined in this catalog.

Diploma Requirements
A diploma is awarded to students who successfully, with a grade of 2.0 ("C") or above, complete a prescribed program of study which is typically at least two semesters in duration. (See the section in this catalog entitled Programs of Study for specific diploma requirements.) Of the credit hours required for the diploma, 25 percent must be completed at College of The Albemarle.

Certificate Requirements
A certificate is awarded to students who successfully complete, with a grade of 2.0 ("C") or above, a program of instruction which is less than two semesters in duration. Of the 12 to 19 credit hours required for the completion of a certificate, 25 percent must be completed at College of The Albemarle.

Special Academic Opportunities

Academic Honors
The college recognizes student academic achievement through the following:

President's List
To qualify for the President's List, a student must complete 12 curriculum semester hours or more, in a semester, in courses numbered at or above the 100 level with no grade below an "A" and no incompletes (I) for that term.

Dean's List
To qualify for the Dean's List, a student must complete 12 curriculum semester hours, in a semester, in courses numbered at or above 100 and attain at least a 3.50 grade point average, with no grade being below a "C" and no incompletes (I) for that term.

Commencement Marshals
Second semester freshmen who meet certain requirements are honored by being named Commencement Marshals.

The President's Service Cup
The President's Service Cup is awarded by the President of College of The Albemarle at commencement to a graduating candidate. The President's Cup is presented to the graduating candidate who has made significant contributions of service to the college. Student nominations are made on each campus by faculty and student success and enrollment management staff for their respective campus student award. Names of nominees and supporting essay will be submitted to the Office of The Vice President, Student Success and Enrollment Management. Pertinent graduation information is verified with the Registrar and the names of eligible nominees are distributed and voted on by a committee for each campus consisting of three faculty and one SSEM staff member to select the campus cup winner. Each of the campus committees will meet as one committee to determine the President Cup winner.

Honor Seals
The college, in an effort to recognize those candidates for graduation who have excelled academically, awards Honor Seals on degrees or diplomas in accordance with the cumulative grade point averages noted below. The appropriate citation is also read when awarding the degree or diploma during graduation exercises.

GPA	Honor Seal
3.85-4.00	summa cum laude (with highest honors)
3.70-3.84	magna cum laude (with high honors)
3.55-3.69	cum laude (with honors)

Academic/Service Awards
All College of The Albemarle students who meet the GPA and credit hour requirements are notified of their eligibility and of details regarding application for:

All American Scholar Award: To be selected, applicants must have at least a 3.30 GPA; have earned sophomore status with a minimum of 28 credit hours; be approved by a faculty/staff sponsor; submit a completed All American Scholar Award application form.

National Collegiate Minority Leadership Award: To be selected, applicants must have at least a 3.0 (“B”) GPA; have earned sophomore status with a minimum of 28 credit hours; be approved by a faculty/staff sponsor; submit a completed NCMLA application form; be a participating member of a college club, publication staff, intramural team, or community activity.

National Society of Leadership and Success
The National Society of Leadership and Success is the nation's largest leadership honor society and achieves profound results in helping students discover and attain their goals, offering life changing lectures from the nation’s leading presenters and a community, where students help one another succeed. Students are selected based on academic standing and leadership qualities and potential. In order to be considered for induction, students must have a GPA of 2.5 or higher and complete 12 non-developmental credit hours.

Phi Theta Kappa (PTK)
Phi Theta Kappa is the International Honor Society of two-year colleges. Membership requirements include enrollment in a program leading to an associate degree, at least a 3.5 cumulative grade point average, and a minimum of 12 accumulated semester hours of college credit courses.

Disability Support Services

The purpose of Disability Support Services (DSS) is to adapt the College's general services to the specialized individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities. Consistent with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act, College of the Albemarle is committed to equality of educational opportunity and ensures that no qualified person shall by reason of a disability be denied access to, participation in, or the benefits of any program or activity operated by the College. Each qualified person shall receive reasonable accommodations to ensure equal access to educational opportunities, programs, and activities.

Students who request reasonable accommodations must self-identify and register with the Office of Special Populations. Please see the campus Student Success and Enrollment Management staff for more information.

The student and the Coordinator of Special Populations will develop an accommodation plan based on sufficient documentation and individual needs.

Educational Accommodation Notices will be provided to instructors on behalf of the student. Self-identification and providing documentation can be initiated at any time; however, the student must allow reasonable time (4 weeks) for some accommodations to be implemented.

Students with disabilities are expected to maintain the same responsibility for their education as other students. Students with disabilities are expected to exhibit appropriate behavior as listed in the Student Code of Conduct and Academic Integrity section of the catalog.

For more information regarding Disability Services, please visit www.albemarle.edu/student-resources/disability-support-services/

Student Code of Conduct

Introduction and Purpose

Students of the College of The Albemarle (COA) are viewed as adults and are expected to conduct themselves accordingly. The nature of the college environment requires various rules and regulations to support it. As adults, COA students are responsible, not only to avoid harming the College community, but also to improve it, support it, and encourage its growth.

This Code of Conduct reflects general principles of behavior accepted by society and by institutions of higher education. It also describes conduct about which the COA has made specific statements, rules, and regulations.

All COA students (including those involved in Early College, CCP, Distance Learning, the Adult High School, or the High School Equivalency program) are responsible for knowing and following the Student Code of Conduct and all other regulations which are outlined in the Student Handbook and the College Catalog. The Student Handbook is available at any campus location and online at the COA's website. The College Catalog is also available on the college website.

Academic Integrity

Academic Honesty

The development, understanding and practice of integrity and academic honesty are expected of all students at COA. Personal integrity is important in all aspects of life, and students are expected to conduct themselves with honesty and integrity, both in and out of the classroom. Acts of academic dishonesty will not be tolerated, and students engaging in such conduct may be subject to classroom and/or institutional disciplinary actions.

Academic dishonesty is any form of cheating and/or plagiarism which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own.

Classroom Conduct

All students have the right to learn without interference from others. Faculty members have the authority to protect this right by creating and maintaining an environment that is conducive to learning.

Towards this end COA has developed the following Code of Classroom Conduct.

Classroom misconduct is any behavior which disrupts or interferes with the learning experience. Students are required and expected to conduct themselves in a mature and considerate manner. Students should conduct and express themselves in a way that is respectful to all individuals. This includes respecting the rights of others to comment and participate fully in class.

For more information regarding Student Conduct, please see the Student Code of Conduct & Academic Integrity Policy Handbook.

CARE Team

The Campus Assessment, Response, and Evaluation (CARE) team is a proactive behavior intervention team. CARE is designed to provide early intervention and management of behaviors exhibited by members of the college community which could pose a threat to the safety, health, and well-being of the campus community. If you need to report such a concern, please go to: Incident Reporting Form. If you have questions, please contact the Vice-President, Student Success and Enrollment Management.

Incident Reporting

The college uses the Maxient Conduct Tracking System for all incidents occurring on our campuses and our online learning environment, including academic, conduct, concerning behavior, and accidents or injuries. The database records are available to a limited number of college officials who are tasked with ensuring the safety and security of the college community. If you need to report an incident, please go to: Incident Reporting Form. This link is also available from the student portal or the security page.

Jurisdiction

This Code applies to:

- The on-campus and online conduct of all students and registered student organizations.
- The off-campus conduct of students and registered student organizations in direct connection with the use of college resources, including the campus network; academic course requirements, such as internships, field trips, or experiential learning activities; any activity supporting the pursuit of a certificate or degree; any activity sponsored, conducted, or authorized by the COA by registered student organizations.

- Off-campus conduct that negatively impacts the COA, including via social media, such as threats of violence or physical harm, unlawful harassment or other conduct which may have a negative impact or may place its community (inclusive of students, employees or faculty) at risk.
- Any activity that causes substantial risk of destruction of property belonging to COA or causes serious risk of harm or endangers the health or safety of members of the COA community, including students, staff and members of the public when participating in COA events or activities.
- Any conduct that may create a disruption of the educational environment.

Safe Harbor

The college has a Safe Harbor rule for students. The college believes that students who have a drug and/or addiction problem deserve help. If any college student brings their own use, addiction, or dependency to the attention of college officials outside the threat of drug tests or conduct sanctions and seeks assistance, a conduct complaint based on the conduct disclosed by the student will not be pursued. A written action plan may be used to track cooperation with the Safe Harbor program by the student. Failure to follow the action plan will nullify the Safe Harbor protection and campus conduct processes will be initiated. For more information, please visit Safe Harbor.

Safety Exception to Open Door Admissions

COA is an open-door community college with the following safety exception: Pursuant to 23 SBCC 02C.0301(e) and (f), entitled to Admission to College, COA will refuse admission/readmission to any applicant during the time period prior to being admitted to the College if there is an articulable, imminent, and significant threat to the safety of the applicant and/or another individual. The College defines “admitted” as the end of the application process, which begins with an application and ends when a student attends his/her first class. Once the application process is completed and a student is attending one or more classes, the Student Code of Conduct will apply. To deny admission based on a safety threat, the College must document detailed facts supporting the rationale for denying admission. If admission is refused on the basis of a safety threat the following must be documented:

- Detailed facts supporting the rationale for denying admission.
- The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period.
- The conditions upon which the applicant that is refused would be eligible to be admitted.

Sexual Misconduct/Title IX

Purpose of Policy

The purpose of this policy is to comply with Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. 1681 et seq., which prohibits discrimination on the basis of gender in the course of any federally funded educational program or activity, and to provide procedures for the prompt and equitable resolution of complaints of sexual misconduct. Sexual misconduct, as defined in this policy, includes both sexual harassment and sexual violence, which are forms of sex discrimination prohibited by Title IX. This policy also covers domestic violence, dating violence, and stalking in accordance with the Violence Against Women Act Amendments to the Clery Act.

This Sexual Misconduct policy applies to all members of the College community, including students, faculty, staff, employees, contractors, vendors, and visitors, and to all programs and activities sponsored by the College whether conducted on or off campus.

Misconduct that is not sexual in nature, but creates a hostile work environment, is covered under Policy 2-26, Unlawful Harassment Policy and Procedures.

Policy

College of The Albemarle is committed to maintaining an environment free from sexual harassment, sexual violence, domestic violence, dating violence and stalking. In accordance with the provisions of Title IX, College of The Albemarle prohibits discrimination on the basis of sex, including sexual misconduct. All employees have a duty to report. No employee is designated as a confidential resource. All complaints of sexual misconduct must be brought to the immediate attention of one of the following:

- Title IX Coordinator
- Deputy Title IX Coordinator (students)
- Deputy Title IX Coordinator (employees)

College of The Albemarle has an affirmative duty pursuant to Title IX to take immediate and appropriate action once it knows, or reasonably should have known, of any act of sexual misconduct in any of its educational programs or activities. College of The Albemarle will act on any

complaint of sexual misconduct in order to resolve such complaints promptly and equitably. While activities covered by the laws of the community and those covered by the College's policies may overlap, the community's laws and the College's policies operate independently and do not substitute for each other. The College may pursue enforcement of its own policies whether or not legal proceedings are underway and may use information from law enforcement agencies and the court to determine whether College policies have been violated. Disciplinary action resulting from sexual misconduct may include dismissal from the College or termination of employment with the College. College disciplinary action is separate from, and may be in addition to, any criminal or civil penalties. Retaliation against a complainant or witnesses for filing or participating in the investigation of sexual misconduct complaint is prohibited under this policy and Title IX. Retaliation is any overt or covert act of reprisal, interference, restraint, penalty, discrimination, intimidation, or unlawful harassment against one or more individuals for exercising their rights (or supporting others for exercising their rights) under this policy. The College will investigate any reports of retaliation and take appropriate disciplinary action.

Emergency Procedures
Anyone who experiences or observes an emergency situation should call 911 immediately and then call campus security;

- COA – Elizabeth City – 252-312-3905
- COA - Edenton-Chowan – 252-722-2429
- COA - Dare – 252-216-6354
- COA - Currituck – 252-435-7804

An emergency is defined as any situation, in the judgment of the individual, which urgent medical treatment or law enforcement assistance is needed because the crime is in progress or very recent. In the event of an emergency, the investigatory procedures for handling sexual assault by the local authorities will apply.

For more information, please visit the Title IX Compliance section on our website.

Unlawful Harassment
It is the policy of College of The Albemarle to maintain a learning and working environment that is free from unlawful discrimination and harassment. This policy applies to all employees, visitors and students. Unlawful harassment has no place in the college environment and will not be tolerated in any form based on “protected characteristics” defined as follows: race, color, sex, national origin, disability, religion, or other characteristic that is protected by law.

Examples of unlawful “harassment” include, but are not limited to, bullying, offensive language, jokes, vandalism, pranks, epithets, slurs, name-calling, ridicule, mockery, or other unwelcome physical, verbal or written conduct including the transmission of materials of a sexual nature through electronic and digital media that causes a person experiencing such behavior to feel uncomfortable or interferes with the individual’s studies or work performance.

The cited examples are only examples, and do not reflect an inclusive list of potential offensive violations. Any other act of harassment relating to protected characteristics that:

- is demeaning to another person or group of persons,
- undermines the integrity of the employment relationship, or
- creates a hostile or offensive environment is strictly prohibited.

Additionally, harassment is unlawful and a violation of Title VII of the Civil Rights Act of 1964 where submission to such conduct is made (explicitly or implicitly) a condition of an individual’s employment or education; or, submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting such individuals; or, such conduct is severe or persuasive enough to unreasonably interfere with an individual’s work or academic performance or create an intimidating, hostile or offensive working or academic environment.

The college will make diligent efforts to correct, prohibit or remedy the harassment, and to protect the employee or student from further harassment. Retaliation against an employee or student who reports improper conduct in good faith is strictly prohibited. Visitors who violate this policy shall be required to leave college property immediately. Violations by vendors shall be considered a breach of contract.

Title IX of the Education Amendments of 1972 prohibits sex (gender-based) discrimination and harassment in educational programs and activities at institution that receive federal financial funding. See Policy 2-37, Sexual Misconduct.

Consensual Relationships
Consensual relationships are not absolutely prohibited by the Unlawful Harassment Policy and

Procedures; however, consenting romantic or sexual relationships have the potential to lead to complaints of sexual harassment or sexual misconduct under this policy. The college's educational mission promotes professionalism among employees and students. Professionalism is fostered by an atmosphere of trust and respect. Whenever the influence of power exists between an employee and a student or between two employees and a romantic or sexual relationship develops, there is the potential for abuse of power, even in relationships of apparent mutual consent. Such relationships tend to undermine professionalism; adversely affect the fulfillment of the college's educational mission; create, or appear to create, conflicts of interest; and are not in the best interest of College of The Albemarle, its employees, and students.

The development of a sexual relationship under such circumstances renders both persons involved and the college vulnerable to possible allegations of sexual misconduct. The college prohibits the abuse of power in romantic or sexual relationships. Trust and respect are diminished when those in positions of authority abuse or appear to abuse their power. All employees are expected to use good judgment in their relationships with other employees and students. Employees are prohibited from engaging in romantic or sexual relationships with students. Employees are also prohibited from engaging in romantic or sexual relationships with other employees, with whom there is a professional influence of power (i.e., supervising, teaching, advising, etc).

To report Unlawful Harassment, please see a Student Success and Enrollment Management representative (students) or Human Resources (employees), or complete an Incident Report Form.

Student's Rights & Responsibilities

Rights
Students at the COA are afforded various rights along with their responsibilities. Students at COA have the same rights and protections under the Constitutions of the United States and the State of North Carolina as other citizens. These rights are protected regardless of age, race, color, religion, sex (including pregnancy), national origin, disability, political affiliation and/or as any other legally protected class not heretofore mentioned as set forth in COA's Civil Rights/Non-Discrimination Policy.

Additionally, students have the following rights:

- The right to access education and campus facilities.
- The right to be informed about classroom requirements and college policies and procedures.
- The right to consistent academic evaluation in relation to other students.
- Students, official clubs and organizations may use available college facilities according to college policy and procedures.
- The right to due process in regards to disciplinary concerns, as well as a fair and balanced system for other complaint resolution.
- The right to confidentiality of student records.
- The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records, as outlined on the Student Records webpage: FERPA
- The right to freedom of expression, association and assembly.
- The right to express their views on college policy or matters of general interest, and may support causes by any orderly means that do not disrupt the operation of the college.
- The right to take reasoned exception to the data or views offered and to reserve judgment about matters of opinion, but are responsible for learning the content of the course.
- The right to participate in self-governing student bodies which provide channels of communication and means for using democratic processes to solve problems.
- The right to participate in the institutional governance and policy formation as defined by the appropriate governing body.

Responsibilities
The College expects all students to conduct themselves as responsible citizens and members of the academic community. It is the responsibility of each student to know, observe, abide by and adhere to COA's Student Code of Conduct, rules and regulations. Additionally, students are to abide by all rules applicable to conduct in a classroom environment and at College-sponsored activities. Students, by enrolling in the College, are automatically placed under the rules and regulations established by the College. Therefore, it is the students' responsibility to familiarize themselves the rules and regulations affecting them.

Substance Abuse Policy

The college provides a safe and healthy environment for students to pursue academic excellence, technical and vocational training, career

opportunities, and personal growth and development. Protecting this environment includes keeping it drug-free. The college may permit or request law enforcement personnel to conduct drug searches on college property. Such searches may be performed by law enforcement officers on a random basis and/or when administration or law enforcement officers have a reasonable suspicion that illegal drugs may be present on campus. All searches will be executed in compliance with state and federal laws. Some programs have a more detailed substance abuse policy, which are outlined in the program's handbook. For more information, please visit Substance Abuse Policy.

Violations

Violations of the Student Code of Conduct will be handled directly by the Vice President, Student Success and Enrollment Management or designee, while instances of academic dishonesty will be handled by faculty members in accordance with policies set forth in their syllabi and the academic integrity policy in the College Catalog. Students wishing to appeal academic decisions made by faculty members should consult the Academic Integrity Policy or the Grading, Grade Reporting and Grade Appeals Policy section of the College Catalog for guidelines. Certain faculty and/or staff members may immediately restrict access to the college or to certain areas for infractions of the Student Code of Conduct. Such events will be reported to the VP, Student Success and Enrollment Management as soon as practical.

Should a student's presence on campus create a threat to the safety or well-being of other members of the COA community, the College reserves the right to immediately suspend that student from campus.

Access to College Facilities

The buildings at all college locations are generally open Monday through Friday from 7:00 a.m. until 10:00 p.m. College buildings and facilities are closed on weekends and holidays except for weekend classes and special events. Special events may be held during times the college is closed by coordinating the opening and closing of buildings with security and the Director, Campus Facilities.

Visitors are welcome at the college. However, persons who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities. Legitimate reasons include an orientation by an escort to learn about the campus and college programs, attending an official college program or event, visiting the bookstore and using the library. Loitering is prohibited. The campus is closed from 10:00 p.m. to 7:00 a.m. daily and on weekends.

Only registered students are permitted to attend college classes/labs and utilize certain institutional support services (i.e., tutoring, career interest inventories, Student Center, etc.) Students, faculty, and staff of College of The Albemarle are not to bring children to the campus, to class, or to the workplace. Children are not allowed in any classroom, laboratory, library, or student areas. Children may not be left unattended in vehicles at any time. Children may be brought to special college events and registration. Exceptions to this may be cleared with the appropriate administrative officer or department chair.

Pets may be brought on campus as long as they are under the control of the owner at all times. The owner shall cleanup after his pet and at no time are animals, with the exception of guide and service animals, permitted in any college building. The president's residence and the area immediately surrounding the residence are not included in this prohibition. Pets may not be left in any vehicle parked on college property at any time.

Religious Observance Policy

In compliance with the North Carolina Administrative Code, Title 23, Chapter 2, Sub-Chapter 2C, Section .0213 requirement as authorized by Section 115D of the NC General Statutes, College of The Albemarle will grant any student of the College two excused absences each academic year for religious observances required by the faith of the student in accordance with the following clarifications:

- An academic year shall be defined as starting on July 1 in one year and ending on June 30 in the following year.
- The two excused absences may be taken at any time during the academic year either on separate days or on two consecutive days.
- The excused absences shall be taken within the absences allowed in the College's approved attendance policy as published in the COA Academic Catalog and specific program handbooks for those students enrolled in a program.
- The student must submit a "Request to be Excused for Religious Observance Form" to the Vice President, Student Success and Enrollment Management or his/her designee for the excused absences within the first two weeks of the semester in which the absence will occur.
- A "Request to be excused for Religious Observance Form" must be completed for each class missed. Forms may be obtained from the Student Success and Enrollment Management Office.
- The Vice President, Student Success and Enrollment Management or his/her designee shall notify appropriate faculty within 72 hours of receiving the request. Faculty members are expected to note the excused absences as appropriate in class record documents.
- Students granted an excused absence for the purpose of religious observance shall be given the opportunity to make up any work or tests missed due to an excused absence.

- No more than two tests per day may be given to a student who is making up a test or tests due to the excused absence(s).
- Instructors/faculty are prohibited from implementing unnecessary sanctions, requiring additional work, or making unreasonable requests of students who are duly granted excused absences for religious observance.
- Should other provisions of the NC Administrative Code or the General Statutes apply, the College shall implement requirements to comply with those provisions.

Inclement Weather Policy

When class time is missed due to a closing, the college reserves the right to determine how the required time will be made up. Missed instructional time will normally be made up using one or more of the following or similar methods approved by the appropriate Department Chair or Dean as delegated by the Vice President of Learning:

- Make-up days (including, but not limited to weekends and scheduled breaks)
- Additional time for the remaining class periods
- Alternative assignments (to be documented by faculty)
- Extension of the term
- Addition of hybrid learning components which “deliver” the missed instructional material

Programs of Study

GENERAL EDUCATION AND CORE COMPETENCIES
The required curriculum for diplomas and associate degree programs includes classes in general education, the major field of study, and other related areas. As listed in the Comprehensive Articulation Agreement between the North Carolina Community College System and the University of North Carolina System, selected courses provide general education preparation in broad based subjects. College of The Albemarle identifies general education courses in the categories of communications, natural science/mathematics, social/behavioral science, and humanities/fine arts, and these courses are listed by category in each program profile.

Building on the common list of general education courses throughout the state system, COA has also developed a set of student learning outcomes known as core competencies. These competencies are taught in both general education courses and a variety of program specific courses with the end result of student growth. All degree programs incorporate the following competencies: written communication, computer literacy, quantitative skills, and information literacy. In addition, select programs incorporate the oral communication competency. The intended outcomes for each of the five competencies are as follows:

- Written Communication: Students will write effective documents that are unified, coherent, well developed, and which adhere to standard grammar and mechanics.
- Computer Literacy: Students will demonstrate an understanding of basic computer terminology and file management. In addition, students will demonstrate working knowledge of applications which may include: email, web browser, word processor, spreadsheet, and presentation software.
- Quantitative Skills: Students will perform basic arithmetic and algebraic computations. In addition, students will apply these skills in problem solving and in the interpretation of quantitative data.
- Information Literacy: Students will locate, evaluate, and utilize information using a variety of print and electronic sources.

READING AND WRITING ACROSS THE CURRICULUM
The ability to communicate in written form is essential for success in college and the 21st Century workforce. Employers need individuals who can access, comprehend, evaluate and use information from a variety of technical and narrative sources. Successful individuals must also be able to summarize and organize information and communicate clearly in written form. To this end, College of The Albemarle has established the Reading and Writing Across the Curriculum requirement. Courses requiring extensive reading and writing skills require placement above or successful completion of ENG 002 Tier 1 prior to entrance into the respective course. Refer to the “Reinforced Instruction for Student Excellence (RISE)” section for additional information on the RISE courses.

ELECTIVES
Please note the following for all Associate in Applied Science programs:

Social/Behavioral Science Electives – Courses must appear in the Comprehensive Articulation Agreement list as “General Education: Social/Behavioral Science” in College of The Albemarle’s 2020-2021 Academic Catalog.

Humanities/Fine Arts Electives – Courses must appear in the Comprehensive Articulation Agreement list as “General Education”

Humanities/Fine Arts in College of The Albemarle’s 2020-2021 Academic Catalog. Students may not take an introductory foreign language course or a communication course as their humanities elective.

Programs of Study

Curriculum Program group titles are listed alphabetically below. The first character of the program code denotes the program's highest credential level at COA: A = associate degree; C = certificate; and D = diploma. The first two digits of the program code denote the program group title; the next two digits of the program code denote the individual program; if not "0," the last character of the program code denotes a concentration within a program.

Number	Title	Page No.
A 10 10 0	Associate in Arts	61
A 10 50 0	Associate in Engineering	66
A 10 80 0	Associate in Fine Arts in Theatre	70
A 10 60 0	Associate in Fine Arts in Visual Art	75
A 10 30 0	Associate in General Education	80
A 10 30 N	Associate in General Education - Nursing	85
A 10 40 0	Associate in Science	88
A 15 10 0	Agribusiness Technology	94
D 35 10 0	Air Conditioning, Heating & Refrigeration Technology, Diploma	97
C 35 10 0 I	Air Conditioning, Heating & Refrigeration Technology, Certificate I	99
C 35 10 0 II	Air Conditioning, Heating & Refrigeration Technology, Certificate II	99
A 45 11 0	Associate Degree Nursing	100
A 45 11 0	LPN/ADN Option	104
A 60 20 0	Aviation Systems Technology	107
D 60 20 0 AM	Airframe Maintenance, Diploma	110
D 60 20 0 PP	Powerplant Maintenance, Diploma	111
C 55 12 0	Basic Law Enforcement Training	112
A 25 12 0 BA	General Business Administration	114
C 25 12 0 BA	General Business Administration Certificate	118
A 25 12 0 AC	General Business Administration – Accelerated Program Track	119
A 25 12 0 GB	Global Business Management	122
C 25 12 0 GB	Global Business Management Certificate	126
A 50 15 0	Computer-Aided Drafting Technology	127
D 50 15 0	Computer-Aided Drafting Technology, Diploma	130
C 50 15 0	Computer-Aided Drafting Technology, Certificate	131
D 50 21 0	Computer Integrated Machining, Diploma	132
C 50 21 0 I	Computer Integrated Machining, Certificate I	134
C 50 21 0 II	Computer Integrated Machining, Certificate II	135
D 55 14 0	Cosmetology, Diploma	136
A 55 18 0	Criminal Justice Technology	139
D 55 15 0	Culinary Arts, Diploma	142
C 55 15 0 I	Culinary Arts, Certificate I	145
C 55 15 0 II	Culinary Arts, Certificate II	145
D 45 24 0	Dental Assisting (Instructional Service Agreement with Martin Community College)	146
A 55 22 0	Early Childhood Education	148
C 55 22 0	Early Childhood Education, Certificate	153
C 55 29 0	Infant/Toddler Care, Certificate	154
C 35 13 0 I	Electrical Systems Technology Level I Certificate	155
A 45 34 0	Emergency Medical Science	157
A 45 34 0 BR	Emergency Medical Science Bridge Program	160
D 55 25 0	Foodservice Technology, Diploma (Program Suspended)	162
C 55 25 0 I	Foodservice Technology, Certificates I & II	162
C 55 25 0 II	(offered only at Pasquotank Correctional Institution)	
A 55 28 0	General Occupational Technology	164
A 45 63 0	Health and Fitness Science	166
C 45 63 0	Health and Fitness Science Certificate	169

A 25 51 0	Healthcare Business Informatics	170
C 25 51 0	Healthcare IT Foundations Certificate	173
A 45 36 0	Health Information Technology (Instructional Service Agreement with Pitt Community College)	174
D 45 97 0	Health Science: Therapeutic and Diagnostic Services – Nurse Aide Pathway, Diploma	176
D 45 95 0	Health Science: Therapeutic and Diagnostic Services – Phlebotomy Pathway, Diploma	179
A 45 38 0	Human Services Technology	182
D 45 38 0	Human Services Technology, Diploma	185
A 25 59 0 CP	Information Technology: Computer Programming	186
C 25 59 0 CP	Fundamentals of Computer Programming Certificate	190
A 25 59 0 PM	Information Technology: IT Project Management	191
C 25 59 0 PM	Workplace IT Professional Certificate	194
A 25 59 0 SA	Information Technology: Systems Administration and Support	195
C 25 59 0 SA	Computer Upgrade and Repair Technician Certificate	199
A 45 40 0	Medical Assisting	200
D 45 40 0	Medical Assisting, Diploma	203
A 45 42 0	Medical Laboratory Technology	205
A 25 31 0 MO	Medical Office Administration	208
C 25 31 0 PR	Patient Representative Certificate	211
A 25 37 0	Office Administration	212
C 45 60 0	Phlebotomy, Certificate	215
D 45 66 0	Practical Nursing	217
D 30 34 0	Professional Crafts: Jewelry, Diploma	219
C 30 34 0 B	Professional Crafts: Jewelry - Basic Jewelry, Certificate	221
C 30 34 0 A	Professional Crafts: Jewelry - Advanced Jewelry, Certificate	222
A 25 62 0	Supply Chain Management (Program Suspended) (See General Business Administration)	223
C 25 62 0	Distribution Management Certificate (Program Suspended) (See General Business Administration)	223
A 45 74 0	Surgical Technology	224
D 50 42 0	Welding Technology, Diploma	227
C 50 42 0 I	Welding Technology: Basic Certificate	229
C 50 42 0 II	Welding Technology: Advanced Certificate	229
	Reinforced Instruction for Student Excellence (RISE)	230

COA 2020 Comprehensive Articulation Agreement (CAA) Course List

College of The Albemarle 2020 CAA Course List
Following is the list of courses from the Comprehensive Articulation Agreement (CAA) between the University of North Carolina and the North Carolina Community College System. To be considered for junior status at one of the UNC institutions, community college transfer students must meet the same requirements set for native students in that university with respect to such things as grade point average and credit hours accumulated. Courses which do not originate at the community college and which are not listed on the approved college transfer course list will be evaluated on an individual basis by the receiving university. Transfer credit may or may not be granted for these courses, according to the policies of the receiving institutions. The complete list of courses from the Comprehensive Articulation Agreement can be found at https://www.nccommunitycolleges.edu/sites/default/files/basic-pages/academic-programs/attachments/transfer_course_list_appendixg_2019v2.pdf

UGETC – Indicates a Universal General Education Transfer Component Course that is guaranteed to transfer for general education equivalency credit to each of the 16 UNC institutions.

Community College Course		Transfer Designation
ACA 122	Transfer Success	AA/AS Required Course
ACC 120	Principles of Financial Acct.	Pre-Major/Elective
ACC 121	Principles of Managerial Acct.	Pre-Major/Elective
ANT 210	General Anthropology	GEN ED: Social/Behavioral Science
ART 111	**Art Appreciation**	**UGETC: Humanities/Fine Arts – AA/AS**
ART 114	**Art History Survey I**	**UGETC: Humanities/Fine Arts – AA/AS**
ART 115	**Art History Survey II**	**UGETC: Humanities/Fine Arts – AA/AS**
ART 121	Two-Dimensional Design	Pre-Major/Elective
ART 122	Three-Dimensional Design	Pre-Major/Elective
ART 131	Drawing I	Pre-Major/Elective
ART 132	Drawing II	Pre-Major/Elective
ART 214	Portfolio and Resume	Pre-Major/Elective
ART 215	Visual Art Portfolio	Pre-Major/Elective
ART 240	Painting I	Pre-Major/Elective
ART 241	Painting II	Pre-Major/Elective
ART 281	Sculpture I	Pre-Major/Elective
ART 283	Ceramics I	Pre-Major/Elective
ART 284	Ceramics II	Pre-Major/Elective
ART 288	Studio	Pre-Major/Elective
AST 111	**Descriptive Astronomy**	**UGETC: Natural Sciences - AA**
AST 111A	**Descriptive Astronomy Lab**	**UGETC: Natural Sciences - AA**
BIO 111	**General Biology I**	**UGETC: Natural Sciences – AA/AS**
BIO 112	**General Biology II**	**UGETC: Natural Sciences - AS**
BIO 155	Nutrition	Pre-Major/Elective
BIO 163	Basic Anat. & Physiology	Pre-Major/Elective
BIO 168	Anatomy and Physiology I	Pre-Major/Elective
BIO 169	Anatomy and Physiology II	Pre-Major/Elective
BIO 275	Microbiology	Pre-Major/Elective

BUS 110	Introduction to Business	Pre-Major/Elective
BUS 115	Business Law I	Pre-Major/Elective
BUS 137	Principles of Management	Pre-Major/Elective
CHM 130	Gen. Organic & Biochemistry	Pre-Major/Elective
CHM 130A	Gen. Org. & Biochemistry Lab	Pre-Major/Elective
CHM 151	**General Chemistry I**	**UGETC: Natural Sciences – AA/AS**
CHM 152	**General Chemistry II**	**UGETC: Natural Sciences - AS**
CIS 110	Introduction to Computers	GEN ED: Mathematics
CIS 115	Intro. to Program & Logic	GEN ED: Mathematics
CJC 111	Intro. to Criminal Justice	Pre-Major/Elective
CJC 121	Law Enforcement Operations	Pre-Major/Elective
CJC 141	Corrections	Pre-Major/Elective
COM 110	Intro. to Communications	GEN ED: Communications
COM 120	**Interpersonal Communications**	**UGETC: Communications**
COM 231	**Public Speaking**	**UGETC: Communications – AA/AS**
CSC 134	C++ Programming	Pre-Major/Elective
CSC 139	Visual BASIC Programming	Pre-Major/Elective
CSC 151	JAVA Programming	Pre-Major/Elective
CSC 239	Adv. Visual BASIC Programming	Pre-Major/Elective
CTS 115	Info Sys Business Concepts	Pre-Major/Elective
DFT 170	Engineering Graphics	Pre-Major/Elective
DRA 111	**Theatre Appreciation**	**UGETC: Humanities/Fine Arts- AA/AS**
DRA 130	Acting I	Pre-Major/Elective
DRA 131	Acting II	Pre-Major/Elective
DRA 140	Stagecraft I	Pre-Major/Elective
DRA 141	Stagecraft II	Pre-Major/Elective
DRA 170	Play Production I	Pre-Major/Elective
DRA 171	Play Production II	Pre-Major/Elective
DRA 211	Theatre History I	GEN ED: Humanities/Fine Arts
DRA 212	Theatre History II	GEN ED: Humanities/Fine Arts
DRA 230	Acting III	Pre-Major/Elective
DRA 231	Acting IV	Pre-Major/Elective
DRA 270	Play Production III	Pre-Major/Elective
DRA 271	Play Production IV	Pre-Major/Elective
ECO 251	**Principles of Microeconomics**	**UGETC: Social/Behavioral Sci – AA/AS**
ECO 252	**Principles of Macroeconomics**	**UGETC: Social/Behavioral Sci – AA/AS**
EDU 144	Child Development I	Pre-Major/Elective
EDU 145	Child Development II	Pre-Major/Elective
EDU 216	Foundations of Education	Pre-Major/Elective
EDU 221	Children with Exceptionalities	Pre-Major/Elective
EGR 150	Intro to Engineering	*Pre-Major/Elective
EGR 220	Engineering Statics	Pre-Major/Elective

ENG 111	**Writing and Inquiry**	**UGETC: English Comp – AA & AS**
ENG 112	**Writing/Research in the Disciplines**	**UGETC: English Comp – AA & AS**
ENG 125	Creative Writing I	Pre-Major/Elective
ENG 231	**American Literature I**	**UGETC: Humanities/Fine Arts – AA/AS**
ENG 232	**American Literature II**	**UGETC: Humanities/Fine Arts – AA/AS**
ENG 241	**British Literature I**	**UGETC: Humanities/Fine Arts-AA/AS**
ENG 242	**British Literature II**	**UGETC: Humanities/Fine Arts-AA/AS**
ENG 261	World Literature I	GEN ED: Humanities/Fine Arts
ENG 262	World Literature II	GEN ED: Humanities/Fine Arts
FRE 111	Elementary French I	GEN ED: Humanities/Fine Arts
FRE 112	Elementary French II	GEN ED: Humanities/Fine Arts
GEO 111	World Regional Geography	GEN ED: Social/Behavioral Science
GEO 112	Cultural Geography	GEN ED: Social/Behavioral Science
HEA 110	Personal Health and Wellness	Pre-Major/Elective
HEA 112	First Aid and CPR	Pre-Major/Elective
HEA 120	Community Health	Pre-Major/Elective
HIS 111	**World Civilizations I**	**UGETC: Social/Behavioral Sci. – AA/AS**
HIS 112	**World Civilizations II**	**UGETC: Social/Behavioral Sci. – AA/AS**
HIS 131	**American History I**	**UGETC: Social/Behavioral Sci. – AA/AS**
HIS 132	**American History II**	**UGETC: Social/Behavioral Sci. – AA/AS**
HUM 115	Critical Thinking	GEN ED: Humanities/Fine Arts
HUM 211	Humanities I	GEN ED: Humanities/Fine Arts
HUM 212	Humanities II	GEN ED: Humanities/Fine Arts
MAT 143	**Quantitative Literacy**	**UGETC: Math – AA**
MAT 152	**Statistical Methods I**	**UGETC: Math - AA**
MAT 171	**Precalculus Algebra**	**UGETC: Math – AA/AS**
MAT 172	**Precalculus Trigonometry**	**UGETC: Math - AS**
MAT 263	**Brief Calculus**	**UGETC: Math - AS**
MAT 271	**Calculus I**	**UGETC: Math – AS/AE**
MAT 272	**Calculus II**	**UGETC**: **Math – AS/AE**
MAT 273	Calculus III	GEN ED: Mathematics
MAT 280	Linear Algebra	Pre-Major/Elective
MAT 285	Differential Equations	Pre-Major/Elective
MUS 110	**Music Appreciation**	**UGETC: Humanities/Fine Arts – AA/AS**
MUS 112	**Introduction to Jazz**	**UGETC: Humanities/Fine Arts – AA/AS**
MUS 151	Class Music I	Pre-Major/Elective
MUS 152	Class Music II	Pre-Major/Elective
MUS 251	Class Music III	Pre-Major/Elective
MUS 252	Class Music IV	Pre-Major/Elective

PED	All one-hour PED courses	Pre-Major/Elective
PED 110	Fit and Well for Life	Pre-Major/Elective
PED 113	Aerobics I	Pre-Major/Elective
PED 117	Weight Training I	Pre-Major/Elective
PED 118	Weight Training II	Pre-Major/Elective
PED 121	Walk, Jog, Run	Pre-Major/Elective
PED 122	Yoga I	Pre-Major/Elective
PED 128	Golf – Beginning	Pre-Major/Elective
PED 139	Bowling – Beginning	Pre-Major/Elective
PED 163	Kayaking-Basic	Pre-Major/Elective
PED 166	Sailing-Beginning	Pre-Major/Elective
PED 167	Sailing-Intermediate	Pre-Major/Elective
PED 217	Pilates I	Pre-Major/Elective
PHI 240	**Introduction to Ethics**	**UGETC: Humanities/Fine Arts – AA/AS**
PHY 110	**Conceptual Physics**	**UGETC: Natural Sciences – AA/AS**
PHY 110A	**Conceptual Physics Lab**	**UGETC: Natural Sciences – AA/AS**
PHY 151	**College Physics I**	**UGETC: Natural Sciences - AS**
PHY 152	**College Physics II**	**UGETC: Natural Sciences - AS**
PHY 251	**General Physics I**	**UGETC: Natural Sciences - AS**
PHY 252	**General Physics II**	**UGETC: Natural Sciences - AS**
POL 120	**American Government**	**UGETC: Social/Behavioral Sci. – AA/AS**
PSY 150	**General Psychology**	**UGETC: Social/Behavioral Sci. – AA/AS**
PSY 239	Psychology of Personality	GEN ED: Social/Behavioral Science
PSY 241	Developmental Psychology	GEN ED: Social/Behavioral Science
PSY 281	Abnormal Psychology	GEN ED: Social/Behavioral Science
REL 110	World Religions	GEN ED: Humanities/Fine Arts
SOC 210	**Introduction to Sociology**	**UGETC: Social/Behavioral Sci. – AA/AS**
SOC 220	Social Problems	GEN ED: Social/Behavioral Science
SOC 225	Social Diversity	GEN ED: Social/Behavioral Science
SPA 111	Elementary Spanish I	GEN ED: Humanities/Fine Arts
SPA 112	Elementary Spanish II	GEN ED: Humanities/Fine Arts
SPA 161	Cultural Immersion	Pre-Major/Elective
SPA 211	Intermediate Spanish I	GEN ED: Humanities/Fine Arts

*Pre-Major credit at select institutions only

Course descriptions and requirements are available at: www.nccommunitycolleges.edu/academic-programs/combined-course-library

College Transfer Programs

A 10 10 0 Associate in Arts

CONCENTRATION OVERVIEW
The Associate in Arts Degree is designed to meet the two-year general college requirements of four-year colleges and universities.

Upon completion of this concentration, graduates will be able to transfer with junior-level status in almost any academic or pre-professional field ranging from traditional academic areas such as economics, education, psychology, and English to pre-professional areas such as medicine, law, criminal justice, pharmacy, and other business-related activities. This curriculum is also suited to students who prefer a broad education background without definite transfer plans.

Student Learning Outcomes – Upon completion of the program, students will:

1. Write effective documents that are unified, coherent, well developed, and which adhere to standard grammar and mechanics.
2. Deliver oral presentations that are unified, coherent, well developed, and which adhere to standard grammar. In addition, students will demonstrate proficiency in components of delivery which may include eye contact, posture/body language, volume, articulation, and use of time.
3. Demonstrate an understanding of basic computer terminology and file management. In addition, students will demonstrate working knowledge of applications which may include: email, web browser, word processor, spreadsheet, and presentation software.
4. Perform basic arithmetic and algebraic computations. In addition, students will apply these skills in problem solving and in the interpretation of quantitative data.
5. Locate, evaluate, and utilize information using a variety of print and electronic sources.

In compliance with state transfer articulation agreements, only courses with a grade of C or higher will fulfill degree requirements in this program.

Partnership: College of The Albemarle has articulation agreements with certain universities for students transferring into specific programs of study. Students can complete the first two years of that specific baccalaureate degree at College of The Albemarle. Check with advisors and the COA website for more information. www.albemarle.edu/student-resources/transfer-from-coa/

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A 10 10 0 Associate in Arts – First Year

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
STUDENT SUCCESS					**1**
ACA 122	College Transfer Success			None	1
COMPOSITION					**6**
ENG 111	Writing and Inquiry		ENG 011	ENG 002 Tier 1	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
HUMANITIES/FINE ARTS					**6**
Select 3 courses from at least two different disciplines: ART 111 (none), ART 114 (ENG 002 Tier 1), ART 115 (ENG 002 Tier 1), DRA 111 (none), ENG 231 (ENG 112), ENG 232 (ENG 112), ENG 241 (ENG 112), ENG 242 (ENG 112), MUS 110 (none), MUS 112 (none), or PHI 240 (ENG 111)					
				Varies – pre-requisites in parentheses	3
				Varies – pre-requisites in parentheses	3
SOCIAL/BEHAVIORAL SCIENCES					**9**
Select 3 courses from at least two different disciplines: ECO 251 (ENG 002 Tier 1 and MAT 003 Tier 1), ECO 252 (ENG 002 Tier 1 and MAT 003 Tier 1), HIS 111 (ENG 002 Tier 1), HIS 112 (ENG 002 Tier 1), HIS 131 (ENG 002 Tier 1), HIS 132 (ENG 002 Tier 1), POL 120 (ENG 002 Tier 1), PSY 150 (ENG 002 Tier 1), or SOC 210 (ENG 002 Tier 1)					
				Varies – pre-requisites in parentheses	3
				Varies – pre-requisites in parentheses	3
				Varies – pre-requisites in parentheses	3
MATHEMATICS					**3-4**
Select 1 course from: MAT 143 – 3 credit hours (MAT 003 Tier 1 and ENG 002 Tier 1), MAT 152 – 4 credit hours (MAT 003 Tier 1 and ENG 002 Tier 1), or MAT 171 – 4 credit hours (MAT 003 Tier 2 or MAT 143 or MAT 152)					
			Varies	Varies – pre-requisites in parentheses	3-4
NATURAL SCIENCES					**8**
Select 2 courses from: AST 111 with AST 111A (MAT 003 Tier 1), BIO 111 (ENG 002 Tier 1 and MAT 003 Tier 1), BIO 112 (BIO 111), CHM 151 (ENG 002 Tier 1 and MAT 003 Tier 2, and either CHM 090 or one unit of HS Chemistry), CHM 152 (CHM 151), or PHY 110 with PHY 110A (MAT 003 Tier 1)					
				Varies – pre-requisites in parentheses	4
				Varies – pre-requisites in parentheses	4

Continued on next page

A 10 10 0 Associate in Arts – Second Year

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
COMMUNICATIONS					**3**
COM 231	Public Speaking			ENG 111	3
FOREIGN LANGUAGE					**3**
Select 1 course from: SPA 111 or FRE 111. Students may substitute any foreign language course coded as General Education GEN ED: Humanities/Fine Arts from the College of The Albemarle (COA) list of Comprehensive Articulation Agreement (CAA) courses.					
				None	3
COMPUTER SCIENCE					**3**
Select 1 course from: CIS 110 (ENG 002 Tier 1 and MAT 003 Tier 1) or CIS 115 (MAT 003 Tier 1)**					
				Varies – pre-requisites in parentheses	3
OTHER GENERAL EDUCATION HOURS					**7**
Select at least four additional credit hours from the College of The Albemarle (COA) list of Comprehensive Articulation Agreement (CAA) courses, coded either as Universal General Education Transfer Course (UGETC) or as General Education (GEN ED).					
				Varies – see catalog	7
HEALTH/WELLNESS					**2-3**
Select 2-3 credit hours from: HEA 110 – 3 credit hours (ENG 002 Tier 1), PED 110 – 2 credit hours (none), or two 1 credit hour PED activity courses (Level I and Beginning activity courses have no pre-requisites; Level 2 and Intermediate activity courses have pre-requisites of the corresponding Level 1 or Beginning activity courses.)					
				Varies – pre-requisites in parentheses	Varies
				Varies – pre-requisites in parentheses	Varies
ADDITIONAL COURSEWORK					**7-9**
Select 7-9 additional credit hours from the College of The Albemarle (COA) list of Comprehensive Articulation Agreement (CAA) courses. (Number of hours of additional coursework needed is based upon course choices made in the first year mathematics course, in other general education hours, and in the health/wellness choice.) Courses should be chosen based upon requirements for student's intended major at the receiving four-year institution.					7-9
				Varies – see catalog	
				Varies – see catalog	
				Varies – see catalog	
				Varies – see catalog	
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE					**60-61**

*If transferring without the full AA degree, then either ENG 231, ENG 232, ENG 241, or ENG 242 is recommended as these are coded as Universal General Education Transfer Courses (UGETC).

