

2026-2027 ACADEMIC CATALOG

COLLEGE OF THE ALBEMARLE

www.albemarle.edu

Message from the President



Greetings and a warm welcome to College of The Albemarle (COA)!

I extend my heartfelt welcome to you on behalf of the Board of Trustees, Faculty, and Staff at College of The Albemarle. As the President, I am thrilled to have you embark on your educational journey with us.

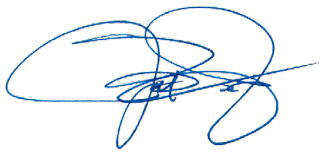
Our commitment to putting students and the community first remains unwavering at COA. As we enter the 2026-2027 academic year, we continue to prioritize your educational needs across our four convenient locations and through our expanding distance education program.

Whether you seek short-term technical training, personal growth and development, or a pathway to transfer to a four-year institution, COA is here to fulfill your aspirations. Our mission, rooted in transforming lives, drives us to provide an accessible, supportive environment that fosters academic excellence, student success, workforce development, community partnerships, and responsible stewardship.

Choosing to attend college is a significant milestone, and I invite you to engage with our dedicated faculty and staff. Let's discuss your educational goals and explore how COA can play a pivotal role in helping you achieve them.

Consider COA your educational home, where the COA family is eager to stand by you on your journey to success. We are committed to doing everything possible to make your educational dreams a reality.

Welcome home to COA – Your Community College!



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

205 S. Highway 64/264, 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 2026

Faculty Work Days (No Classes)	Wednesday-Thursday, August 12-13, 2026
Convocation (College is Open)	Friday, August 14, 2026
First Day of 16-Week & 1st 8-Week Sessions	Monday, August 17, 2026
First Day of 14-Week Session	Monday, August 31, 2026
Labor Day Holiday (College is Closed)	Monday, September 7, 2026
First Day of 12-Week Session	Tuesday, September 15, 2026
Last Day to Withdraw Without Grade Penalty (1st 8-Week Session)	Tuesday, September 29, 2026
Last Day of 1st 8-Week Session	Monday, October 12, 2026
First Day of 2nd 8-Week Session	Tuesday, October 13, 2026
Semester Break (No Classes)	Monday, October 26, 2026
Faculty Work Day (No Classes)	Tuesday, October 27, 2026
Last Day to Withdraw Without Grade Penalty (16-Week Session)	Thursday, November 12, 2026
Last Day to Withdraw Without Grade Penalty (14-Week Session)	Monday, November 16, 2026
Last Day to Withdraw Without Grade Penalty (12-Week Session)	Thursday, November 19, 2026
No Classes for Students (College is Open)	Wednesday, November 25, 2026
Thanksgiving Holiday (College is Closed)	Thursday-Friday, November 26-27, 2026
Last Day to Withdraw Without Grade Penalty (2nd-8 Week Session)	Tuesday, December 1, 2026
Semester Ends	Monday, December 14, 2026
Faculty Work Days (No Classes)	Tuesday, December 15, 2026
Fall Commencement Ceremonies (Location-TBD)	Tuesday, December 15, 2026

Spring Semester 2027

Faculty Work Days (No Classes)	Wednesday-Thursday, January 6-7, 2027
Convocation (College is Open)	Friday, January 8, 2027
First Day of 16-Week & 1st 8-Week Sessions	Monday, January 11, 2027
Martin Luther King, Jr. Holiday (College is Closed)	Monday, January 18, 2027
First Day of 14-week Session	Tuesday, January 26, 2027
First Day of 12-Week Session	Tuesday, February 9, 2027
Last Day to Withdraw Without Grade Penalty (1st 8-Week Session)	Tuesday, February 23, 2027
Last Day of 1st 8-Week Session	Monday, March 8, 2027
First Day of 2nd 8-Week Session	Tuesday, March 9, 2027
Easter Holiday (College is Closed)	Monday, March 29, 2027
Spring Break (No Classes-College is Open)	Tuesday-Friday, March 30 – April 2, 2027
Last Day to Withdraw Without Grade Penalty (16-Week Session)	Tuesday, April 13, 2027
Last Day to Withdraw Without Grade Penalty (14-Week Session)	Thursday, April 15, 2027
Last Day to Withdraw Without Grade Penalty (12-Week Session)	Tuesday, April 20, 2027
Last Day to Withdraw Without Grade Penalty (2nd 8-Week Session)	Tuesday, April 27, 2027
Semester Ends	Monday, May 10, 2027
Faculty Work Days (No Classes)	Tuesday, May 11, 2027
Spring Commencement Ceremonies (Location-TBD)	Tuesday-Wednesday, May 11-12, 2027