**This requirement is used to demonstrate computer literacy to meet institutional core competencies. Students may also demonstrate this proficiency via high school articulated credit, course substitution, or credit by exam (CBE). Students requesting CBE must provide substantial reason(s) why they are qualified to sit for the exam. If computer literacy proficiency is demonstrated in a manner which does not result in degree credit, 3 credit hours of General Education electives from the CAA list must be taken in place of CIS 110.

A 10 10 0 Associate in Arts Suggested Sequence of Courses

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ACA 122 College Transfer Success	Pre-Requisites: None	0	2	0	2	1
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3	0	0	3	3
CHOSE ONE OF THE FOLLOWING: CIS 110 or CIS 115	Pre-Requisites: Varies	2	2	0	4	3
CHOSE ONE OF THE FOLLOWING: MAT 143, 152, or 171	Pre-Requisites: Varies Co-Requisites: Varies	2-3	2	0	4-5	3-4
ELECTIVE	Pre-Requisites: Varies	3	0	0	3	3
PHYSICAL EDUCATION/HEALTH	Pre-Requisites: Varies	0-3	2-3	0	3	1-3
TOTAL SEMESTER HOURS		**10-14**	**8-9**	**0**	**19-20**	**14-17**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG 112 Writing/Research in Disciplines	Pre-Requisites: ENG 111	3	0	0	3	3
ELECTIVE	Pre-Requisites: Varies	3	0	0	3	3
SOCIAL/BEHAVIORAL SCIENCE	Pre-Requisites: Varies	3	0	0	3	3
NATURAL SCIENCE	Pre-Requisites: Varies	3	2-3	0	5-6	4
HUMANITIES/ FINE ART	Pre-Requisites: Varies	3	0	0	3	3
TOTAL SEMESTER HOURS		**16**	**2-3**	**0**	**17-18**	**16**
Second Year Fall Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
HUMANITIES/FINE ART	Pre-Requisites: Varies	3	0	0	3	3
NATURAL SCIENCE	Pre-Requisites: Varies	3	2-3	0	5-6	4
SOCIAL/BEHAVIORAL SCIENCE	Pre-Requisites: Varies	3	0	0	3	3
FOREIGN LANGUAGE	Pre-Requisites: None	3	0	0	3	3
ELECTIVE	Pre-Requisites: Varies	3	0	0	3	3
TOTAL SEMESTER HOURS		**16**	**2-3**	**0**	**17-18**	**16**

Continued on next page

A 10 10 0 Associate in Arts Suggested Sequence of Courses

Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
COM 231 Public Speaking	Pre-Requisites: ENG 111	3	0	0	3	3
HUMANITIES/FINE ARTS	Pre-Requisites: Varies	3	0	0	3	3
ELECTIVE(S)	Pre-Requisites: Varies	3	0	0	3	3-6
SOCIAL/BEHAVORIAL SCIENCE	Pre-Requisites: Varies	3	0	0	3	3
TOTAL SEMESTER HOURS		**12**	**0**	**0**	**12**	**12-15**
TOTAL DEGREE HOURS						**60-61**

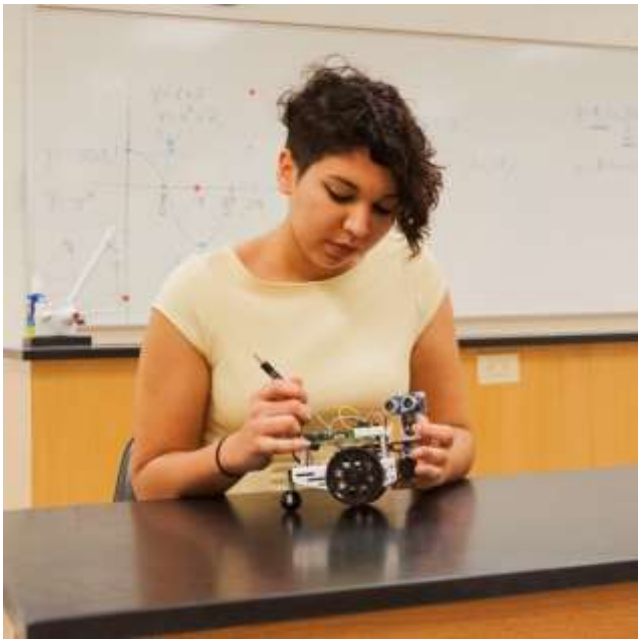
*Number of hours of elective coursework needed is based upon course choices made in the first year mathematics course, in other general education hours, and in the health/wellness choice. Courses should be chosen based upon requirements for student's intended major at the receiving four-year institution. A student must have 60-61 credit hours to complete the degree.

College Transfer Programs

A 10 50 0 Associate in Engineering

CONCENTRATION OVERVIEW

The Engineering curriculum is designed to prepare students to successfully transfer to an engineering degree program in a four-year university. The Associate in Engineering (AE) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.



The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. 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.*

Student Learning Outcomes – Upon completion of the program, students will:

1. Write effective documents that are unified, coherent, well developed, and which adhere to standard grammar and mechanics.
2. Deliver oral presentations that are unified, coherent, well developed, and which adhere to standard grammar. In addition, students will demonstrate proficiency in components of delivery which may include eye contact, posture/body language, volume, articulation, and use of time.
3. Demonstrate an understanding of basic computer terminology and file management. In addition, students will demonstrate working knowledge of applications which may include: email, web browser, word processor, spreadsheet, and presentation software.
4. Perform basic arithmetic and algebraic computations. In addition, students will apply these skills in problem solving and in the interpretation of quantitative data.
5. Locate, evaluate, and utilize information using a variety of print and electronic sources.
6. Understand when and how to apply the scientific method.

In compliance with state transfer articulation agreements, only courses with a grade of C or higher will fulfill degree requirements in this program. To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, student must have an overall GPA of at least 2.5 on a 4.0 scale.

Partnership: N/A

Continue to next page for Curriculum Guide

A 10 50 0 Associate in Engineering
Universal General Education Transfer Component

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
STUDENT SUCCESS					**1**
ACA 122	College Transfer Success			None	1
COMPOSITION					**6**
ENG 111	Writing and Inquiry		ENG 011	ENG 002 Tier 1	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
FINE ARTS & COMMUNICATIONS					**3**
COM 231	Public Speaking			ENG 111	3
HUMANITIES					**3**
Select 1 course from: ENG 231 (ENG 112), ENG 232 (ENG 112), ENG 241 (ENG 111), ENG 242 (ENG 111), PHI 240 (ENG 111) or REL 110					
				Varies – pre-requisites in parentheses	3
SOCIAL/BEHAVIORAL SCIENCES (two courses from different disciplines)					**6**
Select 1 course from: HIS 111 (ENG 002 Tier 1), HIS 112 (ENG 002 Tier 1), HIS 131 (ENG 002 Tier 1), HIS 132 (ENG 002 Tier 1), POL 120 (ENG 002 Tier 1), PSY 150 (ENG 002 Tier 1), or SOC 210 (ENG 002 Tier 1)					
				Varies – pre-requisites in parentheses	3
ECO 251	Principles of Microeconomics			ENG 002 Tier 1 and MAT 003 Tier 1	3
MATHEMATICS					**12**
MAT 271	Calculus I			MAT 172 with a grade of C or higher	4
MAT 272	Calculus II			MAT 271 with a grade of C or higher	4
MAT 273	Calculus III			MAT 272 with a grade of C or higher	4
NATURAL SCIENCES					**12**
PHY 251	General Physics I		MAT 272	MAT 271	4
PHY 252	General Physics II			PHY 251, MAT 272	4
CHM 151	General Chemistry I			ENG 002 Tier 1, MAT 003 Tier 2, and either CHM 090 or one unit of HS chemistry	4
TOTAL UNIVERSAL GENERAL EDUCATION TRANSFER HOURS					**43**
OTHER REQUIRED PRE-MAJOR ELECTIVE					**2**
EGR 150	Intro to Engineering				2
OTHER GENERAL EDUCATION AND PRE-MAJOR ELECTIVES					**15-16**
Select 15-16 credit hours from the list of Comprehensive Articulation Agreement (CAA) courses. BIO 111 (ENG 002 Tier 1 and MAT 003 Tier 1), CHM 152 (CHM 151), COM 110, CSC 151, (CIS 110 (ENG 002 Tier 1 and MAT 003 Tier 1) or CIS 111 or CIS 115 (MAT 003 Tier 1)), DFT 170, ECO 252 (ENG 002 Tier 1 and MAT 003 Tier 1), EGR 220 (PHY 251 and MAT 272) , MAT 280 (MAT 271), MAT 285 (MAT 272), and PED 110					
				Varies	Varies
				Varies	Varies
				Varies	Varies
				Varies	Varies
				Varies	Varies
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE					**60-61**

A 10 50 0 Associate in Engineering Suggested Sequence of Courses

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ACA 122 College Transfer Success		0	2	0	2	**1**
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3	0	0	3	**3**
Must select one from the following: HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210	Pre-Requisites: ENG 002 Tier 1	3	0	0	3	**3**
MAT 271 Calculus I*	Pre-Requisites: MAT 172 (with a C or higher)	3	2	0	5	**4**
CHM 151 General Chemistry I	Pre-Requisites: ENG 002 Tier 1, MAT 003 Tier 2 and CHM 090 or one unit of HS Chemistry	**3**	**3**	**0**	**6**	**4**
TOTAL SEMESTER HOURS		**12**	**7**	**0**	**19**	**15**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG 112 Writing/Research in the Disciplines	Pre-Requisites: ENG 111	3	0	0	3	**3**
COM 231 Public Speaking	Pre-Requisites: ENG 111	3	0	0	3	**3**
MAT 272 Calculus II**	Pre-Requisites: MAT 271 (with a C or higher)	3	2	0	5	**4**
PHY 251 General Physics I**	Pre-Requisites: MAT 271 Co-Requisites: MAT 272	3	3	0	6	**4**
EGR 150 Intro to Engineering		1	2	0	3	**2**
TOTAL SEMESTER HOURS		**13**	**7**	**0**	**20**	**16**
Second Year Fall Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
MAT 273 Calculus III*	Pre-Requisites: MAT 272 (with a C or higher)	3	2	0	5	**4**
ECO 251 Principles of Microeconomics	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3	0	0	3	**3**
PHY 252 General Physics II*	Pre-Requisites: MAT 272 and PHY 251	3	3	0	6	**4**
Must select one of the following: BIO 111, CHM 152, COM 110, CSC 151, DFT 170, ECO 252, EGR 220, MAT 280, MAT 285, PED 110	Pre-Requisites: Varies	1-3	0-3	0	3-6	**2-4**
TOTAL SEMESTER HOURS						**13-15**

* This course is only offered Fall Semester
** This course is only offered Spring Semester

Continued on next page

A 10 50 0 Associate in Engineering Suggested Sequence of Courses

Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
Must select one of the following: ENG 231, ENG 232, ENG 241, ENG 242, PHI 240, REL 110	Pre-Requisites: Varies	3	0	0	3	**3**
Must select 3 to 4 of the following courses: BIO 111, CHM 152, COM 110, CSC 151, DFT 170, ECO 252, EGR 220, MAT 280, MAT 285, PED 110	Pre-Requisites: Varies					**11-13**
TOTAL SEMESTER HOURS						**14-16**
TOTAL DEGREE HOURS						**60-61***

*A student must have 60-61 credit hours to complete the degree.

COLLEGE TRANSFER PROGRAMS

A 10 80 0 Associate in Fine Arts in Theatre

CONCENTRATION OVERVIEW

The Associate in Fine Arts in Theatre degree is designed to provide students with the basic courses required of freshman and sophomore drama majors at senior institutions. The program of study prepares students to continue their studies in the fine arts. All courses described below must have numbers of 110-199 or 210-299.

Upon completion of this Concentration, graduates will be able to:
Transfer to baccalaureate granting institutions to pursue a program of study in Drama.

Student Learning Outcomes – Upon completion of the program,
students will:

1. Write effective documents that are unified, coherent, well developed, and which adhere to standard grammar and mechanics.
2. Deliver oral presentations that are unified, coherent, well developed, and which adhere to standard grammar. In addition, students will demonstrate proficiency in components of delivery which may include eye contact, posture/body language, volume, articulation, and use of time.
3. Demonstrate an understanding of basic computer terminology and file management. In addition, students will demonstrate working knowledge of applications which may include: email, web browser, word processor, spreadsheet, and presentation software.
4. Perform basic arithmetic and algebraic computations. In addition, students will apply these skills in problem solving and in the interpretation of quantitative data.
5. Locate, evaluate, and utilize information using a variety of print and electronic sources.

Partnership: Uniform Articulation Agreement between the University of North Carolina Baccalaureate of Fine Arts Programs and North Carolina Community College System Associate in Fine Arts in Theatre Programs

In compliance with state transfer articulation agreements, only courses with a grade C or higher will fulfill degree requirements in this program.

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A 10 80 0 Associate in Fine Arts in Theatre

COURSE NUMBER	COURSE TITLE	SEMESTER	COREQUISITES	PREREQUISITES	CREDITS
STUDENT SUCCESS					**1**
ACA 122	College Transfer Success			None	1
COMPOSITION					**6**
ENG 111	Expository Writing		ENG 011	ENG 002 Tier 1	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
COMMUNICATIONS					**3**
COM 231	Public Speaking			ENG 111	3
HUMANITIES AND FINE ARTS					**6**
Select 2 courses from: ART 111 (none), ENG 231 (ENG 112), ENG 232 (ENG 112), ENG 241 (ENG 112), or ENG 242 (ENG 112), MUS 110 (none), MUS 112 (none), PHI 215 (ENG 111), PHI 240 (ENG 111)					
				Varies – prerequisites in parentheses	3
				Varies – prerequisites in parentheses	3
SOCIAL/BEHAVIORAL SCIENCES					**9**
Select 3 course from at least two different disciplines: ECO 251 (ENG 002 Tier 1 and MAT 003 Tier 1), ECO 252 (ENG 002 Tier 1 and MAT 003 Tier 1), HIS 111 (ENG 002 Tier 1), HIS 112 (ENG 002 Tier 1), HIS 131 (ENG 002 Tier 1) , HIS 132 (ENG 002 Tier 1), POL 120 (ENG 002 Tier 1) , PSY 150 (ENG 002 Tier 1) , or SOC 210 (ENG 002 Tier 1)					
				Varies – prerequisites in parentheses	3
				Varies – prerequisites in parentheses	3
				Varies – prerequisites in parentheses	3
MATHEMATICS					**3-4**
Select 1 course from: MAT 143 - 3 credit hours (ENG 002 Tier 1 and MAT 003 Tier 1), MAT 152 - 4 credit hours (ENG 002 Tier 1 and MAT 003 Tier 1), or MAT 171 - 4 credit hours (MAT 003 Tier 2 or MAT 143 or MAT 152)					
			Varies	Varies – prerequisites in parentheses	3-4
NATURAL SCIENCES					**4**
Select 1 course from: AST 111 with AST 111A (MAT 003 Tier 1), BIO 111 (ENG 002 Tier 1 and MAT 003 Tier 2), CHM 151 (ENG 002 Tier 1 and MAT 003 Tier 2), or PHY 110 with PHY 110A (MAT 003 Tier 1)					
				Varies – prerequisites in parentheses	4
TOTAL UGETC/GEN.ED. SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE					**32-33**

A 10 80 0 Associate in Fine Arts in Theatre

COURSE NUMBER	COURSE TITLE	SEMESTER	COREQUISITES	PREREQUISITES	CREDITS
MAJOR CORE COURSES					**28**
DRA 130	Acting I			None	3
DRA 131	Acting II			DRA 130	3
DRA 230	Acting III			DRA 131	3
DRA 140	Stage Craft I			None	3
DRA 141	Stage Craft II			DRA 140	3
DRA 170	Play Production I			None	3
DRA 171	Play Production II			DRA 170	3
DRA 211	Theatre History I			None	3
DRA 212	Theatre History II			None	3
MUS 151 V*	Class Music I (Voice)			None	1
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE					**60-61*** **

*Students may substitute MUS 152 V Class Music II (Voice), MUS 251 V Class Music III (Voice) or MUS 252 V Class Music IV (Voice) for MUS 151 V by permission of the instructor.

***A student must have 60-61 hours to complete the degree.

A 10 80 0 Associate in Fine Arts in Theatre Suggested Sequence of Courses

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ACA-122 College Transfer Success	None	0	2	0	2	**1**
ENG-111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3	0	0	3	**3**
DRA-140 Stagecraft I	None	0	6	0	6	**3**
DRA-170 Play Production I	None	0	9	0	9	**3**
DRA-130 Acting i	None	0	6	0	6	**3**
TOTAL SEMESTER HOURS						**19**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG-112 Writing/Research in Disciplines	ENG-111	3	0	0	3	**3**
CHOSE ONE OF THE FOLLOWING: MAT-143 or MAT 152 or MAT 171	Pre-Requisites: Varies Co-Requisites: Varies	2-3	2	0	4-5	**3-4**
DRA-131 Acting II	DRA-130	0	6	0	6	**3**
DRA-141 Stagecraft II	DRA-140	0	6	0	6	**3**
DRA-171 Play Production II	DRA-170	0	9	0	9	**3**
MUS-151V Class Music (Voice)	None	0	2	0	2	**1**
TOTAL SEMESTER HOURS						**16-17**
Second Year Fall Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
Humanities/Fine Art	Pre-Requisites: Varies	3	0	0	3	**3**
Natural Science	Pre-Requisites: Varies	3	2-3	0	5-6	**4**
Social/Behavioral Science	Pre-Requisites: Varies	3	0	0	3	**3**
DRA-211*	None	3	0	3	3	**3**
DRA-230	DRA-131	0	6	0	6	**3**
TOTAL SEMESTER HOURS						**16**

* - This course is only offered in fall
** - This course is only offered in spring

Continued on next page

Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
COM-231 Public Speaking	ENG-111	3	0	0	3	**3**
Humanities/Fine Arts	Pre-Requisites: Varies	3	0	0	3	**3**
Social/Behavioral Science	Pre-Requisites: Varies	3	0	0	3	**3**
Social/Behavioral Science	Pre-Requisites: Varies	3	0	0	3	**3**
DRA-212**	None	3	0	0	3	**3**
						15
TOTAL DEGREE HOURS REQUIRED FOR DEGREE						**60-61*** **

* - This course is only offered in fall
** - This course is only offered in spring
***A student must have 60-61 credit hours to complete the degree.

COLLEGE TRANSFER PROGRAMS

A 10 60 0 Associate in Fine Arts in Visual Art

CONCENTRATION OVERVIEW

The Associate in Fine Arts in Visual Arts degree is designed to provide students with the basic courses required of freshman and sophomore art majors at senior institutions. The program of study prepares students to continue their studies in the fine arts. All courses described below must have numbers of 110-199 or 210-299.

Upon Completion of this Concentration, graduates will be able to:
Transfer to baccalaureate granting institutions to pursue a program of study in Art.

Student Learning Outcomes – Upon completion of the program, students will:

1. Write effective documents that are unified, coherent, well developed, and which adhere to standard grammar and mechanics.
2. Deliver oral presentations that are unified, coherent, well developed, and which adhere to standard grammar. In addition, students will demonstrate proficiency in components of delivery which may include eye contact, posture/body language, volume, articulation, and use of time.
3. Demonstrate an understanding of basic computer terminology and file management. In addition, students will demonstrate working knowledge of applications which may include: email, web browser, word processor, spreadsheet, and presentation software.
4. Perform basic arithmetic and algebraic computations. In addition, students will apply these skills in problem solving and in the interpretation of quantitative data.
5. Locate, evaluate, and utilize information using a variety of print and electronic sources.

Partnership: Uniform Articulation Agreement between the University of North Carolina Baccalaureate of Fine Arts in Programs and North Carolina Community College System Associate in Fine Arts in Visual Arts Programs

In compliance with state transfer articulation agreements, only courses with a grade C or higher will fulfill degree requirements in this program.

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A 10 60 0 Associate in Fine Arts in Visual Arts

COURSE NUMBER	COURSE TITLE	SEMESTER	COREQUISITES	PREREQUISITES	CREDITS
STUDENT SUCCESS					**1**
ACA 122	College Transfer Success			None	1
COMPOSITION					**6**
ENG 111	Writing & Inquiry		ENG 011	ENG 002 Tier 1	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
COMMUNICATIONS					**3**
COM 231	Public Speaking			ENG 111	3
HUMANITIES AND FINE ARTS					**3**
Select 1 course from: DRA 111 (none), MUS 110 (none), MUS 112 (none), PHI 215 (ENG 111), PHI 240 (ENG 111), ENG 231 (ENG 112, 113, or 114), ENG 232 (ENG 112), ENG 241 (ENG 112), ENG 242 (ENG 112)					3
				Varies – pre-requisites in parentheses	
SOCIAL/BEHAVIORAL SCIENCES					**6**
Select 2 courses from two different disciplines: ECO 251 (ENG 002 Tier 1 and MAT 003 Tier 1), ECO 252 (ENG 002 Tier 1 and MAT 003 Tier 1), HIS 111 (ENG 002 Tier 1), HIS 112 (ENG 002 Tier 1), HIS 131 (ENG 002 Tier 1) , HIS 132 (ENG 002 Tier 1), POL 120 (ENG 002 Tier 1) , PSY 150 (ENG 002 Tier 1) , or SOC 210 (ENG 002 Tier 1)					
				Varies – pre-requisites in parentheses	3
				Varies – pre-requisites in parentheses	3
MATHEMATICS					**3-4**
Select 1 course from: MAT 143 - 3 credit hours (ENG 002 Tier 1 and MAT 003 Tier 1), MAT 152 - 4 credit hours (ENG 002 Tier 1 and MAT 003 Tier 1), or MAT 171 - 4 credit hours (MAT 003 Tier 2 or MAT 143 or MAT 152)					
			Varies	Varies – pre-requisites in parentheses	3-4
NATURAL SCIENCES					**4**
Select 1 course from: AST 111 with AST 111A (MAT 003 Tier 1), BIO 111 (ENG 002 Tier 1 and MAT 003 Tier 2), CHM 151 (ENG 002 Tier 1 and MAT 003 Tier 2), or PHY 110 with PHY 110A (MAT 003 Tier 1)					
				Varies – pre-requisites in parentheses	4
TOTAL UGETC/GEN.ED. SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE					**26-27**

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A 10 60 0 Associate in Fine Arts in Visual Arts

COURSE NUMBER	COURSE TITLE	SEMESTER	COREQUISITES	PREREQUISITES	CREDITS
HEALTH/WELLNESS					**2-3**
HEA 110 – 3 credit hours (ENG 002, Tier 1), PED 110 – 2 credit hours (none), or two 1 credit hours PED activity courses (Level I and Beginning activity courses have no prerequisite; Level 2 and Intermediate activity courses have prerequisite of the corresponding Level 1 or Beginning activity courses.)					
				Varies – pre-requisites in parentheses	Varies
				Varies – pre-requisites in parentheses	Varies
MAJOR CORE COURSES					**15**
ART 114	Art History Survey I			ENG 002 Tier 1	3
ART 115	Art History Survey II			ENG 002 Tier 1	3
ART 121	Two Dimensional Design			none	3
ART 122	Three Dimensional Design			none	3
ART 131	Drawing I			none	3
OTHER REQUIRED COURSES					**3**
ART 215	Visual Arts Portfolio		Limited to those who have completed a sequence in the proposed area of study.		3
ADDITIONAL COURSE WORK					**13-14**
Select **2** Art electives from the following: ART 132 Drawing II (ART 131), ART 240 Painting I (none), ART 241 Painting II (ART 240), ART 281 Sculpture I (ART 122 or permission of instructor), ART 283 Ceramics I (none), ART 284 Ceramics II (ART 283 or equivalent and permission of instructor.)					6
Select 7-8 additional credit hours from the College of The Albemarle (COA) list of Comprehensive Articulation Agreement (CAA) courses.					7-8
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE					**60-61**

A 10 60 0 Associate in Fine Arts in Visual Arts Suggested Sequence of Courses

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ACA-122 College Transfer Success	None	0	2	0	2	**1**
ENG-111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3	0	0	3	**3**
Choose one of the Following: MAT-143 or MAT 152 or MAT 171	Pre-Requisites: Varies Co-Requisites: Varies	2-3	2	0	4-5	**3-4**
ART-121* Two Dimensional Design	None	0	6	0	6	**3**
ART- 131 Drawing I	None	0	6	0	6	**3**
Elective	Pre-Requisites: Varies					**1-4**
TOTAL SEMESTER HOURS						**14-18**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG-112 Writing/Research in Disciplines	ENG-111	3	0	0	3	**3**
Social/Behavioral Science	Pre-Requisites: Varies	3	0	0	3	**3**
Humanities/Fine Art	Pre-Requisites: Varies	3	0	0	3	**3**
ART-122** Three Dimensional Design	None	0	6	0	6	**3**
Studio Art Elective	Pre-Requisites: Varies	0	6	0	6	**3**
TOTAL SEMESTER HOURS						**15**
Second Year Fall Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
Natural Science	Pre-Requisites: Varies	3	2-3	0	5-6	**4**
Social/Behavioral Science	Pre-Requisites: Varies	3	0	0	3	**3**
ART-114* Art History Survey I	ENG 002 Tier 1	3	0	0	3	**3**
Studio Art Elective	Pre-Requisites: Varies	0	6	0	6	**3**
Elective	Pre-Requisites: Varies					**1-4**
TOTAL SEMESTER HOURS						**14-17**

* - This course is only offered in fall

** - This course is only offered in spring

Continued on next page

Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
COM-231 Public Speaking	ENG 111	3	0	0	3	**3**
ART-115** Art History Survey II	ENG 002 Tier 1	3	0	0	3	**3**
ART-215** Visual Arts Portfolio	ENG 002 Tier 1	0	6	0	6	**3**
Elective	Pre-Requisites: Varies					**1-4**
Health/Wellness	Pre-Requisites: Varies	0-3	2-3	0	3	**2-3**
						12-15
TOTAL DEGREE HOURS REQUIRED FOR DEGREE						**60-61*** **

* - This course is only offered in fall

** - This course is only offered in spring

***The total number of elective hours needed is based upon course choices made in the natural/sciences/mathematics area and Health/Physical education area. A student must have 60-61 credit hours to complete the degree.

College Transfer Programs

A 10 30 0 Associate in General Education

CONCENTRATION OVERVIEW

The Associate in General Education (AGE) curriculum is designed for individuals wishing to broaden their education, with emphasis on personal interest, growth and development. The two-year General Education program provides students opportunities to study English, literature, fine arts, social science, science and mathematics. Many of the courses are equivalent to college transfer courses; however, the program is not principally designed for college transfer. Courses must be at the 110-199 or 210-299 level.

Upon completion of this concentration, graduates will have a sound base for lifelong learning. Graduates are prepared for advancements within their field of interest and become better qualified for a wide range of employment opportunities.

Student Learning Outcomes – Upon completion of the program, students will:

1. Write effective documents that are unified, coherent, well developed, and which adhere to standard grammar and mechanics.
2. Deliver oral presentations that are unified, coherent, well developed, and which adhere to standard grammar. In addition, students will demonstrate proficiency in components of delivery which may include eye contact, posture/body language, volume, articulation, and use of time.
3. Demonstrate an understanding of basic computer terminology and file management. In addition, students will demonstrate working knowledge of applications which may include: email, web browser, word processor, spreadsheet, and presentation software.
4. Perform basic arithmetic and algebraic computations. In addition, students will apply these skills in problem solving and in the interpretation of quantitative data.
5. Locate, evaluate, and utilize information using a variety of print and electronic sources.

Partnership: N/A

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A 10 30 0 Associate in General Education

COURSE NUMBER	COURSE TITLE	SEMESTER	COREQUISITES	PREREQUISITES	CREDITS
STUDENT SUCCESS					**1**
Select 1 course from:					
ACA 111				None	1
ACA 122*				None	1
COMPOSITION					**6**
ENG 111	Writing and Inquiry		ENG 011	ENG 002 Tier 1	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
COMMUNICATIONS					**3**
CHOOSE ONE OF THE FOLLOWING:					
COM 110	Introduction to Communication				3
COM 120	Introduction to Interpersonal Communication				3
COM 231**	Public Speaking			ENG 111	3
HUMANITIES/FINE ARTS					**3**
Select one course from the College of The Albemarle (COA) Comprehensive Articulation Agreement (CAA) list of UGETC: Humanities/Fine Arts or GEN ED: Humanities/Fine Arts core requirement courses. (UGETC courses are recommended for students intending to transfer to a four-year institution.)					
				Varies	3
SOCIAL/BEHAVIORAL SCIENCES					**3**
Select one course from the College of The Albemarle (COA) list of Comprehensive Articulation (CAA) UGETC: Social/Behavioral Sciences or GEN ED: Social/Behavioral Sciences core requirement courses. (UGETC courses are recommended for students intending to transfer to a four-year institution.)					
				Varies	3
NATURAL SCIENCES/MATHEMATICS					**3-4**
Select one course (other than CIS 110) from the College of The Albemarle (COA) list of Comprehensive Articulation Agreement (CAA) GEN ED: Mathematics or Natural Science core requirement courses. (UGETC courses are recommended for students intending to transfer to a four-year institution.)					
			Varies	Varies	3-4
COMPUTER SCIENCE					**3**
CIS 110***	Intro to Computers			ENG 002 Tier 1 and MAT 003 Tier 1	3
HEALTH/WELLNESS					**2-3**
HEA 110 – 3 credit hours (ENG 002, Tier 1), PED 110 – 2 credit hours (none), or two 1 credit hour PED activity courses (Level I and Beginning activity courses have no pre-requisites; Level 2 and Intermediate activity courses have pre-requisites of the corresponding Level 1 or Beginning activity courses.)					
				Varies –prerequisites in parenthesis above	Varies
				Varies –prerequisites in parenthesis above	Varies

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A 10 30 0 Associate in General Education

ELECTIVES	38-41
Select 38-41 additional hours from general education and professional courses numbered 110 or above which are in the College of The Albemarle (COA) list of North Carolina Community College Combined Course Library (CCL) courses. (Number of elective hours needed is based upon course choice made in the natural/sciences/mathematics area and in the health/wellness choices.) For a complete list of CCL courses accepted by the NC Community College System, see www.nccommunitycolleges.edu/academic-programs/combined-course-library A maximum of 7 semester hours in health, physical education, college orientation, and/or study skills may be included. Selected topics or seminar courses may be included in a program of study up to a maximum of three semester hours credit.	
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE	**64-65**

***** ACA 122 is recommended for students intending to transfer to a four-year institution

** COM 231 is recommended for students intending to transfer to a four-year institution.

******* CIS 110. This requirement is used to demonstrate computer literacy to meet institutional core competencies. Students may also demonstrate this proficiency via high school articulated credit, course substitution, or credit by exam (CBE). Students requesting CBE must provide substantial reason(s) why they are qualified to sit for the exam. If computer literacy proficiency is demonstrated in a manner which does not result in degree credit, 3 credit hours of General Education electives from the CAA list must be taken in place of CIS 110.

A 10 30 0 Associate in General Education Suggested Sequence of Courses

.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3	0	0	3	3
Natural Science or Math General Education Hours (Not including CIS)	Pre-Requisites: Varies Co-Requisites: Varies	2-3	2-3	0	4-6	3-4
CIS 110 Introduction to computers	ENG 002 Tier 1 and MAT 003 Tier 1	2	2	0	4	3
Elective*	Pre-Requisites: Varies	3	0	0	3	3
HEA/PED	Suggested HEA 110 (3 credit hours)	0-3	0	0	3	2-3
ACA	Suggested: ACA 122 College Student Success	0	2	0	2	1
TOTAL SEMESTER HOURS		10-14	6-7		19-21	15-17
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG 112 Writing/Research in Disciplines	Pre-Requisites: ENG 111	3	0	0	3	3
Social Science or Behavioral Science Elective	Pre-Requisites: Varies	3	0	0	3	3
Elective*	Pre-Requisites: Varies	3	0	0	3	3
Elective*	Pre-Requisites: Varies	3	0	0	3	3
Elective*	Pre-Requisites: Varies	3	0	0	3	3
Elective*	Pre-Requisites: Varies	3	0	0	3	3
TOTAL SEMESTER HOURS		18	0	0	18	18
Second Year Fall Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
Communications Elective	Pre-Requisites: Varies	3	0	0	3	3
Elective*	Pre-Requisites: Varies	3	0	0	3	3
Elective*	Pre-Requisites: Varies	3	0	0	3	3
Elective*	Pre-Requisites: Varies	3	0	0	3	3
Elective*	Pre-Requisites: Varies	3	0	0	3	3
TOTAL SEMESTER HOURS		15	0	0	15	15

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A 10 30 0 Associate in General Education Suggested Sequence of Courses

Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
Humanities/Fine Arts elective	Pre-Requisites: Varies	3	0	0	3	3
Elective*	Pre-Requisites: Varies	3	0	0	3	3
Elective*	Pre-Requisites: Varies	3	0	0	3	3
Elective*	Pre-Requisites: Varies	3	0	0	3	3
Elective*	Pre-Requisites: Varies	3	0	0	3	3
TOTAL SEMESTER HOURS		**15**	**0**	**0**	**15**	**15**
TOTAL DEGREE HOURS		**58-62**	**4-5**	**0**	**67-69**	**64-65**

*Elective hours can be chosen from courses number 110 or above. Elective credit hours can range from 1-4. A student must have 64-65 credit hours to complete the degree.

College Transfer Programs

A 10 30 N Associate in General Education - Nursing

CONCENTRATION OVERVIEW
The Associate in General Education (AGE)-Nursing is designed for two types of students related to nursing:

1. Students who are beginning their studies toward the Associate Degree in Nursing and plan to eventually pursue their Bachelor's of Science in Nursing (BSN) degree.

   The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

2. Registered Nurses (RN) who are working toward the courses needed to enter an RN to BSN program.

   A nurse who has already completed an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below, and who holds a current unrestricted license as a Registered Nurse in North Carolina can use this degree pathway to fulfill the UNC institutions lower-division general education requirements as well as nursing program entry requirements for RN to BSN programs. However, because nursing program admissions are competitive, no nurse is guaranteed admission to the RN-BSN program of his or her choice.

Student Learning Outcomes – Upon completion of the program, students will:

1. Write effective documents that are unified, coherent, well developed, and which adhere to standard grammar and mechanics.
2. Deliver oral presentations that are unified, coherent, well developed, and which adhere to standard grammar. In addition, students will demonstrate proficiency in components of delivery which may include eye contact, posture/body language, volume, articulation, and use of time.
3. Demonstrate an understanding of basic computer terminology and file management. In addition, students will demonstrate working knowledge of applications which may include: email, web browser, word processor, spreadsheet, and presentation software.
4. Perform basic arithmetic and algebraic computations. In addition, students will apply these skills in problem solving and in the interpretation of quantitative data.
5. Locate, evaluate, and utilize information using a variety of print and electronic sources.

Partnership: N/A

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A 10 30 N Associate in General Education - Nursing

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
STUDENT SUCCESS/ACADEMIC TRANSITION					**1**
Select 1 course: ACA 122 College Transfer Success					
COMPOSITION The following two English courses are required:					**6**
ENG 111	Writing and Inquiry		ENG 011	ENG 002 Tier 1	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
HUMANITIES/FINE ARTS					**9**
Select two courses from the following (6 SHC): ** PHI 240 Introduction to Ethics (3 SHC) (Recommended)* * ART 111 Art Appreciation (3 SHC) * ART 114 Art History Survey I (3 SHC) * ART 115 Art History Survey II (3 SHC) * MUS 110 Music Appreciation (3 SHC) * MUS 112 Introduction to Jazz (3 SHC) * HUM 115 Critical Thinking (3 SHC)					
And **Select one course from the following (3 SHC)** ENG 231 American Literature I (3 SHC) or ENG 232 American Literature II (3 SHC)					
SOCIAL/BEHAVIORAL SCIENCES The following three courses are required:					**15**
PSY 150				ENG 002 Tier 1	3
PSY 241				PSY 150	3
SOC 210				ENG 002 Tier 1	3
And **Select one course from the following (3 SHC)** SOC 220 Social Problems (3 SHC) SOC 225 Social Diversity (3 SHC)					3
And **Select one course from the following (3 SHC)** HIS 111 World Civilizations I (3 SHC) HIS 112 World Civilizations II (3 SHC) HIS 131 American History I (3 SHC) HIS 132 American History II (3 SHC)					3
NATURAL SCIENCES/MATHEMATICS The following 3 BIO courses are required: (12 SHC):					**15-16**
BIO 168	Anatomy & Physiology I			ENG 002 Tier 1 and MAT 003 Tier 2, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry	4
BIO 169	Anatomy & Physiology II				4
BIO 275	Microbiology				4
And **Select one required sequence from the following (4 SHC)** CHM 151 General Chemistry I (4 SHC) *or* CHM 130 Gen, Org, & Biochemistry (3 SHC) and CHM 130A Gen, Org, & Biochem Lab (1 SHC)					
MATH The following course is required:					**7-8**
MAT 152	Statistical Methods I		MAT 052	MAT 003 Tier 1 and ENG 002 Tier 1	4
And Select one course from the following (3 or 4 SHC) MAT 143 Quantitative Literacy (3 SHC) or MAT 171 Precalculus Algebra (4 SHC)					3-4

Continued on next page

OTHER REQUIRED HOURS - **Social Behavioral Science/Elective** (6-7 SHC) (Dependent on selection of mathematics and natural science.)	**6-7**
Select two courses from *either* the Social Behavioral Science or Elective category *or* one from each.	
Social Behavioral Science: ECO 251 Prin of Microeconomics (3 SHC) ECO 252 Prin of Macroeconomics (3 SHC) POL 120 American Government (3 SHC)	
Electives: ANT 210 General Anthropology CIS 110 COM 231 Public Speaking SPA 111 (or other 3+ hour foreign language course)	
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE	**60-61**

Note:
Individual UNC RN to BSN nursing programs may require a maximum of two courses totaling no more than six credits to meet school specific degree requirements that are not a part of the RN to BSN Articulation Agreement. In no case will these additional requirements necessitate completing more than 128 credits in order to earn a BSN. Each UNC RN to BSN institution will develop, publish, and maintain on their website a RN to BSN degree plan that identifies specific degree requirements that are not part of the RN to BSN AA.

To review the Uniform Articulation Agreement between the University of North Carolina RN to BSN and other NC Community College nursing pathways, please visit: http://www.nccommunitycolleges.edu/academic-programs/nursing-education-options-nursing

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

College Transfer Programs

A 10 40 0 Associate in Science

CONCENTRATION OVERVIEW

The Associate in Science Degree is designed to meet the two-year general college requirement of four-year colleges and universities. The curriculum has a heavy concentration in mathematics and science areas to allow College of The Albemarle students, after two years of study, to transfer with junior-level status. This curriculum is suited to students who want to pursue a four-year degree in areas of study such as computer science, engineering, mathematics, the sciences or professional programs that require strong mathematics and science backgrounds.

Upon completion of this concentration, graduates will be able to analyze and solve quantitative problems, reason logically from hypothesis to conclusion, apply mathematics techniques in scientific problem solving, and use laboratory technology, equipment, and techniques critically and safely to investigate scientific problems using proper scientific methods.

Student Learning Outcomes – Upon completion of the program, students will:

1. Write effective documents that are unified, coherent, well developed, and which adhere to standard grammar and mechanics.
2. Deliver oral presentations that are unified, coherent, well developed, and which adhere to standard grammar. In addition, students will demonstrate proficiency in components of delivery which may include eye contact, posture/body language, volume, articulation, and use of time.
3. Demonstrate an understanding of basic computer terminology and file management. In addition, students will demonstrate working knowledge of applications which may include: email, web browser, word processor, spreadsheet, and presentation software.
4. Perform basic arithmetic and algebraic computations. In addition, students will apply these skills in problem solving and in the interpretation of quantitative data.
5. Locate, evaluate, and utilize information using a variety of print and electronic sources.
6. Apply appropriate scientific methods.

In compliance with state transfer articulation agreements, only courses with a grade of C or higher will fulfill degree requirements in this program.