Summer Semester 2027

First Day of 10-Week & 1st 5-Week Sessions	Monday, May 17, 2027
Memorial Day Holiday (College is Closed)	Monday, May 31, 2027
First Day of 8-Week Session	Tuesday, June 1, 2027
Last Day to Withdraw Without Grade Penalty (1st 5-Week Session)	Monday, June 14, 2027
Last Day of 1st 5-Week Session	Monday, June 21, 2027
First Day of 2nd 5-Week Session	Tuesday, June 22, 2027
Last Day to Withdraw Without Grade Penalty (10-Week Session)	Tuesday, July 8, 2027
Last Day to Withdraw Without Grade Penalty (8-Week Session)	Tuesday, July 13, 2027
Last Day to Withdraw Without Grade Penalty (2nd 5-Week Session)	Monday, July 19, 2027
Semester Ends	Monday, July 26, 2027
Faculty Work Day (No Classes)	Tuesday, July 27, 2027
Summer Commencement Ceremonies (Location-TBD)	Tuesday, July 27, 2027

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 2025 and remains in effect through Summer 2026.

Equal Opportunity

College of The Albemarle (COA) provides equal opportunity in admissions, education, and employment and does not discriminate or harass based on race, color, national origin, sex, age, religion, disability, veteran status, genetic information, or any status protected by law. Inquiries regarding Title IX should be directed to employee_titleix@albemarle.edu (employees) or student_titleix@albemarle.edu (students). COA Title IX Coordinator: Kris Burris, Vice President, Student Success and Enrollment Management, 252-335-0821, ext. 2251.

Consumer Information

In compliance with federal guidelines, consumer information is located on the college website.

Open Door Admission

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 is a legal resident of the United States and who are either at least 18 years of age or has attained a high school diploma or earned its equivalent, the High School Equivalency (HSE), formerly known as the General Education
Development, (GED).

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.

Admission to the college may be denied, limited, or revoked when an individual poses a direct threat to the health, safety, or welfare of the college community, or when admission would be inconsistent with applicable laws, regulations, or COA student conduct policies. The college reserves the right to take appropriate action in accordance with established procedures to maintain a safe and secure learning environment.

Emergency Situations and College Courses

College of The Albemarle (COA) strives to offer high-quality instruction and learning experiences for students in its programs and courses. Courses are developed to ensure optimal student success.

During situations such as natural disasters, emergencies, and/or inclement weather, the President has the discretion to alter the College's operating schedule in accordance with COA's Adverse Weather and Emergency Closing policies. In such circumstances, the College may take necessary steps to address the situation and ensure the safety of the college community.

As a result, COA reserves the right to modify instruction, course delivery, and/or coursework to maintain continuity of instruction. This may include, but is not limited to, changing course modality from face-to-face instruction to online delivery or utilizing web-based conferencing technologies.

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.

Institutional Accreditation

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

College of The Albemarle is one college with multiple campuses and other off-site locations. The college's SACSCOC accreditation extends to all locations.

Program Accreditations

The Associate Degree Nursing and Licensed Practical Nursing to Associate Degree Nursing Option (LPN to ADN Option) nursing programs at College of The Albemarle at the COA - Elizabeth City campus located in Elizabeth City, NC is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, (404) 975-5000. The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing Option (LPN to ADN Option) nursing programs is: Continuing Accreditation. View the public information disclosed by the ACEN regarding this program at: https://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, 9355 – 113th St. N, #7709, Seminole, FL 33775 Phone: 727-210-2350.
https://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, 9355 – 113th St. N, #7709, Seminole, FL 33775 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 (NAACLS) (5600 N. River Rd., Suite 720, Rosemont, IL 60018; Telephone 773-714- 8880).