Partnership: College of The Albemarle has articulation agreements with certain universities for students transferring into specific programs of study. Students can complete the first two years of that specific baccalaureate degree at College of The Albemarle. Students should check with their advisor and the COA web site for more information. Current articulation agreements for the Associate in Science Degree include:

ECSU:
Engineering Technology
Concentration in Pre-Middle Grades Education

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A 10 40 0 Associate in Science – First Year

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
STUDENT SUCCESS					**1**
ACA 122	College Transfer Success			None	1
COMPOSITION					**6**
ENG 111	Writing and Inquiry		ENG 011	ENG 002 Tier 1	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
MATHEMATICS					**8**
Select 2 courses from: MAT 171 (MAT 003 Tier 2 or MAT 143 or MAT 152), MAT 172 (MAT 171 with a grade of C or higher), MAT 263 (MAT 171 with a grade of C or higher), MAT 271 (MAT 172 with a grade of C or higher), or MAT 272 (Mat 271). Note: Students cannot receive credit for both MAT 163 and MAT 271.					
			Varies	Varies – pre-requisites in parentheses	4
			Varies	Varies – pre-requisites in parentheses	4
NATURAL SCIENCES					**8**
Select a two-course sequence from: BIO 111-112 (ENG 002 Tier 1 and MAT 003 Tier 1), CHM 151-152 (ENG 002 Tier 1 and MAT 003 Tier 2, and either CHM 090 or one unit of HS Chemistry), PHY 151-152 (MAT 171 or MAT 271), or PHY 251-252 (MAT 271 and co-requisite MAT 272).					
			Varies	Varies – pre-requisites in parentheses	4
			Varies	Varies – pre-requisites in parentheses	4
COMPUTER SCIENCE					**3**
Select 1 course from: CIS 110 (ENG 002 Tier 1 and MAT 003 Tier 1) or CIS 115 (MAT 003 Tier 1).*					
				Varies – pre-requisites in parentheses	3
SOCIAL/BEHAVIORAL SCIENCES					**3**
Select 2 courses from different disciplines (1 course each year): ECO 251 (ENG 002 Tier 1 and MAT 003 Tier 1), ECO 252 (ENG 002 Tier 1 and MAT 003 Tier 1), HIS 111 (ENG 002 Tier 1), HIS 112 (ENG 002 Tier 1), HIS 131 (ENG 002 Tier 1), HIS 132 (ENG 002 Tier 1), POL 120 (ENG 002 Tier 1), PSY 150 (ENG 002 Tier 1), or SOC 210 (ENG 002 Tier 1).					
				Varies – pre-requisites in parentheses	3
HEALTH/WELLNESS					**2-3**
Select 2-3 credit hours from: HEA 110 – 3 credit hours (ENG 002 Tier 1), PED 110 – 2 credit hours (none), or two 1-credit-hour PED activity courses (Level 1 and Beginning activity courses have no pre-requisites; Level 2 and Intermediate activity courses have a pre-requisite of the corresponding Level 1 or Beginning activity courses).					
				Varies – pre-requisites in parentheses	Varies
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE – FIRST YEAR					**31-32**

Continued on next page

A 10 40 0 Associate in Science – Second Year

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
MATHEMATICS/NATURAL SCIENCES					**6-8**
Select 2 courses from: MAT 172 (MAT 171 with a grade of C or higher), MAT 263 (MAT 171 with a grade of C or higher), MAT 271 (MAT 172 with a grade of C or higher), MAT 272 (MAT 271 with a grade of C or higher), MAT 273 (MAT 272 with a grade of C or higher), BIO 111 (ENG 002 Tier 1 and MAT 003 Tier 1), BIO 112 (BIO 111), CHM 151 (ENG 002 Tier 1 and MAT 003 Tier 2; and CHM 090 or one unit of HS Chemistry), CHM 152 (CHM 151), PHY 151 (MAT 171 or MAT 271), PHY 152 (PHY 151), PHY 251 (MAT 271 and co-requisite MAT 272), or PHY 252 (MAT 272 and PHY 251) NOTE: Students cannot receive credit for MAT 263 if they have taken MAT 271-272. Students can only receive credit for one PHY sequence in this degree.					
			Varies	Varies – pre-requisites in parentheses	3-4
			Varies	Varies – pre-requisites in parentheses	3-4
FOREIGN LANGUAGE					**3**
Select 1 course from: SPA 111 (none), FRE 111 (none), or any foreign language course coded as GEN ED: Humanities/Fine Arts in the Comprehensive Articulation Agreement (CAA). Students may use a higher level SPA or FRE course in place of SPA 111 or FRE 111.					
				Varies – pre-requisites in parentheses	3
HUMANITIES/FINE ARTS					**3**
Select 1 course from: ART 111 (none), ART 114 (ENG 002 Tier 1), ART 115 (ENG 002 Tier 1), DRA 111 (none), ENG 231 (ENG 112), ENG 232 (ENG 112), ENG 241 (ENG 112), ENG 242 (ENG 112), MUS 110 (none), MUS 112 (none), or PHI 240 (ENG 111).					
				Varies – pre-requisites in parentheses	3
SOCIAL/BEHAVIORAL SCIENCES					**3**
Select 2 courses from different disciplines (1 course each year): ECO 251 (ENG 002 Tier 1 and MAT 003 Tier 1), ECO 252 (ENG 002 Tier 1 and MAT 003 Tier 1), HIS 111 (ENG 002 Tier 1), HIS 112 (ENG 002 Tier 1), HIS 131 (ENG 002 Tier 1), HIS 132 (ENG 002 Tier 1), POL 120 (ENG 002 Tier 1), PSY 150 (ENG 002 Tier 1), or SOC 210 (ENG 002 Tier 1). Note: This course must be from a different discipline than the first-year social/behavioral science course.					
				Varies – pre-requisites in parentheses	3
COMMUNICATIONS					**3**
COM 231	Public Speaking			ENG 111	3

Continued on next page

OTHER REQUIRED MATHEMATICS/SCIENCES					**3-4**
Select 1 course from: MAT 172 (MAT 171 with a grade of C or higher), MAT 263 (MAT 171 with a grade of C or higher), MAT 271 (MAT 172 with a grade of C or higher), MAT 272 (MAT 271 with a grade of C or higher), MAT 273 (MAT 272 with a grade of C or higher), MAT 280 (MAT 271 with a grade of C or higher), MAT 285 (MAT 272 with a grade of C or higher), BIO 111 (ENG 002 Tier 1 and MAT 003 Tier 1), BIO 112 (BIO 111), BIO 163 (ENG 002 Tier 1), BIO 168 (ENG 002 Tier 1 and MAT 003 Tier 2, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry), BIO 169 (BIO 168), BIO 275 (BIO 111 or BIO 163 or BIO 168), CHM 130 (CHM 090 or one unit of HS Chemistry), CHM 151 (ENG 002 Tier 1 and MAT 003 Tier 2), CHM 152 (CHM 151), PHY 151 (MAT 171 or MAT 271), PHY 152 (PHY 151), PHY 251 (MAT 271 and Co-requisite MAT 272), or PHY 252 (MAT 272 and PHY 251) NOTE: Students cannot receive credit for BIO 163 if they have taken BIO 168-169. Students cannot receive credit for CHM 130 if they have taken CHM 151-152. Students cannot receive credit for MAT 263 if they have taken MAT 271-272. Students can only receive credit for one PHY sequence in this degree.					
				Varies – pre-requisites in parentheses	3-4
ADDITIONAL COURSEWORK					**4-8**
Select 4-8 additional credit hours from the College of The Albemarle list of Comprehensive Articulation Agreement (CAA) courses.					4-8
				Varies	Varies
				Varies	Varies
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE					**60-61****

*This requirement demonstrates the student has a proficiency in computer literacy. Taking the required course is one way to demonstrate this proficiency. Students may opt to take a credit by exam, or use a course substitution to demonstrate this proficiency. If computer literacy proficiency is demonstrated in another way, the student must take 3 credit hours of General Education electives from CAA list to meet the hour requirements.

**The total number of elective hours needed is based upon course choices made in the Mathematics/Natural Sciences and Health/Wellness areas. A student must have 60-61 credit hours to complete the degree.

A 10 40 0 Associate in Science Suggested Sequence of Courses

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ACA 122 College Transfer Success	Pre-Requisites: None	0	2	0	2	**1**
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3	0	0	3	**3**
Mathematics	Pre-Requisites: Varies Co-Requisites: Varies	3	2	0	5	**4**
Natural Science	Pre-Requisites: Varies Co-Requisites: Varies	3	2-3	0	5-6	**4**
Computer Science	CIS 110: Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1 CIS 115: Pre-Requisites: MAT 003 Tier 1	2	2-3	0	4-5	**3**
TOTAL SEMESTER HOURS						**15**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG 112 Writing/Research in Disciplines	Pre-Requisites: ENG 111	3	0	0	3	**3**
Mathematics	Pre-Requisites: Varies Co-Requisites: Varies	3	2	0	5	**4**
Natural Science	Pre-Requisites: Varies Co-Requisites: Varies	3	2-3	0	5-6	**4**
Social/Behavioral Science	Pre-Requisites: Varies	3	0	0	3	**3**
Health/Wellness	HEA 110: Pre-Requisites: ENG 002 Tier 1 PED courses: Varies	Varies	Varies	Varies	Varies	**2-3**
TOTAL SEMESTER HOURS						**16-17**
Second Year Fall Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
Mathematics/ Natural Science	Pre-Requisites: Varies Co-Requisites: Varies	2-3	2-3	0	5-6	**3-4**
Social/Behavioral Science	Pre-Requisites: Varies	3	0	0	3	**3**
Humanities/Fine Arts	Pre-Requisites: Varies	3	0	0	3	**3**
Foreign Language	Pre-Requisites: None	3	0	0	3	**3**
Elective(s) (CAA)	Pre-Requisites: Varies	Varies	Varies	Varies	Varies	**2-3**
TOTAL SEMESTER HOURS						**14-16**

Continued on next page

Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
Mathematics/ Natural Science	Pre-Requisites: Varies Co-Requisites: Varies	3	2-3	0	5-6	**4**
Mathematics/ Natural Science	Pre-Requisites: Varies Co-Requisites: Varies	2-3	2-3	0	5-6	**3-4**
COM 231 Public Speaking	Pre-Requisites: ENG 111	3	0	0	3	**3**
Elective(s) (CAA)	Pre-Requisites: Varies	Varies	Varies	Varies	Varies	**2-5**
TOTAL SEMESTER HOURS						**12-16**
TOTAL DEGREE HOURS REQUIRED FOR ASSOCIATE DEGREE						**60-61***

* The total number of elective hours needed is based upon course choices made in the Mathematics/Natural Sciences and Health/Wellness areas. A student must have 60-61 credit hours to complete the degree.

Technical and Vocational Programs

A 15 10 0 Agribusiness Technology

CONCENTRATION OVERVIEW

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

Upon completion of this concentration, graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

Student Learning Outcomes – Upon completion of the program, students will:

1. Prepare and analyze a farm budget.
2. Complete loan application procedures and explain basic laws affecting the agricultural industry.
3. Construct a marketing plan for an agricultural product.
4. Identify equipment parts and explain the basic principles of machinery operation and management.

Partnership: College of The Albemarle's two-year degree program is designed for students to transfer to North Carolina State University's School of Agriculture and Life Sciences.

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A 15 10 0 Agribusiness Technology

(Offered at COA - Elizabeth City)

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisite: ENG 011	3	0	0	3	3
PSY 150 General Psychology	Pre-Requisites: ENG 002 Tier 1	3	0	0	3	3
BIO 111 General Biology I	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3	3	0	6	4
AGR 110 Agricultural Economics	Pre-Requisites: None	3	0	0	3	3
AGR 139 Intro to Sustainable Ag	Pre-Requisites: None	3	0	0	3	3
TOTAL SEMESTER HOURS		**15**	**0**	**0**	**18**	**16**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
COM 120 Interpersonal Communications	Pre-Requisites: None	3	0	0	3	3
Natural Science/Mathematics: MAT 171 (transfer)	Pre-Requisites: MAT 003 Tier 2 or MAT 143 or MAT 152 Co-Requisites: MAT 071	3	2	0	5	4
AGR 121 Biological Pest Management	Pre-Requisites: None	3	0	0	3	3
AGR 130 Alternative Ag Production	Pre-Requisites: None	3	0	0	3	3
AGR 160 Plant Science	Pre-Requisites: None	2	2	0	4	3
AGR 170 Soil Science	Pre-Requisites: None	2	2	0	4	3
TOTAL SEMESTER HOURS		**16**	**6**	**0**	**22**	**19**

Continued on next page

Second Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ECO 252 Macroeconomics	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3	0	0	3	3
PHI 240 Intro to Ethics	Pre-Requisites: ENG 111	3	0	0	3	3
ANS 110 Animal Science	Pre-Requisites: None	3	0	0	3	3
AGR 212 Farm Business Mgmt	Pre-Requisites: None	3	0	0	3	3
AGR 213 Ag Law & Finance	Pre-Requisites: None	3	0	0	3	3
TOTAL SEMESTER HOURS		**15**	**0**	**0**	**15**	**15**
Second Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
AGR 214 Agricultural Marketing	Pre-Requisites: None	3	0	0	3	3
AGR 220 Ag Mechanization	Pre-Requisites: None	2	2	0	4	3
AGR 210 Ag Accounting	Pre-Requisites: None	1	4	0	5	3
HOR 160 Plant Materials	Pre-Requisites: None	2	2	0	4	3
CIS110 Intro to Computers	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	2	2	0	4	3
WBL 111 Work Based Learning I	Pre-Requisites: None	0	0	0	10	1
TOTAL SEMESTER HOURS		**10**	**10**	**0**	**30**	**16**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**66**

Technical and Vocational Programs

D 35 10 0 Air Conditioning, Heating and Refrigeration (HVAC) Technology – Diploma
C 35 10 0 I Air Conditioning, Heating and Refrigeration (HVAC) Technology – Certificate I
C 35 10 0 II Air Conditioning, Heating and Refrigeration (HVAC) Technology – Certificate II

(Diploma offered only at COA - Edenton-Chowan)
(Certificate campus location may vary)

CONCENTRATION OVERVIEW
The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge to develop skills necessary to work with residential and light commercial systems. Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments.

Upon completion of this concentration, graduates will be able to assist in the startup, preventive maintenance, service, repair, and/or installation of residential and light commercial systems.

Student Learning Outcomes – Upon completion of the program, students will:

1. Complete layout drawings for HVAC systems using approved engineering methods.
2. Demonstrate competency on the concepts and theory for the Federal 608 CFC certification test.
3. Demonstrate knowledge about refrigeration system operations.
4. Troubleshoot and repair electrical and digital control systems.

Partnership: N/A

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D 35 10 0 Air Conditioning, Heating and Refrigeration (HVAC) Technology - Diploma (Offered only at COA - Edenton-Chowan)

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
AHR 110 Intro to Refrigeration	Pre-Requisites: None	2	6		8	5
AHR 111 HVAC Electricity	Pre-Requisites: None	2	2		4	3
AHR 112 Heating Technology	Pre-Requisites: None	2	4		6	4
CIS 111 Basic PC Literacy		1	2		3	2
AHR 113 Comfort Cooling	Pre-Requisites: None	2	4		6	4
ENG 102 Appl Comm II Or ENG 111 Or MAT 110	ENG 102 Pre-Requisites: None ENG 111 Pre-Requisites: ENG 002 Tier 1 ENG 111 Co-Requisites: ENG 011 MAT 110 Pre-Requisites: MAT 003 Tier 1 MAT 110 Co-Requisites: MAT 010	2-3	0-2		3-4	3
TOTAL SEMESTER HOURS		**11-12**	**18-20**		**30-31**	**21**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
AHR 114 Heat Pump Technology	Pre-Requisites: AHR 110 or 113	2	4		6	4
AHR 130 HVAC Controls	Pre-Requisites: AHR 111 or ELC 111 or ELC 112	2	2		4	3
AHR 213 HVACR Building Code	Pre-Requisites: AHR 110 or AHR 113	1	2		3	2
AHR 160 Refrigerant Certification	Pre-Requisites: None	1			1	1
WBL 110 World of Work, WBL 111 or WBL 112 Work-Based Learning I		0-1		0-20	1-20	1-2
AHR 255 Indoor Air Quality	Pre-Requisites: AHR 110 or AHR 113	1	2		3	2
COM 101 Workplace Communication		3	0		3	3
TOTAL SEMESTER HOURS		**10-11**	**10**	**0-20**	**21-40**	**16-17**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**37-38**

"General education courses may be offered during different semesters based on campus location."

C 35 10 0 I Air Conditioning, Heating, and Refrigeration Technology Certificate I (Campus location may vary)

Certificate Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
AHR 110 Intro to Refrigeration	Pre-Requisites: None	2	6		8	5
AHR 111 HVAC Electricity	Pre-Requisites: None	2	2		4	3
AHR 112 Heating Technology	Pre-Requisites: None	2	4		6	4
AHR 113 Comfort Cooling	Pre-Requisites: None	2	4		6	4
TOTAL SEMESTER HOURS		**8**	**16**		**24**	**16**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**16**

C 35 10 0 II Air Conditioning, Heating, and Refrigeration Technology Certificate II (Campus location may vary)

To complete higher level certificates, students may be required to complete coursework offered in the previous certificate to meet all required course pre-requisites.

Certificate Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
AHR 114 Heat Pump Technology	Pre-Requisites: AHR 110 or AHR 113	2	4		6	4
AHR 130 HVAC Controls	Pre-Requisites: AHR 111 or ELC 111 or ELC 112	2	2		4	3
AHR 160 Refrigerant Certification	Pre-Requisites: None	1			1	1
AHR 255 Indoor Air Quality	Pre-Requisites: AHR 110 or AHR 113	1	2		3	2
AHR 213 HVACR Building Code	Pre-Requisites: AHR 110 or AHR 113	1	2		3	2
TOTAL SEMESTER HOURS		**7**	**10**		**17**	**12**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**12**

Technical and Vocational Programs

A 45 11 0 Associate Degree Nursing - Associate in Applied Science

CONCENTRATION OVERVIEW

The Associate Degree Nursing curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential. Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

Upon completion of this concentration, graduates will be able to **a**pply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

Program Student Learning Outcome- Upon completion of the program, students will:

1. Promote and enhance human flourishing by advocating for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings.
2. Recognize the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's preferences, values, and needs.
3. Make sound nursing judgments in practice, substantiated with evidence, that integrate nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context.
4. Develop professional identity by implementing one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context.
5. Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
6. Maintain a spirit of inquiry that examines the evidence that underlies clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities.
7. Use information and technology to communicate, manage knowledge, mitigate error, and support decision making.
8. Minimize risk of harm to patients and providers through both system effectiveness and individual performance.
9. Use data to monitor the outcomes of care processes and use improvement methods to design and test changes to continuously improve the quality and safety of health care systems.
10. Integrate best current evidence with clinical expertise and patient/family preferences and values for delivery of optimal health care.

Continued on next page

Partnerships:

ODU- ADN & BSN Concurrent Enrollment Agreement - An articulation agreement with Old Dominion University so that students may be enrolled in both the Associate Degree Nursing program and the ODU BSN program courses at the same time. Students may earn an Associate Degree in Nursing from COA and a Bachelor of Science in Nursing (BSN) degree from ODU.

MACU - Associate Degree Nursing and Bachelor of Science Biblical Studies Articulation Agreement—An articulation agreement with Mid-Atlantic Christian University so that students may receive training in both Nursing and Biblical Studies. Students can earn an Associate Degree in Nursing from COA and a Bachelor of Science degree in Biblical Studies from MACU.

RIBN – Regionally Increasing Baccalaureate Nurses – East Carolina University (ECU)

College of The Albemarle has two RIBN articulation agreements with East Carolina University so that students may be dual enrolled beginning the third semester of the ADN program, to earn an Associate Degree in Nursing from COA and a Bachelor of Science in Nursing (BSN) degree from ECU.

RIBN is designated for graduating high school students.

aRIBN (Alternate RIBN) is designed for already progressing college students.

For more information on these partnerships, please call 252-335-0821, ext. 2304.

College of The Albemarle's Associate Degree Nursing Program (including the L.P.N.-A.D.N. Option program) is accredited by: Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, GA 30326, (404) 975-5000, www.acenursing.org

Some Health Sciences and Wellness Programs may have additional requirements related to required GPAs, grades, and other progression policies required for graduation. Please see program handbooks for more information.

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A 45 11 0 Associate Degree Nursing – A.A.S.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
PSY 150 General Psychology	P=ENG 002 Tier 1	3	0	0	3	3
BIO 168 Anatomy and Physiology I	P=ENG 002 Tier 1 and MAT 003 Tier 2, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry	3	3	0	6	4
NUR 111 Introduction to Health Concepts	P= Admission to A.D.N. Coreq = BIO 168, PSY 150, ACA 111, ENG 111	4	6	6	16	8
ENG 111 Writing and Inquiry	P=ENG 002 Tier 1 C=ENG 011	3	0	0	3	3
ACA 111, 118 or 122 College Student Success		1	0	0	1	1
TOTAL SEMESTER HOURS		14	9	6	29	19
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
NUR 112 Health-Illness Concepts	P=NUR 111 Coreq = BIO 169, PSY 241, NUR 113, NUR 212AB	3	0	6	9	5
NUR 113 Family Health Concepts	P=NUR 111 Coreq = BIO 169, PSY 241, NUR 112, NUR 212AB	3	0	6	9	5
NUR 212AB Health System Concepts	P=NUR 111 Coreq =NUR 112, NUR 113, BIO 169, PSY 241	1	0	3	4	2
PSY 241 Developmental Psychology	P=PSY 150	3	0	0	3	3
BIO 169 Anatomy and Physiology II	P=BIO 168	3	3	0	6	4
TOTAL SEMESTER HOURS		13	3	15	31	19
Second Year Fall Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG 112 Writing/Research in the Disciplines	P=ENG 111	3	0	0	3	3
NUR 114 Holistic Health Concepts	P=NUR 111, NUR 112, NUR 113 Coreq =ENG112, NUR 211, NUR 212BB	3	0	6	9	5
NUR 211 Health Care Concepts	P=NUR 111, NUR 112, NUR 113 Coreq =ENG112, NUR 114, NUR 212BB	3	0	6	9	5
NUR 212BB Health System Concepts	P=NUR 111, NUR 212AB Coreq = NUR 114, NUR 211, ENG 112	2	0	3	5	3
TOTAL SEMESTER HOURS		11	0	15	26	16

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Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
BIO 275 Microbiology	P=BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168	3	3	0	6	4
*Humanities/Fine Arts Elective *PHI 240 recommended* *Must* select one from the following: ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 240, HUM 115.	P=Varies	3	0	0	3	3
NUR 213 Complex Health Concepts	P=NUR 111 Coreq= Take all: NUR 112, NUR 113, NUR 114, NUR 211, NUR 212; Humanities Elective, BIO 275	4	3	15	22	10
TOTAL SEMESTER HOURS		10	6	15	31	17
TOTAL DEGREE HOURS						71

A 45 11 0 L.P.N. – A.D.N. Option – A.A.S.

This option is for currently Licensed Practical Nurses (LPN) to advance to an Associate Degree in Nursing.

Partnerships:

ODU- ADN & BSN Concurrent Enrollment Agreement - An articulation agreement with Old Dominion University so that students may be enrolled in both the Associate Degree Nursing program and the ODU BSN program courses at the same time. Students may earn an Associate Degree in Nursing from COA and a Bachelor of Science in Nursing (BSN) degree from ODU.

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aRIBN (Alternate RIBN) is designed for already progressing college students.

For more information on these partnerships, please call 252-335-0821, ext. 2304.

Some Health Sciences and Wellness Programs may have additional requirements related to required GPAs, grades, and other progression policies required for graduation. Please see program handbooks for more information.

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A 45 11 0 LPN-ADN Option – A.A.S.

<u>This option is for already Licensed Practical Nurses</u> who desire to bridge to Associate Degree Nursing.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
PSY 150 General Psychology	P=ENG 002 Tier 1	3	0	0	3	3
BIO 168 Anatomy and Physiology I	P=ENG 002 Tier 1 and MAT 003 Tier 2, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry	3	3	0	6	4
NUR 111 Introduction to Health Concepts	P= Admission to A.D.N. Coreq = BIO 168, PSY 150, ACA 111, ENG 111	4	6	6	16	8
ENG 111 Writing and Inquiry	P=ENG 002 Tier 1 C=ENG 011	3	0	0	3	3
ACA 111, 118 or 122 College Student Success		1	0	0	1	1
TOTAL SEMESTER HOURS		14	9	6	29	19
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
NUR 112 Health-Illness Concepts	P=NUR 111 Coreq = BIO 169, PSY 241, NUR 113, NUR 212AB	3	0	6	9	5
NUR 113 Family Health Concepts	P=NUR 111 Coreq = BIO 169, PSY 241, NUR 112, NUR 212AB	3	0	6	9	5
NUR 212AB Health System Concepts	P=NUR 111 Coreq =NUR 112, NUR 113, BIO 169, PSY 241	1	0	3	4	2
PSY 241 Developmental Psychology	P=PSY 150	3	0	0	3	3
BIO 169 Anatomy and Physiology II	P=BIO 168	3	3	0	6	4
TOTAL SEMESTER HOURS		13	3	15	31	19
Second Year Fall Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG 112 Writing/Research in the Disciplines	P=ENG 111	3	0	0	3	3
NUR 114 Holistic Health Concepts	P=NUR 111, NUR 112, NUR 113 Coreq =ENG112, NUR 211, NUR 212BB	3	0	6	9	5
NUR 211 Health Care Concepts	P=NUR 111, NUR 112, NUR 113 Coreq =ENG112, NUR 114, NUR 212BB	3	0	6	9	5
NUR 212BB Health System Concepts	P=NUR 111, NUR 212AB Coreq = NUR 114, NUR 211, ENG 112	2	0	3	5	3
TOTAL SEMESTER HOURS		11	0	15	26	16

Continued on next page

Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
BIO 275 Microbiology	P=BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168	3	3	0	6	4
*Humanities/Fine Arts Elective *PHI 240 recommended* *Must* select one from the following: ART 111, ART 114, ART 115, MUS 110, MUS 112, PHI 240, HUM 115.	P=Varies	3	0	0	3	3
NUR 213 Complex Health Concepts	P=NUR 111 Coreq= Take all: NUR 112, NUR 113, NUR 114, NUR 211, NUR 212; Humanities Elective, BIO 275	4	3	15	22	10
TOTAL SEMESTER HOURS		10	6	15	31	17
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						71

Technical and Vocational Programs

A 60 20 0 Aviation Systems Technology – Associate in Applied Science

D 60 20 0 AM Airframe Maintenance – Diploma

D 60 20 0 PP Powerplant Maintenance – Diploma

(Offered only at COA - Currituck)

CONCENTRATION OVERVIEW

The Aviation Systems Technology provides individuals with the knowledge and skills to qualify for an aircraft mechanic's certificate with airframe and/or powerplant ratings. The curriculum is approved by the Federal Aviation Administration (FAA) under 14 CFR Part 147, which governs aviation maintenance schools. Course work includes aviation mathematics, FAA regulations, basic electricity, aircraft drawings; aircraft structures, systems, and components; aircraft engines, theory, systems, and components; and engine inspections and maintenance.

Upon completion of this concentration, graduates will be able to find employment opportunities as entry-level mechanics with air carriers, manufacturers, repair stations, fixed base operators, flight schools, and government aviation operations.

Student Learning Outcomes – Upon completion of the program, students will:

1. Properly understand and identify the Federal Aviation Regulations (FAR) applicable to aviation mechanics (AMT 105).
2. Be able to use electrical meters, install structural components and accomplish tasks/projects utilizing aircraft publications (AMT module).
3. Be able to utilize electrical meters and equipment to properly time an engine’s magnetos in accordance with aircraft specifications and publications (powerplant rating module).
4. Be able to read blueprints, troubleshoot and repair landing gear systems in accordance with troubleshooting logic trees and manufacturer service and maintenance manuals and FARS (AMT module).

Partnership: N/A

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A 60 20 0 Aviation Systems Technology – A.A.S.

(Offered only at COA - Currituck)

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
AVI 110 Aviation Maintenance-General		10	15		25	15
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
TOTAL SEMESTER HOURS		**13**	**15**		**28**	**18**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
AVI 120 Airframe Maintenance I	Pre-Requisites: AVI 110	6	18		24	12
CIS 111 Basic PC Literacy		1	2		3	2
MAT 110 Math Measurement & Literacy	Pre-Requisites: MAT 003 Tier 1 Co-Requisites: MAT 010	2	2		4	3
TOTAL SEMESTER HOURS		**9**	**22**		**31**	**17**
First Year Summer Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
AVI 130 Airframe Maintenance II	Pre-Requisites: AVI 110	6	9		15	9
ENG 112 Writing/Research in the Disciplines	Pre-Requisites: ENG 111	3			3	3
TOTAL SEMESTER HOURS		**9**	**9**		**18**	**12**
Second Year Fall Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
AVI 230 Airframe Maintenance III	Pre-Requisites: AVI 110	4	9		13	7
AVI 240 Powerplant Maintenance I	Pre-Requisites: AVI 110	3	9		12	6
HUM 115 Critical Thinking OR PHI 240 Introduction to Ethics	Pre-Requisites for HUM 115: ENG 002 Tier 1 Pre-Requisites for PHI 240: ENG 111	3			3	3
TOTAL SEMESTER HOURS		**10**	**18**		**28**	**16**

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Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
AVI 250 Powerplant Maintenance II	Pre-Requisites: AVI 110	10	15		25	15
WBL 110 World of Work OR WBL 111 Work-Based Learning I		1		0-10	1-10	1
TOTAL SEMESTER HOURS		**11**	**15**	0-10	**26-35**	**16**
Second Year Summer Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
AVI 260 Powerplant Maintenance III	Pre-Requisites: AVI 110	5	12		17	9
PSY 150 General Psychology	Pre-Requisites: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS		**8**	**12**		**20**	**12**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**91**

D 60 20 0 AM Airframe Maintenance - Diploma

(Offered only at the COA - Currituck)

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
AVI 110 Aviation Maintenance – General		10	15		25	15
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisite: ENG 011	3			3	3
TOTAL SEMESTER HOURS		**3**			**3**	**18**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
AVI 120 Airframe Maintenance I	Pre-Requisites: AVI 110	6	18		24	12
MAT 110 Mathematical Measurement	Pre-Requisites: MAT 003 Tier 1 Co-Requisites: MAT 010	2	2		4	3
TOTAL SEMESTER HOURS		**8**	**20**		**28**	**15**
First Year Summer Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
AVI 130 Airframe Maintenance II	Pre-Requisites: AVI 110	6	9		15	9
TOTAL SEMESTER HOURS		**6**	**9**		**15**	**9**
Second Year Fall Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
AVI 230 Airframe Maintenance III	Pre-Requisites: AVI 110	4	9		13	7
TOTAL SEMESTER HOURS		**4**	**9**		**13**	**7**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**49**

D 60 20 0 PP Powerplant Maintenance - Diploma
(Offered only at the COA - Currituck)

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
AVI 110 Aviation Maintenance – General		10	15		25	15
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
TOTAL SEMESTER HOURS		**3**			**3**	**18**
Second Year Fall Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
AVI 240 Powerplant Maintenance I	Pre-Requisites: AVI 110	**3**	**9**		**12**	**6**
		3	**9**		**12**	**6**
Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
AVI 250 Powerplant Maintenance II	Pre-Requisites: AVI 110	10	15		25	15
MAT 110 Mathematical Measurement	Pre-Requisites: MAT 003 Tier 1 Co-Requisites: MAT 010	2	2		4	3
TOTAL SEMESTER HOURS		**12**	**17**		**29**	**18**
Summer Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
AVI 260 Powerplant Maintenance III	Pre-Requisites: AVI 110	5	12		17	9
TOTAL SEMESTER HOURS		**5**	**12**		**17**	**9**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**51**

Technical and Vocational Programs

C 55 12 0 Basic Law Enforcement Training - Certificate

CONCENTRATION OVERVIEW

Basic Law Enforcement Training (BLET) utilizes State-commission mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcohol beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations. Successful graduates receive a curriculum certificate upon passing the certification examinations mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or the North Carolina Sheriffs' Education and Training Standards Commission

Upon successful completion of this program and state examination, graduates will be able to qualify for entry-level employment as law enforcement officers with state, county, municipal governments, or with private enterprise.

Student Learning Outcomes – Upon completion of the program, students will:

1. Determine the nature of a problem and decide on a legal and logical course of action.
2. Recall details on specific people or incidents and properly document the details for future use in civil or criminal proceedings.
3. Deal with persons of all cultures on a professional basis.
4. Exhibit emotional stability and react calmly in emergency situations.
5. Develop skills for the efficient and safe use of equipment, firearms and vehicles.
6. Possess a broad understanding of government, the criminal justice process, and supporting agencies.

Partnership: N/A

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C 55 12 0 Basic Law Enforcement Training - Certificate

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
CJC 110 Basic Law Enforcement BLET		10	30		40	20
TOTAL SEMESTER HOURS		**10**	**30**		**40**	**20**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**20**

Technical and Vocational Programs

A 25 12 0 BA General Business Administration – Associate in Applied Science

C 25 12 0 BA General Business Administration Certificate

CONCENTRATION OVERVIEW

The General Business Administration curriculum is designed to introduce students to 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.

Upon completion of this concentration, graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Student Learning Outcomes – Upon completion of the program, students will:

1. Develop and use balance sheets and income statements to gauge the performance of an actual firm.
2. Describe the laws of commercial transactions and processes used to legally conduct business in a dynamic global marketplace.
3. Work proficiently with the QuickBooks small business accounting system.
4. Complete a corporate analysis of actual firms and present the comparative findings.

Partnership: N/A

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A 25 120 BA General Business Administration – A.A.S.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
WBL 110 World of Work OR ACA 122 College Transfer Success (recommended for college transfer)	Pre-Requisites: none	1			1	1
BUS 110 Introduction to Business	Pre-Requisites: ENG 002 Tier 1	3			3	3
CIS 110 Introduction to Computers OR CIS 111 Basic PC Literacy	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for CIS 111: none	1-2	2		3-4	2-3
ACC 120 Prin of Financial Accounting	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3	2		5	4
BUS 151 People Skills	Pre-Requisites: none	3				3
TOTAL SEMESTER HOURS						**16-17**

First Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 112 Writing/ Research in the Disc	Pre-Requisites: ENG 111	3			3	3
BUS 240 Business Ethics	Pre-Requisites: ENG 002 Tier 1	3			3	3
BUS 139 Entrepreneurship I	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
MAT 143 Quantitative Literacy OR MAT 152 Statistical Methods I (recommended for college transfer) OR MAT 171 Pre-calculus Alg (recommended for college transfer)	Pre-Requisites for MAT 143 and MAT 152: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites for MAT 143: MAT 043 Co-Requisites for MAT 152: MAT 052 Pre-Requisites for MAT 171: MAT 003 Tier 2 or MAT 143 or MAT 152 Co-Requisites for MAT 171: MAT 071	2-3	2		4-5	3-4
ACC 121 Prin of Managerial Acct OR Choose 3 credit hours from the Other Major Hours List	Pre-Requisites for ACC 121: ACC 120	2-4	3		4-5	3-4
TOTAL SEMESTER HOURS						**15-17**

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A 25 12 0 BA General Business Administration – A.A.S.

Second Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ACC 150 Accounting Software Application	Pre-Requisites: ACC 120	1	3		4	2
BUS 137 Principles of Management	Pre-Requisites: BUS 110 or MED 131 or CTS 115	3			3	3
MKT 120 Prin of Marketing	Pre-Requisites: none	3			3	3
INT 110 International Business	Pre-Requisites: ENG 002 Tier 1	3			3	3
ECO 251 Prin. of Microeconomics	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
BUS 245 Entrepreneurship II	Pre-Requisites : BUS 139	3	0		3	3
TOTAL SEMESTER HOURS						**17**

Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
BUS 115 Business Law	Pre-Requisites: ENG 002 Tier 1	3			3	3
BUS 285 Business Management Issues	Pre-Requisites: BUS 110 and BUS 137	2	2		4	3
BUS 125 Personal Finance	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
ECO 252 Prin. Of Macroeconomics	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
ART 111 Art Appreciation OR MUS 110 Music Appreciation OR PHI 240 Introduction to Ethics	Pre-Requisites for ART 111 or MUS 110: none Pre-Requisites for PHI 240: ENG 111	3			3	3
PSY 150 General Psychology OR SOC 210 Introduction to Sociology	Pre-Requisites for PSY 150: ENG 002 Tier 1 Pre-Requisites for SOC 210: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS						**18**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**67-69**

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Other Major Hours Pick List For General Business Administration Degree A 25120 BA

Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Total Credit Hours
ACC 140 Payroll Accounting	Pre-Requisites: ACC 120	1	3	2
ACC 270 International Accounting	Pre-Requisites: ACC 120	3		3
CTS 115 Info Sys Business Concept	Pre-Requisites: ENG 002 Tier 1	3		3
CTS 130 Spreadsheet	Pre-Requisites: CIS 110 or CIS 111 or OST 137	2	2	3
CTS 240 Project Management	Pre-Requisites: ENG 002 Tier 1, and CIS 111 or CIS 110	2	2	3
DBA 110 Database Concepts	Pre-Requisites: CIS 110 or CIS 111	2	3	3
DBA 115 Database Applications	Pre-Requisites: DBA 110	2	2	3
DBA 120 Database Programming I	Pre-Requisites: DBA 110	2	2	3
INT 210 International Trade	Pre-Requisites: ENG 002 Tier 1	3		3
INT 220 International Economics	Pre-Requisites: ECO 151 or ECO 251 or ECO 252	3		3
INT 230 International Law	Pre-Requisites: BUS 115	3		3
OST 136 Word Processing	Pre-Requisites: CIS 110 or CIS 111	2	2	3
OST 236 Adv. Word Processing	Pre-Requisites: OST 136	2	2	3
WBL 111 Work-Based learning I	Pre-Requisites: none			1
WBL 112 Work-Based learning I	Pre-Requisites: none			2
WBL 121 Work-Based learning II	Pre-Requisites: none			1
WBL 122 Work-Based learning II	Pre-Requisites: none			2
WBL 131 Work-Based learning III	Pre-Requisites: none			1
WBL 132 Work-Based learning III	Pre-Requisites: none			2

C 25 12 0 BA General Business Administration Certificate

First Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
BUS 110 Introduction to Business	Pre-Requisites: ENG 002 Tier 1	3			3	3
CIS 110 Introduction to Computers	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	2	2		4	3
ACC 120 Prin of Financial Accounting	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3	2		5	4
TOTAL SEMESTER HOURS						**10**
Second Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
BUS 115 Business Law	Pre-Requisites: ENG 002 Tier 1	3			3	3
ACC 121 Prin of Managerial Acct	Pre-Requisites: ACC 120	3	2		5	4
TOTAL SEMESTER HOURS						**7**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**17**

Technical and Vocational Programs

A 25 12 0 AC General Business Administration – Associate in Applied Science – Accelerated Program Track

CONCENTRATION OVERVIEW

The Business Administration curriculum is designed to introduce students to 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.

Upon completion of this concentration, graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

Student Learning Outcomes – Upon completion of the program, students will:

1. Develop and use balance sheets and income statements to gauge the performance of a firm.
2. Describe the laws of commercial transactions and processes used to legally conduct business in a dynamic global marketplace.
3. Work proficiently with the QuickBooks small business accounting system.
4. Complete a corporate analysis of actual firms and present the comparative findings.

This program is designed for students to complete within 15 months. Students must apply and be accepted into a cohort. New cohorts begin each summer session. Students must have departmental approval to enroll in the accelerated degree program.

Partnership: N/A

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A 25 120 AC General Business Administration – A.A.S. – Accelerated Program Track

First Year Summer Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
WBL 110 World of Work OR ACA 122 College Transfer Success (recommended for college transfer)	Pre-Requisites: none	1			1	1
BUS 110 Introduction to Business	Pre-Requisites: ENG 002 Tier 1	3			3	3
CIS 110 Introduction to Computers	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1	2	2		4	3
TOTAL SEMESTER HOURS						**10**

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ACC 120 Principles of Financial Accounting	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3	2		5	4
ENG 112 Writing/ Research in the Disc	Pre-Requisites: ENG 111	3			3	3
ECO 251 Prin of Microeconomics	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
<u>Humanities/Fine Arts</u> ART 111 Art Appreciation OR MUS 110 Music Appreciation	Pre-Requisites:	3			3	3
<u>Choose one of the following:</u> MAT 143 Quantitative Literacy OR MAT 152 Statistical Methods I (recommended for college transfer) OR MAT 171 Pre-calculus Alg (recommended for college transfer)	Pre-Requisites for MAT 143 and MAT 152: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites for MAT 143: MAT 043 Co-Requisites for MAT 152: MAT 052 Pre-Requisites for MAT 171: MAT 003 Tier 2 or MAT 143 or MAT 152 Co-Requisites for MAT 171: MAT 071	2-3	2		4-5	3-4
INT 110 International Business (8 week course)	Pre-Requisites: ENG 002 Tier 1	3			3	3
MKT 120 Principles of Marketing (8 week course)	Pre-Requisites:	3			3	3
TOTAL SEMESTER HOURS						**22-23**

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A 25 12 0 AC General Business Administration – A.A.S. – Accelerated Program Track

First Year Winter Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
BUS 137 Principles of Management (4 week course)	Pre-Requisites: BUS 110 or MED 131 or CTS 115	3			3	3
BUS 115 Business Law (4 week course)	Pre-Requisites: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS						**6**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ACC 150 Accounting Software Application	Pre-Requisites:	1	2		3	2
BUS 285 Business Management Issues	Pre-Requisites: BUS 110 and BUS 137	3	1		4	3
BUS 151 People Skills	Pre-Requisites:	3			3	3
BUS 240 Business Ethics (8 week course)	Pre-Requisites : ENG 002 Tier 1	3			3	3
ECO 252 Macroeconomics	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
ACC 121 Prin of Managerial Accounting	Pre-Requisites:	3	2		5	4
TOTAL SEMESTER HOURS						**18**
Second Year Summer Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
BUS 139 Entrepreneurship	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
INT 230 International Law	Pre-Requisites: BUS 115	3			3	3
BUS 125 Personal Finance	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
Social/Behavioral Sciences PSY 150 General Psychology	Pre-Requisites: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS						**12**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**68-69**

Technical and Vocational Programs

A 25 12 0 GB Global Business Management – Associate in Applied Science

C 25 12 0 GB Global Business Management Certificate

CONCENTRATION OVERVIEW

The Global Business Management curriculum is designed to introduce students to various aspects of global systems. This curriculum prepares individuals for positions in international business through studies in business, international marketing, international law, international economics and international trade practices. 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.

Upon completion of this concentration, graduates are prepared for employment opportunities in government agencies, financial institutions, large to small business or industry, and other world organizations.

Student Learning Outcomes – Upon completion of the program, students will:

1. Apply business concepts and practices to international and global venues and markets.
2. Demonstrate an appreciation and respect for international business and economic practices.
3. Utilize knowledge of geography, politics, and culture in multiple applications.
4. Communicate effectively orally and in writing.

Partnership: N/A

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A 25 12 0 GB Global Business Management – A.A.S.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
WBL 110 World of Work OR ACA 122 College Transfer Success (recommended for college transfer)	Pre-Requisites for WBL 110: none Pre-Requisites for ACA 122: none	1			1	1
BUS 110 Introduction to Business	Pre-Requisites: ENG 002 Tier 1	3			3	3
CIS 110 Introduction to Computers OR CIS 111 Basic PC Literacy	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for CIS 111: none	2 1	2 2		4 3	3 2
ACC 120 Prin of Financial Accounting	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3	2		5	4
INT 110 International Business	Pre-Requisites: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS						**16-17**

First Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 112 Writing/Research in the Disc	Pre-Requisites: ENG 111	3			3	3
INT 210 International Trade	Pre-Requisites: ENG 002 Tier 1	3			3	3
BUS 115 Business Law	Pre-Requisites: ENG 002 Tier 1	3			3	3
ACC 121 Prin of Managerial Acct OR Choose 3 credit hours from Other Major Hours pick list	Pre-Requisites for ACC 121: ACC 120	3	0-2		3-5	3-4
MAT 143 Quantitative Literacy OR MAT 152 Statistical Methods I (recommended for college transfer) OR MAT 171 Pre-calculus Algebra (recommended for college transfer)	Pre-Requisites for MAT 143 and MAT 152: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites for MAT 143: MAT 043 Co-Requisites for MAT 152: MAT 052 Pre-Requisites for MAT 171: MAT 003 Tier 2 or MAT 143 or MAT 152 Co-Requisites for MAT 171: MAT 071	2-3	2		4-5	3-4
TOTAL SEMESTER HOURS						**15-17**

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A 25 12 0 GB Global Business Management – A.A.S.

Second Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ACC 270 International Accounting	Pre-Requisites: ACC 120	3			3	3
Choose 3 credit hours from Other Major Hours pick list	Pre-Requisites: Varies	Varies	Varies		Varies	3
BUS 137 Principles of Management	Pre-Requisites: BUS 110 or MED 131 or CTS 115	3			3	3
MKT 120 Principles of Marketing	Pre-Requisites: none	3			3	3
BUS 151 People Skills	Pre-Requisites: none	3				3
ECO 251 Principles of Microeconomics	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
TOTAL SEMESTER HOURS						**18**
Second Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
BUS 285 Business Management Issues	Pre-Requisites: BUS 110 and BUS 137	3	1		4	3
INT 220 International Economics	Pre-Requisites: ECO 151 or ECO 251 or ECO 252.	3			3	3
INT 230 International Law	Pre-Requisites: BUS 115	3			3	3
ECO 252 Principles of Macroeconomics	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
ART 111 Art Appreciation OR MUS 110 Music Appreciation OR PHI 240 Introduction to Ethics	Pre-Requisites for ART 111 or MUS 110: none Pre-Requisites for PHI 240: ENG 111	3			3	3
PSY 150 General Psychology OR SOC 210 Introduction to Sociology	Pre-Requisites for PSY 150: ENG 002 Tier 1 Pre-Requisites for SOC 210: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS						**18**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**68-70**

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Other Major Hours Pick List For
Global Management Business Degree A 25 12 0 GB

Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Total Credit Hours
ACC 140 Payroll Accounting	Pre-Requisites: ACC 120	1	3	2
ACC 150 Acct. Software Applications	Pre-Requisites: ACC 120	1	3	2
BUS 125 Personal Finance	Pre-Requisites: ENG 002 Tier 1 and Mat 003 Tier 1	3		3
BUS 139 Entrepreneurship I	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3		3
BUS 240 Business Ethics	Pre-Requisites: ENG 002 Tier 1	3		3
BUS 245 Entrepreneurship II	Pre-Requisites: BUS 139	3		3
CTS 115 Info Sys Business Concept	Pre-Requisites: ENG 002 Tier 1	3		3
CTS 130 Spreadsheets	Pre-Requisites: CIS 110 or CIS 111 or OST 137	2	2	3
CTS 240 Project Management	Pre-Requisites: ENG 002 Tier 1, and CIS 111 or CIS 110	2	2	3
DBA 110 Database Concepts	Pre-Requisites: CIS 110 or CIS 111	2	3	3
DBA 115 Database Applications	Pre-Requisites: DBA 110	2	2	3
DBA 120 Database Programming I	Pre-Requisites: DBA 110	2	2	3
OST 136 Word Processing	Pre-Requisites: CIS 110 /CIS 111	2	2	3
OST 236 Adv. Word Processing	Pre-Requisites: OST 136	2	2	3
WBL 111 Work-Based learning I	Pre-Requisites: none			1
WBL 112 Work-Based learning I	Pre-Requisites: none			2
WBL 121 Work-Based learning II	Pre-Requisites: none			1
WBL 122 Work-Based learning II	Pre-Requisites: none			2
WBL 131 Work-Based learning III	Pre-Requisites: none			1
WBL 132 Work-Based learning III	Pre-Requisites: none			2

C 25 12 0 GB Global Business Management Certificate

First Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
MKT 120 Principles of Marketing	Pre-Requisites: none	3	0		3	3
INT 110 International Business	Pre-Requisites: ENG 002 Tier 1	3	0		3	3
BUS 115 Business Law	Pre-Requisites: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS						**9**
Second Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
INT 210 International Trade	Pre-Requisites: ENG 002 Tier 1	3			3	3
INT 230 International Law	Pre-Requisites: BUS 115	3			3	3
BUS 110 Introduction to Business	Pre-Requisites: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS						**9**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**18**

Technical and Vocational Programs

A 50 15 0 Computer-Aided Drafting Technology – Associate in Applied Science

D 50 15 0 Computer-Aided Drafting Technology – Diploma

C 50 15 0 Computer-Aided Drafting Certificate

(This program is located at COA - Currituck)

CONCENTRATION OVERVIEW

This curriculum prepares the 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. Included is instruction in architectural drafting, computer-assisted drafting and design (CADD), creating and managing two and three-dimensional models, linking CAD documents to other software applications and operating systems.

Upon completion of this concentration, graduates will be able to qualify for CAD jobs in architectural and engineering consulting firms and industrial design businesses.

Student Learning Outcomes – Upon completion of the program, students will:

1. Use various Computer-Aided Drafting programs to produce design drawings in accordance with industry standards.
2. Use computer design programs to develop three-dimensional drawings that will promote visual understanding and for presentation purposes.
3. Apply new architectural and mechanical design skills to solve design problems in and outside of class.

Partnership: N/A

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A 50 15 0 Computer-Aided Drafting Technology – A.A.S.
(Located at COA - Currituck)

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ISC 110 Workplace Safety		1			1	1
ARC 111 Intro to Arch. Technology		1	6		7	3
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
DFT 151 CAD I		2	3		5	3
SST 110 Intro to Sustainability		3			3	3
CIS 110 Intro to Computers	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	2	2		4	3
TOTAL SEMESTER HOURS		**12**	**11**		**23**	**16**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ARC 112 Constr. Material/Methods		3	2		5	4
ARC 113 Residential ARC Tech.	Pre-Requisites: ARC-111 Co-Requisites: ARC-112	1	6		7	3
DFT 152 CAD II		2	3		5	3
DFT 154 Intro to Solid Modeling		2	3		5	3
MAT 171 Pre-Calculus Algebra -OR- MAT 110 Mathematical Measurement	Pre-Requisites for MAT 171: MAT 003 Tier 2 or MAT 143 or MAT 152 Co-Requisites for MAT 171: MAT 071 Pre-Requisites for MAT 110: MAT 003 Tier 1 Co-Requisites for MAT 110: MAT 010	3 or 2	2 or 2		5 or 4	4 or 3
COM 120 Intro Interpersonal Comm. -OR- COM 231 Public Speaking	Pre-Requisites for COM 120: None Pre-Requisites for COM 231: ENG 111	3			3	3
TOTAL SEMESTER HOURS		**13-14**	**16**		**29-30**	**19-20**

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Second Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
SST 140 Green Bld-Design Concepts		3			3	3
DFT 153 CAD III	Pre-Requisites: DFT 152	2	3		5	3
DFT 254 Intermediate Solid Modeling	Pre-Requisites: DFT 154	2	3		5	3
MEC 161 Manufacturing Processes I		3			3	3
HUM 115 Critical Thinking OR PHI 240 Intro to Ethics	Pre-Requisites for HUM 115: ENG 002 Tier 1 Pre-Requisites for PHI 240: ENG 111	3			3	3
TOTAL SEMESTER HOURS		**13**	**6**		**19**	**15**
Second Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ISC 130 Intro to Quality Control		3			3	3
ARC 212 Commercial Construction	Pre-Requisites: ARC 111 Co-Requisites: ARC 112	1	6		7	3
DFT 259 CAD Project		1	4		5	3
WBL 110 World of Work OR WBL 111 Work-Based Learning I		0-1		0-10	1-10	1
DFT 189 Emerging Tech in CAD		1	2		3	2
PSY 150 Intro. To Psychology	Pre-Requisites: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS		**9-10**	**12**	**0-10**	**22-31**	**15**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**65-66**

D 50 15 0 Computer-Aided Drafting Technology – Diploma
(Located at COA - Currituck)

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ISC 110 Workplace Safety		1			1	1
ARC 111 Intro to Arch. Technology		1	6		7	3
DFT 151 CAD I		2	3		5	3
SST 110 Intro to Sustainability		3			3	3
TOTAL SEMESTER HOURS		**7**	**9**		**16**	**10**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
DFT 152 CAD II		2	3		5	3
DFT 154 Intro to Solid Modeling		2	3		5	3
COM 120 Intro Interpersonal Comm. -OR- ENG 111 Writing and Inquiry	Pre-Requisites for COM 120: None Pre-Requisites for ENG 111: ENG 002 Tier 1 Co-Requisites for ENG 111: ENG 011	3			3	3
TOTAL SEMESTER HOURS		**7**	**6**		**13**	**9**
Second Year Fall Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
HUM 115 Critical Thinking OR PHI 240 Intro to Ethics	Pre-Requisites for HUM 115: ENG 002 Tier 1 Pre-Requisites for PHI 240: ENG 111	**3**			**3**	**3**
DFT 153 CAD III	Pre-Requisites: DFT 152	2	3		5	3
DFT 254 Intermediate Solid Modeling	Pre-Requisites: DFT 154	2	3		5	3
TOTAL SEMESTER HOURS		**7**	**6**		**13**	**9**
Second Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ISC 130 Intro to Quality Control		3			3	3
DFT 259 CAD Project		1	4		5	3
DFT 189 Emerging Tech in CAD		1	2		3	2
TOTAL SEMESTER HOURS		**5**	**6**		**11**	**8**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**36**

C 50 15 0 Computer-Aided Drafting Technology – Certificate

(Located at COA - Currituck)

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ISC 110 Workplace Safety		1			1	1
ARC 111 Intro to Arch. Technology		1	6		7	3
DFT 151 CAD I		**2**	**3**		**5**	**3**
TOTAL SEMESTER HOURS		**4**	**9**		**13**	**7**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
DFT 152 CAD II		2	3		5	3
DFT 259 CAD Project		1	4		5	3
DFT 154 Intro to Solid Modeling		2	3		5	3
TOTAL SEMESTER HOURS		**5**	**10**		**15**	**9**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**16**

Technical and Vocational Programs

D 50 21 0 Computer Integrated Machining - Diploma
C 50 21 0 I Computer Integrated Machining – Certificate I
C 50 21 0 II Computer Integrated Machining – Certificate II

(Offered only at COA - Currituck)

CONCENTRATION OVERVIEW

The Computer Integrated Machining curriculum is designed to develop skills in the theory and safe use of hand tools, power machinery, computerized equipment, and sophisticated precision inspection instruments. Students learn to interpret blueprints, setup manual and CNC machines, perform basic and advanced machining operations, and make decisions to insure that work quality is maintained.

Upon completion of this concentration, graduates will be able to qualify for employment opportunities for machining technicians exist in manufacturing industries, public institutions, governmental agencies, and in a wide range of specialty machining job shops.

Student Learning Outcomes - Upon completion of the program, students will:

1. Demonstrate the safe use of hand tools, power machinery, and other equipment and tools relevant to metals manufacturing by producing assigned projects that require specific machining skills.
2. Make decisions that demonstrate knowledge of precision measuring tools by performing quality control inspection procedures on projects.
3. Program computer numerical machine tools to produce accurate and functional machine parts.
4. Demonstrate how to visualize and interpret technical drawings to include line types, orthographic projections, dimensions, and notes.

Partnership: N/A

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D 50 21 0 Computer Integrated Machining – Diploma
(Offered only at COA - Currituck)

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
MAC 111 Machining Technology I	Pre-Requisites: None Co-Requisites: MAC 171, 172	2	12		14	6
MAC 131 Blueprint Reading/Mach I	Pre-Requisites: None	1	2		3	2
MAC 151 Machining Calculations	Pre-Requisites: MAT 003 Tier 1	1	2		3	2
MAC 121 Intro to CNC	Pre-Requisites: None	2			2	2
MAC 171 Measure/Material & Safety	Pre-Requisites: None		2		2	1
MAC 172 Job Plan, Bench & Layout	Pre-Requisites: None		2		2	1
COM 101 Workplace Communication		3			3	3
TOTAL SEMESTER HOURS		**9**	**20**		**29**	**17**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
MAC 112 Machining Technology II	Pre-Requisites: MAC 111, 131	2	12		14	6
MAC 122 CNC Turning (2nd 8 wks)	Pre-Requisites: MAC 111, 121, 131	1	3		4	2
MAC 124 CNC Milling (1st 8 wks)	Pre-Requisites: MAC 111, 121, 131	1	3		4	2
MAC 132 Blueprint Reading/Mach II	Pre-Requisites: MAC 131	1	2		3	2
MEC 110 Intro to CAD/CAM	Pre-Requisites: MAC 121, 131	1	2		3	2
MAT 110 Math Measurement & Literacy	Pre-Requisites: MAT 003 Tier 1 Co-Requisites: MAT 010	2	2		4	3
WBL 110 (World of Work) or WBL 111 (Work-Based Learning I)		0-1		0-10	1-10	1
TOTAL SEMESTER HOURS		**8-9**	**24**	**0-10**	**33-42**	**18**

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First Year Summer Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
MAC 113 Machining Technology III	Pre-Requisites: MAC 112, MEC 110	2	12		14	6
TOTAL SEMESTER HOURS		**2**	**12**		**14**	**6**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**41**

C 50 21 0 I Computer Integrated Machining – Certificate I

(Offered only at COA - Currituck)

Certificate Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
MAC 111 Machining Technology I	Pre-Requisites: None Co-Requisites: MAC 171, 172	2	12		14	6
MAC 131 Blueprint Reading/Mach I	Pre-Requisites: None	1	2		3	2
MAC 151 Machining Calculations	Pre-Requisites: MAT 003 Tier 1	1	2		3	2
MAC 121 Introduction to CNC	Pre-Requisites: None	2			2	2
MAC 171 Measure/Material & Safety	Pre-Requisites: None		2		2	1
MAC 172 Job Plan, Bench & Layout	Pre-Requisites: None		2		2	1
TOTAL SEMESTER HOURS		**6**	**20**		**26**	**14**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**14**

C 50 21 0 II Computer Integrated Machining – Certificate II
(Offered only at COA - Currituck)

Certificate Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
MAC 112 Machining Technology II	Pre-Requisites: MAC 111, 131	2	12		14	6
MAC 122 CNC Turning	Pre-Requisites: MAC 111, 121, 131	1	3		4	2
MAC 124 CNC Milling	Pre-Requisites: MAC 111, 121, 131	1	3		4	2
MAC 132 Blueprint Reading/Mach II	Pre-Requisites: MAC 131	1	2		3	2
MEC 110 Intro to CAD/CAM	Pre-Requisites: MAC 121, 131	1	2		3	2
TOTAL SEMESTER HOURS		**6**	**22**		**28**	**14**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**14**

Technical and Vocational Programs

D 55 14 0 Cosmetology – Diploma

CONCENTRATION OVERVIEW
The Cosmetology curriculum is designed to provide competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry.

Upon completion of this concentration, graduates will be able to qualify to sit for the State Board of Cosmetic Art examination. Upon successfully passing the state board exam, graduates will be issued a license.

Student Learning Outcomes – Upon completion of the program, students will:

1. Perform hair/scalp cleansing/conditioning, and hairstyling services.
2. Perform haircutting services.
3. Perform chemical hair texturizing services.
4. Perform hair coloring and lightening services.

Partnership: N/A

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D 55 14 0 Cosmetology – Diploma

First Year Semester 1 Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
COS 111 Cosmetology Concepts I	Pre-Requisites: Permission of instructor Co-Requisites: COS 112; PSY 101 or COM 101	4	0	0	4	4
COS 112 Salon I	Pre-Requisites: Permission of instructor Co-Requisites: COS 111; PSY 101 or COM 101	0	24	0	24	8
COS 113 AB Cosmetology Concepts II	Pre-Requisites: COS 111, COS 112 Co-Requisites: COS 114 AB	1	0	0	1	1
COS 114 AB Salon II	Pre-Requisites: COS 111, COS 112 Co-Requisites: COS 113 AB	0	12	0	12	4
WBL 110 World of Work	Pre-Requisites: None Co-Requisites: None	1	0	0	1	1
COM 101 Workplace Communication	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
TOTAL SEMESTER HOURS		**9**	**36**	**0**	**45**	**21**

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First Year Semester 2 Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
COS 113 BB Cosmetology Concepts II	Pre-Requisites: COS 111, COS 112, COS 113 AB, COS 114 AB Co-Requisites: COS 114 BB	3	0	0	3	3
COS 114 BB Salon II	Pre-Requisites: COS 111, COS 112, COS 113 AB, COS 114 AB Co-Requisites: COS 113 BB	0	12	0	12	4
COS 115 Cosmetology Concepts III	Pre-Requisites: COS 111, COS 112, COS 113 AB, COS 113 BB, COS 114 AB, COS 114 BB Co-Requisites: COS 116	4	0	0	4	4
COS 116 Salon III	Pre-Requisites: COS 111, COS 112, COS 114 AB, COS 114 BB, COS 113 AB, COS 113 BB Co-Requisites: COS 115	0	12	0	12	4
PSY 101 Applied Psychology	Pre-Requisites: ENG 002 Tier 1	3	0	0	3	3
TOTAL SEMESTER HOURS		**10**	**24**	**0**	**34**	**18**

Second Year Semester 3 Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
COS 117 Cosmetology Concepts IV	Pre-Requisites: COS 111, COS 112, COS 113 AB, COS 113 BB, COS 115, COS 114 AB, COS 114 BB, COS 116 Co-Requisites: COS 118	2	0	0	2	2
COS 118 Salon IV	Pre-Requisites: COS 111, COS 112, COS 113 AB, COS 113 BB COS 114 AB, COS 114 BB, COS 115, COS 116 Co-Requisites: COS 117	0	21	0	21	7
TOTAL SEMESTER HOURS		2	21	0	23	9
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**48**

Technical and Vocational Programs

A 55 18 0 Criminal Justice Technology – Associate in Applied Science

CONCENTRATION OVERVIEW

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.

Upon completion of this concentration, graduates will be able to qualify for employment opportunities in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Student Learning Outcomes - Upon completion of the program, students will:

1. Determine the nature of a problem and decide on a legal and logical course of action.
2. Discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.
3. Apply ethical considerations to the decision-making process in identifiable criminal justice situations.
4. Explain theories, practices, and issues related to law enforcement operations.
5. Possess a broad understanding of government, the criminal justice process, and supporting agencies.

Partnership: N/A

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A 55 18 0 Criminal Justice Technology – A.A.S.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisite: ENG 011	3			3	3
SOC 210 Intro to Sociology	Pre-Requisites: ENG 002 Tier 1	3			3	3
CJC 111 Intro to Criminal Justice	Pre-Requisites: ENG 002 Tier 1	3			3	3
*CJC 120 Interviews/Interrogations	Pre-Requisites: ENG 002 Tier 1	1	2		3	2
CJC 212 Ethics and Community Relations	Pre-Requisites: ENG 002 Tier 1	3			3	3
*CJC 231 Constitutional Law	Pre-Requisites: ENG 002 Tier 1	3			3	3
CIS 110 Intro to Computers	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	2	2		4	3
TOTAL SEMESTER HOURS		**18**	**4**		**22**	**20**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
WBL 110 World of Work		1			1	1
MAT 143 Quantitative Literacy	Pre-Requisites: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites: MAT 043	2	2		4	3
PSY 150 General Psychology	Pre-Requisites: ENG 002 Tier 1	3			3	3
CJC 121 Law Enforcement Operations	Pre-Requisites: ENG 002 Tier 1	3			3	3
*CJC 132 Court Procedure & Evidence	Pre-Requisites: ENG 002 Tier 1	3			3	3
CJC 141 Corrections	Pre-Requisites: ENG 002 Tier 1	3			3	3
CJC 222 Criminalistics	Pre-Requisites: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS		**18**	**2**		**20**	**19**

Continued on next page

Second Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
CJC 112 Criminology	Pre-Requisites: ENG 002 Tier 1	3			3	3
CJC 113 Juvenile Justice	Pre-Requisites: ENG 002 Tier 1	3			3	3
CJC 131 Criminal Law	Pre-Requisites: ENG 002 Tier 1	3			3	3
CJC 160 Terrorism: Underlying Issues	Pre-Requisites: ENG 002 Tier 1	3			3	3
*CJC 225 Crisis Intervention	Pre-Requisites for CJC 225: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS		**15**			**15**	**15**
Second Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
COM 231 Public Speaking	Pre-Requisites: ENG 111	3			3	3
Humanities/Fine Arts Elective Choose 3 semester credit hours of approved courses from the College of The Albemarle (COA) Comprehensive Articulation Agreement (CAA) list. Cannot be a COM prefix or a foreign language	Pre-Requisites: Varies	3			3	3
CJC 170 Critical Incident Management for Public Safety	Pre-Requisites: ENG 002 Tier 1	3			3	3
*CJC 221 Investigative Principles	Pre-Requisites: ENG 002 Tier 1	3	2		5	4
CJC 122 Community Policing OR WBL 112 Work-Based Learning I	Pre-Requisites for CJC 122: ENG 002 Tier 1	0-3		0-20	3-20	2-3
TOTAL SEMESTER HOURS		**15**	**2**	**0-20**	**17-34**	**15-16**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**69-70**

*Courses may be substituted with credit from successful completion of CJC 110 Basic Law Enforcement BLET.

Technical and Vocational Programs

D 55 15 0 Culinary Arts – Diploma
C 55 15 0 I Culinary Arts – Certificate I
C 55 15 0 II Culinary Arts – Certificate II

(Offered only COA - Edenton-Chowan)

CONCENTRATION OVERVIEW

The Culinary Arts curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities. Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/safety, baking, garde manger, culinary fundamentals/production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Upon completion of this concentration, graduates will be able to 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.

Student Learning Outcomes – Upon completion of the program, students will:

1. Demonstrate proper safety and sanitation procedures in a food service operation.
2. Perform appropriate knife cuts accurately to industry standards.
3. Execute proper cooking techniques to achieve appropriate culinary methodologies.
4. Measure ingredients and scale recipes precisely.

Partnership: N/A

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D 55 15 0 Culinary Arts – Diploma

(Offered only at COA - Edenton-Chowan)

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Work Hours	Total Contact Hours	Total Credit Hours
CUL 110 Sanitation and Safety (1st 8 weeks)	Pre-Requisites: None	2			2	2
CUL 140 Culinary Skills I (1st 8 weeks)	Pre-Requisites: None Co-Requisites: CUL 110	2	6		8	5
CUL 135 Food and Beverage Service	Pre-Requisites: None	2			2	2
CUL 240 Culinary Skills II (2nd 8 weeks)	Pre-Requisites: CUL 110 and CUL 140 Co-Requisites: None	1	8		9	5
CUL 273 Career Development (2nd 8 weeks)	Pre-Requisites: None	1			1	1
ENG 102 Applied Communications Or MAT 110 Math Measurement & Literacy	Pre-Requisites for ENG 102: None Pre-Requisites for MAT 110: MAT 003 Tier 1 Co-Requisites for MAT 110: MAT 010	3-2	0-2		3-4	3
TOTAL SEMESTER HOURS		**10-11**	**14-16**		**25-26**	**18**

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First Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Work Hours	Total Contact Hours	Total Credit Hours
CUL 112 Nutrition for Foodservice	Pre-Requisites: None	3			3	3
CUL 120 Purchasing	Pre-Requisites: None	2			2	2
CUL 160 Baking I (1st 8 weeks)	Pre-Requisites: None Co-Requisites: CUL 110	1	4		5	3
CUL 170 Garde Manger I (2nd 8 weeks)	Pre-Requisites: None Co-Requisites: CUL 110	1	4		5	3
CUL 230 Global Cuisines	Pre-Requisites: CUL 110 and CUL 140 Co-Requisites: None	1	8		9	5
COM 101 Workplace Communication		3			3	3
WBL Required Courses: **Option 1:** WBL 111 Work-Based Learning I (Spring) 10 contact hours WBL 121 Work-Based Learning II (Summer) 10 contact hours **Option 2:** WBL 112 Work-Based Learning I (Spring or Summer) 20 contact hours		0-2		0-20	0-20	0-2
TOTAL SEMESTER HOURS		**11-13**	**16**	**0-20**	**27-47**	**19-21**
First Year Summer Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Work Hours**	**Total Contact Hours**	**Total Credit Hours**
HRM 245 Human Resource Management-Hospitality	Pre-Requisites: None	3			3	3
WBL Required Courses: **Option 1:** WBL 111 Work-Based Learning I (Spring) 10 contact hours WBL 121 Work-Based Learning II (Summer) 10 contact hours **Option 2:** WBL 112 Work-Based Learning I (Spring or Summer) 20 contact hours		0-2		0-20	0-20	0-2
TOTAL SEMESTER HOURS		**3-5**		**0-20**	**3-23**	**3-5**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**42**

C 55 15 0 I Culinary Arts – Certificate I

(Offered only at COA - Edenton-Chowan)

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
CUL 110 Sanitation and Safety	Pre-Requisites: None	2			2	2
CUL 140 Culinary Skills I	Pre-Requisites: None Co-Requisites: CUL 110	2	6		8	5
CUL 135 Food and Beverage Service	Pre-Requisites: None	2			2	2
CUL 240 Culinary Skills II	Pre-Requisites: CUL 110 and CUL 140 Co-Requisites: None	1	8		9	5
TOTAL SEMESTER HOURS		**7**	**14**		**21**	**14**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**14**

C 55 15 0 II Culinary Arts – Certificate II

(Offered only at COA - Edenton-Chowan)

To complete higher level certificates, students may be required to complete coursework offered in the previous certificate to meet all required course pre-requisites.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
CUL 112 Nutrition for Foodservice	Pre-Requisites: None	3			3	3
CUL 120 Purchasing	Pre-Requisites: None	2			2	2
CUL 160 Baking I	Pre-Requisites: None Co-Requisites: CUL 110	1	4		5	3
CUL 170 Garde Manger I	Pre-Requisites: None Co-Requisites: CUL 110	1	4		5	3
CUL 230 Global Cuisines	Pre-Requisites: CUL 110 and CUL 140 Co-Requisites: None	1	8		9	5
TOTAL SEMESTER HOURS		**8**	**16**		**24**	**16**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**16**

Technical and Vocational Programs

D 45 24 0 Dental Assisting – Diploma

(Level Three Instructional Service Agreement between Martin Community College and College of The Albemarle)

CONCENTRATION OVERVIEW

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 knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

Upon completion of this concentration, graduates may be eligible to take the Dental Assisting National Board Examination to become Certified Dental Assistants. As a Dental Assistant II, defined by the Dental Laws of North Carolina, graduates work in dental offices and other related areas.

Student Learning Outcomes – Upon completion of the program, students will:

1. Display professionalism in the dental setting.
2. Demonstrate appropriate dental assisting techniques and skills for assisting in a dental office.
3. Perform with accuracy clinical examinations and radiographic and laboratory procedures using appropriate chair side procedures and infection control.
4. Describe chair side procedures, infection control protocol, and radiographic procedures as they relate to everyday practices in the dental office.

Partnership: Instructional Service Agreement between Martin Community College and COA. *Through this ISA agreement, students may earn General Education courses at COA for transfer to Martin Community College's Dental Assisting program. The following General Education Courses are approved for transfer. Please see Martin Community College for other program courses and admission requirements.*

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D 45 24 0 Dental Assisting – Diploma

(Level Three Instructional Service Agreement between Martin Community College and College of The Albemarle)

COA Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ACA 111 – College Student Success		1			1	1
CIS 111 Basic PC Literacy (may also accept CIS 110)	Pre-Requisites for CIS 111: None Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1	1	2		3	2
ENG 102 Applied Communications or ENG 111 Writing and Inquiry *and* ENG 114 Professional Research and Reporting	Pre-Requisites for ENG 102: None Pre-Requisites for ENG 111: ENG 002 Tier 1 Co-Requisites for ENG 111: ENG 011 Pre-Requisites for ENG 114: ENG 111	3-6			3-6	3-6
PSY 150 General Psychology	Pre-Requisites: ENG 002 Tier 1	3			3	3

Instructional Service Agreement between Martin Community College and COA. Through this ISA agreement, students may earn General Education courses at COA for transfer to Martin Community College's Dental Assisting program. The following General Education Courses are approved for transfer. Please see Martin Community College for other program courses and admission requirements.

Technical and Vocational Programs

A 55 22 0 Early Childhood Education – Associate in Applied Science
C 55 22 0 Early Childhood Education – Certificate
C 55 29 0 Infant Toddler Care - Certificate

CONCENTRATION OVERVIEW
The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers. Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

Upon completion of this concentration, graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start Programs, and school-age programs.

This program prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

Student Learning Outcomes – Upon completion of the program, students will:

1. Promote child development and learning.
2. Build family and community relationships.
3. Demonstrate skill in observing, documenting, and assessing students and groups.
4. Use developmentally effective approaches to connect with children and families.
5. Use content knowledge to build meaningful curriculum.

Partnership: N/A

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A 55 22 0 Early Childhood Education – A.A.S.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3	0	0	3	3
WBL 110 World of Work (Non-Transfer Track) OR ACA 122 College Transfer Success (Must take for Transfer Track)	Pre-Requisites: None Co-Requisites: None	1 0	0 2	0 0	1 2	1 1
EDU 119 Introduction to ECE	Pre-Requisites: None Co-Requisites: None	4	0	0	4	4
EDU 144 Child Development I	Pre-Requisites: None Co-Requisite: ENG 002 Tier 1 or ENG 111	3	0	0	3	3
EDU 146 Child Guidance	Pre-Requisites: None Co-Requisites: ENG 002 Tier 1 or ENG 111	3	0	0	3	3
EDU 153 Health, Safety and Nutrition	Pre-Requisites: None Co-Requisites: ENG 002 Tier 1 or ENG 111	3	0	0	3	3
TOTAL SEMESTER HOURS		**17**	**0-2**	**0**	**17-18**	**17**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG 112 Writing/Research in the Disciplines	Pre-Requisites: ENG 111 Co-Requisites: None	3	0	0	3	3
Natural Science/Mathematics MAT 110 (Non-Transfer Track) OR MAT 143 (Must take for Transfer Track)	Pre-Requisites for MAT 110: MAT 003 Tier 1 Co-Requisites: MAT 010 Pre-Requisites for MAT 143: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites: MAT 043	2	2	0	4	3
PSY 150 General Psychology	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: None	3	0	0	3	3
EDU 131 Child, Family, and Community	Pre-Requisites: None Co-Requisites: ENG 002 Tier 1 or ENG 111	3	0	0	3	3
EDU 145 Child Development II	Pre-Requisites: None Co-Requisites: ENG 002 Tier 1 or ENG 111	3	0	0	3	3
EDU 151 Creative Activities	Pre-Requisites: None Co-Requisites: ENG 002 Tier 1 or ENG 111	3	0	0	3	3
TOTAL SEMESTER HOURS		**17**	**2**	**0**	**19**	**18**

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Second Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
Social/Behavioral Science Option (See list)	Pre-Requisites: Co-Requisites: None	3	0	0	3	3
Humanities Option (See list)	Pre-Requisites: Co-Requisites: None	3	0	0	3	3
COM 110 Intro to Communications (Non-Transfer Track) OR COM 231 Public Speaking (Must take for Transfer Track)	Pre-Requisites for COM 110 : None Co-Requisites: None Pre-Requisites for COM 231: ENG 111 Co-Requisites: None	3	0	0	3	3
CIS 111 Basic PC Literacy (Non-Transfer Track) OR CIS 110 Intro to Computers (Must take for Transfer Track)	Pre-Requisites for CIS 111 :None Co-requisites: None Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Co-Requisites: None	1-2	2	0	3-4	2-3
EDU 221 Children w/ Exceptionalities	Pre-Requisites: EDU 144 and EDU 145 Co-Requisites: ENG 002 Tier 1 or ENG 111	3	0	0	3	3
Early Childhood Elective: See ECE OPTIONS: Non-Transfer Track Option 1 OR Transfer Track Options 2 or 3	Pre-Requisites: Varies according to course	3	0	0	3	3
TOTAL SEMESTER HOURS		**16-17**	**2**	**0**	**18-19**	**17-18**

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Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
EDU 234 Infants, Toddlers and Twos	Pre-Requisites: EDU 119 Co-Requisites: ENG 002 Tier 1 or ENG 111	3	0	0	3	3
EDU 280 Language and Literacy Experiences	Pre-Requisites: None Co-Requisites: ENG 002 Tier 1 or ENG 111	3	0	0	3	3
EDU 284 Early Childhood Capstone Practicum	Pre-Requisites: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151 Co-Requisites: ENG 002 Tier 1 or ENG 111	1	9	0	10	4
Early Childhood Elective: See ECE OPTIONS: Non-Transfer Track Option 1 OR Transfer Track Options 2 or 3	Pre-Requisites: Varies according to course	3	0	0	3	3
Biological Science (see list) (Must take for Transfer Track)		3	3	0	6	4
Natural Science (see list) (Must take for Transfer Track)		3	2-3	0	5-6	4
TOTAL SEMESTER HOURS – Non-Transfer Track		**10**	**9**	**0**	**19**	**13**
TOTAL SEMESTER HOURS – Transfer Track		**16**	**14-15**	**0**	**30-31**	**21**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE – Non-Transfer Track **TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE – Transfer Track**						**65** **74**

Humanities Options: (MUST take 3 credits for Non-Transfer Track and Transfer Track)
ART 111 Art Appreciation
ART 114 Art History Survey I
ART 115 Art History Survey II
MUS 110 Music Appreciation
MUS 112 Introduction to Jazz
PHI 240 Introduction to Ethics

Social /Behavioral Sciences Options: (MUST take 3 credits for Non-Transfer Track and Transfer Track)
ECO 251 Principles of Microeconomics
ECO 252 Principles of Macroeconomics
HIS 111 World Civilization I
HIS 112 World Civilization II
HIS 131 American History I
HIS 132 American History II
POL 120 American Government
SOC 210 Introduction to Sociology

Biological Science: (Must take 4 credits for Transfer Track)
BIO 110 Principles of Biology OR BIO 111 General Biology I

Natural Science: (MUST take 4 credits for Transfer Track)
AST 111 and AST 111A Descriptive Astronomy and Lab OR CHM 151 General Chemistry I

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EARLY CHILDHOOD OPTIONS:

OPTION 1: Non-Transfer Track

Take ONE set of the following as Early Childhood Electives:

EDU 235 School-Age Development – Co-Requisites: ENG 002 Tier 1 or ENG 111
EDU 216 Foundation of Education – Co-Requisites: ENG 002 Tier 1 or ENG 111

OR

EDU 261 Early Childhood Administration I (should be taken in conjunction with EDU 261)
Co-Requisites: ENG 002 Tier 1 or ENG 111, and EDU 119
EDU 262 Early Childhood Administration II (should be taken in conjunction with EDU 261)
Pre-Requisites: EDU 119 and EDU 261
Co-Requisites: ENG 002 Tier 1 or ENG 111

Transfer Track Specialty Areas:

Required Specialty Subject Areas for students pursuing early childhood education birth to kindergarten transfer per the Early Childhood Articulation Agreement (ECAA); Not required for non-transfer students.

OPTION 2: Transfer Track – Birth to Kindergarten (B-K) Licensure

Take ONE set of the following as Early Childhood Electives:

EDU 216 Foundation of Education **(MUST take if transferring for Birth-Kindergarten Licensure)**
Co-Requisites: ENG 002 Tier 1 or ENG 111
EDU 250 Teacher Licensure Preparation **(unless requirement is met by ACT/SAT scores – then take EDU 235)**
Co-Requisites: (1) ENG 111 and MAT 143 OR (2) ENG 111 and MAT 152 OR (3) ENG 111 and MAT 171

OR

EDU 216 Foundation of Education **(MUST take if transferring for Birth-Kindergarten Licensure)**
Co-Requisites: ENG 002 Tier 1 or ENG 111
EDU 235 School-Age Development **(take only if you DO NOT need EDU 250)**
Co-Requisites: ENG 002 Tier 1 or ENG 111

OPTION 3: Transfer Track – Non-Teaching Licensure

Take the following set as Early Childhood Electives:

EDU 261 Early Childhood Administration I (should be taken in conjunction with EDU 262)
Co-Requisites: ENG 002 Tier 1 or ENG 111, and EDU 119
EDU 262 Early Childhood Administration II (should be taken in conjunction with EDU 261)
Pre-Requisites: EDU 119 and EDU 261
Co-Requisites: ENG 002 Tier 1 or ENG 111

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C 55 22 0 Early Childhood Education – Certificate

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
EDU 119 Introduction to ECE	Pre-Requisites: None Co-Requisites: None	4	0	0	4	4
EDU 145 Child Development II	Pre-Requisites: None Co-Requisites: ENG 002 Tier 1 or ENG 111	3	0	0	3	3
EDU 146 Child Guidance	Pre-Requisites: None Co-Requisites: ENG 002 Tier 1 or ENG 111	3	0	0	3	3
EDU 153 Health, Safety and Nutrition	Pre-Requisites: None Co-Requisites: ENG 002 Tier 1 or ENG 111	3	0	0	3	3
TOTAL SEMESTER HOURS		**13**	**0**	**0**	**13**	**13**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
EDU 131 Child Family and Community	Pre-Requisites: None Co-Requisites: ENG 002 Tier 1 or ENG 111	3	0	0	3	3
TOTAL SEMESTER HOURS		3	0	0	3	**3**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**16**

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C 55 29 0 Infant Toddler Care – Certificate

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
EDU 119 Introduction to ECE	Pre-Requisites: None Co-Requisites: None	4	0	0	4	4
EDU 144 Child Development I	Pre-Requisites: None Co-Requisites: ENG 002 Tier 1 or ENG 111	3	0	0	3	3
EDU 153 Health, Safety and Nutrition	Pre-Requisites: None Co-Requisites: ENG 002 Tier 1 or ENG 111	3	0	0	3	3
TOTAL SEMESTER HOURS		**10**	**0**	**0**	**10**	**10**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
EDU 131 Child Family and Community	Pre-Requisites: None Co-Requisites: ENG 002 Tier 1 or ENG 111	3	0	0	3	3
EDU 234 Infants, Toddlers and Twos	Pre-Requisites: EDU 119 Co-Requisites: ENG 002 Tier 1 or ENG 111	3	0	0	3	3
TOTAL SEMESTER HOURS		**6**	**0**	**0**	**6**	**6**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**16**

Technical and Vocational Programs

C 35 13 0 I Electrical Systems Technology, Level I – Certificate
(Offered only at COA - Elizabeth City)

CONCENTRATION OVERVIEW
The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical/electronic systems found in residential, facilities. Course work, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, applications of the National Electric Code, and other subjects as local needs require.

Upon completion of this concentration, graduates will be able to qualify for a variety of jobs in the electrical/electronics field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical/electronic systems.

Student Learning Outcomes – Upon completion of the program, students will:

1. Plan and install residential and circuits per the National Electrical Code.
2. Interpret and apply the provisions of the National Electrical Code.

Partnership: N/A

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C 35 13 0 I Electrical Systems Technology, Level I – Certificate

Certificate Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ELC 112 DC/AC Electricity	Pre-Requisites: None	3	6		9	5
ELC 113 Residential Wiring	Pre-Requisites: None	2	6		8	4
ELC 125 Diagrams & Schematics	Pre-Requisites: None	1	2		3	2
ELC 230 Wind and Power Hydro Systems	Pre-Requisites: None	2	2		4	3
ELC 118 National Electrical Code	Pre-Requisites: None	1	2		3	2
TOTAL SEMESTER HOURS		**9**	**18**		**27**	**16**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**16**

Technical and Vocational Program

A 45 34 0 Emergency Medical Science - Associate in Applied Science

CONCENTRATION OVERVIEW

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the 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 scene into the healthcare system.

Upon completion of this concentration graduates of this program may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

Student Learning Outcomes – Upon completion of the program, students will:

1. Apply the basic concepts of pathophysiology, development, and pharmacology to the assessment and management of a wide variety of emergency patients.
2. Demonstrate proficiency in administration of medications and safely accessing venous circulation.
3. Establish and/or maintain a patent airway, oxygenate and ventilate any patient.
4. Demonstrate technical proficiency in all skills necessary to fulfill the role of entry-level paramedic in the state of North Carolina.
5. Demonstrate proficiency in the role of entry-level paramedic in the state of North Carolina.

Partnership: N/A

Some Health Sciences and Wellness Programs may have additional requirements related to required GPAs, grades, and other progression policies required for graduation. Please see program handbooks for more information.

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A 45 34 0 Emergency Medical Science - Associate in Applied Science

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ACA 111(or ACA 122) College Student Success		1	0	0	1	1
BIO 163 Basic Anatomy and Physiology (OR BIO 168 and BIO 169 – recommended option for transfer to a 4-year institution**)	Prereqs: ENG 002 Tier 1,and either BIO 090 or one unit of HS Biology	4	2	0	6	5
ENG 111 Writing and Inquiry	Prereqs: ENG 002 Tier 1 Coreqs: ENG 011	3	0	0	3	3
EMS 110 EMT	Pre-reqs: Admission to EMS Program Coreqs: BIO 168, ENG 111, ACA 111	6	6	3	15	9
TOTAL SEMESTER HOURS		14	8	3	25	18
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
MAT 143 Quantitative Literacy	Prereqs: MAT 003 Tier 1 and ENG 002 Tier 1 Coreqs: MAT 043	2	2	0	4	3
EMS 122 EMS Clinical Practicum I	Prereqs: EMS 110 Coreqs: EMS 130, 131, 160, 210, BIO 169, MAT 143	0	0	3	3	1
EMS 130 Pharmacology	Prereqs: EMS 110 Coreqs: EMS 122, 131, 160, 210, BIO 169, MAT 143	3	3	0	6	4
EMS 131 Advanced Airway Management	Prereqs: EMS 110 Coreqs: EMS 122, 130, 160, 210, BIO 169, MAT 143	1	2	0	3	2
EMS 160 Cardiology I	Prereqs: EMS 110 Coreqs: EMS 122, 130, 131, 210, BIO 169, MAT 143	2	3	0	5	3
EMS 210 Adv. Patient Assessment	Prereqs: EMS 110 or Admission to EMS Bridge Program Coreqs: EMS 122,130,131,160 or Admission to EMS Bridge Program	1	3	0	4	2
TOTAL SEMESTER HOURS		9	13	3	21	15
First Year Summer Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
PSY 150 General Psychology	Prereqs: ENG 002 Tier 1	3	0	0	3	3
EMS 150 Emergency Vehicles & EMS Communication	Prereqs: EMS 110 or Admission to EMS Bridge Program Coreqs: EMS 221, 260, PSY 150 or Admission to EMS Bridge Program	1	3	0	4	2
EMS 221 EMS Clinical Practicum II	Prereqs: EMS 121 or 122 Coreqs: EMS 150, 260, PSY 150	0	0	6	6	2
EMS 260 Trauma Emergencies	Prereqs: EMS 122 and EMS 130 Coreqs: EMS 150, 221, PSY 150	1	3	0	4	2
TOTAL SEMESTER HOURS		5	6	6	17	9

Second Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 112 Writing/Research in the Disciplines	Prereqs: ENG 111	3	0	0	3	3
Human/FA Elective	Varies	3	0	0	3	3
EMS 220 Cardiology II	Prereqs: EMS 122, EMS 130 and EMS 160 Coreqs: EMS 231, 250, ENG 112, Hum/FA Elective	2	3	0	5	3
EMS 231 EMS Clinical Practicum III	Prereqs: EMS 221 Coreqs: EMS 220, 250, ENG 112, Hum/FA Elective	0	0	9	9	3
EMS 250 Medical Emergencies	Prereqs: EMS 122 and EMS 130 Coreqs: EMS 220, 231, ENG 112, Hum/FA Elective	3	3	0	6	4
TOTAL SEMESTER HOURS		**11**	**6**	**9**	**26**	**16**

Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
EMS 235 EMS Management	Prereqs: EMS 110 or Admission to EMS Bridge Program Coreqs: EMS 240, 241, 270 & 285 or Admission to EMS Bridge Program	2	0	0	2	2
EMS 240 Patients with Special Challenges	Prereqs: EMS 122 and EMS 130 Coreqs: EMS 235, 241, 270 & 285	1	2	0	3	2
EMS 241 EMS Clinical Practicum IV	Prereqs: EMS 231 Coreqs: EMS 235, 240, 270 & 285	0	0	12	12	4
EMS 270 Life Span Emergencies	Prereqs: EMS 122 and EMS 130 Coreqs: EMS 235, 240, 241 & 285	3	3	0	6	4
EMS 285 EMS Capstone	Prereqs: EMS 220, EMS 250, and EMS 260 or Admission to EMS Bridge Program Coreqs: EMS 235, 240, 241 & 270 or Admission to EMS Bridge Program	1	3	0	4	2
TOTAL SEMESTER HOURS		**7**	**8**	**12**	**27**	**14**
TOTALSEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**72**

**Four-year institutions determine their acceptance of transfer courses…students should check with the four-year institution they plan to attend to see if this option will be accepted.

Technical and Vocational Programs

A 45 34 0 BR: Emergency Medical Science ***Bridge Program****
Associate in Applied Science

The EMS Bridge Program is for qualified applicants who are currently Certified Paramedics in NC or nationally registered, but do not have a degree.

Upon meeting all requirements and admission to the EMS Bridge Program, the student will receive 43 hours of proficiency credit toward the EMS A.A.S. degree to represent the EMS major hours for EMT – Paramedic coursework that are not required as part of the EMS Bridge Program.

CONCENTRATION OVERVIEW

The Emergency Medical Science curriculum provides individuals with the knowledge, skills and attributes to provide advanced emergency medical care as a paramedic for critical and emergent patients who access the 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 scene into the healthcare system.

Upon completion of this concentration, graduates may be eligible to take state and/or national certification examinations. Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

Student Learning Outcomes – Upon completion of the program, students will:

1. Apply the basic concepts of pathophysiology, development, and pharmacology to the assessment and management of a wide variety of emergency patients.
2. Demonstrate proficiency in administration of medications and safely accessing venous circulation.
3. Establish and/or maintain a patent airway, oxygenate and ventilate any patient.
4. Demonstrate technical proficiency in all skills necessary to fulfill the role of entry-level paramedic in the state of North Carolina.
5. Demonstrate proficiency in the role of entry-level paramedic in the state of North Carolina.

Partnership: N/A

Some Health Sciences and Wellness Programs may have additional requirements related to required GPAs, grades, and other progression policies required for graduation. Please see program handbooks for more information.

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A 45 34 0 BR: Emergency Medical Science ***Bridge Program****

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ACA 111(or ACA 122) College Student Success		1	0	0	1	1
BIO 163 Basic Anatomy and Physiology (OR BIO 168 and BIO 169 – recommended option for transfer to a 4-year institution)**	Prereqs: ENG 002 Tier 1,either BIO 090 or one unit of HS Biology	4	2	0	6	5
ENG 111 Writing and Inquiry	Prereqs: ENG 002 Tier 1 Coreqs: ENG 011	3	0	0	3	3
MAT 143 Quantitative Literacy	Prereqs: MAT 003 Tier 1 and ENG 002 Tier 1 Coreqs: MAT 043	2	2	0	4	3
TOTAL SEMESTER HOURS		10	4	0	14	12
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG 112 Writing/Research in the Disciplines	Prereqs: ENG 111	3	0	0	3	3
EMS 210 Adv Patient Assessment	Prereqs: EMS 110 or Admission to EMS Bridge Program Coreqs: EMS 122,130,131,160 or Admission to EMS Bridge Program	1	3	0	4	2
EMS 235 EMS Management	Prereqs: EMS 110 or Admission to EMS Bridge Program Coreqs: EMS 240, 241, 270 & 285 or Admission to EMS Bridge Program	2	0	0	2	2
TOTAL SEMESTER HOURS		6	3	0	9	7
First Year Summer Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
PSY 150 General Psychology	Prereqs: ENG 002 Tier 1	3	0	0	3	3
Human/FA Elective	Prereqs: Varies	3	0	0	3	3
EMS 150 Emergency Vehicles & EMS Communication	Prererqs:EMS 110 or Admission to EMS Bridge Program Coreqs: EMS 221, 260, PSY 150 or Admission to EMS Bridge Program	1	3	0	4	2
EMS 285 EMS Capstone	Prereqs: EMS 220, EMS 250, and EMS 260 or Admission to EMS Bridge Program Coreqs: EMS 235, 240, 241 & 270 or Admission to EMS Bridge Program	1	3	0	4	2
TOTAL SEMESTER HOURS		8	6	0	14	10
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE IN APPLIED SCIENCE						**29***

**Upon meeting all requirements and admission to the EMS Bridge Program, the student will receive 43 hours of proficiency credit toward the EMS A.A.S. degree to represent the EMS major hours for EMT – Paramedic coursework that are not required as part of the EMS Bridge Program.*

Twenty-five percent of the credits for the EMS program must be completed at COA (minimum 18 credit hours).

**Four-year institutions determine their acceptance of transfer courses…students should check with the 4-year institution they plan to attend to see if this option will be accepted.

Technical and Vocational Programs

D 55 25 0 Food Service Technology – Diploma

This program is suspended for the 2020-2021 academic year pending revision or termination.

C 55 25 0 I Food Service Technology Certificate I

C 55 25 0 II Food Service Technology Certificate II

(Offered only at Pasquotank Correctional Institution)

CONCENTRATION OVERVIEW

The Food Service Technology curriculum is designed to introduce students to food service industry and prepare them for entry-level positions in industrial, institutional, or commercial production foodservice operations. Courses include sanitation, basic and intermediate food service production skills, baking, menu planning, purchasing and basic cost control. 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.

Upon completion of this concentration, graduates will be able to qualify for employment as line cooks, prep cooks, or bakers in food service settings.

Student Learning Outcomes – Upon completion of the program, students will:

1. Practice safe and sanitary work habits.
2. Create menus for a food service operation.
3. Calculate food need and costs from recipes.
4. Efficiently prepare and serve a variety of food items.