College of The Albemarle's Emergency Medical Services – Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Contact CAAHEP:
Commission on Accreditation of Allied Health Education Programs (CAAHEP)
9355 – 113th St. N, #7709
Seminole, FL 33775
727-210-2350
www.caahep.org

History and Overview

College of The Albemarle has been transforming lives of the citizens in northeastern North Carolina for over 60 years. More than six decades ago, the seven Albemarle counties (Camden, Chowan, Currituck, Dare, Gates, Pasquotank, and Perquimans) encompassed a vast, watery coastal area and faced significant economic challenges. 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." The four top industries were seasonal: agriculture, fishing, lumbering, and tourism.

Economic pressures had been building since the mid-1940s 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 approximately 9,000 students a year through diverse programs that meet the needs of college transfer, career education, training, retraining, literacy, and personal enrichment. Students are served at sites throughout the seven-county service area and in facilities in Elizabeth City, Dare, Edenton and Currituck.

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 and technical education programs, workforce development, certification, training, retraining, and personal enrichment continuing education programs.

A twenty-four-member Board of Trustees oversees college operations. Members of this group are appointed for four-year terms. Appointments are received from the General Assembly and the Boards of County Commissioners from each county COA serves. The Board of Trustees holds bi-monthly meetings. Subcommittees gather prior to regularly scheduled meetings to organize work in the areas of Finance; Policy, Planning, and Student Success; and Buildings and Grounds.

The Executive Assistant to the President serves as Secretary to the Board. 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 a 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 supporting the college's educational mission. 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, oversees the foundation's work and makes funding decisions.

College of The Albemarle presents a striking contrast with its relatively humble beginnings, celebrating sixty-two years since receiving its charter and the first students beginning classes.

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.

From its beginnings as the first comprehensive community college in North Carolina, COA continues to expand its programs and services within 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 the 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 comprises several buildings that provide 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, two-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 functions as a rental venue and hosts select performances throughout the year. The Box Office has information on upcoming events and rental information. The PAC underwent a significant 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 personal enrichment and growth options. 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. The COA Regional Health Science Education Center is set to open in Fall 2026.

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 library's second floor now serves as the Academic Success Center and the Testing Center.

Dare County

College of The Albemarle - Dare opened in 1984. COA has offered classes in Dare County since the 1960s in various borrowed facilities, but population growth and student demand justified opening a full-time facility at the Russell Twiford location. On April 8, 2022, COA - Dare opened its new campus located on Highway 64 South in Manteo.

The Professional Arts Building was constructed on the old Manteo Middle School site in 2008. This building houses specialized labs for ceramics, jewelry making, Welding, HVAC, Certified Nursing Assistant and EMT, and a general-purpose classroom and computer labs. COA - Dare also offers professional and technical training courses and 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 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. Essential business development training opportunities are also held throughout the year.

In 2020, the old Manteo Middle School complex, formerly the Roanoke Island campus, was demolished, and the site was prepared for a new building to be constructed. COA - Dare has since consolidated from the two sites into one campus. The campus located at 205 S. Highway 64/264 in Manteo is now known as COA – Dare. The new academic building at COA - Dare is a state-of-art, 36,000 square foot facility that houses student services, the campus library, computer labs, the tutoring center, a 75-seat lecture hall, and a variety of flex use classrooms.

Edenton-Chowan

College of The Albemarle has significantly grown its offerings in Chowan County over the past 27 years. COA started as an Adult Education Center with a mission to improve literacy.

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 and math, the Chowan County Center afforded students and volunteers additional space and made available curriculum courses and various 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 site's existing space, 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 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 many self-interest classes.

Workshops and seminars are 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 are equipped with the latest high-tech teaching tools and aviation equipment. COA now has nine 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 several curriculum courses also offered at this site.

Currituck County began construction of the Currituck Public Safety Center and Support Annex in January 2020. The new facilities opened its doors to students in August 2021. COA occupies part of the Public Safety Building to provide Basic Law Enforcement Training, Nurse Aide, and general education programs. The third building that makes up COA – Currituck houses the Stanley Griggs EMS Training Center offering courses in the Emergency Medical Science Program.