Partnership: N/A

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C 55 25 0 I Food Service Technology – Certificate I

(Offered only at Pasquotank Correctional Institution)

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
FST 100 Intro to Foodservice		3			3	3
FST 101 Quantity Baking I	Co-Requisites: FST 103 or CUL 110	1	4		5	3
FST 102 Foodservice Skills I	Co-Requisites: FST 103 or CUL 110	4	8		12	8
FST 103 Foodservice Sanitation		2			2	2
TOTAL SEMESTER HOURS		**10**	**12**		**22**	**16**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**16**

C 55 25 0 II Food Service Technology – Certificate II

(Offered only at Pasquotank Correctional Institution)

To complete higher level certificates, students may be required to complete coursework offered in the previous certificate to meet all required course pre-requisites.

First Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
FST 105 Menu Planning		3			3	3
FST 106 Foodservice Skills II	Pre-Requisites: Take One Set: Set 1: FST 102 and FST 103 Set 2: FST 102 and CUL 110 Set 3: CUL 140, CUL 170, and FST 103 Set 4: CUL 140, CUL 170, and CUL 110 Set 5: CUL 142, CUL 170, and FST 103 Set 6: CUL 142, CUL 170, and CUL 110	2	6		8	5
FST 107 Quantity Baking II	Pre-Requisites: Take One Set: Set 1: FST 103 and FST 101 Set 2: FST 103 and CUL 160 Set 3: CUL 110, and FST 101 Set 4: CUL 110, and CUL 160	1	4		5	3
FST 108 Purchasing & Cost Control		2	2		4	3
TOTAL SEMESTER HOURS		**8**	**12**		**20**	**14**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**14**

Technical and Vocational Programs

A 55 28 0 Associate in General Occupational Technology

CONCENTRATION OVERVIEW

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade skills and to earn an associate degree by taking courses suited for individual occupational interests and/or needs. The curriculum content will be customized for students according to occupational interests and needs. A program of study for each student will be selected from any non-developmental level courses offered by the college.

Student Learning Outcomes – Upon completion of the program, students will:

1. Be more effective workers.
2. Be better qualified for advancements within their field of employment.
3. Become qualified for a wide range of entry-level employment opportunities.

Partnership: N/A

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A 55 28 0 Associate in General Occupational Technology

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
STUDENT SUCCESS					**1**
Select 1 course from: ACA 111 or ACA 122 (ACA 122 is recommended for students intending to transfer to a four year institution.)					
				None	1
COMPOSITION					**6**
ENG 111	Writing and Inquiry		ENG 011	ENG 002 Tier 1	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
COMMUNICATIONS					**3**
CHOOSE ONE OF THE FOLLOWING: (COM 231 is recommended for students intending to transfer to a four year institution.)					
COM 110	Introduction to Communication			None	3
COM 120	Introduction to Interpersonal Communication			None	3
COM 231	Public Speaking			ENG 111	3
HUMANITIES/FINE ARTS					**3**
Select one course from the College of The Albemarle (COA) Comprehensive Articulation Agreement (CAA) list of UGETC: Humanities/Fine Arts or GEN ED: Humanities/Fine Arts core requirement courses. (UGETC courses are recommended for students intending to transfer to a four year institution.)					
				Varies	3
SOCIAL/BEHAVIORAL SCIENCES					**3**
Select one course from the College of The Albemarle (COA) list of Comprehensive Articulation (CAA) UGETC: Social/Behavioral Sciences or GEN ED: Social/Behavioral Sciences core requirement courses. (UGETC courses are recommended for students intending to transfer to a four year institution.)					
				Varies	3
NATURAL SCIENCES/MATHEMATICS					**3**
Select one course (other than CIS 110) from the College of The Albemarle (COA) list of Comprehensive Articulation Agreement (CAA) GEN ED: Mathematics or Natural Science core requirement courses. (UGETC courses are recommended for students intending to transfer to a four year institution.)					
				Varies	3
COMPUTER SCIENCE					**3**
CIS 110	Intro to Computers			ENG 002 Tier 1 and MAT 003 Tier 1	3
HEALTH/WELLNESS					**2**
HEA 000 PED 000	Health or Physical Education Electives			Varies	2
ELECTIVES					**40**
Select 40 additional hours from general education and professional courses numbered 100 or above which are in the College of The Albemarle (COA) list of North Carolina Community College Combined Course Library (CCL) courses. (Any hours over the required number for any of the above categories may be applied as elective hours.) For a complete list of CCL courses accepted by the NC Community College System, see www.nccommunitycolleges.edu/academic-programs/combined-course-library					
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE					**64**

Technical and Vocational Programs

A 45 63 0 Health and Fitness Science – Associate in Applied Science

C 45 63 0 Health and Fitness Science – Certificate

(Offered only at COA - Elizabeth City)

CONCENTRATION OVERVIEW

The Health and Fitness Science curriculum is designed to provide students with the knowledge and skills necessary for employment in the fitness and exercise industry. Students will be trained in exercise science and be able to administer basic fitness tests and health risk appraisals, teach specific exercise and fitness classes and provide instruction in the proper use of exercise equipment and facilities.

Upon completion of this concentration, graduates will be able to qualify for employment opportunities in commercial fitness clubs, YMCAs/YWCAs, wellness programs in business and industry, Parks & Recreation Departments, and other organizations implementing exercise and fitness programs.

Student Learning Outcomes – Upon completion of this program, students will:

1. Administer basic fitness tests and health risk assessments.
2. Design specific individual exercise programs, based on fitness tests and health risk assessment results.
3. Design and teach group exercise and fitness classes.
4. Provide instruction in proper exercise technique and appropriate use of exercise equipment and facilities.
5. Demonstrate knowledge of healthy nutrition.

Partnership: College of The Albemarle has an articulation agreement with Elizabeth City State University. Graduates of the A.A.S. degree in Health & Fitness Science may transfer into the B.S. Kinesiology – Concentration in Fitness & Wellness program at ECSU.

Some Health Sciences and Wellness Programs may have additional requirements related to required GPAs, grades, and other progression policies required for graduation. Please see program handbooks for more information.

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A 45 63 0 Health and Fitness Science – A.A.S

(Offered only at COA - Elizabeth City)

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
Choose One: ACA 111 College Student Success ACA 122 College Transfer Success		0-1	0-2		1-2	1
ENG 111 Writing and Inquiry	P=ENG 002 Tier 1 C=ENG 011	3			3	3
BIO 168 Anatomy & Physiology I	P= ENG 002 Tier 1 and MAT 003 Tier 2, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry	3	2		5	4
HFS 110 Exercise Science		4			4	4
HFS 111 Fitness & Exercise Testing I		3	2		5	4
PED Elective			2-3		2-3	1
TOTAL SEMESTER HOURS		**13-14**	**6-9**		**20-22**	**17**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
COM 231 Public Speaking	P=ENG111	3			3	3
Choose One: MAT 143 Quantitative Literacy MAT 152 Statistical Methods I MAT 171 Precalculus Algebra	P for MAT 143 and MAT 152=MAT 003 Tier 1 and ENG 002 Tier 1 C for MAT 143=MAT 043 C for MAT 152=MAT 052 P for MAT 171=MAT 003 Tier 2 or MAT 143 or MAT 152 C for MAT 171=MAT 071	2-3	2		4-5	3-4
BIO 169 Anatomy& Physiology II	P=BIO 168	3	2		5	4
HEA 110 Personal Health & Wellness	P=ENG 002 Tier 1	3			3	3
PED Elective			2-3		2-3	1
TOTAL SEMESTER HOURS		**11-12**	**6-7**		**17-19**	**14-15**

Continued on next page

First Year Summer Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
PSY 150 General Psychology	P=ENG 002 Tier 1	3			3	3
Choose One: ART 111 – Art Appreciation MUS 110 – Music Appreciation PHI 240 – Intro to Ethics	P=ENG 111	3			3	3
TOTAL SEMESTER HOURS		**6**	**0**		**6**	**6**
Second Year Fall Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
BIO 155 Nutrition	P=ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
HFS 116 Prevention & Care of Exercise Related Injuries		2	2		4	3
HFS 118 Fitness Facility Management		4			4	4
HFS 218 Lifestyle Changes & Wellness		3	2		5	4
PED 110 Fit & Well for Life		1	2		3	2
TOTAL SEMESTER HOURS		**13**	**6**		**19**	**16**
Second Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
HEA 112 First Aid & CPR		1	2		3	2
HFS 120 Group Exercise Instruction	P=HFS 110	2	2		4	3
HFS 210 Personal Training	P=HFS 110 and HFS 111	2	2		4	3
HFS 212 Exercise Programming	P=HFS 110	2	2		4	3
Select two courses from below:						
PED Elective			2-3		2-3	1
PED Elective			2-3		2-3	1
WBL 110 World of Work		1			1	1
WBL 111 Work Based Learning I				10	10	1
TOTAL SEMESTER HOURS		**7-8**	**8-14**	**0-10**	**18-28**	**13**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**66-67**

C 45 63 0 Health and Fitness Science – Certificate

(Offered only at COA - Elizabeth City)

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
HFS 110 Exercise Science		4			4	4
HFS 111 Fitness & Exercise Testing I		3	2		5	4
PED 110 Fit & Well for Life		1	2		3	2
TOTAL SEMESTER HOURS		**8**	**4**		**12**	**10**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
HEA 112 First Aid & CPR		1	2		3	2
HFS 120 Group Exercise Instruction	P=HFS 110	2	2		4	3
HFS 210 Personal Training	P=HFS 110 and HFS 111	2	2		4	3
TOTAL SEMESTER HOURS		**5**	**6**		**11**	**8**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**18**

Technical and Vocational Programs

A 25 51 0 Healthcare Business Informatics – Associate in Applied Science

C 25 51 0 Healthcare IT Foundations Certificate

CONCENTRATION OVERVIEW

The Healthcare Business Informatics curriculum prepares individuals for employment as specialists in installation, data management, data archiving/retrieval, system design and support, and computer training for medical information systems.

Upon completion of this concentration, graduates will be able to find employment opportunities as database/data warehouse analysts, technical support professionals, informatics technology professionals, medical appliance technicians, medical records and health information technicians, networking and security technicians, and computer maintenance professionals in the healthcare field.

Student Learning Outcomes – Upon completion of the program, students will:

1. Understand the fundamentals of health care billing including program eligibility and reimbursement methods used by government and commercial payers.
2. Define HIPPA and identify regulatory safeguards for the communication of medical data.
3. Use a relational database or other software solution to generate reports and extract data for decision-making purposes.

Partnership: N/A

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A 25 51 0 Healthcare Business Informatics – A.A.S.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
WBL 110 World of Work	Pre-Requisites: None	1			1	1
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
CIS 111 Basic PC Literacy **OR** CIS 110 Introduction to Computers	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for CIS 111: none	1-2	2		3-4	2-3
MAT 143 Quantitative Literacy **OR** MAT 171 Pre-calculus Algebra	Pre-Requisites for MAT 143: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites for MAT 143: MAT 043 Pre-Requisites for MAT 171: MAT 003 Tier 2 or MAT 143 or MAT 152 Co-Requisites for MAT 171: MAT 071	2-3	2		4-5	3-4
MED 121 Medical Terminology I	Pre-Requisites: ENG 002 Tier 1	3			3	3
HBI 110 Issues and Trends in HBI	Pre-Requisites: none	3			3	3
TOTAL SEMESTER HOURS						**15-17**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG 112 Writing/Research in the Disc	Pre-Requisites: ENG 111	3			3	3
CTI 120 Network and Security Foundations	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
CTS 240 Project Management **OR** CTS 130 Spreadsheet **OR** WBL 112, WBL 121, WBL 122, WBL 131, WBL 132	Pre-Requisites for CTS 240: ENG 002 Tier 1, and CIS 111 or CIS 110 Pre-Requisites for CTS 130: CIS 110 or CIS 111 Pre-Requisites for WBL: none	0-2	0-2		4-20	2-3
NOS 110 Operating Systems Concepts	Pre-Requisites: CIS 110 or CIS 111	2	3		5	3
OST 149 Medical Legal Issues	Pre-Requisites: none	3			3	3
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
TOTAL SEMESTER HOURS						**17-18**

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A 25 51 0 Healthcare Business Informatics – A.A.S.

Second Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
NET 110 Networking Concepts	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
CTS 120 Hardware/Software Support	Co-Requisites: CIS 110 or CIS 111	2	3		5	3
HBI 113 Survey of Med Insurance	Pre-Requisites: none	3			0	3
BUS 151 People Skills	Pre-Requisites: none	3	0		3	3
DBA 110 Database Concepts	Pre-Requisites: CIS 110 or CIS 111	2	3		5	3
CTS 115 Info Sys Business Concepts **OR** BUS 110 Intro to Business	Pre-Requisites for CTS 115: ENG 002 Tier 1 Pre-Requisites for BUS 110: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS						**18**
Second Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
Hum./Fine Art Elective Choose an appropriate course from the CAA List	Pre-Requisites: May vary based on course.	3			3	3
PSY 150 General Psychology **OR** SOC 210 Introduction to Sociology **OR** ECO 251 Principles of Microeconomics	Pre-Requisites for PSY 150: ENG 002 Tier 1 Pre-Requisites for SOC 210: ENG 002 Tier 1 Pre-Requisites for ECO 251: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
HBI 250 Data Mgmt and Utilization	Pre-Requisites: DBA 110, DBA 120, or DBA 210	2	2		4	3
DBA 115 Database Applications	Pre-Requisites: DBA 110	2	2		4	3
WBL 112, WBL 121, WBL 122, WBL 131, WBL 132, Work-Based Learning **OR** CTI 110 Web Programming Database **OR** OST 247 Procedural Coding	Pre-Requisites for CTI 110: None Pre-Requisites for OST 247: MED 121 or OST 141	0-2	0-2		4-10	2-3
TOTAL SEMESTER HOURS						**14-15**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**64-68**

C 25 51 0 Healthcare IT Foundations Certificate

First Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
MED 121 Medical Terminology I	Pre-Requisites: ENG 002 Tier 1	3			3	3
HBI 110 Issues and Trends in HBI	Pre-Requisites: none	3			3	3
CIS 110 Intro to Computers OR CIS 111 Basic PC Literacy	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for CIS 111: none	3			3	3
TOTAL SEMESTER HOURS						**9**
Second Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
HBI 113 Survey of Med Insurance	Pre-Requisites: None	3			3	3
CTI 120 Network and Security Foundations	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
TOTAL SEMESTER HOURS						**9**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**18**

Technical and Vocational Programs

A 45 36 0 Health Information Technology

(Level Three Instructional Service Agreement between Pitt Community College and College of The Albemarle)

CONCENTRATION OVERVIEW

The Health Information Technology curriculum provides individuals with the knowledge and skills to process, analyze, abstract, compile, maintain, manage, and report health information. Students will supervise departmental functions; classify, code and index diagnoses and procedures; coordinate information for cost control, quality management, statistics, marketing, and planning; monitor governmental and non-governmental standards; facilitate research; and design system controls to monitor patient information security.

Upon completion of this concentration, graduates of this program may be eligible to write the national certification examination to become a Registered Health Information Technician (RHIT). Employment opportunities include hospitals, rehabilitation facilities, nursing homes, health insurance organizations, outpatient clinics, physicians' offices, hospice, and mental health facilities.

Student Learning Outcomes – Upon completion of the program, students will:

1. Code, classify, index and analyze data in medical records using CM/ICD-10, CPT, HCPCS, and other required systems.
2. Evaluate, recommend, and manage Electronic Health Records (EHR) utilizing data for purposes of quality management, statistical reports and analysis, billing and reimbursement, resource management, utilization review, research, and confidentiality and security of data.
3. Interpret/analyze healthcare data to ensure the meeting of relevant healthcare agency governmental standards (i.e. HIPAA, Joint Commission).
4. Apply appropriate HIM principles in supervised clinical experiences to validate attainment of current competencies.
5. Prepare for the RHIT certification exam.

Partnership: Instructional Service Agreement between Pitt Community College and COA. *Through this ISA agreement, students may earn General Education courses at COA for transfer to Pitt Community College's Health Information Technology program. The following General Education Courses are approved for transfer. Please see Pitt Community College for other program courses and admission requirements. http://www.pittcc.edu or contact Health Sciences Admissions at 252-493-7473 or hltscadm@email.pittcc.edu.*
The Pitt Community College Health Information Technology Program is accredited by the Commission on Accreditation for Health Informatics & Information Management Education (CAHIIM). 233. N. Michigan Ave, 21st Floor. Chicago, Ill 60601-5800. Email: info@cahiim.org

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A 45 36 0 Health Information Technology

(Level Three Instructional Service Agreement between Pitt Community College and College of The Albemarle)

COA Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 111 Writing and Inquiry	Pre-Requisites for ENG 111: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
ENG 112 Writing/ Research in the Disciplines	Pre-Requisites for ENG 112: ENG 111	3			3	3
HUM 115 Critical Thinking	Pre-Requisites for HUM 115: ENG 002 Tier 1	3			3	3
PSY 150 General Psychology	Pre-Requisites: ENG 002 Tier 1	3			3	3
MAT 143 Quantitative Literacy	Pre-Requisites: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites: MAT 043	2	2		4	3
BIO 168 Anatomy and Physiology I	Pre-Requisites for BIO 168: ENG 002 Tier 1 and MAT 003 Tier 2, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry	3	3		6	4
BIO 169 Anatomy and Physiology II	Pre-Requisites for BIO 169: BIO 168	3	3		6	4
CIS 110 Introduction to Computers	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1	2	2		4	3
ACA 111 College Student Success	Pre-Requisites for ACA 111: None	1				1
MED 121 Medical Terminology I	Pre-Requisites for MED 121: ENG 002 Tier 1	3			3	3
MED 122 Medical Terminology II	Pre-Requisites for MED 122: MED 121	3			3	3
Total credits at participating college/COA						33

Technical and Vocational Programs

D 45 97 0 Health Science: Therapeutic and Diagnostic Services – Nurse Aide Pathway Diploma

CONCENTRATION OVERVIEW

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 of this concentration, graduates may be eligible for listing as a Nurse Aide I and other selected Nurse Aide registries.

Student Learning Outcomes – Upon completion of the program, students will:

1. Demonstrate competency in providing safe basic personal care for individuals with emphasis on the elderly.
2. Identify the role of the nurse aide I and the health team members.
3. Demonstrate a basic knowledge of anatomy and physiology to better understand the concepts behind the advanced skills performed by nursing assistant II's.
4. Understand advanced skills of the nursing assistant II to meet the daily needs of the patient/resident.

Partnership: N/A

Some Health Sciences and Wellness Programs may have additional requirements related to required GPAs, grades, and other progression policies required for graduation. Please see program handbooks for more information.

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D 45 97 0 Health Science: Therapeutic and Diagnostic Services Nurse Aide Pathway Diploma

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ACA 111 College Student Success or ACA 122 College Transfer Success		0-1	0-2		1-2	1
HEA 112 First Aid and CPR		1	2		3	2
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
MED 121 Medical Terminology I	Pre-Requisites: ENG 002 Tier 1	3			3	3
CIS 111 Basic PC Literacy (or will accept CIS 110 Introduction to Computers)	Pre-Requisites for CIS 111: None Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1	1	2		3	2
BIO 168 Anatomy and Physiology I	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 2, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry	3	3		6	4
PSY 150 General Psychology	Pre-Requisites: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS		**14-15**	**7-9**		**22-23**	**18**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
MED 118 Medical Law & Ethics	Pre-Requisites: ENG 002 Tier 1	2			2	2
BIO 169 Anatomy and Physiology II	Pre-Requisites: BIO 168	3	3		6	4
HUM 115 Critical Thinking OR PHI 240 Introduction to Ethics	Pre-Requisites for HUM 115: ENG 002 Tier 1 Pre-Requisites for PHI 240: ENG 111	3			3	3
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
NAS 101 Nurse Aide I	Pre-Requisites: Enrollment in the Nurse Aide Program via Admission Fact Sheet process; Must be 17 years old on or before the first day of class	3	4	3	10	6
TOTAL SEMESTER HOURS		**14**	**7**	**3**	**24**	**18**

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First Year Summer Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 112 Writing/Research in the Disciplines	Pre-Requisites: ENG 111	3			3	3
NAS 102 Nurse Aide II	Pre-Requisites: Enrollment in the Nurse Aide Program via Admission Fact Sheet process; NAS 101; Must be listed on the NC NAI registry with no substantiated findings; CCP/CTE students must contact the Nurse Aide Program Coordinator for specific allowances related to NAI registration in this course. Must have a high school diploma or equivalency; CCP/CTE students must contact the Nurse Aide Program Coordinator for special circumstances related to enrollment in this course.	3	2	6	11	6
TOTAL SEMESTER HOURS		**6**	**2**	**6**	**14**	**9**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**45-46**

Technical and Vocational Programs

D 45 95 0 Health Science: Therapeutic and Diagnostic Services Phlebotomy Pathway Diploma

CONCENTRATION OVERVIEW
The phlebotomy program prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis. Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Upon completion of this concentration, graduates should qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

Student Learning Outcomes – Upon completion of the program, students will:

1. Successfully perform venipuncture by vacuum collection devices.
2. List essential information that should be on laboratory requisitions and specimen containers for identification.
3. Demonstrate appropriate interaction and communication with patients and staff.
4. Demonstrate a professional attitude and behavior in the workplace.

Partnership: N/A

Some Health Sciences and Wellness Programs may have additional requirements related to required GPAs, grades, and other progression policies required for graduation. Please see program handbooks for more information.

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D 45 95 0 Phlebotomy Pathway Diploma

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ACA 111 College Student Success OR ACA 122 College Transfer Success		0-1	0-2		1-2	1
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
MED 121 Medical Terminology I	Pre-Requisites: ENG 002 Tier 1	3			3	3
CIS 111 Basic PC Literacy (CIS 110 Introduction to Computers will also be accepted)	Pre-Requisites for CIS 111: None Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1	1-2	2		3-4	2-3
PBT 100 Phlebotomy Technology	Pre-Requisites: Admission to Phlebotomy Prog Co-Requisites: PBT 101, CIS 111 or CIS 110, ACA 122 or ACA 111, PSY 150	5	2		7	6
PBT 101 Phlebotomy Practicum	Pre-Requisites: Admission to Phlebotomy Prog Co-Requisites: PBT 100, CIS 111 or CIS 110, ACA 122 or ACA 111, PSY 150			9	9	3
PSY 150 General Psychology	Pre-Requisites: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS		**15-17**	**4-6**	**9**	**29-31**	**21-22**

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First Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
MED 118 Medical Law & Ethics	Pre-Requisites: ENG 002 Tier 1	2			2	2
BIO 163 Basic Anatomy & Physiology (BIO 168 & BIO 169 will be accepted – must take both)	Pre-Requisites: ENG 002 Tier 1, and either BIO 090 or high school biology	4	2		6	5
HEA 112 First Aid and CPR		1	2		3	2
COM 231 Public Speaking	Pre-Requisites: ENG 111	3			3	3
HUM 115 Critical Thinking OR PHI 240 Introduction to Ethics	Pre-Requisites for HUM 115: ENG 002 Tier 1 Pre-Requisites for PHI 240: ENG 111	3			3	3
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
TOTAL SEMESTER HOURS		**16**	**4**		**20**	**18**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**39-40**

Technical and Vocational Programs

A 45 38 0 Human Services Technology – Associate in Applied Science

D 45 38 0 Human Services Technology - Diploma

CONCENTRATION OVERVIEW

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and educational services. Along with core courses, students take courses which prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Upon completion of this concentration, graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Student Learning Outcomes – Upon completion of the program, students will:

1. Demonstrate the ability to identify and access human services resources, including face to face and on-line databases, directories, and referral centers.
2. Develop the ability to initiate, plan, manage and terminate different types of groups related to human services practice.
3. Conduct interviewing and counseling skills appropriate to entry-level human services practice.
4. Demonstrate an understanding of and compliance with professional ethical standards common to the human services field.
5. Understand and apply professional skills that meet the standards and expectations of entry-level human services practice.

Partnership: N/A

Some Health Sciences and Wellness Programs may have additional requirements related to required GPAs, grades, and other progression policies required for graduation. Please see program handbooks for more information.

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A 45 38 0 Human Services Technology – A.A.S.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ACA 111 College Student Success or ACA 122 College Transfer Success		0-1	0-2		1-2	1
CIS 111 Basic PC Literacy (or CIS 110)	Pre-Requisites for CIS 111: None Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1	1-2	2		3-4	2-3
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
PSY 150 General Psychology	Pre-Requisites: ENG 002 Tier 1	3			3	3
MED 121 Medical Terminology I	Pre-Requisites: ENG 002 Tier 1	3			3	3
SOC 210 Introduction to Sociology	Pre-Requisites: ENG 002 Tier 1	3			3	3
HSE 110 Introduction to Human Services	Pre-Requisites: ENG 002 Tier 1 and Enrollment in HST Program	2	2		4	3
TOTAL SEMESTER HOURS		**15-17**	**4-6**		**20-22**	**18-19**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG 112 Writing/Research in Disciplines	Pre-Requisites: ENG 111	3			3	3
PSY 241 Developmental Psychology	Pre-Requisites: PSY 150	3			3	3
BUS 151 People Skills	Pre-Requisites: None	3			3	3
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
HSE 112 Group Process I	Pre-Requisites: HSE 110	1	2		3	2
HSE 123 Interviewing Techniques	Pre-Requisites: HSE 110	2	2		4	3
TOTAL SEMESTER HOURS		**15**	**4**		**19**	**17**

Continued on next page

Second Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
BIO 163 Basic Anatomy and Physiology (or BIO 168 & BIO 169*)	Pre-Requisites: ENG 002 Tier 1, and either BIO 090 or high school biology	4	2		6	5
GRO 120 Gerontology	Pre-Requisites: None	3			3	3
HEA 120 Community Health (or HEA 110)	Pre-Requisites: ENG 002 Tier 1	3			3	3
SOC 220 Social Problems	Pre-Requisites: SOC 210	3			3	3
HSE 125 Counseling	Pre-Requisites: HSE 110 and PSY 150	2	2		4	3
HSE 210 Human Services Issues	Pre-Requisites: HSE 110	2			2	2
TOTAL SEMESTER HOURS		**17**	**4**		**21**	**19**
Second Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
OST 149 Medical Legal Issues		3			3	3
Humanities Elective (PHI 240 or HUM 115 preferred)	Pre-Requisites: Varies	3			3	3
HSE 225 Crisis Intervention	Pre-Requisites: HSE 110 and PSY 150	3			3	3
Select One Option from below:						
Option 1 – HEA 112 First Aid & CPR **and** WBL 110 World of Work **and** WBL 112 Work-Based Learning I	Pre-Requisites for WBL experience: Must have completed through HST 125 and HST 210 with a C or higher	1-1-0	2-0-0	0-0-20 Work	3-1-20	5
Option 2* - SOC 225 – Social Diversity **and** SWK 110 Intro to Social Work	Pre-Requisites for SOC 225: SOC 210 and PSY 150 Pre-Requisites for SWK 110: None	3/3			6	6
TOTAL SEMESTER HOURS		**11-15**	**0-2**	**0-20**	**15-33**	**14-15**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**68-69**

D 45 38 0 Human Services Technology – Diploma

First Year Fall Semester Course	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Total Contact Hours	Credit Hours
ACA 111 (or ACA 122) College Student Success		1	0	1	1
CIS 111 Basic PC Literacy (or CIS 110)		1	2	3	2
ENG 111 Writing and Inquiry	P=ENG 002 Tier 1 C=ENG 011	3	0	3	3
PSY 150 General Psychology	P=ENG 002 Tier 1	3	0	3	3
MED 121 Medical Terminology I	P=ENG 002 Tier 1	3	0	3	3
HSE 110 Introduction to Human Services	P=ENG 002 Tier 1 and Enrollment in Human Services Technology Program	2	2	4	3
TOTAL SEMESTER HOURS		**13**	**4**	**17**	**15**
First Year Spring Semester	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Total Contact Hours**	**Credit Hours**
BIO 163 Basic Anatomy and Physiology (or BIO 168 & 169)	P=ENG 002 Tier 1, and either BIO 090 or high school biology	4	2	6	5
PSY 241 Developmental Psychology	P= PSY 150	3	0	3	3
MED 122 Medical Terminology II	P= MED 121	3	0	3	3
HSE 112 Group Process I	P= HSE 110	1	2	3	2
HSE 210 Human Services Issues	P=HSE 110	2	0	2	2
PHI 240 Introduction to Ethics	P=ENG 111	3	0	3	3
TOTAL SEMESTER HOURS		**16**	**4**	**20**	**18**
First Year Summer Semester	**Pre-Requisites and Co-Requisites**	**Total Contact**	**Total Credit**	**Grade**	**Semester**
HEA 110 Personal Health/Wellness	P=ENG 002 Tier 1	3	0	3	3
SOC 210 Introduction to Sociology	P=ENG 002 Tier 1	3	0	3	3
ENG 112 Writing Research in Disciplines	P=ENG111	3	0	3	3
TOTAL SEMESTER HOURS		**9**	**0**	**9**	**9**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA					**42**

Technical and Vocational Programs

A 25 59 0 CP Information Technology: Computer Programming – Associate in Applied Science

C 25 59 0 CP Fundamentals of Computer Programming Certificate

The Information Technology: Computer Programming curriculum prepares graduates for employment as computer programmers and related positions through the study of computer concepts, logic, programming procedures, languages, operating systems, networking and data management. Students will gain the knowledge and skills to design, process, implement, and manage information systems in a variety of business and industry settings.

Upon completion of this concentration, graduates should qualify for employment in entry-level positions in businesses, educational systems, and governmental agencies as programmers, programmer trainees, programmer/analysts, computer operators, system technicians or database specialists. The program will incorporate the competencies of industry-recognized certification exams.

Student Learning Outcomes – Upon completion of the program, students will:

1. Demonstrate the ability to analyze the needs of a software-development project; and develop, code, and test an appropriate software solution to implement the project.
2. Communicate programming-related concepts effectively through the delivery of a major project report and final project oral presentation.
3. Identify methods to evaluate digital content for validity and usefulness.

Partnership: N/A

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A 25 59 0 CP Information Technology: Computer Programming A.A.S.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 111 Writing & Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-requisites: ENG 011	3			3	3
CIS 110 Introduction to Computers **OR** CIS 111 Basic PC Literacy	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for CIS 111: none	1-2	2		3-4	2-3
CTS 115 Info Sys Business Concept	Pre-Requisites: ENG 002 Tier 1	3			3	3
CIS 115 Intro to Programming and Logic	Pre-Requisites: MAT 003 Tier 1	2	3		5	3
CSC 139 Visual Basic Programming	Co-Requisites: CIS 110 or CIS 111 or CIS 115	2	3		5	3
CTI 110 Web, Pgm, & DB Foundation	Pre-Requisites: none	2	2		4	3
TOTAL SEMESTER HOURS						**17-18**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG 112 Writing/Research in the Disciplines	Pre-Requisites: ENG 111	3			3	3
CTI 120 Network & Sec Foundation	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
NOS 110 Operating Systems Concepts	Pre-Requisites: CIS 110 or CIS 111	2	3		5	3
CSC 239 Advanced Visual Basic Programming	Pre-Requisites: CSC 139	2	3		5	3
MAT 143 Quantitative Literacy OR MAT 152 Statistical Methods I OR MAT 171 Pre-calculus Algebra	Pre-Requisites for MAT 143 and MAT 152: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites for MAT 143: MAT 043 Co-Requisites for MAT 152: MAT 052 Pre-Requisites for MAT 171: MAT 003 Tier 2 or MAT 143 or MAT 152 Co-Requisites for MAT 171: MAT 071	2-3	2		4-5	3-4
WBL 110 World of Work	Pre-Requisites: none	1			1	1
TOTAL SEMESTER HOURS						**16-17**

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A 25 59 0 CP Information Technology: Computer Programming A.A.S.

Second Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
CTS 120 Hardware/Software Support **OR** WBL 111, WBL 112, WBL 121, WBL 122, WBL 131, WBL 132, Work-Based Learning	Co-Requisites for CTS 120: CIS 110 or CIS 111 Pre-Requisites for WBL: None	2	3		5	1-3
CTS 285 Systems Analysis & Design	Pre-Requisites: CIS 115 Co-Requisites: DBA 110	3			3	3
DBA 110 Database Concepts	Pre-Requisites: CIS 110 or CIS 111	2	3		5	3
NET 110 Networking Concepts	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
CSC 151 JAVA Programming	Pre-Requisites for CSC 151: CIS 110 or CIS 111 or CIS 115	2	3		5	3
PSY 150 General Psychology **OR** SOC 210 Introduction to Sociology **OR** ECO 251 Prin. of Microeconomics	Pre-Requisites for PSY 150: ENG 002 Tier 1 Pre-Requisites for SOC 210: ENG 002 Tier 1 Pre-Requisites for ECO 251: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
TOTAL SEMESTER HOURS						**16-18**

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A 25 59 0 CP Information Technology: Computer Programming A.A.S.

Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
CSC 289 Programming Capstone Project	Pre-Requisites: CTI 110, CTI 120, CTS 115, CTS 285, and [(CSC 139 and CSC 239) or (CSC 151 and CSC 251) or (CSC 134 and CSC 234)]	1	4		5	3
CSC 251 Advanced JAVA Programming	Pre-Requisites for CSC 251: CSC 151	2	3		5	3
WEB 151 Mobile Application Dev I	Pre-Requisites: CSC 134, CSC 139, CSC 151 or other programming class (see advisor)	2	2		4	3
DBA 120 Database Programming	Pre-Requisites: DBA 110	2	2		4	3
ART 111 Art Appreciation **OR** MUS 110 Music Appreciation **OR** PHI 240 Introduction to Ethics	Pre-Requisites for ART 111 or MUS 110: none Pre-Requisites for PHI 240: ENG 111	3			3	3
TOTAL SEMESTER HOURS						**15**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**64-68**

C 25 59 0 CP Fundamentals of Computer Programming Certificate

First Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
CIS 110 Introduction to Computers **OR** CIS 111 Basic PC Literacy	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for CIS 111: none	1-2	2		3-4	2-3
CTI 110 Web, Pgm, & DB Foundation	Pre-Requisites: none	2	2		4	3
CIS 115 Intro to Programming and Logic	Pre-Requisites: MAT 003 Tier 1	2	3		5	3
CSC 139 Visual Basic Programming **OR** CSC 151 JAVA Programming	Co-Requisites for CSC 139: CIS 110 or CIS 111 or CIS 115 Pre-Requisites for CSC 151: CIS 110 or CIS 111 or CIS 115	2	3		5	3
TOTAL SEMESTER HOURS						**11-12**
Second Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
CTI 120 Network & Sec Foundation	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
CSC 239 Advanced Visual Basic Programming **OR** CSC 251 Adv JAVA Programming	Pre-Requisites for CSC 239: CSC 139 Pre-Requisites for CSC 251: CSC 151	2	3		5	3
TOTAL SEMESTER HOURS						**6**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**17-18**

Technical and Vocational Programs

A 25 59 0 PM Information Technology: IT Project Management Associate in Applied Science

C 25 59 0 PM Workplace IT Professional Certificate

The Information Technology: IT Project Management curriculum prepares graduates for employment in the technology sector. Students will gain knowledge and skills to design, process, implement and manage information systems in specialties such as database services, system administration, software development, computer security, business intelligence, healthcare informatics. Course work includes project management and the development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services.

Upon completion of this concentration, 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.

Student Learning Outcomes – Upon completion of the program, students will:

1. Demonstrate the ability to analyze the needs of a software-development project; analyze system requirements, develop budgets, schedule resources, and determine risks from project origination to completion.
2. Communicate concentration-related material effectively, both written and oral, with a range of audiences
3. Identify methods to evaluate digital content for validity and usefulness.

Partnership: N/A

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A 25 59 0 PM Information Technology: IT Project Management – A.A.S.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 111 Writing & Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
CTS 115 Info Sys Business Concept	Pre-requisites: ENG 002 Tier 1	3			3	3
CIS 110 Introduction to Computers **OR** CIS 111 Basic PC Literacy	Pre-requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-requisites for CIS 111: none	1-2	2		3-4	2-3
CIS 115 Intro to Programming and Logic	Pre-requisites: MAT 003 Tier 1	2	3		5	3
CTI 110 Web, Pgm, & DB Foundation	Pre-requisites: none	2	2		4	3
WBL 110 World of Work	Pre-requisites: none	1			1	1
TOTAL SEMESTER HOURS						**15-16**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG 112 Writing/Research in the Disciplines	Pre-Requisites: ENG 111	3			3	3
MAT 143 Quantitative Literacy OR MAT 152 Statistical Methods I OR MAT 171 Pre-calculus Algebra	Pre-Requisites for MAT 143 and MAT 152: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites for MAT 143: MAT 043 Co-Requisites for MAT 152: MAT 052 Pre-Requisites for MAT 171: MAT 003 Tier 2 or MAT 143 or MAT 152 Co-Requisites for MAT 171: MAT 071	2-3	2		4-5	3-4
CTI 120 Network & Sec Foundation	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
NOS 110 Operating Systems Concepts	Pre-Requisites: CIS 110 or CIS 111	2	3		5	3
CTS 240 Project Management	Pre-Requisites for CTS 240 : ENG 002 Tier 1, and CIS 110 or CIS 111	2	2		4	3
TOTAL SEMESTER HOURS						**15-16**

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A 25 59 0 PM Information Technology: IT Project Management – A.A.S.

Second Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
NET 110 Networking Concepts	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
CTS 285 Systems Analysis & Design	Pre-Requisites: CIS 115 Co-Requisites: DBA 110	3			3	3
DBA 110 Database Concepts	Pre-Requisites: CIS 110 or CIS 111	2	3		5	3
CTS 130 Spreadsheet	Pre-Requisites: CIS 110 or CIS 111 or OST 137	2	2		4	3
OST 286 Professional Development	Pre-Requisites: none	3				3
BUS 137 Principles of Management	Pre-Requisites: BUS 110 or MED 131 or CTS 115	3			3	3
TOTAL SEMESTER HOURS						**18**
Second Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
CTS 289 System Support Project	Pre-Requisites: CTI 110, CTI 120, CTS 115, CTS 240 and CTS 285	1	4		5	3
DBA 115 Database Applications	Pre-Requisites: DBA 110	2	2		4	3
ACC 120 Prin of Financial Accounting	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3	2		5	4
ART 111 Art Appreciation **OR** MUS 110 Music Appreciation **OR** PHI 240 Introduction to Ethics	Pre-Requisites for ART 111 or MUS 110: none Pre-Requisites for PHI 240: ENG 111	3			3	3
ECO 251 Prin. of Microeconomics	Pre-Requisites for ECO 251: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
BUS 240 Business Ethics **OR** WBL 111, WBL 112, WBL 121, WBL 122, WBL 131, WBL 132, Work-Based Learning	Pre-Requisites: ENG 002 Tier 1 Pre-requisites for WBL 110: none	3			3	1-3
TOTAL SEMESTER HOURS						**17-19**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**65-69**

C 25 59 0 PM Workplace IT Professional Certificate

First Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
CIS 110 Introduction to Computers **OR** CIS 111 Basic PC Literacy	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites: none	1-2	2		3-4	2-3
CTI 110 Web, Pgm, & DB Foundation	Pre-Requisites: none	2	2		4	3
CTS 115 Info Sys Business Concept	Pre-Requisites: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS						**8-9**
Second Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
CTI 120 Network & Sec Foundation	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
NOS 110 Operating Systems Concepts	Pre-Requisites: CIS 110 or CIS 111	2	3		5	3
CTS 240 Project Management	Pre-Requisites for CTS 240: ENG 002 Tier 1, and CIS 110 or CIS 111	2	2		4	3
TOTAL SEMESTER HOURS						**9**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**17-18**

Technical and Vocational Programs

A 25 59 0 SA Information Technology: Systems Administration and Support – Associate in Applied Science

C 25 59 0 SA Computer Upgrade and Repair Technician Certificate

CONCENTRATION OVERVIEW

The Information Technology: Systems Administration and Support curriculum prepares graduates for employment opportunities in electronics technology, computer service, computer networks, systems administration and server maintenance. Students will gain knowledge and skills to install, service and maintain computers, peripherals, networks and computer controlled equipment. Upon completion, students will be able to solve technical issues related to information support and services, interactive media, network systems, information security and other emerging technologies.

Upon completion of this concentration, 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.

Student Learning Outcomes – Upon completion of the program, students will:

1. Demonstrate the ability to analyze the needs of a system administration or database project and identify, install, and configure appropriate hardware and/or software to implement the project.
2. Communicate concentration-related material effectively, both written and oral, with a range of audiences
3. Identify methods to evaluate digital content for validity and usefulness.

Partnership: N/A

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A 25 59 0 SA Information Technology: Systems Administration and Support – A.A.S.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 111 Writing & Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
CIS 110 Introduction to Computers **OR** CIS 111 Basic PC Literacy	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for CIS 111: none	1-2	2		3-4	2-3
WBL 110 World of Work	Pre-Requisites: none	1			1	1
CTI 110 Web, Pgm, & DB Foundation	Pre-Requisites: none	2	2		4	3
CTS 115 Info Sys Business Concept	Pre-Requisites: ENG 002 Tier 1	3			3	3
CIS 115 Intro to Programming and Logic	Pre-Requisites: MAT 003 Tier 1	2	3		5	3
EGR 131 Intro to Electronics Tech	Pre-Requisites: none	1	2		3	2
TOTAL SEMESTER HOURS						**17-18**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG 112 Writing/Research in the Disc	Pre-Requisites: ENG 111	3			3	3
MAT 143 Quantitative Literacy **OR** MAT 152 Statistical Methods I **OR** MAT 171 Pre-calculus Algebra	Pre-Requisites for MAT 143 and MAT 152: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites for MAT 143: MAT 043 Co-Requisites for MAT 152: MAT 052 Pre-Requisites for MAT 171: MAT 003 Tier 2 or MAT 143 or MAT 152 Co-Requisites for MAT 171: MAT 071	2-3	2		4-5	3-4
CTS 240 Project Management	Pre-Requisites: ENG 002 Tier 1, and CIS 110 or CIS 111	2	2		4	3
CTI 120 Network & Sec Foundation	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
NOS 110 Operating Systems Concepts	Pre-Requisites: CIS 110 or CIS 111	2	3		5	3
TOTAL SEMESTER HOURS						**15-16**

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A 25 59 0 SA Information Technology: Systems Administration and Support – A.A.S.

Second Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
CTS 120 Hardware/Software Support	Co-Requisites: CIS 110 or CIS 111	2	3		5	3
CTS 285 Systems Analysis & Design	Pre-Requisites: CIS 115 Co-Requisites: DBA 110	3			3	3
DBA 110 Database Concepts	Pre-Requisites: CIS 110 or CIS 111	2	3		5	3
NET 110 Networking Concepts	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
ART 111 Art Appreciation **OR** MUS 110 Music Appreciation **OR** PHI 240 Introduction to Ethics	Pre-Requisites for ART 111 or MUS 110: none Pre-Requisites for PHI 240: ENG 111	3			3	3
PSY 150 General Psychology **OR** SOC 210 Introduction to Sociology **OR** ECO 251 Prin. of Microeconomics	Pre-Requisites for PSY 150: ENG 002 Tier 1 Pre-Requisites for SOC 210: ENG 002 Tier 1 Pre-Requisites for ECO 251: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
TOTAL SEMESTER HOURS						**18**

Continued on next page

A 25 59 0 SA Information Technology: Systems Administration and Support – A.A.S.

Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
NOS 230 Windows Admin I	Pre-Requisites: NOS 110	2	2		4	3
NET 126 Routing Basics **OR** NOS 231 Windows Administration II	Pre-Requisites for NET 126: NET 110 Pre-Requisites for NOS 231: NOS 230	1-2	2-4		4-5	3
DBA 115 Database Applications OR DBA 120 Database Programming	Pre-Requisite: DBA 110	2	2		4	3
CTS 220 Adv Hardware/Software Support	Pre-Requisites: CTS 120	2	3		5	3
CTS 289 System Support Project	Pre-Requisites: CTI 110, CTI 120, CTS 115, CTS 240 and CTS 285	1	4		5	3
NOS 120 Linux/Unix Single User **OR** WBL 111, WBL 112, WBL 121, WBL 122, WBL 131, WBL 132, Work-Based Learning	Pre-Requisites for NOS 120: CTS 220, CTI 130, or NOS 110 Pre-Requisites for WBL: none	2	2		4-20	1-3
TOTAL SEMESTER HOURS						**16-18**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**66-70**

C 25 59 0 SA Computer Upgrade and Repair Technician Certificate

First Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
CIS 110 Introduction to Computers **OR** CIS 111 Basic PC Literacy	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for CIS 111: none	1-2	2		3-4	2-3
EGR 131 Intro to Electronics Tech	Pre-Requisites: none	1	2		3	2
CTS 120 Hardware/Software Support	Co-Requisites: CIS 110 or CIS 111	2	3		5	3
TOTAL SEMESTER HOURS						**7-8**
Second Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
CTI 120 Network & Sec Foundation	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
NOS 110 Operating Systems Concepts	Pre-Requisites: CIS 110 or CIS 111	2	3		5	3
CTS 220 Adv Hardware/Software Support	Pre-Requisites: CTS 120	2	3		5	3
TOTAL SEMESTER HOURS						**9**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**16-17**

Technical and Vocational Programs

A 45 40 0 Medical Assisting – Associate in Applied Science

CONCENTRATION OVERVIEW
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. Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Students pursuing the Associate in Applied Science degree will first graduate from the Diploma program in Medical Assisting. The program does not grant credit or advanced placement for experiential learning.

The Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 N, Suite 158, Clearwater, FL 33763 Phone: 727-210-2350 www.caahep.org

Upon completion of this concentration, graduates will be able to find success as employees with physician offices, health maintenance organizations, health departments and hospitals; perform administrative and clinical duties to include: answer telephone, greet patients, update and file patient medical records, complete insurance forms, correspondence, schedule appointments and referrals, billing, collections, bookkeeping, take patient medical history, vital signs, explain treatments, prepare and assist during patient examinations, collect specimens and perform basic lab testing, sterilize medical instruments, prepare and administer medications, authorize drug refills as directed, perform electrocardiograms, remove sutures and change dressings; apply basic knowledge of medical assisting during practicum using concepts of health and illness when implementing medical care; assume responsibility for continued career development in a changing health care system.

Student Learning Outcomes – Upon completion of the program, students will:

1. Perform administrative duties to include: answer telephone, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence, schedule appointments, arrange for hospital admissions, laboratory services admissions, and basic bookkeeping.
2. Apply basic knowledge of medical assisting process and concepts of health and illness when implementing medical care.
3. Perform clinical duties to include: take patient medical history, vital signs, explain treatments, prepare patients for examinations, assist during an examination, collect lab specimens, basic lab testing, dispose of contaminated supplies, sterilize medical instruments, prepare and administer medications, authorize drug refills as directed, prepare patients for x-ray, take electrocardiograms, remove sutures and change dressings.
4. Demonstrate knowledge of Medical Assisting code of ethics and basic skills in applying ethical/legal principles in the delivery of care.
5. Assume responsibility for continued career development as related to expanding knowledge based on a changing health care system.

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Some Health Sciences and Wellness Programs may have additional requirements related to required GPAs, grades, and other progression policies required for graduation. Please see program handbooks for more information.

A 45 40 0 Medical Assisting – A.A.S.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
MED 110 Orientation to Medical Assisting	Pre-Requisites: ENG 002 Tier 1	1			1	1
MED 121 Medical Terminology I	Pre-Requisites: ENG 002 Tier 1	3			3	3
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
MED 130 Admin. Office Procedures I	Pre-Requisites: Enrollment in the Medical Assisting Program	1	2		3	2
MED 140 Exam Room Procedures I	Pre-Requisites: Enrollment in the Medical Assisting Program	3	4		7	5
BIO 163 Basic Anat. & Physiology	Pre-Requisites: ENG 002 Tier 1, and either BIO 090 or high school biology	4	2		6	5
TOTAL SEMESTER HOURS		**18**	**8**		**26**	**22**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
PSY 150 General Psychology	Pre-Requisites: ENG 002 Tier 1	3			3	3
MED 118 Medical Law & Ethics (OST 149 will be accepted)	Pre-Requisites: ENG 002 Tier 1	2			2	2
MED 131 Admin. Office Procedures II	Pre-Requisites: MED 130	1	2		3	2
MED 150 Laboratory Procedures I	Pre-Requisites: Enrollment in the Medical Assisting Program	3	4		7	5
MED 260 Medical Clinical Practicum	Pre-Requisites: Enrollment in the Medical Assisting Program			15	15	5
MED 262 Clinical Perspectives	Pre-Requisites: Enrollment in the Medical Assisting Program	1			1	1
MED 264 Medical Assisting Overview	Pre-Requisites: Enrollment in the Medical Assisting Program	2			2	2
TOTAL SEMESTER HOURS		**12**	**6**	**15**	**33**	**20**

Continued on next page

Second Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
MAT 143 Quantitative Literacy	Pre-Requisites: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites: MAT 043	2	2		4	3
OST 148 Med Ins & Billing		3	0		3	3
MED 276 Patient Education	Pre-Requisites: Enrollment in the Medical Assisting Program	1	2		3	2
Humanities/Fine Arts elective (Students may not take an introductory foreign language course or a communication course as their humanities elective)	Pre-Requisites: Varies	3			3	3
ACC 120 Principles of Financial Accounting	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3	2		5	4
BIO 155 Nutrition	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
TOTAL SEMESTER HOURS		**15**	**6**		**21**	**18**
Second Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG 112 Writing/Research in the Disciplines or	Pre-Requisites: ENG 111	3			3	3
MED 272 Drug Therapy	Pre-Requisites: Enrollment in the Medical Assisting program	3			3	3
BUS 137 Principles of Management	Pre-Requisites: BUS 110 or MED 131 or CTS 115	3			3	3
COM (Recommend COM 120)	Pre-Requisites: Varies Co-Requisites: Varies	3			3	3
TOTAL SEMESTER HOURS		**12**			**12**	**12**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**72**

D 45 40 0 Medical Assisting – Diploma

CONCENTRATION OVERVIEW

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. Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

Students pursuing the Associate in Applied Science degree will first graduate from the Diploma program in Medical Assisting.
The program does not grant credit or advanced placement for experiential learning.

The Medical Assisting Diploma program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of Medical Assisting Education Review Board (MAERB). Commission on Accreditation of Allied Health Education Programs, 25400 US Highway 19 N, Suite 158, Clearwater, FL 33763 Phone: 727-210-2350 www.caahep.org

Upon completion of this concentration, graduates will be able to find success as employees with physician offices, health maintenance organizations, health departments and hospitals; perform administrative and clinical duties to include: answer telephone, greet patients, update and file patient medical records, complete insurance forms, correspondence, schedule appointments and referrals, billing, collections, bookkeeping, take patient medical history, vital signs, explain treatments, prepare and assist during patient examinations, collect specimens and perform basic lab testing, sterilize medical instruments, prepare and administer medications, authorize drug refills as directed, perform electrocardiograms, remove sutures and change dressings; Apply basic knowledge of medical assisting during practicum using concepts of health and illness when implementing medical care; assume responsibility for continued career development in a changing health care system.

Student Learning Outcomes – Upon completion of the program, students will:

1. Perform administrative duties to include: answer telephone, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence, schedule appointments, arrange for hospital admissions, laboratory services admissions, and basic bookkeeping.
2. Apply basic knowledge of medical assisting process and concepts of health and illness when implementing medical care.
3. Perform clinical duties to include: take patient medical history, vital signs, explain treatments, prepare patients for examinations, assist during an examination, collect lab specimens, basic lab testing, dispose of contaminated supplies, sterilize medical instruments, prepare and administer medications, authorize drug refills as directed, prepare patients for x-ray, take electrocardiograms, remove sutures and change dressings.
4. Demonstrate knowledge of Medical Assisting code of ethics and basic skills in applying ethical/legal principles in the delivery of care.
5. Assume responsibility for continued career development as related to expanding knowledge based on a changing health care system.

Partnership: N/A

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Some Health Sciences and Wellness Programs may have additional requirements related to required GPAs, grades, and other progression policies required for graduation. Please see program handbooks for more information.

D 45 40 0 Medical Assisting – Diploma

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
MED 110 Orientation to Medical Assisting	Pre-Requisites: ENG 002 Tier 1	1			1	1
MED 121 Medical Terminology I	Pre-Requisites: ENG 002 Tier 1	3			3	3
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
MED 130 Admin. Office Procedures I	Pre-Requisites: Enrollment in the Medical Assisting Program	1	2		3	2
MED 140 Exam Room Procedures I	Pre-Requisites: Enrollment in the Medical Assisting Program	3	4		7	5
BIO 163 Basic Anat. & Physiology	Pre-Requisites: ENG 002 Tier 1, and either BIO 090 or high school biology (BIO 168 & BIO 169 will be accepted – must take both)	4	2		6	5
TOTAL SEMESTER HOURS		**18**	**8**		**26**	**22**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
PSY 150 General Psychology	Pre-Requisites: ENG 002 Tier 1	3			3	3
MED 118 Medical Law & Ethics (OST 149 will be accepted)	Pre-Requisites: ENG 002 Tier 1	2			2	2
MED 131 Admin. Office Procedures II	Pre-Requisites: MED 130	1	2		3	2
MED 150 Laboratory Procedures I	Pre-Requisites: Enrollment in the Medical Assisting Program	3	4		7	5
MED 260 Medical Clinical Practicum	Pre-Requisites: Enrollment in the Medical Assisting Program			15	15	5
MED 262 Clinical Perspectives	Pre-Requisites: Enrollment in the Medical Assisting Program	1			1	1
MED 264 Medical Assisting Overview	Pre-Requisites: Enrollment in the Medical Assisting Program	2			2	2
TOTAL SEMESTER HOURS		**12**	**6**	**15**	**33**	**20**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**42**

Technical and Vocational Programs

A 45 42 0 Medical Laboratory Technology – Associate in Applied Science

CONCENTRATION OVERVIEW
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 assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Upon completion of this concentration, graduates are eligible to take the examination given by the Board of Certification of the American Society for Clinical Pathology. Employment opportunities include laboratories in hospitals, medical offices, industry, and research facilities.

College of The Albemarle is accredited by the National Accrediting Agency for Clinical Laboratory Science (5600 N. River Rd., Suite 720, Rosemont, IL 60018; Telephone 773-714-8880). As a result of NAACLS accreditation, graduates will be eligible to take the American Society of Clinical Pathology Board of Certification exam, or another certifying exam, to become national certified as a Medical Laboratory Technician/Clinical Laboratory Technician.

Student Learning Outcomes – Upon completion of the program, students will:

1. Perform routine clinical laboratory tests as the primary analyst making specimen oriented decisions on predetermined criteria, including a working knowledge of critical values.
2. Exhibit the ability to problem-solve and trouble-shoot at a level appropriate for an entry-level MLT
3. Perform, develop, evaluate, correlate, assure accuracy and validity of laboratory information and collaborate in the diagnosis and treatment of patients.
4. Exhibit communication skills that extend to consultative interactions with members of the healthcare team, external relations, customer service, and patient education.
5. Demonstrate ethical and moral attitudes and principles that are necessary for gaining and maintaining patient confidentiality.

Partnership: College of The Albemarle has an articulation agreement with Old Dominion University. This allows COA MLT graduates to apply to the online ODU BS degree Medical Laboratory Science program. Successful applicants will be admitted for the BSMLS online degree completion program provisionally, contingent upon the passing of the ASCP Medical Laboratory Technician certification exam.

Some Health Sciences and Wellness Programs may have additional requirements related to required GPAs, grades, and other progression policies required for graduation. Please see program handbooks for more information.

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A 45 42 0 Medical Laboratory Technology – A.A.S.

First Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
MAT 143 Quantitative Literacy Or MAT 152 Statistical Methods I	Pre-Requisites: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites for MAT 143: MAT 043 Co-Requisites for MAT 152: MAT 052	2-3	2		4-5	3-4
BIO 163 Basic Anatomy & Physiology	Pre-Requisites: ENG 002 Tier 1, and either BIO 090 or high school biology (BIO 168 & BIO 169 will be accepted – must take both)	4	2		6	5
ENG 111 Writing & Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3	0		3	3
MLT 110 Intro to MLT	Pre-Requisites: Admission into the MLT program	2	3		5	3
MLT 111 Urinalysis	Pre-Requisites: MLT 110 Co-Requisites: MLT 130	1	3		4	2
MLT 130 Clinical Chemistry	Pre-Requisites: MLT 110 Co-Requisites: MLT 111	3	3		6	4
TOTAL SEMESTER HOURS		**15-16**	**13**		**28-29**	**20-21**
First Year Summer Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
CHM 130 Gen., Organic, & Biochemistry	Pre-Requisites: CHM 090 or one unit of HS chemistry Co-Requisites: CHM 130A	3	0		3	3
CHM 130A G., Organic, & Biochemistry Lab (CHM 151 and 152 will be accepted – must take both)	Pre-Requisites: CHM 090 or one unit of HS chemistry Co-Requisites: CHM 130	0	2		2	1
MLT 120 Hematology/ Hemostasis I	Pre-Requisites: MLT 110; BIO 163 or BIO 168 and 169 Co-Requisites: MLT 220	3	3		6	4
MLT 220 Hematology/ Hemostasis II	Pre-Requisites: MLT 110; BIO 163, or BIO 168 and 169 Co-Requisites: MLT 120	2	3		5	3
TOTAL SEMESTER HOURS		**8**	**8**		**16**	**11**

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First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 112 Writing/Research in the Disciplines	Pre-Requisites: ENG 111	3	0		3	3
PSY 150 General Psychology	Pre-Requisites: ENG 002 Tier 1	3	0		3	3
CIS 111 Basic PC Literacy or CIS 110 Intro to Computers	Pre-Requisites for CIS 111: None Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1	1-2	2		3-4	2-3
MLT 125 Immunohematology I	Pre-Requisites: MLT 111, MLT 120, MLT 130, MLT 220; BIO 163, or BIO 168 and 169	4	3		7	5
MLT 140 Intro to Microbiology	Pre-Requisites: MLT 111, MLT 120, MLT 130, MLT 220; BIO 163, or BIO 168 and 169 Co-Requisite: MLT 240	2	3		5	3
MLT 240 Special Clinical Microbiology	Pre-Requisites: MLT 111, MLT 120, MLT 130, MLT 140, MLT 220; BIO 163, or BIO 168 and 169 Co-Requisite: MLT 140	2	3		5	3
TOTAL SEMESTER HOURS		**15-16**	**11**		**26-27**	**19-20**
Second Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
Humanities/Fine Arts Elective (Cannot be a COM course or a foreign language course)	Pre-Requisites: Varies	3	0		3	3
MLT 285 MLT Practicum II	Pre-Requisites: Completion of all MLT modules Co-Requisites: MLT 215	0	0	39	39	13
MLT 215 Professional Issues	Pre-Requisites: Completion of all MLT modules Co-Requisites: MLT 285	1	0		1	1
TOTAL SEMESTER HOURS		**4**	**0**	**39**	**43**	**17**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**67-69**

Technical and Vocational Programs

A 25 31 0 MO Medical Office Administration – Associate in Applied Science

C 25 31 0 PR Patient Representative Certificate

CONCENTRATION OVERVIEW

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.

Upon completion of this concentration, graduates will be able to find employment opportunities available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

Student Learning Outcomes – Upon completion of the program, students will:

1. Utilize appropriate technology relevant to a healthcare environment to complete basic administrative tasks.
2. Manage administrative projects in the healthcare environment while communicating effectively in oral and written formats.
3. Demonstrate knowledge and show the ability to apply that knowledge in major healthcare administrative tasks such as: scheduling, billing, and coding.

Partnership: N/A

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A 25 31 0 MO Medical Office Administration – A.A.S.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 111 Writing & Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
CIS 110 Introduction to Computers **OR** CIS 111 Basic PC Literacy	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for CIS 111: none	1-2	2		3-4	2-3
BUS 151 People Skills	Pre-Requisites: none	3			3	3
MED 121 Medical Terminology I	Pre-Requisites: ENG 002 Tier 1	3			3	3
HBI 110 Issues and Trends in HBI	Pre-Requisites:	3			3	3
OST 148 Medical Ins & Billing	Pre-Requisites: none	3			3	3
TOTAL SEMESTER HOURS						**17-18**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG 112 Writing/Research in the Disciplines	Pre-Requisites: ENG 111	3			3	3
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
OST 149 Medical Legal Issues	Pre-Requisites: none	3			3	3
OST 136 Word Processing	Pre-Requisites: CIS 110 or CIS 111 or OST 137	2	2		4	3
CTS 130 Spreadsheet **OR** WBL 112, WBL 122, WBL 132, Work-Based Learning	Pre-Requisites for CTS 130: CIS 110 or CIS 111 Pre-Requisites for WBL: none	0-2	0-2		4-20	2-3
OST 164 Office Editing	Pre-requisites: none	3			3	3
TOTAL SEMESTER HOURS						**17-18**

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A 25 31 0 MO Medical Office Administration – A.A.S.

Second Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
OST 248 Diagnostic Coding	Pre-Requisites: MED 121 or OST 141	2	2		4	3
PSY 150 General Psychology **OR** SOC 210 Intro to Sociology	Pre-Requisites for PSY 150: ENG 002 Tier 1 Pre-Requisites for SOC 210: ENG 002 Tier 1	3			3	3
OST 241 Medical Office Transcription I	Pre-requisites for OST 241: MED 121 or OST 141	2	2		4	3
BIO 163 Basic Anatomy & Physiology	Pre-Requisites: ENG 002 Tier 1, and either BIO 090 or high school biology	4	2		6	5
OST 281 Emerging Issues in the Medical Office	Pre-Requisites: none	3			3	3
WBL 110 World of Work	Pre-Requisites: none	1			1	1
TOTAL SEMESTER HOURS						**18**
Second Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
OST 247 Procedure Coding	Pre-Requisites: MED 121 or OST 141	2	2		4	3
OST 288 Medical Office Admin Capstone	Pre-Requisites: HMT 210 or OST 148	2	2		4	3
ART 111 Art Appreciation **OR** MUS 110 Music Appreciation	Pre-Requisites: none	3			3	3
MAT 143 Quantitative Literacy	Pre-Requisites: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites: MAT 043	2	2		4	3
ACC 120 Prin of Financial Accounting **OR** WBL 112, WBL 122, WBL 132, Work-Based Learning	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for WBL: none	0-3	0-2		5-20	2-4
TOTAL SEMESTER HOURS						**14-16**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**65-70**

C 25 31 0 PR Patient Representative Certificate

First Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
MED 121 Medical Terminology I	Pre-Requisites: ENG 002 Tier 1	3			3	3
CIS 110 Introduction to Computers **OR** CIS 111 Basic PC Literacy	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for CIS 111: none	1-2	2		3-4	2-3
BUS 151 People Skills	Pre-requisites: none	3			3	3
TOTAL SEMESTER HOURS						**8-9**
Second Semester **Course Number and Title**	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
OST 149 Medical Legal Issues	Pre-Requisites: none	3			3	3
OST 164 Office Editing	Pre-Requisites: none	3			3	3
TOTAL SEMESTER HOURS						**9**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**17-18**

Technical and Vocational Programs

A 25 37 0 Office Administration – Associate in Applied Science

This program is suspended for the 2020-2021 academic year pending revision or termination.

CURRICULUM OVERVIEW

The Office Administration curriculum prepares individuals for employment as administrative office personnel who use skills in the areas of office management, office finance, legal office, virtual office, customer service, and office software. Course work includes computer applications, oral and written communication, analysis and coordination of office tasks and procedures, records management, and other topics depending on the subject area selected within this curriculum.

Upon completion of this concentration, graduates should qualify for employment opportunities in a variety of office positions in business, government, and industry. Upon graduation, students may be eligible to sit for industry recognized certification exams.

Student Learning Outcomes – Upon completion of the program, students will:

1. Demonstrate a proficiency by achieving successful completion of a Microsoft Office Certification (MOS) in Word, Excel, Access, or PowerPoint.
2. Identify methods to evaluate digital content for validity and usefulness.
3. Demonstrate the creation, maintenance, protection, security, and disposal of records stored in a variety of media electronic forms.

Partnership: N/A

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A 25 37 0 Office Administration – A.A.S.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 111 Writing & Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
CIS 110 Introduction to Computers **OR** CIS 111 Basic PC Literacy	Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for CIS 111: none	1-2	2		3-4	2-3
WBL 110 World of Work	Pre-Requisites: none	1			1	1
MAT 143 Quantitative Literacy	Pre-Requisites: MAT 003 Tier 1 and ENG 002 Tier 1 Co-Requisites: MAT 043	2	2		4	3
ACC 120 Prin of Financial Accounting	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3	2		5	4
BUS 151 People Skills	Pre-Requisites: none	3			3	3
TOTAL SEMESTER HOURS						**16-17**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
ENG 112 Writing/Research in the Disciplines	Pre-Requisites: ENG 111	3			3	3
OST 164 Office Editing	Pre-Requisites: none	3			3	3
BUS 110 Intro to Business	Pre-Requisites: ENG 002 Tier 1	3			3	3
CTS 130 Spreadsheet	Pre-Requisites: CIS 110 or CIS 111 or OST 137	2	2		4	3
BUS 139 Entrepreneurship I **OR** WBL 112, or WBL 122, or WBL 132	Pre-Requisites for BUS 139: ENG 002 Tier 1 and MAT 003 Tier 1 Pre-Requisites for WBL: none	0-3			3-20	2-3
BUS 240 Business Ethics	Pre-Requisites: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS						**17-18**

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A 25 37 0 Office Administration – A.A.S.

Second Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
OST 184 Records Management	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
DBA 110 Database Concepts	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
OST 136 Word Processing	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
ACC 150 Accounting Software Appl **OR** WBL 112, WBL 122, WBL 132	Pre-Requisites: ACC 115 or ACC 120 Pre-Requisites for WBL: none	0-1	0-3		4-20	2
PSY 150 General Psychology **OR** SOC 210 Intro to Sociology	Pre-Requisites for PSY 150: ENG 002 Tier 1 Pre-Requisites for SOC 210: ENG 002 Tier 1	3			3	3
TOTAL SEMESTER HOURS						**14**
Second Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
BUS 137 Principles of Management	Pre-Requisites: BUS 110 or MED 131 or CTS 115	3			3	3
OST 236 Adv Word Processing	Pre-Requisites: OST 136	2	2		4	3
ART 111 Art Appreciation **OR** MUS 110 Music Appreciation	Pre-Requisites: none	3			3	3
BUS 125 Personal Finance	Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1	3			3	3
DBA 115 Database Applications **OR** WBL 112, or WBL 122, or WBL 132	Pre-Requisites for DBA 115: DBA 110 Pre-Requisites for WBL: none	0-2	0-2		4-20	2-3
CTI 110 Web, Pgm & DB Foundation	Pre-Requisites: none	2	2		4	3
TOTAL SEMESTER HOURS						**17-18**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**64-67**

Technical and Vocational Programs

C 45 60 0 Phlebotomy – Certificate

CONCENTRATION OVERVIEW
The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis. Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Upon completion of this concentration, graduates will be able to qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

Student Learning Outcomes – Upon completion of the program, students will:

1. Successfully perform venipuncture by vacuum collection devices.
2. List essential information that should be on laboratory requisitions and specimen containers for identification.
3. Demonstrate appropriate interaction and communication with patients and staff
4. Demonstrate a professional attitude and behavior in the workplace.

Partnership: N/A

Some Health Sciences and Wellness Programs may have additional requirements related to required GPAs, grades, and other progression policies required for graduation. Please see program handbooks for more information.

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C 45 60 0 Phlebotomy – Certificate

First Year Fall or Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
PBT 100 Phlebotomy Technology	Pre-Requisites: Admission to Phlebotomy program Co-Requisites: PBT 101, CIS 111, ACA 111, PSY 101 or PSY 150	5	2		7	6
PBT 101 Phlebotomy Practicum	Pre-Requisites: Admission to Phlebotomy program Co-Requisites: PBT 100, CIS 111, ACA 111, PSY 101 or PSY 150			9	9	3
PSY 101 Applied Psychology OR PSY 150 General Psychology	Pre-Requisites for PSY 101: ENG 002 Tier 1 Pre-Requisites for PSY 150: ENG 002 Tier 1	3			3	3
CIS 111 Basic PC Literacy (CIS 110 will also be accepted)	Pre-Requisites for CIS 111: None Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1	1	2		3	2
ACA 111 College Student Success		1			1	1
TOTAL SEMESTER HOURS		**10**	**4**	**9**	**23**	**15**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**15**

Technical and Vocational Programs

D 45 66 0 Practical Nursing – Diploma

CONCENTRATION OVERVIEW

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential. Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Upon completion of this concentration, graduates will be eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include rehabilitation/long term care, home health facilities, clinics, and physicians' offices.

Student Learning Outcomes – Upon completion of the program, students will:

1. Participate in evaluating the concepts of the holistic individual and client response in the promotion of health, wellness, illness, quality of life, and the achievement of potential.
2. Practice professional nursing behaviors, within the ethical-legal practice boundaries of the LPN, incorporating personal responsibility and accountability for continued competence.
3. Participate in providing evidence-based nursing care, from an established plan of care, based on biophysical, psychosocial and cultural needs of clients in various stages of growth and development while assisting them to attain their highest level of wellness.
4. Reinforce and/or implement the teaching plan developed and delegated by the registered nurse to promote the health of individuals, incorporating teaching and learning principles.
5. Participate in the nursing process to provide individualized, safe, and effective nursing care in a structured setting under supervision.
6. Demonstrate caring behaviors in implementing culturally-competent, client-centered nursing care to diverse clients across the lifespan.
7. Participate in Quality Improvement (QI) by identifying hazards and errors and by suggesting, to the RN, changes to improve the client care process.
8. Utilize informatics to access, manage, and communicate client information.
9. Participate in collaboration with the interdisciplinary healthcare team, as assigned by the registered nurse, to support positive individual and organizational outcomes in a safe and cost effective manner.

Partnership: N/A

Some Health Sciences and Wellness Programs may have additional requirements related to required GPAs, grades, and other progression policies required for graduation. Please see program handbooks for more information.

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D 45 66 0 Practical Nursing – Diploma

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ACA 111 College Student Success		1			1	1
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
NUR 101 Practical Nursing I	Pre-Requisites: Admission to PN program Co-Requisites: BIO 163, ENG 111, ACA 111	7	6	6	19	11
BIO 163 Basic Anatomy & Physiology (BIO 168 & BIO 169 will be accepted – must take both)	Pre-Requisites: ENG 002 Tier 1, and either BIO 090 or high school biology	4	2		6	5
TOTAL SEMESTER HOURS		**15**	**8**	**6**	**29**	**20**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
PSY 150 General Psychology	Pre-Requisites: ENG 002 Tier 1	3			3	3
NUR 102 Practical Nursing II	Pre-Requisites: NUR 101 Co-Requisites: PSY 150 and CIS 111	7		9	16	10
CIS 111 Basic PC Literacy (CIS 110 will be accepted.)	Pre-Requisites for CIS 111: None Pre-Requisites for CIS 110: ENG 002 Tier 1 and MAT 003 Tier 1	1	2		3	2
TOTAL SEMESTER HOURS		**11**	**2**	**9**	**22**	**15**
First Year Summer Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
NUR 103 Practical Nursing III	Pre-Requisites: NUR 102	6		9	15	9
TOTAL SEMESTER HOURS		**6**		**9**	**15**	**9**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**44**

Technical and Vocational Programs

D 30 34 0 Professional Crafts: Jewelry – Diploma
C 30 34 0 B Professional Crafts: Basic Jewelry – Certificate
C 30 34 0 A Professional Crafts: Advanced Jewelry – Certificate

(Offered Only at COA – Dare)

CONCENTRATION OVERVIEW
The Professional Crafts: Jewelry curriculum prepares individuals to become professional metal smiths and jewelers. Instruction includes jewelry techniques, design, and marketing. Students will learn metal forming techniques, metal decorative techniques, casting, enameling, and the entrepreneurial skills necessary to start and operate a small business. The course work will also include jewelry design, CAD design, studio safety, and tool and machine orientation.

Upon completion of this concentration, graduates will be able to start and operate their own jewelry studio, work for an established jeweler, or transfer to a four-year degree program. Graduates will be able to utilize CAD/CAM (computer aided design and manufacturing) for jewelry design.

Student Learning Outcomes – Upon completion of the program, students will:

1. Create jewelry using metal fabrication techniques
2. Demonstrate metal casting techniques and create jewelry or small metal objects using the lost wax casting technique.
3. Design and fabricate jewelry utilizing enameling techniques.
4. Demonstrate entrepreneurial skills needed to succeed as a jeweler.
5. Develop an original body of work utilizing jewelry fabrication and forming techniques.

Partnership: Articulation agreement with East Carolina University

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D 30 34 0 Professional Crafts: Jewelry – Diploma

(Offered Only at COA – Dare)

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 002 Tier 1 Co-Requisites: ENG 011	3			3	3
PCJ 111 Intro to Jewelry		2	15		17	7
PCJ 121 Jewelry Design I		2			2	2
TOTAL SEMESTER HOURS		**7**	**15**		**22**	**12**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
PCJ 112 Jewelry Forming Techniques	Pre-Requisites: PCJ 111	2	15		17	7
PCJ 122 Jewelry Design II		2			2	2
COM 110 Introduction to Communication OR COM 120 Introduction to Interpersonal Communication OR COM 231 Public Speaking	Pre-Requisites for COM 110: None Pre-Requisites for COM 120: None Pre-Requisites for COM 231: ENG 111	3			3	3
TOTAL SEMESTER HOURS		**7**	**15**		**22**	**12**
Second Year Fall Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
PCJ 113 Jewelry Decorative Techniques	Pre-Requisites: PCJ 111	3	9		12	6
PCJ 261 Enameling		1	3		4	2
WBL 111 Work-Based Learning I		0		10	10	1
ART 111 Art Appreciation		3			3	3
TOTAL SEMESTER HOURS		**7**	**12**	**10**	**29**	**12**

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Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
PCJ 214 Jewelry Production Techniques	Pre-Requisites: PCJ 112 and PCJ 113	2	15		17	7
ART 214 Portfolio and Resume	Co-Requisites: Limited to those who have completed a sequence in the proposed area of study	0	2		2	1
WBL 110 World of Work or WBL 121 Work-Based Learning II		0-1		0-10	1-10	1
PCJ 241 Jewelry: Special Study	Pre-Requisites: PCJ 112 and PCJ 113	0	4		4	2
TOTAL SEMESTER HOURS		**2-3**	**21**	**0-10**	**24-33**	**11**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**47**

C 30 34 0 B Professional Crafts: Basic Jewelry – Certificate

(Offered Only at COA - Dare)

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
PCJ 111 Intro to Jewelry		2	15		17	7
PCJ 121 Jewelry Design I		2			2	2
TOTAL SEMESTER HOURS		**4**	**15**		**19**	**9**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
PCJ 112 Jewelry Forming Techniques	Pre-Requisites: PCJ 111	2	15		17	7
TOTAL SEMESTER HOURS		**2**	**15**		**17**	**7**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**16**

C 30 34 0 A Professional Crafts: Advanced Jewelry – Certificate

(Offered Only at COA - Dare)

To complete higher level certificates, students may be required to complete coursework offered in the previous certificate to meet all required course pre-requisites.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
PCJ 113 Jewelry Decorative Techniques	Pre-Requisites: PCJ 111	3	9		12	6
PCJ 261 Enameling		1	3		4	2
TOTAL SEMESTER HOURS		**4**	**12**		**16**	**8**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
PCJ 214 Jewelry Production Techniques	Pre-Requisites: PCJ 112 and PCJ 113	2	15		17	7
PCJ 241 Jewelry: Special Study	Pre-Requisites: PCJ 112 and PCJ 113	0	4		4	2
TOTAL SEMESTER HOURS		**2**	**19**		**21**	**9**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**17**

Technical and Vocational Programs

A 25 62 0 Supply Chain Management - Associate in Applied Science

C 25 62 0 Distribution Management Certificate

This program is suspended for the 2020-2021 academic year pending termination.

The Supply Chain Management curriculum prepares individuals for a multitude of career opportunities in distribution, transportation, warehousing, supply chain, and manufacturing organizations. Course work includes the international and domestic movement of goods from the raw materials source(s) through production and ultimately to the consumer. Courses in economics and finance, transportation, warehousing, inventory control, material handling, purchasing, computerization, supply chain operations, federal transportation and safety regulations are emphasized.

Upon completion of this concentration, graduates should qualify for positions in a wide range of supply chain and logistics positions in government agencies, manufacturing, and service organizations. Employment opportunities include entry-level distribution, planning, material management, warehousing, inventory, transportation, international freight, and logistics.

Student Learning Outcomes – Upon completion of the program, students will:

1. Arrange and coordinate the transportation of products globally.
2. Describe the role of warehouses and distribution centers, apply industry principles and terminology, and understand distribution productivity measures.
3. Identify the different segments of logistics and use the terminology of the industry.
4. Understand the use of technology to operate and manage global logistics operations.

Partnership: N/A

Technical and Vocational Programs

A 45 74 0 Surgical Technology – Associate in Applied Science

CONCENTRATION OVERVIEW

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team. Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Students of Commission on Accreditation of Allied Health Education Programs (CAAHEP) accredited programs are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four week period prior to or after graduation.

The College of the Albemarle Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) (www.caahep.org) upon the recommendation of the Accreditation Review Committee - Surgical Technology/Surgical Assisting (ARC-ST/SA). Commission on Accreditation of Allied Health Programs, 25400 US Highway 19 N, Suite 158, Clearwater, FL 33763 Phone: 727-210-2350

Upon completion of this concentration, graduates will be able to apply to take the national certification exam for Surgical Technologists which is administered by the National Board of Surgical Technology and Surgical Assisting. Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Student Learning Outcomes – Upon completion of the program, students will:

1. Value the professional attributes and acquire an understanding of the ethical/legal/moral/and medical values of the surgical technologist role.
2. Demonstrate and integrate principles of surgical asepsis as part of the preoperative, perioperative and postoperative experience.
3. Demonstrate the ability to work collaboratively as a surgical technologist with interdisciplinary health care team.
4. Correlate the elements, action, and use of medication and anesthetic agents used during the preoperative, perioperative and postoperative setting/experience.
5. Demonstrate a safe level of practice and knowledge in the scrub and nonscrub roles of the surgical technologist.
6. Correlate the knowledge of anatomy, physiology, pathophysiology, and microbiology to the role of the surgical technologist.

Partnership: N/A

Some Health Sciences and Wellness Programs may have additional requirements related to required GPAs, grades, and other progression policies required for graduation. Please see program handbooks for more information.

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A 45 74 0 Surgical Technology – A.A.S.

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
MED 121 Medical Terminology I	P=ENG 002 Tier 1	3	0	0	3	3
BIO 163 Basic Anatomy & Physiology (BIO 168 and BIO 169 will also be accepted)	P= ENG 002 Tier 1, and either BIO 090 or high school biology	4	2	0	6	5
SUR 110 Introduction to Surgical Technology	P= Enrollment in Surgical Technology Program Coreq= SUR 111	3	0	0	3	3
SUR 111 Periop. Patient Care	P=Enrollment in Surgical Technology Program Coreq= SUR 110	5	6	0	11	7
ACA 111 College Student Success (ACA 122 will also be accepted)		1	0	0	1	1
TOTAL SEMESTER HOURS		16	8	0	24	19
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
BIO 275 Microbiology	P= BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168	3	3	0	6	4
SUR 122 Surgical Procedures I	P= SUR 110 and SUR 111 Coreq= SUR 123	5	3	0	8	6
SUR 123 SUR Clinical Practice I	P= SUR 110 and SUR 111, BIO 163 Coreq= SUR 122	0	0	21	21	7
MED 122 Medical Terminology II	P= MED 121	3	0	0	3	3
TOTAL SEMESTER HOURS		9	8	21	38	20
First Year Summer Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
SUR 134 Surgical Procedures II	P= SUR 123 Coreq=SUR 135	5	0	0	5	5
SUR 135 SUR Clinical Practice II	P= SUR 123 Coreq= SUR 134	0	0	12	12	4
ENG 111 Writing & Inquiry	P=ENG 002 Tier 1 C=ENG 011	3	0	0	3	3
TOTAL SEMESTER HOURS		8	0	12	20	12

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First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ENG 112 Argument-Based Research	P= ENG 111	3	0	0	3	3
PSY 150 General Psychology	P=ENG 002 Tier 1	3	0	0	3	3
SUR 137 Professional Success Prep.	P= SUR 123, SUR 134 , SUR 135 Coreq= SUR 210, SUR 211 and SUR 212	1	0	0	1	1
SUR 210 Adv. SUR Clinical Practice	P= SUR 134 and SUR 135 Coreq= SUR 137,SUR 211 and SUR 212	0	0	6	6	2
SUR 211 Advance Theoretical Concepts	P= SUR 134 and SUR 135 Coreq= SUR 137, SUR 210 and SUR 212	2	0	0	2	2
SUR 212 Clinical Supplement	P= SUR 134 and SUR 135 Coreq=SUR 137, SUR 210 and SUR 211	0	0	12	12	4
HUM 115 Critical Thinking Or PHI 240 Introduction to Ethics	P=ENG 002 Tier 1 Or P=ENG 111	3	0	0	3	3
TOTAL SEMESTER HOURS		12	0	18	30	18
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						69

Technical and Vocational Programs

D 50 42 0 Welding Technology – Diploma
C 50 42 0 I Welding Technology Basic Certificate
C 50 42 0 II Welding Technology Advanced Certificate

CONCENTRATION OVERVIEW
The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry. Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses in math, blueprint reading, metallurgy, welding inspection, and destructive and non-destructive testing provides the student with the industry-standard skills developed through classroom training and practical application.

Upon completion of this concentration, graduates will be able to qualify for employment 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.

Student Learning Outcomes – Upon completion of the program, students will:

1. Weld industrial alloys related to industry standards.
2. Research, interpret and apply codes and welding procedure specifications.
3. Generate sketches and interpret conventional and CAD-generated prints.
4. Demonstrate knowledge of welding inspection methods and testing of weldments with non-destructive and destructive methods.
5. Demonstrate the ability to set up, program, operate and troubleshoot automated equipment related to the welding industry.

Partnership: N/A

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D 50 42 0 Welding Technology – Diploma

First Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
WLD 110 Cutting Processes	Pre-Requisites: None	1	3		4	2
WLD 115 SMAW (Stick) Plate	Pre-Requisites: None	2	9		11	5
WLD 121 GMAW (MIG) FCAW/Plate	Pre-Requisites: None	2	6		8	4
BPR 111 Print Reading	Pre-Requisites: MAT 003 Tier 1	1	2		3	2
COM 101 Workplace Communication		3			3	3
WLD 112 Basic Welding Processes	Pre-Requisites: None	1	3		4	2
TOTAL SEMESTER HOURS		**10**	**23**		**33**	**18**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
WLD 116 SMAW (Stick) Plate/Pipe	Pre-Requisites: WLD 115	1	9		10	4
WLD 122 GMAW (MIG) Plate/Pipe	Pre-Requisites: WLD 121	1	6		7	3
WLD 131 GTAW (TIG) Plate	Pre-Requisites: None	2	6		8	4
MAT 110 Math Measurement & Literacy	Pre-Requisites: MAT 003 Tier 1 Co-Requisites: MAT 010	2	2		4	3
WBL 110 World of Work or WBL 111 Work-Based Learning I or WBL 112 Work-Based Learning I		0-1		0-20	1-20	1-2
TOTAL SEMESTER HOURS		**6-7**	**23**	**0-20**	**30-49**	**15-16**
First Year Summer Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
WLD 141 Symbols & Specifications	Pre-Requisites: None	2	2		4	3
WLD 132 GTAW (TIG) Plate/Pipe	Pre-Requisites: WLD 131	1	6		7	3
TOTAL SEMESTER HOURS		**3**	**8**		**11**	**6**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**39-40**

C 50 42 0I Welding Technology – Basic Certificate

Basic Certificate Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
WLD 110 Cutting Processes	Pre-Requisites: None	1	3		4	2
WLD 115 SMAW (Stick) Plate	Pre-Requisites: None	2	9		11	5
WLD 121 GMAW (MIG) FCAW/Plate	Pre-Requisites: None	2	6		8	4
WLD 112 Basic Welding Processes	Pre-Requisites: None	1	3		4	2
TOTAL SEMESTER HOURS		**6**	**21**		**27**	**13**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**13**

C 50 42 0II Welding Technology – Advanced Certificate

To complete higher level certificates, students may be required to complete coursework offered in the previous certificate to meet all required course pre-requisites.

Advanced Certificate Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
WLD 116 SMAW (Stick) Plate/Pipe	Pre-Requisites: WLD 115	1	9		10	4
WLD 122 GMAW (MIG) Plate/Pipe	Pre-Requisites: WLD 121	1	6		7	3
WLD 131 GTAW (TIG) Plate	Pre-Requisites: None	2	6		8	4
WLD 141 Symbols & Specifications	Pre-Requisites: None	2	2		4	3
WLD 132 GTAW (TIG) Plate/Pipe	Pre-Requisites: WLD 131	1	6		7	3
TOTAL SEMESTER HOURS		**7**	**29**		**36**	**17**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**17**

Reinforced Instruction for Student Excellence (RISE)

CONCENTRATION OVERVIEW

The North Carolina Community College System is implementing a new developmental education model, Reinforced Instruction for Student Excellence (RISE). The RISE model, effective Fall 2020, will replace prerequisite remediation with corequisite remediation for most students. The goal is to provide students an opportunity to successfully complete their gateway math and English courses on their first attempt.

New students who graduated from a US high school within the last 10 years will be placed into one of three pathways based on their unweighted high school GPA;

- **2.8 or higher** – students may register for any gateway English or math course.
- **2.2 – 2.79** – students may register for any gateway English or math course, but they are required to take the corresponding corequisite course. For example, a student taking ENG 111 must also register for ENG 011 (corequisite course).
- **Below 2.2 –** students must successfully complete Transition English and Transition Math prior to enrolling in a gateway English or math course.

*International students and students who have a GPA older than 10 years will take a RISE placement test.

Transition English and Transition Math courses are semester long developmental courses that students complete before enrolling in gateway English and math courses. Corequisite courses will allow students to take their gateway English and math courses while simultaneously receiving just-in-time instruction in the corresponding corequisite class.

Student Learning Outcomes – Upon completion of RISE ENG courses, students will be able to:

1. Demonstrate the use of pre-reading, reading, and post-reading strategies.
2. Demonstrate the use of the writing process.
3. Demonstrate the growth mindset by using academic habits and learning strategies that will enhance success in ENG 111 coursework.
4. Practice and reflect on reading and writing as recursive processes.
5. Demonstrate active reading strategies.
6. Recognize the organizational relationships within texts from a variety of genres and formats.
7. Create unified, well-developed texts.
8. Apply conventions of standard written English.
9. Employ appropriate technology when reading and composing texts.

Student Learning Outcomes – Upon completion of RISE MAT courses, students will be able to:

1. Develop the academic habits, learning strategies, social skills, and growth mindset necessary to be successful in mathematics.
2. Demonstrate an understanding of foundational mathematics concepts including integers, fractions, decimals, geometry, and algebra.
3. Apply foundational skills as well as concepts, vocabulary, and definitions necessary to master the gateway math course.