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 year, 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 three 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 2025 Performance Measures for Student Success. The North Carolina Community College System (NCCCS) offers an interactive Performance Measures Dashboard to review college outcomes with the most current data available. COA also maintains a web link with Student Consumer Information that includes the most up-to-date Student Outcomes Report information for the college.

The indexed scores in the table below indicate COA's performance level and the excellence level established by the NCCCS. The average score for all colleges in the NCCCS is a 1.000.

Description of the Performance Measure	COA	Excellence Level
1. Basic Skills Student Progress Index score based on the percentage of Basic Skills periods of participation (POP) with a measurable skill gain (MSG).	0.864	1.225
2. Student Success Rate in College-Level English Courses Index score based on the percentage of first-time fall non-dually enrolled associate degree seeking students passing a credit-bearing English course with a "C" or better within three years.	1.077	1.081
3. Student Success Rate in College-Level Math Courses Index score based on the percentage of first-time fall non-dually enrolled associate degree seeking students passing a credit-bearing Math course with a "C" or better within three years.	0.812	1.115
4. First Year Progression Index score based on the percentage of first-time fall credential-seeking curriculum students graduated prior to or enrolled in post secondary education the subsequent fall semester.	1.046	1.063
5. Curriculum Completion Index score based on the percentage of first-time fall credential-seeking curriculum students who graduate, transfer, or are enrolled during the fourth academic year with 42 successfully completed non-developmental hours.	0.960	1.086
6. Licensure and Certification Passing Rate Index score based on the percentage of first-time test-takers passing licensure and certification exams within each exam. Exams included in this measure are state mandated exams which candidates must pass before becoming active practitioners.	0.984	1.086
7. College Transfer Performance Index score based on the percentage of community college graduating exiters with an AA/AS/AFA/AE degree and non-graduating transfer program exiters completing 30 or more articulated transfer credits who enroll at a four-year university or college within two academic years following community college exit.	0.949	1.056

Mission Statement

The mission of College of The Albemarle (COA) is to transform lives in an accessible, supportive educational environment that promotes academic excellence, lifelong learning, workforce development, and community relationships through exceptional service that fosters student success and improves the quality of life for all.

Vision

COA's vision is to transform lives by inspiring and empowering the individuals and communities of our region.

Core Values

Integrity: We value honesty, dignity, and trust.
Respect: We value and care about people.
Equity: We value empowerment and inclusion.
Community: We value relationships and service to others.
Collaboration: We value communication, unity, and partnerships.

Strategic Plan

Themes	ACCESS	SUCCESS	EQUITY	RELATIONSHIPS
Goals	**Increase access to opportunities, resources, and support.**	**Improve success for students, employees, and the community.**	**Promote equity in policy, process, and outcomes.**	**Strengthen relationships with individuals, institutions, and industries.**
Descriptions	College of The Albemarle (COA) will strive through focused marketing and recruitment efforts to increase awareness of all we have to offer. We will work to mitigate physical, knowledge, financial, transportation, technology, and other barriers that may limit access to opportunities, resources, and support provided by the College. We will explore innovative and creative ways to provide comparable access for all across our service region.	Success and a better quality of life for all are integral to COA's mission. We will seek to improve our performance on traditional measures of success while recognizing and supporting more personalized goals. We will celebrate both the individual and collective successes of our students, employees, and community.	The College understands the importance of equity and inclusion in our continually evolving society. We will endeavor to achieve broader representation among our students, employees, and leadership. We will utilize our policies and processes to drive equitable outcomes for all members of the college community.	COA cares about people and our connections to them. We are committed to building lifelong relationships with those individuals we serve. We will work in cooperation with our educational, business, industry, and other organizational partners to enhance our communities.

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)

COA is one of the 58 colleges in the North Carolina Community College System (NCCCS). The college offers 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 seven transfer program areas: Associate in Arts (A.A.), Associate of Science (A.S.), Associate in Arts in Teacher Preparation (A.A.T.P), Associate in Science in Teacher Preparation (A.S.T.P), Associate in Engineering (A.E.), Associate in Fine Arts in Theatre and Associate in Fine Arts in Visual Art (A.F.A). The transfer programs offer degree-completing students the opportunity to transfer 60-61 credit hours to the University of North Carolina System member institutions. 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 thirty independent colleges and universities in the state. For information on specific transfer agreements, visit the North Carolina Community College System website page on university transfer.

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 parent/guardian 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)

College of the Albemarle's College and Career Readiness (CCR) program is a stepping stone for adult learners to achieve their dreams and build skills in preparation for the future. The CCR program offers Adult High School, High School Equivalency, Adult Basic Education, English as a Second Language, and Adult Basic Education Transitional Opportunities. The CCR program is designed to help individuals improve reading, writing, and math skills, refine English language proficiency, develop interview and employment skills, earn a High School diploma or High School Equivalency and prepare to attend college classes.

Adult High School

The Adult High School (AHS) program is an Adult Secondary Education program offered cooperatively with the local education agency so that individuals may complete core units as determined by the North Carolina Standard Course of Study to earn an Adult High School diploma. Students must be at least 16-years old. The AHS program is a distance education program. Adult High School students have the opportunity to develop a range of skills which qualify them to succeed in the labor market or enter technical, vocational, and college transfer programs offered by local community. Adult High School graduates are able to apply to 4-year universities if they meet the admission requirements of that institution.

High School Equivalency (HSE)

The High School Equivalency (HSE) program is designed for adult students, age 16 or older, who are no longer enrolled in high school, but have not obtained a high school diploma. The program offers instruction to prepare learners to successfully pass a designated high school equivalency assessment. The two nationally-recognized assessments used to obtain a state-issued High School Equivalency diploma in North Carolina are GED ® and HiSET ®. Additional pathways to High School Equivalency approved by the North Carolina Community College may also be available. Instruction is provided in reading, writing, language arts, science, social studies, and mathematics. The HSE program offers day and evening face-to-face classes.

Basic Skills Plus (Career Pathways)

The Basic Skills Plus program will help individuals aged 16 and older achieve their full potential by exploring talents and passions to discover a meaningful, satisfying career or college path. The program is designed for Adult High School and High School Equivalency students that are near completion of their diploma or high school equivalency. Participants can receive transitions and career pathway support for entry into employment and postsecondary programs by earning an industry recognized credential and integrated instruction with job skills and training that yield credential attainment through integrated education and training (IET).

Digital Literacy Skills and Training Education

Digital Literacy education will provide students with the functional digital literacy skills needed in order to seek, obtain, and sustain employment. As a Northstar Digital Literacy provider, student will receive certificates and badges as they are prepared with the technical skills needed for post-secondary employment. Instruction will focus on computer skills for basic operations and keyboarding, email and internet skills, technology-based job searches, and use of internet resources. More advanced instruction focuses on word processing, spreadsheets and spreadsheets software, and multimedia presentations with multimedia presentation software.

English as a Second Language (ESL)

The English as a Second Language (ESL) program is designed for English Language Learners (ELL) who want to fluently speak, read and write the English language. The course focuses on conversational English, vocabulary, spelling, reading development, and citizenship instruction. Instruction integrates the English language with topics that prepare students for everyday life, employment, and citizenship. The ESL program offers evening, face to face instruction.

Adult Basic Education and Transitional Opportunities (ABETO)

The Adult Basic Education and Transitional Opportunities (ABETO) Program offers courses to help those with Intellectual and Developmental Disabilities enhance their educational and life skills. The courses provide a classroom experience in a college setting. Collaborative and cooperative learning experiences introduce students to career clusters and pathways, with contextualized instruction. Computers and course materials are used to enhance reading, math, and other life skills so that individuals have the opportunity to transition into the workforce. Qualifying students may participate in face to face instruction on the Elizabeth City Campus.

Adult Basic Education (ABE)

The Adult Basic Education (ABE) program is geared towards individuals, aged 16 and older who are no longer enrolled in high school. The program enables adults to acquire the basic educational skills that focus on reading, writing, speaking, computing, critical thinking, and problem solving to improve their ability to benefit from job training and have greater opportunities, including employment.