Continue to next page for RISE Course Offerings and RISE Crosswalk

Reinforced Instruction for Student Excellence (RISE) Course Offerings

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
RISE MATHEMATICS					
MAT 003	Transition Math	Fall, Spring, Summer		None	3
MAT 010	Math Measurement & Literacy Support	Varies		None	1
MAT 043	Quantitative Literacy Support	Fall, Spring, Summer		None	2
MAT 052	Statistical Methods I Support	Fall, Spring, Summer		None	2
MAT 071	Precalculus Algebra Support	Fall, Spring, Summer		None	2
RISE ENGLISH					
ENG 002	Transition English	Fall, Spring, Summer		None	3
ENG 011	Writing and Inquiry Support	Fall, Spring, Summer		None	2

Reinforced Instruction for Student Excellence (RISE) Crosswalk

PAST DEVELOPMENTAL COURSES	RISE COURSES
DRE 096	No ENG 002 Tier Credit
ENG 080, RED 080, ENG 085 or DRE 097	ENG 002 Tier 1
ENG 090, RED 090, ENG 095, or DRE 098	ENG 002 Tier 2
MAT 060 or DMA 010 - 030	MAT 003 Tier 1
MAT 070 or DMA 040 - 050	MAT 003 Tier 2
MAT 080 or DMA 060 - 080	MAT 003 Tier 3

Course Descriptions

Academic Related

ACA 111 – College Student Success: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 1 Lab Hours: 0 **Total Credit Hours: 1**

ACA 122 – College Transfer Success: This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring, SS Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

Accounting

ACC 120 – Principles of Financial Accounting: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1
Semester: Fall Class Hours: 3 Lab Hours: 2 **Total Credit Hours: 4**

ACC 121 – Principles of Managerial Accounting: 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.
Co-Requisites: None
Pre-Requisites: ACC 120
Semester: Spring Class Hours: 3 Lab Hours: 2 **Total Credit Hours: 4**

ACC 140 – Payroll Accounting: 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.
Co-Requisites: None
Pre-Requisites: ACC 115 or ACC 120
Semester: Spring Class Hours: 1 Lab Hours: 3 **Total Credit Hours: 2**

ACC 150 – Accounting Software Applications: This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to accurately solve accounting problems.
Co-Requisites: None
Pre-Requisites: ACC 115 or ACC 120
Semester: Fall Class Hours: 1 Lab Hours: 3 **Total Credit Hours: 2**

ACC 270 – International Accounting: This course includes identifying, recording, and interpreting financial information for accounting systems used in different countries. Topics include currency exchange rates, methods of setting and selecting transfer prices, practices used to account for rates of inflation, and major types of taxes. Upon completion, students should be able to describe accounting systems and their impacts on different currencies and demonstrate a basic knowledge of international accounting.
Co-Requisites: None
Pre-Requisites: ACC 120
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Agriculture

AGR 110 – Agricultural Economics: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

AGR 121 – Biological Pest Mgmt: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

AGR 130 – Alternative Ag Production: This course covers the latest nontraditional enterprises in agriculture. Topics include animal production, aquaculture, and plant production. Upon completion, students should be able to identify selected enterprises and describe basic production practices.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

AGR 139 – Intro to Sustainable Ag: This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

AGR 160 – Plant Science: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

AGR 170 – Soil Science: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

AGR 210 – Agricultural Accounting: This course covers the basic principles and practices of accounting and bookkeeping as they relate to the agricultural industry. Topics include general accounting terminology, data entry practices, and analysis of records for tax purposes. Upon completion, students should be able to complete a basic record book and analyze records for tax purposes.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 1 Lab Hours: 4 **Total Credit Hours: 3**

AGR 212 – Farm Business Management: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

AGR 213 – Ag Law & Finance: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

AGR 214 – Agricultural Marketing: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

AGR 220 – Ag Mechanization: This course is a study of farm machinery and agricultural equipment. Topics include selection and operation of tractors, materials handling equipment, tillage and harvesting equipment, and irrigation systems. Upon completion, students should be able to identify equipment parts and explain the basic principles of machinery operation and management.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

Air Conditioning, Heating & Refrigeration

AHR 110 – Intro to Refrigeration: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 6 **Total Credit Hours: 5**

AHR 111 – HVACR Electricity: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

AHR 112 – Heating Technology: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 4 **Total Credit Hours: 4**

AHR 113 – Comfort Cooling: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 4 **Total Credit Hours: 4**

AHR 114 – Heat Pump Technology: 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.
Co-Requisites: None
Pre-Requisites: AHR 110 or AHR 113
Semester: Spring Class Hours: 2 Lab Hours: 4 **Total Credit Hours: 4**

AHR 130 – HVAC Controls: This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort system controls.
Co-Requisites: None
Pre-Requisites: AHR 111 or ELC 111 or ELC 112
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

AHR 160 – Refrigerant Certification: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 1 Lab Hours: 0 **Total Credit Hours: 1**

AHR 213 – HVACR Building Code: 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.
Co-Requisites: None
Pre-Requisites: AHR 110 or AHR 113
Semester: Spring Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

AHR 255 – Indoor Air Quality: This course introduces the techniques of assessing and maintaining the quality of the indoor environment in residential and commercial structures. Topics include handling and investigating complaints, filter selection, humidity control, testing for sources of carbon monoxide, impact of mechanical ventilation, and building and duct pressures. Upon completion, students should be able to assist in investigating and solving common indoor air quality problems.
Co-Requisites: None
Pre-Requisites: AHR 110 or AHR 113
Semester: Spring Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

Animal Science

ANS 110 – Animal Science: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Anthropology

ANT 210 – General Anthropology: This course introduces the physical, archaeological, linguistic and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Architecture

ARC 111 - Intro to Arch Technology: This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 1 Lab Hours: 6 **Total Credit Hours: 3**

ARC 112 – Constr Matls & Methods: This course introduces construction materials and methodologies. Topics include construction terminology, traditional and alternative materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 3 Lab Hours: 2 **Total Credit Hours: 4**

ARC 113 – Residential Arch Tech: This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.
Co-Requisites: ARC 112
Pre-Requisites: ARC 111
Semester: Spring Class Hours: 1 Lab Hours: 6 **Total Credit Hours: 3**

ARC 212 – Commercial Constr Tech: This course introduces regional construction techniques for commercial plans, elevations, sections, and details. Topics include production of a set of commercial contract documents and other related topics. Upon completion, students should be able to prepare a set of working drawings in accordance with building codes.
Co-Requisites: ARC 112
Pre-Requisites: ARC 111
Semester: Spring Class Hours: 1 Lab Hours: 6 **Total Credit Hours: 3**

Art

ART 111 – Art Appreciation: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

ART 114 – Art History Survey I: This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

ART 115 – Art History Survey II: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

ART 121 – Two Dimensional Design: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

ART 122 – Three Dimensional Design: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

ART 131 – Drawing I: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

ART 132 – Drawing II: 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.
Co-Requisites: None
Pre-Requisites: ART 131
Semester: Varies Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

ART 214 – Portfolio and Resume: This course covers resumé writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resumé writing, and interview techniques. Upon completion, students should be able to photograph and present a digital portfolio and write an effective resumé.
Co-Requisites: Limited to those who have completed a sequence in the proposed area of study.
Pre-Requisites: None
Semester: Spring Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

ART 215 – Visual Art Portfolio: This course covers the organization of a comprehensive body of work designed to showcase the visual artist's competencies in selected media and is intended for college transfer or professional advancement. Emphasis includes preparation for gallery exhibition, creation of a digital portfolio, and development of materials associated with best practices for showcasing artistic works, skills, and experience. Upon completion, students should be able to display a professional arrangement of work designed for entry into an advanced visual arts program, application for employment, or presentation to juried gallery exhibitions.
Co-Requisites: Limited to those who have completed a sequence in the proposed area of study.
Pre-Requisites: None
Semester: Spring Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

ART 240 – Painting I: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

ART 241 – Painting II: 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.
Co-Requisites: None
Pre-Requisites: ART 240
Semester: Varies Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

ART 281 – Sculpture I: This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in a variety of sculptural approaches.
Co-Requisites: None
Pre-Requisites: ART 122 or permission of instructor
Semester: Varies Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

ART 283 – Ceramics I: This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

ART 284 – Ceramics II: This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness.
Co-Requisites: None
Pre-Requisites: ART 283 or equivalent and permission of instructor
Semester: Varies Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

ART 288 – Studio: This course provides the opportunity for advanced self-determined work beyond the limits of regular studio course sequences. Emphasis is placed on creative self-expression and in-depth exploration of techniques and materials. Upon completion, students should be able to create original projects specific to media, materials, and techniques.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

Astronomy

AST 111 – Descriptive Astronomy: This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them.
Co-Requisites: AST 111A
Pre-Requisites: MAT 003 Tier 1
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

AST 111A – Descriptive Astronomy Lab: This course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them.
Co-Requisites: AST 111
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

Aviation Maintenance

AVI 110 – Aviation Maintenance – Gen: This course introduces general subjects related to all aspects of aircraft maintenance. Topics include mechanic privileges/limitations; math and physics; basic electricity; aircraft drawings; maintenance forms; fluid lines/fittings; weight and balance; corrosion control; and ground operations. Upon completion, students should be prepared to pass the FAA knowledge, oral, and practical exams for the general portion of the mechanic's certificate with either the airframe or powerplant ratings.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 10 Lab Hours: 15 **Total Credit Hours: 15**

AVI 120 – Airframe Maintenance I: This course covers airframe structures, systems, and components with an emphasis on the different types of aircraft construction and repair methods. Topics include aircraft non-metallic (composite), sheet metal, and wood structures; welding; covering and finishes (dope and fabric); assembly and rigging; and communication and navigation systems. Students should gain the knowledge and skills in these areas to prepare them for the airframe rating for the FAA mechanic's certificate.
Co-Requisites: None
Pre-Requisites: AVI 110
Semester: Spring Class Hours: 6 Lab Hours: 18 **Total Credit Hours: 12**

AVI 130 – Airframe Maintenance II: This course deals entirely with airframe systems and components. Topics include aircraft electrical, hydraulic, pneumatic, landing gear, position, warning, and fuel systems. Upon completion of the course, the student should be prepared to pass the applicable portions of the knowledge, oral, and practical tests of the airframe rating for the FAA mechanic's certificate.
Co-Requisites: None
Pre-Requisites: AVI 110
Semester: Summer Class Hours: 6 Lab Hours: 9 **Total Credit Hours: 9**

AVI 230 – Airframe Maintenance III: In this final course of the airframe series, the emphasis is on systems and components, culminating with the airframe inspection portion of the course. in addition to the inspection aspects, instrument, cabin environmental control, fire protection, and ice and rain control systems are covered. The student should be prepared to take the applicable portions of the written, oral, and practical examination for the airframe rating on the FAA mechanic's certificate.
Co-Requisites: None
Pre-Requisites: AVI 110
Semester: Fall Class Hours: 4 Lab Hours: 9 **Total Credit Hours: 7**

AVI 240 – Powerplant Maintenance I: This first course in the powerplant series covers theoretical and practical aspects of the two major types of aircraft propulsion systems, piston and jet engines. Auxiliary power units are also covered, including their relationship to the systems they operate. Upon completion, the student should be knowledgeable of aircraft engines to include maintenance and operation at the level required by the FAA to qualify for a powerplant rating on a mechanic's certificate.
Co-Requisites: None
Pre-Requisites: AVI 110
Semester: Fall Class Hours: 3 Lab Hours: 9 **Total Credit Hours: 6**

AVI 250 – Powerplant Maintenance II: This course emphasizes engine systems and components. Topics include engine instruments and fire protection, electrical, lubrication, fuel, ignition, starting, and fuel metering systems. students completing this course should be capable of passing appropriate portions of the FAA knowledge, oral, and practical tests for the powerplant rating.
Co-Requisites: None
Pre-Requisites: AVI 110
Semester: Spring Class Hours: 10 Lab Hours: 15 **Total Credit Hours: 15**

AVI 260 – Powerplant Maintenance III: This final course of the powerplant series covers engine systems and components; propellers and unducted fans; and induction, airflow, cooling, exhaust, and reverser systems. The course culminates with engine inspections. The student should be prepared to pass the applicable portions of the knowledge, oral, and practical exams for the powerplant rating at the completion of this course.
Co-Requisites: None
Pre-Requisites: AVI 110
Semester: Summer Class Hours: 5 Lab Hours: 12 **Total Credit Hours: 9**

Biology

BIO 090 – Foundations of Biology: This course introduces basic biological concepts. Topics include basic biochemistry, cell structure and function, interrelationships among organisms, scientific methodology, and other related topics. Upon completion, students should be able to demonstrate preparedness for college-level biology courses.
Co-Requisites: ENG 002 Tier 1 or ENG 111
Pre-Requisites: None
Semester: Varies Class Hours: 3 Lab Hours: 2 **Total Credit Hours: 4**

BIO 111 – General Biology I: This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, molecular and cellular biology, metabolism and energy transformation, genetics, evolution, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1
Semester: Fall, Spring, SS Class Hours: 3 Lab Hours: 3 **Total Credit Hours: 4**

BIO 112 – General Biology II: 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.
Co-Requisites: None
Pre-Requisites: BIO 111
Semester: Varies Class Hours: 3 Lab Hours: 3 **Total Credit Hours: 4**

BIO 155 – Nutrition: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

BIO 163 – Basic Anatomy and Physiology: This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1, and either BIO 090 or high school biology
Semester: Varies Class Hours: 4 Lab Hours: 2 **Total Credit Hours: 5**

BIO 168 – Anatomy and Physiology I: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 2, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry
Semester: Fall, Spring, SS Class Hours: 3 Lab Hours: 3 **Total Credit Hours: 4**

BIO 169 – Anatomy and Physiology II: 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.
Co-Requisites: None
Pre-Requisites: BIO 168
Semester: Fall, Spring SS Class Hours: 3 Lab Hours: 3 **Total Credit Hours: 4**

BIO 275 – Microbiology: 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.
Co-Requisites: None
Pre-Requisites: Take One: BIO 110, BIO 111, BIO 163, BIO 165, OR BIO 168
Semester: Fall, Spring, SS Class Hours: 3 Lab Hours: 3 **Total Credit Hours: 4**

Blueprint Reading

BPR 111 – Print Reading: This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.
Co-Requisites: None
Pre-Requisites: MAT 003 Tier 1
Semester: Fall Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

Business

BUS 110 – Introduction to Business: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall, Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

BUS 115 – Business Law I: This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall, Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

BUS 125 – Personal Finance: This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

BUS 137 – Principles of Management: 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.
Co-Requisites: None
Pre-Requisites: BUS 110 or MED 131 or CTS 115
Semester: Fall, Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

BUS 139 – Entrepreneurship I: 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
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

BUS 151 – People Skills: This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

BUS 240 – Business Ethics: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

BUS 245 – Entrepreneurship II: This course is designed to allow the student to develop a business plan. Topics include the need for a business plan, sections of the plan, writing the plan, and how to find assistance in preparing the plan. Upon completion, students should be able to design and implement a business plan based on sound entrepreneurship principles.
Co-Requisites: None
Pre-Requisites: BUS 139
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

BUS 285 – Business Management Issues: This course covers contemporary issues that affect successful businesses and their managers and employees. Emphasis is placed on using case studies and exercises to develop analytical and problem-solving skills, ethics, quality management concepts, team skills, and effective communication. Upon completion, students should be able to apply the specific knowledge and skills covered to become more effective managers and employees.
Co-Requisites: None
Pre-Requisites: BUS 110 and BUS 137
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

Chemistry

CHM 090 – Chemistry Concepts: This course provides a non-laboratory based introduction to basic concepts of chemistry. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts necessary for success in college-level science courses.
Co-Requisites: None
Pre-Requisites: MAT 003 Tier 1
Semester: Varies Class Hours: 4 Lab Hours: 0 **Total Credit Hours: 4**

CHM 130 – Gen, Org., & Biochemistry: 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.
Co-Requisites: CHM 130A
Pre-Requisites: CHM 090 or one unit of HS chemistry
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

CHM 130A – Gen, Org., & Biochem Lab: This course is a laboratory for CHM 130. Emphasis is placed on laboratory experience 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.
Co-Requisites: CHM 130
Pre-Requisites: CHM 090 or one unit of HS chemistry
Semester: Varies Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

CHM 151 – General Chemistry I: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 2, and either CHM 090 or one unit of HS Chemistry
Semester: Fall Class Hours: 3 Lab Hours: 3 **Total Credit Hours: 4**

CHM 152 – General Chemistry II: 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.
Co-Requisites: None
Pre-Requisites: CHM 151
Semester: Spring Class Hours: 3 Lab Hours: 3 **Total Credit Hours: 4**

Information Systems

CIS 110 – Introduction to Computers: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1
Semester: Fall, Spring, SS Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

CIS 111 – Basic PC Literacy: This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

CIS 115 – Intro to Prog & Logic: 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.
Co-Requisites: None
Pre-Requisites: MAT 003 Tier 1
Semester: Fall, Spring Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

Criminal Justice

CJC 110 – Basic Law Enforcement BLET: This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics include those mandated by North Carolina Administration Code as essential for functioning in law enforcement. Upon completion, the student should be able to demonstrate competence in the topics required for the state comprehensive certification examination.
Co-Requisites: None
Pre-Requisites: Instructor's Permission
Semester: Fall, Spring Class Hours: 10 Lab Hours: 30 **Total Credit Hours: 20**

CJC 111 – Introduction to Criminal Justice: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

CJC 112 – Criminology: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

CJC 113 – Juvenile Justice: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

CJC 120 – Interviews/Interrogations: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

CJC 121 – Law Enforcement Operations: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

CJC 122 – Community Policing: This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

CJC 131 – Criminal Law: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

CJC 132 – Court Procedure & Evidence: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

CJC 141 – Corrections: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

CJC 160 – Terrorism: Underlying Issues: This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist 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, students should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

CJC 170 – Critical Incident Management for Public Safety: This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/work place violence. Upon completion, the student should be able to identify and discuss managerial techniques legal issues, and response procedures to critical incidents.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

CJC 212 – Ethics & Community Relations: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

CJC 221 – Investigative Principles: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Spring Class Hours: 3 Lab Hours: 2 **Total Credit Hours: 4**

CJC 222 – Criminalistics: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

CJC 225 – Crisis Intervention: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

CJC 231 – Constitutional Law: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Communication

COM 101 – Workplace Communication: This course is designed to enhance interpersonal skills for the workplace. Emphasis is placed on dealing with conflict, improving conversational and listening skills, and identifying nonverbal cues in an intercultural setting. Upon completion, students should be able to apply basic communication techniques to enhance relationships and manage conflict situations in a variety of workplace settings.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

COM 110 – Introduction to Communication: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

COM 120 – Introduction to Interpersonal Communication: This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

COM 231 – Public Speaking: 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.
Co-Requisites: None
Pre-Requisites: ENG 111
Semester: Fall, Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Cosmetology

COS 111 – Cosmetology Concepts I: This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and their related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.
Co-Requisites: COS 112
Pre-Requisites: Permission of instructor
Semester: Fall, Spring Class Hours: 4 Lab Hours: 0 **Total Credit Hours: 4**

COS 112 – Salon I: This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.
Co-Requisites: COS 111
Pre-Requisites: Permission of instructor
Semester: Fall, Spring Class Hours: 0 Lab Hours: 24 **Total Credit Hours: 8**

COS 113 AB & BB – Cosmetology Concepts II: 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.
Co-Requisites: COS 114
Pre-Requisites: COS 111, COS 112
Semester: Fall, Spring Class Hours: 4 Lab Hours: 0 **Total Credit Hours: 4**

COS 114 AB & BB – Salon II: 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.
Co-Requisites: COS 113
Pre-Requisites: COS 111, COS 112
Semester: Fall, Spring Class Hours: 0 Lab Hours: 24 **Total Credit Hours: 8**

COS 115 – Cosmetology Concepts III: 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.
Co-Requisites: COS 116
Pre-Requisites: COS 111, COS 112, COS 113, COS 114
Semester: Fall, Spring Class Hours: 4 Lab Hours: 0 **Total Credit Hours: 4**

COS 116 – Salon III: This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate level 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.
Co-Requisites: COS 115
Pre-Requisites: COS 111, COS 112, COS 113, COS 114
Semester: Fall, Spring Class Hours: 0 Lab Hours: 12 **Total Credit Hours: 4**

COS 117 – Cosmetology Concepts IV: 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
Co-Requisites: COS 118
Pre-Requisites: COS 111, COS 112, COS 113, COS 114, COS 115, COS 116
Semester: Fall, Spring Class Hours: 2 Lab Hours: 0 **Total Credit Hours: 2**

COS 118 – Salon IV: 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.
Co-Requisites: COS 117
Pre-Requisites: COS 111, COS 112, COS 113, COS 114, COS 115, COS 116
Semester: Fall, Spring Class Hours: 0 Lab Hours: 21 **Total Credit Hours: 7**

COS 260 – Design Applications: This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts.
Co-Requisites: None
Pre-Requisites: COS 111, COS 112, COS 113AB, COS 114AB
Semester: Fall, Spring Class Hours: 1 Lab Hours: 3 **Total Credit Hours: 2**

Computer Science

CSC 134 – C++ Programming: 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.
Co-Requisites: None
Pre-Requisites: CIS 110 or CIS 111
Semester: Fall Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

CSC 139 – Visual Basic Programming: This course introduces computer programming using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level.
Co-Requisites: CIS 110 or CIS 111 or CIS 115
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

CSC 151 – JAVA Programming: 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 programs.
Co-Requisites: None
Pre-Requisites: CIS 110 or CIS 111 or CIS 115
Semester: Fall Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

CSC 234 – Advanced C++ Programming: This course is a continuation of CSC 134 using C++ programming language with standard programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, subprograms, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions.
Co-Requisites: None
Pre-Requisites: CSC 134
Semester: Spring Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

CSC 239 – Advanced Visual Basic Prog: This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment.
Co-Requisites: None
Pre-Requisites: CSC 139
Semester: Spring Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

CSC 251 – Advanced JAVA Programming: 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.
Co-Requisites: None
Pre-Requisites: CSC 151
Semester: Spring Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

CSC 289 – Programming Capstone Project: 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.
Co-Requisites: None
Pre-Requisites: CTI 110, CTI 120, CTS 115, CTS 285 and (CSC 139 and CSC 239) or (CSC 151 and CSC 251) or (CSC 134 and CSC 234)
Semester: Spring Class Hours: 1 Lab Hours: 4 **Total Credit Hours: 3**

Computer Tech Integration

CTI 110 – Web, Pgm & Db Foundation: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

CTI 120 – Network & Sec Foundation: This course introduces students to 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.
Co-Requisites: None
Pre-Requisites: CIS 110 or CIS 111
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

CTI 289 – CTI Capstone Project: This course provides students an opportunity to complete a significant integrated technology project from the design phase through implementation with minimal instructor support. Emphasis is placed on technology policy, process planning, procedure definition, systems architecture, and security issues to create projects for the many areas in which computer technology is integrated. Upon completion, students should be able to create, implement, and support a comprehensive technology integration project from the planning and design phase through implementation.
Co-Requisites: None
Pre-Requisites: CTI 110, CTI 120, and CTS 115
Semester: Spring Class Hours: 1 Lab Hours: 6 **Total Credit Hours: 3**

Computer Information Technology

CTS 115 – Info Sys Business Concepts: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

CTS 120 – Hardware/Software Support: 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.
Co-Requisites: CIS 110 or CIS 111
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

CTS 130 – Spreadsheet: 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.
Co-Requisites: None
Pre-Requisites: CIS 110 or CIS 111 or OST 137
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

CTS 220 – Adv Hard/Software Support: 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.
Co-Requisites: None
Pre-Requisites: CTS 120
Semester: Spring Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

CTS 230 – Advanced Spreadsheet: This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.
Co-Requisites: None
Pre-Requisites: CTS 130
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

CTS 240 –Project Management: This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1, and CIS 110 or CIS 111
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

CTS 285 – Systems Analysis & Design: This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE /OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.
Co-Requisites: DBA 110
Pre-Requisites: CIS 115
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

CTS 289 – System Support Project: This course provides an opportunity to compete 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.
Co-Requisites: None
Pre-Requisites: CTI 110, CTI 120, CTS 115, CTS 240, and CTS 285
Semester: Spring Class Hours: 1 Lab Hours: 4 **Total Credit Hours: 3**

Culinary

CUL 110 – Sanitation & Safety: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 0 **Total Credit Hours: 2**

CUL 112 – Nutrition for Foodservice: This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

CUL 120 – Purchasing: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 2 Lab Hours: 0 **Total Credit Hours: 2**

CUL 135 – Food & Beverage Service: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 0 **Total Credit Hours: 2**

CUL 140 – Culinary Skills I: 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.
Co-Requisites: CUL 110
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 6 **Total Credit Hours: 5**

CUL 160 – Baking I: 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.
Co-Requisites: CUL 110
Pre-Requisites: None
Semester: Spring Class Hours: 1 Lab Hours: 4 **Total Credit Hours: 3**

CUL 170 – Garde Manger I: 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.
Co-Requisites: CUL 110
Pre-Requisites: None
Semester: Spring Class Hours: 1 Lab Hours: 4 **Total Credit Hours: 3**

CUL 230 – Global Cuisines: 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.
Co-Requisites: None
Pre-Requisites: CUL 110 and CUL 140
Semester: Spring Class Hours: 1 Lab Hours: 8 **Total Credit Hours: 5**

CUL 240 – Culinary Skills II: 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.
Co-Requisites: None
Pre-Requisites: CUL 110 and CUL 140
Semester: Fall Class Hours: 1 Lab Hours: 8 **Total Credit Hours: 5**

CUL 273 – Career Development: This course introduces students to career planning/management practices that serve as a foundation for success in the hospitality industry. Emphasis is placed on self- assessment, goal/career pathway development and employment strategies such as résumé preparation, interviewing techniques, and developing/utilizing the portfolio as a credential. Upon completion, students should be able to develop a career path leading to an effective job search.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 1 Lab Hours: 0 **Total Credit Hours: 1**

Database Management Technology

DBA 110 – Database Concepts: 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.
Co-Requisites: None
Pre-Requisites: CIS 110 or CIS 111
Semester: Fall Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

DBA 115 – Database Applications: This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.
Co-Requisites: None
Pre-Requisites: DBA 110
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

DBA 120 – Database Programming I: 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.
Co-Requisites: None
Pre-Requisites: DBA 110
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

Drafting

DFT 151 – CAD I: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

DFT 152 – CAD II: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

DFT 153 – CAD III: 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.
Co-Requisites: None
Pre-Requisites: DFT 152
Semester: Fall Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

DFT 154 – Intro Solid Modeling: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

DFT 170 – Engineering Graphics: 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**.**
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

DFT 189 – Emerging Tech in CAD: This course provides an opportunity to explore new and emerging technologies related to Computer-Aided Drafting (CAD). Emphasis is placed on introducing a selected CAD technology or topic, identified as being "new" or "emerging," from a variety of drafting discipines. Upon completion, students should be able to demonstrate an understanding of and practical skill in the use of the CAD technology studied.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

DFT 254 – Intermed Solid Model/Render: 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.
Co-Requisites: None
Pre-Requisites: DFT 154
Semester: Fall Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

DFT 259 – CAD Project: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 1 Lab Hours: 4 **Total Credit Hours: 3**

Drama

DRA 111 – Theatre Appreciation: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

DRA 130 – Acting I: This course provides an applied study of the actor's craft. Topics include role analysis, training the voice, and body concentration, discipline, and self-evaluation. Upon completion, students should be able to explore their creativity in an acting ensemble.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

DRA 131 – Acting II: This course provides additional hands-on practice in the actor's craft. Emphasis is placed on further analysis, characterization, growth, and training for acting competence. Upon completion, students should be able to explore their creativity in an acting ensemble.
Co-Requisites: None
Pre-Requisites: DRA 130
Semester: Varies Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

DRA 140 – Stagecraft I: This course introduces the theory and basic construction of stage scenery and properties. Topics include stage carpentry, scene painting, stage electrics, properties, and backstage organization. Upon completion, students should be able to pursue vocational and avocational roles in technical theatre.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

DRA 141 – Stagecraft II: This course provides additional hands-on practice in the elements of stagecraft. Emphasis is placed on the design and implementation of the arts and crafts of technical theatre. Upon completion, students should be able to pursue vocational or avocational roles in technical theatre.
Co-Requisites: None
Pre-Requisites: DRA 140
Semester: Varies Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

DRA 170 – Play Production I: This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 9 **Total Credit Hours: 3**

DRA 171 – Play Production II: This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production.
Co-Requisites: None
Pre-Requisites: DRA 170
Semester: Varies Class Hours: 0 Lab Hours: 9 **Total Credit Hours: 3**

DRA 211 - Theatre History I: This course covers the development of theatre from its origin to the closing of the British theatre in 1642. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

DRA 212 – Theatre History II: This course covers the development of theatre from 1660 through the diverse influences which shaped the theatre of the twentieth century. Topics include the history, aesthetics, and representative dramatic literature of the period. Upon completion, students should be able to trace the evolution of theatre and recognize the styles and types of world drama.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

DRA 230 – Acting III: This course is designed to include an exploration of acting styles. Emphasis is placed on putting the actor's skills to work in a major theatrical form - musical, comedy, or drama. Upon completion, students should be able to explore their creativity in an acting ensemble.
Co-Requisites: None
Pre-Requisites: DRA 131
Semester: Varies Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

DRA 231 – Acting IV: This course is designed to include further exploration of acting styles. Emphasis is placed on putting the actor's skills to work in a major theatrical form-musical, comedy, or drama. Upon completion, students should be able to explore their creativity in an acting ensemble.
Co-Requisites: None
Pre-Requisites: DRA 230
Semester: Varies Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

DRA 270 – Play Production III: This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production.
Co-Requisites: None
Pre-Requisites: DRA 171
Semester: Varies Class Hours: 0 Lab Hours: 9 **Total Credit Hours: 3**

DRA 271 – Play Production IV: This course provides an applied laboratory study of the processes involved in the production of a play. Topics include fundamental practices, principles, and techniques associated with producing plays of various periods and styles. Upon completion, students should be able to participate in an assigned position with a college theatre production.
Co-Requisites: None
Pre-Requisites: DRA 270
Semester: Varies Class Hours: 0 Lab Hours: 9 **Total Credit Hours: 3**

Economics

ECO 251 – Principles of Microeconomics: This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1
Semester: Fall, Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

ECO 252 – Principles of Macroeconomics: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1 and MAT 003 Tier 1
Semester: Fall, Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Education

EDU 119 – Introduction to Early Childhood Education: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 4 Lab Hours: 0 **Total Credit Hours: 4**

EDU 131 – Child, Family, and Community: This course covers the development of partnerships among culturally, linguistically and ability diverse families, children, schools and communities through the use of evidence-based strategies. Emphasis is placed on developing skills and identifying benefits for establishing and supporting respectful relationships between diverse families, programs/schools, and community agencies/resources reflective of the NAEYC Code of Ethical Conduct and the Code of Ethics for North Carolina Educators. Upon completion, students should be able to identify appropriate relationship building strategies between diverse families, children birth through adolescence, schools, and communities and demonstrate a variety of communication skills including appropriate use of technology to support every child.
Co-Requisites: ENG 002 Tier 1 or ENG 111
Pre-Requisites: None
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

EDU 144 – Child Development I: 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.
Co-Requisites: ENG 002 Tier 1 or ENG 111
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

EDU 145 – Child Development II: 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.
Co-Requisites: ENG 002 Tier 1 or ENG 111
Pre-Requisites: None
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

EDU 146 – Child Guidance: 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.
Co-Requisites: ENG 002 Tier 1 or ENG 111
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

EDU 151 – Creative Activities: 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.
Co-Requisites: ENG 002 Tier 1 or ENG 111
Pre-Requisites: None
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

EDU 153 – Health, Safety, and Nutrition: 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.
Co-Requisites: ENG 002 Tier 1 or ENG 111
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

EDU 216 – Foundations of Education: This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level.
Co-Requisites: ENG 002 Tier 1 or ENG 111
Pre-Requisites: None
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

EDU 221 – Children with Exceptionalities: 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.
Co-Requisites: ENG 002 Tier 1 or ENG 111
Pre-Requisites: Take One Set:
Set 1: EDU 144 and EDU 145
Set 2: PSY 244 and PSY 245
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

EDU 234 – Infants, Toddlers, and Twos: 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, working with diverse families to provide positive, supportive, and engaging early 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 diverse children birth to 36 months.
Co-Requisites: ENG 002 Tier 1 or ENG 111
Pre-Requisites: EDU 119
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

EDU 235 – School Age Development and Programs: This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.
Co-Requisites: ENG 002 Tier 1 or ENG 111
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

EDU 250 – Teacher Licensure Preparation: 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.
Co-Requisites: None
Pre-Requisites: Take One Set
Set 1: ENG 111 and MAT 143
Set 2: ENG 111 and MAT 152
Set 3: ENG 111 and MAT 171
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

EDU 261 – Early Childhood Administration I: 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.
Co-Requisites: EDU 119 and ENG 002 Tier 1 OR EDU 119 and ENG 111
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

EDU 262 – Early Childhood Administration II: 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.
Co-Requisites: ENG 002 Tier 1 or ENG 111
Pre-Requisites: EDU 119 and EDU 261
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

EDU 280 – Language/Literacy Experiences: 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.
Co-Requisites: ENG 002 Tier 1 or ENG 111
Pre-Requisites: None
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

EDU 284 – Early Child Capstone Practicum: 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.
Co-Requisites: ENG 002 Tier 1 or ENG 111
Pre-Requisites: Take One Set:

Set 1: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151
Set 2: EDU 119, PSY 244, PSY 245, EDU 146, and EDU 151
Set 3: EDU 119, PSY 245, EDU 144, EDU 146, and EDU 151
Set 4: EDU 119, PSY 244, EDU 145, EDU 146, and EDU 151

Semester: Fall, Spring Class Hours: 1 Lab Hours: 9 **Total Credit Hours: 4**

Engineering

EGR 131 – Intro to Electronics Tech: This course introduces the basic skills required for electrical/electronics technicians. Topics include soldering/desoldering, safety and sustainability practices, test equipment, scientific calculators, AWG wire table, the resistor color code, electronic devices, problem solving, and use of hand tools. Upon completion, students should be able to solder/desolder, operate test equipment, apply problem-solving techniques, and use a scientific calculator.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

EGR 150 – Intro to Engineering: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

EGR 220 – Engineering Statics: 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.
Co-Requisites: MAT 272
Pre-Requisites: PHY 251
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Electrical

ELC 112 – DC/AC Electricity: 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, troubleshoot, and repair DC/AC circuits.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 6 **Total Credit Hours: 5**

ELC 113 – Residential Wiring: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 6 **Total Credit Hours: 4**

ELC 118 – National Electrical Code: This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

ELC 125 – Diagrams & Schematics: This course covers the interpretation of electrical diagrams, schematics, and drawings common to electrical applications. Emphasis is placed on reading and interpreting electrical diagrams and schematics. Upon completion, students should be able to read and interpret electrical diagrams and schematics.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

ELC 230 – Wind & Hydro Power Sys: This course introduces concepts, designs, tools, techniques, and material requirements for systems that convert wind and water into usable energy. Topics include the analysis, measurement, and estimation of potential energy of wind and water systems. Upon completion, students should be able to demonstrate an understanding of the technologies associated with converting wind and water into a viable energy source.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

Emergency Medical Science

EMS 110 – Emergency Medical Technician: 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.
Co-Requisites: BIO 168, ENG 111, ACA 111
Pre-Requisites: Admission to EMS Program
Semester: Varies Class Hours: 6 Lab Hours: 6 Clinical Hours: 3 **Total Credit Hours: 9**

EMS 122 – EMS Clinical Practicum I: 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.
Co-Requisites: EMS 130, 131, 160, 210, BIO 169, MAT 143
Pre-Requisites: EMS 110
Semester: Spring Class Hours: 0 Lab Hours: 0 Clinical Hours: 3 **Total Credit Hours: 1**

EMS 130 – Pharmacology: 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.
Co-Requisites: EMS 122, 131, 160, 210, BIO 169, MAT 143
Pre-Requisites: EMS 110
Semester: Spring Class Hours: 3 Lab Hours: 3 Clinical Hours: 0 **Total Credit Hours: 4**

EMS 131 – Advanced Airway Management: 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.
Co-Requisites: EMS 122, 130, 160,210, BIO 169, MAT 143
Pre-Requisites: EMS 110
Semester: Spring Class Hours: 1 Lab Hours: 2 Clinical Hours: 0 **Total Credit Hours: 2**

EMS 150 – Emergency Vehicles & EMS Communication: This course covers the principles governing emergency vehicles, maintenance of emergency vehicles, and EMS communication equipment. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.
Co-Requisites: EMS 221,260, PSY 150 or Admission to EMS Bridge Program
Pre-Requisites: EMS 110 or Admission to EMS Bridge Program
Semester: Summer Class Hours: 1 Lab Hours: 3 Clinical Hours: 0 **Total Credit Hours: 2**

EMS 160 – Cardiology I: 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.
Co-Requisites: EMS 122, 130,131,210, BIO 169, MAT 143
Pre-Requisites: EMS 110
Semester: Spring Class Hours: 2 Lab Hours: 3 Clinical Hours: 0 **Total Credit Hours: 3**

EMS 210 – Advanced Patient Assessment: 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.
Co-Requisites: EMS 122,130,131,160 or Admission to EMS Bridge Program
Pre-Requisites: EMS 110 or Admission to EMS Bridge Program
Semester: Spring Class Hours: 1 Lab Hours: 3 Clinical Hours: 0 **Total Credit Hours: 2**

EMS 220 – Cardiology II: 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.
Co-Requisites: EMS 231,250, ENG 112, Hum/FA Elective
Pre-Requisites: EMS 122, EMS 130 and EMS 160
Semester: Fall Class Hours: 2 Lab Hours: 3 Clinical Hours: O **Total Credit Hours: 3**

EMS 221 – EMS Clinical Practicum II: 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.
Co-Requisites: EMS 150,260, PSY 150
Pre-Requisites: EMS 121 or 122
Semester: Summer Class Hours: 0 Lab Hours: 0 Clinical Hours: 6 **Total Credit Hours: 2**

EMS 231 – EMS Clinical Practicum III: 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.
Co-Requisites: EMS 220, 250, ENG 112, Hum/FA Elective
Pre-Requisites: EMS 221
Semester: Fall Class Hours: 0 Lab Hours: 0 Clinical Hours: 9 **Total Credit Hours: 3**

EMS 235 – EMS Management: 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.
Co-Requisites: EMS 240,241,270 & 285 or Admission to EMS Bridge Program
Pre-Requisites: EMS 110 or Admission to EMS Bridge Program
Semester: Spring Class Hours: 2 Lab Hours: 0 Clinical Hours: 0 **Total Credit Hours: 2**

EMS 240 – Patients W/ Special Challenges: 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.
Co-Requisites: EMS 235,241,270 & 285
Pre-Requisites: EMS 122 and EMS 130
Semester: Spring Class Hours: 1 Lab Hours: 2 Clinical Hours: 0 **Total Credit Hours 2**

EMS 241 – EMS Clinical Practicum IV: 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.
Co-Requisites: EMS 235, 240, 270 & 285
Pre-Requisites: EMS 231
Semester: Spring Class Hours: 0 Lab Hours: 0 Clinical Hours: 12 **Total Credit Hours: 4**

EMS 250 – Medical Emergencies: 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.
Co-Requisites: EMS 220,231, ENG 112, Hum/FA Elective
Pre-Requisites: EMS 122 and EMS 130
Semester: Fall Class Hours: 3 Lab Hours: 3 Clinical Hours: 0 **Total Credit Hours: 4**

EMS 260 – Trauma Emergencies: 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.
Co-Requisites: EMS 150,221, PSY 150
Pre-Requisites: EMS 122 and EMS 130
Semester: Summer Class Hours: 1 Lab Hours: 3 Clinical Hours: 0 **Total Credit Hours: 2**

EMS 270 – Life Span Emergencies: 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.
Co-Requisites: EMS 235, 240, 241 & 285
Pre-Requisites: EMS 122 and EMS 130
Semester: Spring Class Hours: 3 Lab Hours: 3 Clinical Hours: O **Total Credit Hours: 4**

EMS 285 – EMS Capstone: 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.
Co-Requisites: EMS 235,240,241 & 270 or Admission to EMS Bridge Program
Pre-Requisites: EMS 220, EMS 250, and EMS 260 or Admission to EMS Bridge Program
Semester: Spring/Sum Class Hours: 1 Lab Hours: 3 Clinical Hours: 0 **Total Credit Hours: 2**

English

ENG 002 – Transition English: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring, SS Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

ENG 011 – Writing and Inquiry Support: 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.
Co-Requisites: ENG 111
Pre-Requisites: None
Semester: Fall, Spring SS Class Hours: 1 Lab Hours 2 **Total Credit Hours: 2**

ENG 102 – Applied Communications II: This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports, and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short and job related written and oral communications.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

ENG 111 – Writing and Inquiry: 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.
Co-Requisites: ENG 011
Pre-Requisites: ENG 002 Tier 1
Semester: Fall, Spring, SS Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

ENG 112 – Writing/Research in the Disciplines: This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines.
Co-Requisites: None
Pre-Requisites: ENG 111
Semester: Fall, Spring, SS Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

ENG 125 – Creative Writing I: 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 writings of others.
Co-Requisites: None
Pre-Requisites: ENG 111
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

ENG 231 – American Literature I: This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.
Co-Requisites: None
Pre-Requisites: ENG 112, ENG 113, or ENG 114
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

ENG 232 – American Literature II: This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts.
Co-Requisites: None
Pre-Requisites: ENG 112, ENG 113, or ENG 114
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

ENG 241 – British Literature I: 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.
Co-Requisites: None
Pre-Requisites: ENG 112, ENG 113, or ENG 114
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

ENG 242 – British Literature II: 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.
Co-Requisites: None
Pre-Requisites: ENG 112, ENG 113, or ENG 114
Semester: Fall/Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

ENG 261 – World Literature I: This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.
Co-Requisites: None
Pre-Requisites: ENG 112, ENG 113, or ENG 114
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

ENG 262 – World Literature II: This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to selected works.
Co-Requisites: None
Pre-Requisites: ENG 112, ENG 113, or ENG 114
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

French

FRE 111 – Elementary French I: This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

FRE 112 – Elementary French II: This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness.
Co-Requisites: None
Pre-Requisites: FRE 111
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Food Service

FST 100 – Intro to Foodservice: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

FST 101 – Quantity Baking I: This course introduces fundamental concepts, skills, and techniques in quantity baking. Topics include yeast and quick breads, cookies, cakes, and other baked goods. Upon completion, students should be able to prepare and evaluate baked products.
Co-Requisites: FST 103 or CUL 110
Pre-Requisites: None
Semester: Fall Class Hours: 1 Lab Hours: 4 **Total Credit Hours: 3**

FST 102 – Foodservice Skills I: 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.
Co-Requisites: FST 103 or CUL 110
Pre-Requisites: None
Semester: Fall Class Hours: 4 Lab Hours: 8 **Total Credit Hours: 8**

FST 103 – Foodservice Sanitation: This course provides practical experience with the basic principles of safety and sanitation in the food service industry. Emphasis is placed on personal hygiene habits, safety regulations, and food handling practices (H.A.C.C.P.) that protect the health of the consumer. Upon completion, students should be able to demonstrate appropriate safety and sanitation practices required in the food service industry.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 0 **Total Credit Hours: 2**

FST 105 – Menu Planning: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

FST 106 – Foodservice Skills II: 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.
Co-Requisites: None
Pre-Requisites: Take One Set: Set 1: FST 102 and FST 103; Set 2: FST 102 and CUL 110; Set 3: CUL 140, CUL 170, and FST 103; Set 4: CUL 140, CUL 170, and CUL 110; Set 5: CUL 142, CUL 170, and FST 103; Set 6: CUL 142, CUL 170 and CUL 110
Semester: Spring Class Hours: 2 Lab Hours: 6 **Total Credit Hours: 5**

FST 107 – Quantity Baking II: This course provides advanced skills and techniques for preparing pastry items. Emphasis is placed on specialty breads, classical desserts, pastries, and decorative finishing.
Upon completion, students should be able to produce and plate a variety of quality baked pastry items.
Co-Requisites: None
Pre-Requisites: Take One Set: Set 1: FST 103 and FST 101; Set 2: FST 103 and CUL 160; Set 3: CUL 110, and FST 101; Set 4: CUL 110 and CUL 160
Semester: Spring Class Hours: 1 Lab Hours: 4 **Total Credit Hours: 3**

FST 108 – Purchasing and Cost Control: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

Geography

GEO 111 – World Regional Geography: This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

GEO 112 – Cultural Geography: This course is designed to explore the diversity of human cultures and to describe their shared characteristics. Emphasis is placed on the characteristics, distribution, and complexity of earth's cultural patterns. Upon completion, students should be able to demonstrate an understanding of the differences and similarities in human cultural groups.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Gerontology

GRO 120 – Gerontology: This course covers the psychological, social, and physical aspects of aging. Emphasis is placed on the factors that promote mental and physical well-being. Upon completion, students should be able to recognize the aging process and its psychological, social, and physical aspects.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Healthcare Business Informatics

HBI 110- Issues and Trends in HBI: This course is a survey of current and emerging technology applications and data standards in the healthcare industry. Topics include the history, implementation, use, management, and impact of information technology in healthcare settings. Upon completion, students should have an understanding of the current trends and issues in healthcare informatics.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

HBI 113 – Survey of Med Insurance: This course is a survey of the healthcare insurance system. Emphasis is placed on the foundation necessary for understanding the healthcare delivery system, terminology and practices of healthcare insurance, and provider reimbursement. Upon completion, students should have an understanding of healthcare insurance and how outcomes are addressed through healthcare informatics.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

HBI 250 - Data Mgmt and Utilization: This course covers the management and usage of data in healthcare settings according to current practices in healthcare informatics. Topics include data warehousing, data integrity, data security, data mining, and report generating in healthcare settings. Upon completion, students should be able to demonstrate an understanding of using healthcare data to support reporting and decision making in healthcare settings.
Co-Requisites: None
Pre-Requisites: DBA-110, DBA-120, or DBA-210
Semester: Varies Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

Health

HEA 110 – Personal Health/Wellness: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

HEA 112 – First Aid & CPR: This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

HEA 120 – Community Health: This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Health and Fitness Science

HFS 110 – Exercise Science: This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical adaptations to exercise. Topics include the basic elements of kinesiology, biomechanics, and motor learning. Upon completion, students should be able to identify and describe physiological responses and adaptations to exercise.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 4 Lab Hours: 0 **Total Credit Hours: 4**

HFS 111 – Fitness & Exercise Testing I: This course introduces the student to graded exercise testing. Topics include various exercise testing protocols with methods for prescribing exercise programs based on exercise tolerance tests and the use of various equipment and protocols. Upon completion, students should be able to conduct specific exercise tests with the use of various equipment.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 2 **Total Credit Hours: 4**

HFS 116 – Prevention & Care of Exercise Related Injuries: This course provides information about the care and prevention of exercise injuries. Topics include proper procedures, prevention techniques, and on-site care of injuries. Upon completion, students should be able to demonstrate the knowledge and skills necessary to prevent and care for exercise related injuries.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

HFS 118 – Fitness Facility Management: This course provides information about the management and operation of health and fitness facilities and programs. Topics include human resources, sales and marketing, member retention, financial management, facility design and maintenance, and risk management. Upon completion, students should be able to demonstrate the knowledge and skills necessary to effectively manage a fitness facility.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 4 Lab Hours: 0 **Total Credit Hours: 4**

HFS 120 – Group Exercise Instruction: This course introduces the concepts and guidelines of instructing exercise classes. Topics include program designs, working with special populations, and principles of teaching and monitoring physical activity. Upon completion, students should be able to demonstrate basic skills in instructing an exercise class and monitoring workout intensity.
Co-Requisites: None
Pre-Requisites: HFS 110
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

HFS 210 – Personal Training: This course introduces the student to the aspects of personal (one-on-one) training. Topics include training systems, marketing, and program development. Upon completion, students should be able to demonstrate personal training techniques and competencies of same.
Co-Requisites: None
Pre-Requisites: HFS 110 and HFS 111
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