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

Academic advisors play an important role in the educational progress of advisees, by continually monitoring and evaluating their progression, as well as helping them clarify their educational goals and values. Each student enrolled in a certificate, diploma or degree program of study shall be assigned an academic advisor, which may be a faculty member or a Student Success and Enrollment Management (SSEM) staff member. An SSEM academic advisor is assigned upon completion of the student's admissions file based on program of study and campus location. Advising sessions may be in person, virtual and/or by telephone. A list of graduation requirements for each curriculum is listed in the College catalog and on the College's website.

Academic Advisor Responsibilities

Academic advisors are often the student's primary resource for program information, career advice, successful transfer and/or job placement. Academic advisors will assist students with the completion of their program of study through the following responsibilities:

- Communicate and meet with assigned advisees throughout the student's enrollment at the College.
- Develop educational and career plans in collaboration with advisees to assist students with understanding specific programs and prerequisites while making progress toward graduation or specific academic and long-term career goals.
- Make recommendations regarding courses and course load prior to registration that align with the student's goals, educational plans, grade point average and commitments.
- Identify and connect advisees with the full range of College and community resources that assist students with personal, academic and career goals.
- Provide accessible advising services via flexible office hours and meeting modalities that meet the needs of advisees.
- Attend advisor training to increase knowledge of advising models, procedures, and software.
- Provide interventions in response to automated and/or faculty generated early alerts.

Student Responsibilities

Students are encouraged to develop achievable academic and career goals based on their strengths, values, and interests. Students will consult their academic advisor to receive guidance, support and referrals as needed. Students are responsible to comply with the following standards:

- Communicate and meet with assigned academic advisors as scheduled and/or needed throughout enrollment at the College.
- Develop educational and career plans in collaboration with Academic advisors.
- Adhere to course and course load recommendations based on stated goals, educational plans, grade point average and commitments.
- Utilize the full range of College and community resources that assist students with personal, academic and career goals
- Build relationships with faculty and staff to reach educational and career goals.
- Understand requirements for their program of study.
- Consult with their academic advisor prior to:
    - o Registering for classes
    - o Adding, dropping or withdrawing from classes
    - o Transferring to another educational institution
    - o Planning/applying for graduation as required based on academic standing and/or program requirements
- Navigate technology systems that include MyCourses, MyService, Watermark and Career Coach.

Career and College Promise (CCP) Advisement

Each partnering high school is assigned a CCP Advisor to assist students with academic advising and registration. The CCP Advisor is the assigned academic advisor for high school students enrolled at the College. Academic advising may be in person at the College or high school, virtual or by telephone.

Academic Success Center

College of The Albemarle's Academic Success Center is staffed with peer and professional tutors ready to help students succeed in a variety of subjects. The Academic Success Center is a free service offered to all current COA students. Services available are described below.

Writing Center

The Writing Center is an open lab setting located on the COA - Elizabeth City campus and it provides free one-on-one support in the area of writing for any course in which a student is enrolled. The Writing Center also offers virtual sessions and paper drop-offs, as well as appointments, to serve all campuses and distance education students during normal hours of operation. Open and in-class writing workshops based on student needs and instructor requests are also provided throughout each semester. Information can be found through the Academic Success Center link under Student Resources on COA's website.

Tutoring Services

Individual and group tutoring services are offered on all campuses for currently enrolled curriculum students through the Academic Success Center. Tutoring services are free and designed to help assist students reach their goal of making satisfactory grades in their classes. Services are offered in person and virtually.Students interested in receiving tutoring services should contact the Academic Success, Tutoring, and Testing Center Coordinator at coa_asc@albemarle.edu.

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 in any course utilizing MyCourses or in the Academic Success Center's MyCourses page.

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. The Learning Management System (LMS), referred to as myCourses (Moodle), is used to deliver distance education courses and/or supplemental course content. Students may utilize myCourses to access instructional materials, interact with peers and faculty, and complete assignments. Types of instruction include:

- Internet (online) – courses in which 100% of instruction is delivered online with you, your classmates, and your instructor interacting online from separate locations and times.
- Hybrid – courses in which greater than 50% but less than 100% of instruction is delivered online using a combination of both online and face-to-face settings.
- HyFlex – students have the option to participate face to face or via web conferencing at the scheduled time or students can participate independently online. Students can change their mode of attendance daily or by topic according to need and preference.
- Blended – courses in which less than or equal to 50% of instruction is delivered online using a combination of both online and face-to-face settings.
- Web Conferencing – courses taught live at a scheduled time using an online web conferencing platform such as Zoom or Collaborate.
- Face-to-Face – courses in which 100% of instruction is delivered in the classroom and supplementary instructional materials may be posted in the LMS.