HFS 212 – Exercise Programming: This course provides information about organizing, scheduling, and implementation of physical fitness programs. Topics include programming for various age groups, competitive activities and special events, and evaluating programs. Upon completion, students should be able to organize and implement exercise activities in a competent manner.
Co-Requisites: None
Pre-Requisites: HFS 110
Semester: Spring, Summer Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

HFS 218 – Lifestyle Changes & Wellness: This course introduces health risk appraisals and their application to lifestyle changes. Topics include nutrition, weight control, stress management, and the principles of exercise. Upon completion, students should be able to conduct health risk appraisals and apply behavior modification techniques in a fitness setting.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 2 **Total Credit Hours: 4**

History

HIS 111 – World Civilizations I: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

HIS 112 – World Civilizations II: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

HIS 131 – American History I: 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
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

HIS 132 – American History II: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Horticulture

HOR 160 – Plant Materials I: This course covers identification, culture, characteristics, and use of plants in a sustainable landscape. Emphasis is placed on nomenclature, identification, growth requirements, cultural requirements, soil preferences, and landscape applications. Upon completion, students should be able to demonstrate knowledge of the proper selection and utilization of plant materials, including natives and invasive plants.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

Hotel & Restaurant Management

HRM 245 – Human Resource Mgmt-Hosp: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Summer Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Human Services

HSE 110 – Intro to Human Services: This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1 and Enrollment in Human Services Technology program
Semester: Fall, Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

HSE 112 – Group Process I: This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings.
Co-Requisites: None
Pre-Requisites: HSE 110
Semester: Spring Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

HSE 123 – Interviewing Techniques: This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship.
Co-Requisites: None
Pre-Requisites: HSE 110
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

HSE 125 – Counseling: This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem solving, decision making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques.
Co-Requisites: None
Pre-Requisites: HSE 110 and PSY 150
Semester: Fall Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

HSE 210 – Human Services Issues: This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multi-faceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.
Co-Requisites: None
Pre-Requisites: HSE 110
Semester: Fall Class Hours: 2 Lab Hours: 0 **Total Credit Hours: 2**

HSE 225 – Crisis Intervention: This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately.
Co-Requisites: None
Pre-Requisites: HSE 110 and PSY 150
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Humanities

HUM 115 – Critical Thinking: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

HUM 211 – Humanities I: This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied.
Co-Requisites: None
Pre-Requisites: ENG 111
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

HUM 212 – Humanities II: This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied.
Co-Requisites: None
Pre-Requisites: ENG 111
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

International Business

INT 110 – International Business: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

INT 210 – International Trade: This course covers international business trade practices and foreign market research. Emphasis is placed on current trends of US trade practices in foreign countries and how to engage in international trade and acquire foreign marketing information. Upon completion, students should be able to formulate an overall product policy for the international marketplace.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

INT 220 – International Economics: This course introduces the forces and criteria for the development of a new international economic order. Emphasis is placed on balance of payments, foreign exchange rates and their determination, International Monetary System, and arguments for and against free trade and protectionism. Upon completion, students should be able to describe economic principles and concepts of international trade.
Co-Requisites: None
Pre-Requisites: ECO 151, ECO 251, or ECO 252
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

INT 230 – International Law: This course is designed to develop an understanding of the different theories on international law and their effect on international trade. Emphasis is placed on concepts of contracts, international transactions, major organizations in international trade, establishment of treaties, economic areas, and US laws affecting international trade. Upon completion, students should be able to apply theories and concepts to international trade and transactions.
Co-Requisites: None
Pre-Requisites: BUS 115
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Industrial Science

ISC 110 – Workplace Safety: This course introduces the basic concepts of workplace safety. Topics include fire, ladders, lifting, lock-out/tag-out, personal protective devices, and other workplace safety issues related to OSHA compliance. Upon completion, students should be able to demonstrate an understanding of the components of a safe workplace.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 1 Lab Hours: 0 **Total Credit Hours: 1**

ISC 130 – Intro to Quality Control: This course introduces the philosophies, principles, and techniques of managing quality. Topics include the functions, responsibilities, structures, costs, reports, personnel, and vendor-customer relationships associated with quality control and management. Upon completion, students should be able to demonstrate an understanding of quality control and management.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Logistics Management

LOG 110 – Introduction to Logistics: This course provides an overview of logistics. Topics include traffic management, warehousing, inventory control, material handling, global logistics, and the movement and storage of goods from raw materials sources to end consumers. Upon completion, students should be able to identify the different segments of logistics and use the terminology of the industry.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

LOG 120 – Global Logistics: This course examines logistics operations, processes, and modes of transportation in an interdependent world economy. Emphasis is placed on freight forwarding operations, analyzing and selecting transportation modes, and processing of import/export documentation. Upon completion, students should be able to arrange and coordinate the transportation of products globally.
Co-Requisites: None
Pre-Requisites: LOG 110
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Machining

MAC 111 – Machining Technology I: This course introduces machining operations as they relate to the metal working industry. Topics include machine shop safety, measuring tools, lathes, drilling machines, saws, milling machines, bench grinders, and layout instruments. Upon completion, students should be able to safely perform the basic operations of measuring, layout, drilling, sawing, turning, and milling.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 12 **Total Credit Hours: 6**

MAC 112 – Machining Technology II: This course provides additional instruction and practice in the use of precision measuring tools, lathes, milling machines, and grinders. Emphasis is placed on setup and operation of machine tools including the selection and use of work holding devices, speeds, feeds, cutting tools, and coolants. Upon completion, students should be able to perform basic procedures on precision grinders and advanced operations of measuring, layout, drilling, sawing, turning, and milling.
Co-Requisites: None
Pre-Requisites: MAC 111
Semester: Spring Class Hours: 2 Lab Hours: 12 **Total Credit Hours: 6**

MAC 113 – Machining Technology III: This course provides an introduction to advanced and special machining operations. Emphasis is placed on working to specified tolerances with special and advanced setups. Upon completion, students should be able to produce a part to specifications.
Co-Requisites: None
Pre-Requisites: MAC 112
Semester: Summer Class Hours: 2 Lab Hours: 12 **Total Credit Hours: 6**

MAC 121 – Introduction to CNC: This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 0 **Total Credit Hours: 2**

MAC 122 – CNC Turning: 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.
Co-Requisites: None
Pre-Requisites: MAC 121
Semester: Spring Class Hours: 1 Lab Hours: 3 **Total Credit Hours: 2**

MAC 124 – CNC Milling: 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.
Co-Requisites: None
Pre-Requisites: MAC 121
Semester: Spring Class Hours: 1 Lab Hours: 3 **Total Credit Hours: 2**

MAC 131 – Blueprint Reading/Mach I: This course covers the basic principles of blueprint reading and sketching. Topics include multi-view drawings; interpretation of conventional lines; and dimensions, notes, and thread notations. Upon completion, students should be able to interpret basic drawings, visualize parts, and make pictorial sketches.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

MAC 132 – Blueprint Reading/Mach II: This course introduces more complex industrial blueprints. Emphasis is placed on auxiliary views, section views, violations of true project, special views, applications of GD & T, and interpretation of complex parts. Upon completion, students should be able to read and interpret complex industrial blueprints.
Co-Requisites: None
Pre-Requisites: MAC 131
Semester: Spring Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

MAC 151 – Machining Calculations: 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.
Co-Requisites: None
Pre-Requisites: MAT 003 Tier 1
Semester: Fall Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

MAC 171 – Measure/Material & Safety: This course introduces precision measuring instruments, process control and adjustment, inspection, material handling and workplace safety. Topics include properly identifying and handling various measurement instruments and materials, process control, adjustment and improvement, personal protective equipment (PPE) and OSHA safety regulations. Upon completion, students should be able to safely demonstrate effective measurement techniques, identify and handle various materials, and explain safe industry practices.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

MAC 172 – Job Plan, Bench & Layout: This course introduces the basics of job process planning, sawing, and manual operations including benchwork and layout. Topics include deciphering blueprints and/or schematics, dimensions, design and using various instruments required in the layout of various components. Upon completion, students should be able to demonstrate an understanding of job plans, dimensions, design, transfer and layout common to the machining industry.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

Mathematics

MAT 003 – Transition Math: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring, SS Class Hours: 0 Lab Hours: 6 **Total Credit Hours: 3**

MAT 010 – Math Measurement & Literacy Support: 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.
Co-Requisites: MAT 110
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

MAT 043 – Quantitative Literacy Support: 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.
Co-Requisites: MAT 143
Pre-Requisites: None
Semester: Fall, Spring, SS Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

MAT 052 – Statistical Methods I Support: 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.
Co-Requisites: MAT 152
Pre-Requisites: None
Semester: Fall, Spring, SS Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

MAT 071 – Precalculus Algebra Support: 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.
Co-Requisites: MAT 171
Pre-Requisites: None
Semester: Fall, Spring, SS Class Hours: 0 Lab Hours: 4 **Total Credit Hours: 2**

MAT 110 – Math Measurement & Literacy: 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.
Co-Requisites: MAT 010
Pre-Requisites: MAT 003 Tier 1
Semester: Varies Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

MAT 143 – Quantitative Literacy: 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.
Co-Requisites: MAT 043
Pre-Requisites: MAT 003 Tier 1 and ENG 002 Tier 1
Semester: Fall, Spring, SS Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

MAT 152 – Statistical Methods I: 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.
Co-Requisites: MAT 052
Pre-Requisites: MAT 003 Tier 1 and ENG 002 Tier 1
Semester: Fall, Spring, SS Class Hours: 3 Lab Hours: 2 **Total Credit Hours: 4**

MAT 171 – Precalculus Algebra: 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.
Co-Requisites: MAT 071
Pre-Requisites: MAT 003 Tier 2 or MAT 143 or MAT 152
Semester: Fall, Spring, SS Class Hours: 3 Lab Hours: 2 **Total Credit Hours: 4**

MAT 172 – Precalculus Trigonometry: 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.
Co-Requisites: None
Pre-Requisites: MAT 171 with a grade of C or higher
Semester: Varies Class Hours: 3 Lab Hours: 2 **Total Credit Hours: 4**

MAT 263 – Brief Calculus: 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.
Co-Requisites: None
Pre-Requisites: MAT 171 with a grade of C or higher
Semester: Varies Class Hours: 3 Lab Hours: 2 **Total Credit Hours: 4**

MAT 271 – Calculus I: 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.
Co-Requisites: None
Pre-Requisites: MAT 172 with a grade of C or higher
Semester: Fall Class Hours: 3 Lab Hours: 2 **Total Credit Hours: 4**

MAT 272 – Calculus II: 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.
Co-Requisites: None
Pre-Requisites: MAT 271 with a grade of C or higher
Semester: Spring Class Hours: 3 Lab Hours: 2 **Total Credit Hours: 4**

MAT 273 – Calculus III: 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.
Co-Requisites: None
Pre-Requisites: MAT 272 with a grade of C or higher
Semester: Varies Class Hours: 3 Lab Hours: 2 **Total Credit Hours: 4**

MAT 280 – Linear Algebra: This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology.
Co-Requisites: None
Pre-Requisites: MAT 271 with a grade of C or higher
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

MAT 285 – Differential Equations: 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.
Co-Requisites: None
Pre-Requisites: MAT 272 with a grade of C or higher
Semester: Fall Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

Mechanical

MEC 110 – Intro to CAD/CAM: This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.
Co-Requisites: None
Pre-Requisites: MAC 121
Semester: Fall Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

MEC 161 – Manufacturing Processes I: This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Medical Assisting

MED 110 – Orientation to Medical Assisting: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall Class Hours: 1 Lab Hours: 0 **Total Credit Hours: 1**

MED 118 – Medical Law & Ethics: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Spring Class Hours: 2 Lab Hours: 0 **Total Credit Hours: 2**

MED 121 – Medical Terminology I: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall, Spring, SS Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

MED 122 – Medical Terminology II: 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.
Co-Requisites: None
Pre-Requisites: MED 121
Semester: Fall, Spring, SS Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

MED 130 – Admin Office Procedures I: 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.
Co-Requisites: None
Pre-Requisites: Enrollment in the Medical Assisting Program
Semester: Fall Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

MED 131 – Admin Office Procedures II: 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.
Co-Requisites: None
Pre-Requisites: MED 130
Semester: Spring Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

MED 140 – Exam Room Procedures I: 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.
Co-Requisites: None
Pre-Requisites: Enrollment in the Medical Assisting Program
Semester: Fall Class Hours: 3 Lab Hours: 4 **Total Credit Hours: 5**

MED 150 – Laboratory Procedures I: 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.
Co-Requisites: None
Pre-Requisites: Enrollment in the Medical Assisting Program
Semester: Spring Class Hours: 3 Lab Hours: 4 **Total Credit Hours: 5**

MED 260 – MED Clinical Practicum: 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.
Co-Requisites: None
Pre-Requisites: Enrollment in the Medical Assisting Program
Semester: Spring Class Hours: 0 Lab Hours: 0 Clinical: 15 **Total Credit Hours: 5**

MED 262 – Clinical Perspectives: This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.
Co-Requisites: None
Pre-Requisites: Enrollment in the Medical Assisting Program
Semester: Spring Class Hours: 1 Lab Hours: 0 **Total Credit Hours: 1**

MED 264 – Medical Assisting Overview: 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.
Co-Requisites: None
Pre-Requisites: Enrollment in the Medical Assisting Program
Semester: Spring Class Hours: 2 Lab Hours: 0 **Total Credit Hours: 2**

MED 272 – Drug Therapy: 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.
Co-Requisites: None
Pre-Requisites: Enrollment in the Medical Assisting Program
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

MED 276 – Patient Education: This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.
Co-Requisites: None
Pre-Requisites: Enrollment in the Medical Assisting Program or HSE 123
Semester: Fall Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

Marketing and Retailing

MKT 120 – Principles of Marketing: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Medical Laboratory Technology

MLT 110 – Intro to MLT: 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.
Co-Requisites: None
Pre-Requisites: Admission to the MLT Program
Semester: Spring Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

MLT 111 – Urinalysis & Body Fluids: 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.
Co-Requisites: MLT 130
Pre-Requisites: MLT 110
Semester: Spring Class Hours: 1 Lab Hours: 3 **Total Credit Hours: 2**

MLT 120 – Hematology/Hemostasis I: 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.
Co-Requisites: MLT 220
Pre-Requisites: MLT 110; BIO 163 or BIO 168 & BIO 169
Semester: Summer Class Hours: 3 Lab Hours: 3 **Total Credit Hours: 4**

MLT 125 – Immunohematology I: This course introduces the immune system and response; basic concepts of antigens, antibodies, and their reactions; and applications in transfusion medicine and serodiagnostic testing. Emphasis is placed on immunological and blood banking techniques including concepts of cellular and humoral immunity and pretransfusion testing. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting routine immunological and blood bank procedures.
Co-Requisites: None
Pre-Requisites: MLT 111, MLT 120, MLT 130, MLT 220, BIO 163 or BIO 168 & BIO 169
Semester: Fall Class Hours: 4 Lab Hours: 3 **Total Credit Hours: 5**

MLT 130 – Clinical Chemistry I: This course introduces the quantitive 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.
Co-Requisites: MLT 111
Pre-Requisites: MLT 110
Semester: Spring Class Hours: 3 Lab Hours: 3 **Total Credit Hours: 4**

MLT 140 – Intro to Microbiology: 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.
Co-Requisites: MLT 240
Pre-Requisites: MLT 111, MLT 120, MLT 130, MLT 220, BIO 163 or BIO 168 & BIO 169
Semester: Fall Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

MLT 215 – Professional Issues: This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.
Co-Requisites: MLT 285
Pre-Requisites: Completion of all MLT modules
Semester: Spring Class Hours: 1 Lab Hours: 0 **Total Credit Hours: 1**

MLT 220 – Hematology/Hemostasis II: 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.
Co-Requisites: MLT 120
Pre-Requisites: MLT 110; BIO 163, or BIO 168 & BIO 169
Semester: Summer Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

MLT 240 – Special Clinical Microbiology: 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.
Co-Requisites: MLT 140
Pre-Requisites: MLT 111, MLT 120, MLT 130, MLT 140, MLT 220; BIO 163, or BIO 168 & BIO 169
Semester: Fall Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

MLT 285 – MLT Practicum II: 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.
Co-Requisites: MLT 215
Pre-Requisites: Completion of all MLT modules
Semester: Spring Class Hours: 0 Lab Hours: 0 Clinical: 39 **Total Credit Hours: 13**

Music

MUS 110 – Music Appreciation: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

MUS 112 – Introduction to Jazz: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

MUS 151 – Class Music I: This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

MUS 152 – Class Music II: This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance.
Co-Requisites: None
Pre-Requisites: MUS 151
Semester: Varies Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

MUS 251 – Class Music III: This course is a continuation of MUS 152. 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.
Co-Requisites: None
Pre-Requisites: MUS 152
Semester: Varies Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

MUS 252 – Class Music IV: This course is a continuation of MUS 251. 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.
Co-Requisites: None
Pre-Requisites: MUS 251
Semester: Varies Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

Nursing Assistant

NAS 101 – Nurse Aide I: 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.
Co-Requisites: None
Pre-Requisites: Enrollment in the Nurse Aide Program via the Admission Fact Sheet process; must be 17 years old on or before the first day of class
Semester: Fall/Spring/Summer Class Hours: 3 Lab Hours: 4 Clinical Hours: 3 **Total Credit Hours: 6**

NAS 102 – Nurse Aide II: 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.
Co-Requisites: None
Pre-Requisites: Enrollment in the Nurse Aide Program via Admission Fact Sheet process; NAS 101;Must be listed on the NC NAI registry with no substantiated findings; CCP/CTE students must contact the Nurse Aide Program Coordinator for specific allowances related to NAI registration in this course. Must have a high school diploma or equivalency; CCP/CTE students must contact the Nurse Aide Program Coordinator for special circumstances related to enrollment in this course.
Semester: Summer Class Hours: 3 Lab Hours: 2 Clinical Hours: 6 **Total Credit Hours: 6**

Networking Technology

NET 110 – Networking Concepts: This course introduces students to the networking field. Topics include network terminology and protocols, local area networks, wide area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols.
Co-Requisites: None
Pre-Requisites: CIS 110 or CIS 111
Semester: Fall Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

NET 126 – Routing Basics: 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.
Co-Requisites: None
Pre-Requisites: NET 110
Semester: Spring Class Hours: 1 Lab Hours: 4 **Total Credit Hours: 3**

Network Operating Systems

NOS 110 – Operating Systems Concepts: This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.
Co-Requisites: None
Pre-Requisites: CIS 110 or CIS 111
Semester: Spring, Varies Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

NOS 120 – Linux/UNIX Single User: 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.
Co-Requisites: None
Pre-Requisites: NOS 110, CTI 130 or CTS 220
Semester: Varies Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

NOS 230 – Windows Administration I: This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.
Co-Requisites: None
Pre-Requisites: NOS 110
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

NOS 231 – Windows Administration II: This course covers the management of a Windows Server operating system. Emphasis is placed on the deployment of print services, network services, Active Directory, group policies and access controls. Upon completion, students should be able to deploy and manage services on a Windows Server operating system.
Co-Requisites: None
Pre-Requisites: NOS 230
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

Nursing

NUR 101 – Practical Nursing I: This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.
Co-Requisites: BIO 163, or BIO 168 and BIO 169, ENG 111, ACA 111
Pre-Requisites: Admission to the Practical Nursing Program
Semester: Fall Class Hours: 7 Lab Hours: 6 Clinical: 6 **Total Credit Hours: 11**

NUR 102 – Practical Nursing II: This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course.
Co-Requisites: PSY 150 & CIS 111
Pre-Requisites: NUR 101
Semester: Spring Class Hours: 7 Lab Hours: 0 Clinical: 9 **Total Credit Hours: 10**

NUR 103 – Practical Nursing III: This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care.
Co-Requisites: None
Pre-Requisites: NUR 102
Semester: Summer Class Hours: 6 Lab Hours: 0 Clinical: 9 **Total Credit Hours: 9**

NUR 111 – Intro to Health Concepts: 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.
Co-Requisites: BIO 168, PSY 150, ACA 111, ENG 111
Pre-Requisites: Admission to the A.D.N. Program
Semester: Fall Class Hours: 4 Lab Hours: 6 Clinical: 6 **Total Credit Hours: 8**

NUR 112 – Health-Illness Concepts: 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.
Co-Requisites: BIO 169, PSY 241, NUR 113, NUR 212AB
Pre-Requisites: NUR 111 or Admission to the L.P.N.-A.D.N. Option Program
Semester: Spring Class Hours: 3 Lab Hours: 0 Clinical: 6 **Total Credit Hours: 5**

NUR 113 – Family Health Concepts: 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.
Co-Requisites: BIO 169, PSY 241, NUR 112, NUR 212 AB
Pre-Requisites: NUR 111 or Admission to the L.P.N.-A.D.N. Option Program, BIO 168, PSY 150, ENG 111, ACA 111
Semester: Spring Class Hours: 3 Lab Hours: 0 Clinical: 6 **Total Credit Hours: 5**

NUR 114 – Holistic Health Concepts: 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.
Co-Requisites: ENG 112, NUR 211, NUR 212 BB
Pre-Requisites: NUR 111, NUR 112, NUR 113
Semester: Fall Class Hours: 3 Lab Hours: 0 Clinical: 6 **Total Credit Hours: 5**

NUR 211 – Health Care Concepts: 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.
Co-Requisites: ENG 112, NUR 114, NUR 212 BB
Pre-Requisites: NUR 111, NUR 112, NUR 113
Semester: Fall Class Hours: 3 Lab Hours: 0 Clinical: 6 **Total Credit Hours: 5**

NUR 212 AB & BB – Health System Concepts: 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.
Co-Requisites: For NUR 212 AB: NUR 112, NUR 113, BIO 169, PSY 241
For NUR 212 BB: NUR 114, NUR 211, ENG 112
Pre-Requisites: NUR 111 or admission to L.P.N.-A.D.N. Option; Must complete NUR 212 AB with a 'C' or higher to progress to NUR 212 BB
Semester: Fall, Spring Class Hours: 3 Lab Hours: 0 Clinical: 6 **Total Credit Hours: 5**

NUR 213 – Complex Health Concepts: 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.
Co-Requisites: Humanities/Fine Arts Elective, NUR 112, NUR 113, NUR 114, NUR 211, NUR 212, and BIO 275
Pre-Requisites: NUR 111
Semester: Spring Class Hours: 4 Lab Hours: 3 Clinical: 15 **Total Credit Hours: 10**

Office Systems Technology

OST 136 – Word Processing: 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.
Co-Requisites: None
Pre-Requisites: CIS 110 or CIS 111
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

OST 148 – Med Ins & Billing: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

OST 149 – Medical Legal Issues: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

OST 164 – Office Editing: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

OST 184 – Records Management: 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.
Co-Requisites: None
Pre-Requisites: CIS 110 or CIS 111
Semester: Fall Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

OST 236 – Adv Word Processing: This course develops proficiency in the utilization of advanced word processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.
Co-Requisites: None
Pre-Requisites: OST 136
Semester: Fall Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

OST 241 – Med Ofc Transcription I: This course introduces current transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, editing and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable medical documents in the covered specialties.
Co-Requisites: None
Pre-Requisites: MED 121 or OST 141
Semester: Fall Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

OST 247 – Procedure Coding: 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.
Co-Requisites: None
Pre-Requisites: MED 121 or OST 141
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

OST 248 – Diagnostic Coding: This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.
Co-Requisites: None
Pre-Requisites: MED 121 or OST 141
Semester: Fall Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

OST 281 – Emer Issues in Med Ofc: This course provides a comprehensive discussion of topics familiar to the health care setting. Topics include emerging issues in the health care setting. Upon completion, students should be able to demonstrate an understanding of current medical office procedures and treatments.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

OST 288 – Medical Office Admin Capstone: This course is designed to be a capstone course for the medical office professional and provides a working knowledge of medical office procedures. Emphasis is placed on written and oral communication skills, practice management, electronic health records, medical office procedures, ethics, and professional development. Upon completion, students should be able to demonstrate the skills necessary to manage a medical office.
Co-Requisites: None
Pre-Requisites: OST 148 or HMT 210
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

Phlebotomy

PBT 100 – Phlebotomy Technology: This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. This is a certificate-level course.
Co-Requisites: PBT 101, CIS 111 or CIS 110, ACA 111 or ACA 122, PSY 101 or PSY 150
Pre-Requisites: Admission to Phlebotomy Program
Semester: Varies Class Hours: 5 Lab Hours: 2 Clinical: 0 **Total Credit Hours: 6**

PBT 101 – Phlebotomy Practicum: This course provides supervised experience in the performance of venipuncture and micro-collection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings.
Co-Requisites: PBT 100, CIS 111 or CIS 110, ACA 111 or ACA 122, PSY 101 or PSY 150
Pre-Requisites: Admission to Phlebotomy Program
Semester: Varies Class Hours: 0 Lab Hours: 0 Clinical: 9 **Total Credit Hours: 3**

Professional Crafts: Jewelry

PCJ 111 – Introduction to Jewelry: This course introduces jewelry construction for professional jewelry design and production. Topics include fabrication techniques, basic tool usage, mechanisms, finishing techniques, and studio safety. Upon completion, students should be able to safely solder and rivet to construct and finish jewelry and hollowware.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 2 Lab Hours: 15 **Total Credit Hours: 7**

PCJ 112 – Jewelry Forming Techniques: This course introduces forming techniques. Emphasis is placed on developing skills to form jewelry and hollowware by raising, forging, shell forming, die forming, and casting. Upon completion, students should be able to produce objects that utilize forming techniques.
Co-Requisites: None
Pre-Requisites: PCJ 111
Semester: Varies Class Hours: 2 Lab Hours: 15 **Total Credit Hours: 7**

PCJ 113 – Jewelry Decorative Techniques: This course introduces decorative techniques. Emphasis is placed on producing objects incorporating repoussé granulation, reticulation, inlay, stone setting, patinas, anodizing, and etching. Upon completion, students should be able to demonstrate decorative techniques to enhance the surface of jewelry and hollowware.
Co-Requisites: None
Pre-Requisites: PCJ 111
Semester: Varies Class Hours: 3 Lab Hours: 9 **Total Credit Hours: 6**

PCJ 121 – Jewelry Design I: This course introduces two- and three-dimensional jewelry and hollowware design. Emphasis is placed on applying principles, elements, and relationships of design to jewelry and hollowware. Upon completion, students should be able to design jewelry and hollowware and demonstrate visual problem-solving skills.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 2 Lab Hours: 0 **Total Credit Hours: 2**

PCJ 122 – Jewelry Design II: This course introduces rendering jewelry and hollowware. Topics include two-point perspective, shading, and rendering metals and stones. Upon completion, students should be able to demonstrate visual presentation skills for jewelry and hollowware.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 2 Lab Hours: 0 **Total Credit Hours: 2**

PCJ 214 – Jewelry Production Techniques: This course covers production techniques and development of a production and studio plan. Topics include making and cutting rubber molds, wax injection, multiple spruing, and applying jigs for production. Upon completion, students should be able to develop a production and studio plan and produce multiple jewelry and hollowware.
Co-Requisites: None
Pre-Requisites: PCJ 112 and PCJ 113
Semester: Varies Class Hours: 2 Lab Hours: 15 **Total Credit Hours: 7**

PCJ 241 – Jewelry: Special Study: This course provides a format in which to explore personal interests in jewelry with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete jewelry/hollowware as specified in student-instructor-developed contractual agreements.
Co-Requisites: None
Pre-Requisites: PCJ 112 and PCJ 113
Semester: Varies Class Hours: 0 Lab Hours: 4 **Total Credit Hours: 2**

PCJ 261 – Enameling: This course introduces materials, equipment, procedures, and health hazards involved in producing enamelware. Emphasis is placed on producing enamelware incorporating limoge, basse taille, and cloisonné techniques. Upon completion, students should be able to demonstrate skills needed to safely produce enamelware by preparing the metal and enamel, applying the enamel, firing, and finishing.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 1 Lab Hours: 3 **Total Credit Hours: 2**

Physical Education

PED 110 – Fit and Well for Life: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 1 Lab Hours: 2 **Total Credit Hours: 2**

PED 113 – Aerobics I: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 3 **Total Credit Hours: 1**

PED 117 – Weight Training I: This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 3 **Total Credit Hours: 1**

PED 118 – Weight Training II: This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program.
Co-Requisites: None
Pre-Requisites: PED 117
Semester: Varies Class Hours: 0 Lab Hours: 3 **Total Credit Hours: 1**

PED 121 – Walk, Jog, Run: This course covers the basic concepts involved in safely and effectively improving cardiovascular fitness. Emphasis is placed on walking, jogging, or running as a means of achieving fitness. Upon completion, students should be able to understand and appreciate the benefits derived from these activities.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 3 **Total Credit Hours: 1**

PED 122 – Yoga I: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

PED 128 – Golf – Beginning: This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

PED 139 – Bowling – Beginning: This course introduces the fundamentals of bowling. Emphasis is placed on ball selection, grips, stance, and delivery along with rules and etiquette. Upon completion, students should be able to participate in recreational bowling.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

PED 163 – Kayaking – Basic: This course is designed to teach the basic skills of kayaking. Topics include forward and reverse strokes, sweeps, Eskimo roll, and self-rescue skills. Upon completion, students should be able to maneuver and demonstrate safe kayaking practices.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

PED 166 – Sailing – Beginning: This course provides instruction in the basic fundamentals of small boat sailing. Topics include sailing terminology, knot tying, rigging, and various skills necessary to maneuver the boat. Upon completion, students should be able to demonstrate safe handling of a small boat.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

PED 167 – Sailing - Intermediate: This course covers advanced sailing techniques. Emphasis is placed on competent small boat handling and small craft safety. Upon completion, students should be able to competently handle a small craft.
Co-Requisites: None
Pre-Requisites: PED 166
Semester: Varies Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

PED 217 – Pilates I: This course provides an introduction to the Pilates method of body conditioning exercise. Topics include instruction in beginning and intermediate Pilates exercises using a mat or equipment, history of the Pilates method, and relevant anatomy and physiology. Upon completion, students should be able to perform beginning and intermediate exercises, and possess an understanding of the benefits of conditioning the body's core muscles.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

Philosophy

PHI 240 – Introduction to Ethics: This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies.
Co-Requisites: None
Pre-Requisites: ENG 111
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Physics

PHY 110 – Conceptual Physics: 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.
Co-Requisites: PHY 110A
Pre-Requisites: MAT 003 Tier 1
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

PHY 110A – Conceptual Physics Lab: 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.
Co-Requisites: PHY 110
Pre-Requisites: MAT 003 Tier 1
Semester: Varies Class Hours: 0 Lab Hours: 2 **Total Credit Hours: 1**

PHY 151 – College Physics I: 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.
Co-Requisites: None
Pre-Requisites: MAT 171 or MAT 271
Semester: Summer Class Hours: 3 Lab Hours: 2 **Total Credit Hours: 4**

PHY 152 – College Physics II: 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.
Co-Requisites: None
Pre-Requisites: PHY 151
Semester: Summer Class Hours: 3 Lab Hours: 2 **Total Credit Hours: 4**

PHY 251 – General Physics I: 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.
Co-Requisites: MAT 272
Pre-Requisites: MAT 271
Semester: Spring Class Hours: 3 Lab Hours: 3 **Total Credit Hours: 4**

PHY 252 – General Physics II: 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.
Co-Requisites: None
Pre-Requisites: MAT 272 and PHY 251
Semester: Fall Class Hours: 3 Lab Hours: 3 **Total Credit Hours: 4**

Political Science

POL 120 – American Government: This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Psychology

PSY 101 – Applied Psychology: This course introduces the basic principles of psychology as they apply to daily life. Topics include perception, emotions, motivation, adjustment, behavior management, communication, and related topics that promote growth and development on the job and in one's personal life. Upon completion, students should be able to apply the principles learned in this class to everyday living. This course is intended for certificate and diploma programs.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

PSY 150 – General Psychology: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall, Spring, SS Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

PSY 239 – Psychology of Personality: This course covers major personality theories and personality research methods. Topics include psychoanalytic, behavioristic, social learning, cognitive, humanistic, and trait theories including supporting research. Upon completion, students should be able to compare and contrast traditional and contemporary approaches to the understanding of individual differences in human behavior.
Co-Requisites: None
Pre-Requisites: PSY 150
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

PSY 241 – Developmental Psychology: 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.
Co-Requisites: None
Pre-Requisites: PSY 150
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

PSY 281 – Abnormal Psychology: 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.
Co-Requisites: None
Pre-Requisites: PSY 150
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Religion

REL 110 – World Religions: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Sociology

SOC 210 – Introduction to Sociology: 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.
Co-Requisites: None
Pre-Requisites: ENG 002 Tier 1
Semester: Fall, Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

SOC 220 – Social Problems: This course provides 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.
Co-Requisites: None
Pre-Requisites: SOC 210
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

SOC 225 – Social Diversity: 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.
Co-Requisites: None
Pre-Requisites: SOC 210
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Spanish

SPA 111 – Elementary Spanish I: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

SPA 112 – Elementary Spanish II: This course is a continuation of SPA 111 focusing on 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.
Co-Requisites: None
Pre-Requisites: SPA 111
Semester: Fall, Spring Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

SPA 161 – Cultural Immersion: This course explores Hispanic Culture through intensive study on campus and field experience in a host country or comparable area within the United States. Topics include an overview of linguistic, historical, geographical, sociopolitical, economic, and/or artistic concerns of the area visited. Upon completion, students should be able to exhibit first-hand knowledge of issues pertinent to the host area and demonstrate understanding of cultural differences.
Co-Requisites: None
Pre-Requisites: SPA 111
Semester: Varies Class Hours: 2 Lab Hours: 3 **Total Credit Hours: 3**

SPA 211 – Intermediate Spanish I: 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.
Co-Requisites: None
Pre-Requisites: SPA 112
Semester: Varies Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Sustainability Technologies

SST 110 – Intro to Sustainability: This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

SST 140 – Green Bldg & Design Concepts: This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

Surgery

SUR 110 – Introduction to Surgical Technology: This course provides a comprehensive study of perioperative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include: introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and the technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology.
Co-Requisites: SUR 111
Pre-Requisites: Enrollment in the Surgical Technology Program
Semester: Fall Class Hours: 3 Lab Hours: 0 **Total Credit Hours: 3**

SUR 111 – Periop Patient Care: This course provides the surgical technology student the theoretical knowledge required to function in the preoperative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, peri-operative patient care, and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the peri-operative team member to the operative environment.
Co-Requisites: SUR 110
Pre-Requisites: Enrollment in the Surgical Technology Program
Semester: Fall Class Hours: 5 Lab Hours: 6 **Total Credit Hours: 7**

SUR 122 – Surgical Procedures I: This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.
Co-Requisites: SUR 123
Pre-Requisites: SUR 110 and SUR 111
Semester: Spring Class Hours: 5 Lab Hours: 3 **Total Credit Hours: 6**

SUR 123 – Surgical Clinical Practice I: This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.
Co-Requisites: SUR 122
Pre-Requisites: SUR 110, SUR 111, and BIO 163
Semester: Spring Class Hours: 0 Lab Hours: 0 Clinical: 21 **Total Credit Hours: 7**

SUR 134 – Surgical Procedures II: This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.
Co-Requisites: SUR 135
Pre-Requisites: SUR 123
Semester: Summer Class Hours: 5 Lab Hours: 0 **Total Credit Hours: 5**

SUR 135 – Surgical Clinical Practice II: This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.
Co-Requisites: SUR 134
Pre-Requisites: SUR 123
Semester: Summer Class Hours: 0 Lab Hours: 0 Clinical: 12 **Total Credit Hours: 4**

SUR 137 – Professional Success Prep: This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.
Co-Requisites: SUR 210, SUR 211 and SUR 212
Pre-Requisites: SUR 123, SUR 134 and SUR 135
Semester: Fall Class Hours: 1 Lab Hours: 0 **Total Credit Hours: 1**

SUR 210 – Adv. SUR Clinical Practice: This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.
Co-Requisites: SUR 137, SUR 211 and SUR 212
Pre-Requisites: SUR 134 and SUR 135
Semester: Fall Class Hours: 0 Lab Hours: 0 Clinical: 6 **Total Credit Hours: 2**

SUR 211 – Adv Theoretical Concepts: This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.
Co-Requisites: SUR 137, SUR 210 and SUR 212
Pre-Requisites: SUR 134 and SUR 135
Semester: Fall Class Hours: 2 Lab Hours: 0 **Total Credit Hours: 2**

SUR 212 – Clinical Supplement: This course provides the opportunity to continue mastering the continuity of care in the peri-operative assignment. Emphasis is placed on maintaining and enhancing acquired clinical skills in the peri-operative setting. Upon completion, students should be able to demonstrate mastery of surgical techniques in the role of the entry level surgical technologist.
Co-Requisites: SUR 137, SUR 210 and SUR 211
Pre-Requisites: SUR 134 and SUR 135
Semester: Fall Class Hours: 0 Lab Hours: 0 Clinical: 12 **Total Credit Hours: 4**

Social Work

SWK 110 – Intro to Social Work: This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours 3 Lab Hours: 0 **Total Credit Hours: 3**

Work-Based Learning

WBL 110 – World of Work: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 1 Lab Hours: 0 **Total Credit Hours: 1**

WBL 111 – Work-Based Learning I: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 0 Lab Hours: 0 Work Hours: 10 **Total Credit Hours: 1**

WBL 112 – Work-Based Learning I: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 0 Lab Hours: 0 Work Hours: 20 **Total Credit Hours: 2**

WBL 121 – Work-Based Learning II: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 0 Lab Hours: 0 Work Hours: 10 **Total Credit Hours: 1**

WBL 122 – Work-Based Learning II: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 0 Lab Hours: 0 Work Hours: 20 **Total Credit Hours: 2**

WBL 131 – Work-Based Learning III: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 0 Lab Hours: 0 Work Hours: 10 **Total Credit Hours: 1**

WBL 132 – Work-Based Learning III: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 0 Lab Hours: 0 Work Hours: 20 **Total Credit Hours: 2**

WBL 211 – Work-Based Learning IV: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 0 Lab Hours: 0 Work Hours: 10 **Total Credit Hours: 1**

WBL 212 – Work-Based Learning IV: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 0 Lab Hours: 0 Work Hours: 20 **Total Credit Hours: 2**

WBL 221 – Work-Based Learning V: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 0 Lab Hours: 0 Work Hours: 10 **Total Credit Hours: 1**

WBL 222 – Work-Based Learning V: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 0 Lab Hours: 0 Work Hours: 20 **Total Credit Hours: 2**

WBL 231 – Work-Based Learning VI: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring Class Hours: 0 Lab Hours: 0 Work Hours: 10 **Total Credit Hours: 1**

Web Technology

WEB 151 – Mobile Application Dev I: 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.
Co-Requisites: None
Pre-Requisites: CSC 134, CSC 139, CSC 151 or other programming class (see advisor)
Semester: Spring Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

Welding

WLD 110 – Cutting Processes: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 1 Lab Hours: 3 **Total Credit Hours: 2**

WLD 112 – Basic Welding Processes: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 1 Lab Hours: 3 **Total Credit Hours: 2**

WLD 115 – SMAW (Stick) Plate: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 9 **Total Credit Hours: 5**

WLD 116 – SMAW (Stick) Plate/Pipe: 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.
Co-Requisites: None
Pre-Requisites: WLD 115
Semester: Spring Class Hours: 1 Lab Hours: 9 **Total Credit Hours: 4**

WLD 121 – GMAW (MIG) FCAW/Plate: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall Class Hours: 2 Lab Hours: 6 **Total Credit Hours: 4**

WLD 122 – GMAW (MIG) Plate/Pipe: This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.
Co-Requisites: None
Pre-Requisites: WLD 121
Semester: Spring Class Hours: 1 Lab Hours: 6 **Total Credit Hours: 3**

WLD 131 – GTAW (TIG) Plate: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring Class Hours: 2 Lab Hours: 6 **Total Credit Hours: 4**

WLD 132 – GTAW (TIG) Plate/Pipe: 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.
Co-Requisites: None
Pre-Requisites: WLD 131
Semester: Summer Class Hours: 1 Lab Hours: 6 **Total Credit Hours: 3**

WLD 141 – Symbols & Specifications: 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.
Co-Requisites: None
Pre-Requisites: None
Semester: Summer Class Hours: 2 Lab Hours: 2 **Total Credit Hours: 3**

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Student Representative
The college's Student Government President serves as an ex officio member of the Board of Trustees.

College of The Albemarle Foundation Board of Directors

College of The Albemarle Foundation, established in 1980, is responsible for raising private funds to help support the mission of the college. The Foundation is directed by a Board of Directors comprised of business leaders, friends, and alumni whose vision and wisdom guide the solicitation, management, and allocation of funds to enhance College of The Albemarle. Areas of support include scholarships, professional development for faculty and staff, endowed chairs, equipment, programs, and technology.

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LaShonda Walker, Payroll Technician
Elizabeth White, Accounting and Payroll Manager
Wayman White, Director, Management Information Services

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Chris Kinney, Evening Custodian
Margaret Lindsey, Custodian
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Division of Institutional Advancement

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Nathan Schierer, Technical Director/Set Designer
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Division of Learning – Staff

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Samantha Bundy, Client Relations and Records Specialist
Minnie Chappell, Client Relations and Records Specialist
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Adrian Knight, Library Public Services Specialist
Stephanie Loftis, American Heart Association Education Operations Coordinator
Bethany Markham, Administrative Assistant, Division of Health Sciences and Wellness Programs
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Shellee Rust, Instructional Developer
Renee Shannon, Coordinator, Curriculum Data; Administrative Assistant, Vice President, Learning
Georgia Kaye Swayne, Compliance Services Coordinator/Supervisor, Workforce Development and Career Readiness
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Lynn Weeks, Administrative Assistant, Division of Business, Industry and Applied Technologies

Rodney Wooten, Director, Library and Learning Services
Robin Zinsmeister, **Dean, Workforce Development, Public Services and Career Readiness;** Campus Administrator, COA - Edenton-Chowan

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M.S., Strayer University

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B.S.N., M.S.N., University of Phoenix

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M.A., East Carolina University

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M.A., East Carolina University

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B.S., Elizabeth City State University
M.S., Hampton University

Kanika Bryant, Assistant Professor, English
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B.S., M.S., Ph.D., University of Maryland Eastern Shore

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Diploma, College of The Albemarle

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A.A., Northwood University
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Ph.D., University of Kentucky

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Criminal Justice Education Certificate, FBI National Academy, University of Virginia
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A.S., University of Mount Olive
B.S., University of Mount Olive
M.A., American Public University System

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M.E., Grand Canyon University
Doctor of Chiropractic, Sherman College of Straight Chiropractic

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Diploma, Mitchell’s Hair Styling Academy

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Certified Airframe and Powerplant Mechanic
Certified Mechanic w/Inspection Authorization

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M.P.A., East Carolina University

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M.A., Old Dominion University

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Certified Welding Educator, Certified Welding Inspector, American Welding Society

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M.S., East Carolina University

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B.S., North Carolina Wesleyan College

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B.A., M.A.Ed., East Carolina University

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B.F.A., Virginia Commonwealth University
M.F.A., The University of Texas at Austin

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B.A., Elizabeth City State University
M.A., Western New Mexico University

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B.A., James Madison University
B.S., M.A., North Carolina State University

James “Gene” Williams, Assistant Professor/Program Coordinator, Air Conditioning, Heating and Refrigeration Technology
A.A., Edmonds Community College

John Wilson, Instructor/Program Coordinator, Emergency Medical Science
B.S., Western Carolina University

Brandy Wooten, Instructor/Program Coordinator, Surgical Technology
Diploma, A.A.S., College of The Albemarle

Division of Student Success and Enrollment Management

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Emma Boyce, Assistant Director, Financial Aid
Amanda Brown, Financial Aid Advisor
Kelvin Brown, Academic and Career Advisor
Andrea Dance, Director, Enrollment Services/Registrar
Megan Dross, Director, Admissions and Recruitment
Jane Fiedler, Administrative Assistant, Division, Student Success and Enrollment Management
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Brianna Warren, Enrollment Specialist

College of The Albemarle - Currituck

Michelle Waters, Dean, Business, Industry and Applied Technologies; Campus Administrator, COA - Currituck

Chris Masiello, Administrative/Resource Assistant

College of The Albemarle - Dare

Tim Sweeney, Dean, COA - Dare

James Baker, Security Supervisor
Meg Beloat, COA - Dare Communications Specialist
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Connie Mizelle, Cashier and Director of Physical Operations
Robert Nelson, Computer Support Technician
Christopher Perry, Coordinator, Instructional Design and Quality Enhancement Plan (QEP)
Patricia Peterson, Librarian
Michelle Portoukalian, Administrative Assistant, Dean
Laura Rhodes, Building Custodian
Koren Watson, Building Custodian
Dr. Tracy Wooten, Admissions, Academic and Financial Aid Advisor

College of The Albemarle - Edenton-Chowan

Robin Zinsmeister, Dean, Workforce Development, Public Services and Career Readiness; Campus Administrator, COA - Edenton-Chowan

Shirley Blount, Academic and Financial Aid Advisor
Anna Boyce, Administrative Assistant

College of The Albemarle's Catalog does not include a listing of part-time faculty. The Vice President of Learning, the Dean of COA - Dare, or the Director of Human Resources may be contacted for information about part-time faculty members.