Students enrolled in distance education must have reliable access to a computer with Internet and an up-to-date web browser to access course materials. Firefox and Chrome are the recommended browsers to use with COA's current LMS. Some distance education students may be required to have a web camera with a microphone and speakers to participate in synchronous instruction.

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. Some courses require proctored exams monitored by impartial individuals (proctors) to help ensure the security and integrity of the exam. On-campus and off-campus proctors can be arranged. Any unique software/ hardware or proctoring requirements will be listed beneath the course on the course schedule. Students who do not have access to the required technology are welcome to use a designated computer on campus.

- COA – Elizabeth City Library
- COA – Currituck Library
- COA – Dare Library
- COA – Edenton-Chowan Student Lounge or Computer Lab

Early Alert

The Early Alert program promptly identifies students who are facing personal or academic challenges in order to help them succeed. Faculty and staff can submit an Early Alert at any point during the semester. Early Alerts do not become a part of the student's permanent record or transcript. Once an 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 faculty or staff member will be maintained while also respecting the privacy and 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.

COA Cares

COA Cares is a program created in partnership with the COA community. We provide support and resources to help ensure success on your path to graduation and as you enter the workforce or transfer to a four-year institution.

COA Cares helps by:

- Maintaining on-site food pantries accessible from our four campuses.
- Providing a Career Closet for interviews and other employment needs.
- Coordinating internal and external referral services.
- Offering school supplies.

For more information, please email coacares@albemarle.edu

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.

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 approved 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 professionally staffed with certified proctors trained to deliver tests with the highest integrity. Testing Centers are located at all four COA campuses: Elizabeth City, Currituck, Dare, and Edenton/ Chowan. The Edenton/Chowan Testing Center is by appointment only except for mid-terms and finals. All four Testing Centers provide the following types of testing: Placement (including RISE and CASAS); Career Readiness Certification (CRC); and Distance Education Midterms and Finals. COA Elizabeth City and COA Dare Testing Centers offer Pearson Vue tests for certification and licensure which includes the GED tests. The COA Elizabeth City Testing Center is also certified to offer Meazure Learning, PRAXIS, Prov and FAA testing. Testing for other colleges and universities is also offered with a fee. For more information, please visit the Testing Center link under Student Resources on our websiteor email us at coa_proctors@albemarle.edu

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:

- Earn academic credit for work experience
- 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 https://www.albemarle.edu/student-resources/career-services/work-based-learning/

Library/ Learning Commons

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 space on the Elizabeth City, Dare, and Currituck campus for students to read, study, and collaborate in small groups. Access to networked computers and wireless laptop computers is available for students on all four campuses consistent with policies established by the college. Computers at all library locations and open computer labs are linked to NCLive (database) and the library's electronic catalog. There is designated virtual access to Library staff assistance on the Edenton-Chowan Campus. Library operating hours and staff schedules are designed to provide the greatest student access possible to materials and professional librarian assistance. Hours may be more limited during breaks and the summer session.

Online Services

The library website contains a link to the library's online resources and information that features databases, such as NCLive, ebooks, and many other resources to be used by patrons for research and recreation. The user can search the catalog for materials located at COA or any other library within the state community college system. Whenever possible, databases are configured to allow access from both on-campus and remote computers. Additionally, there is a link on the library's website to an online reference service "Ask a Librarian", which is 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. COA Library staff is available during hours of operation through the Library Virtual Office at https://bit.ly/ascvirtualoffice or can be reached by email at coa_libraryservices@albemarle.edu.

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 procedure 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 coa_libraryservices@albemarle.edu, in person, or over the phone, and should include the author and title; publisher, date of publication, and source would also be useful.

Periodicals

Periodicals are available online through NCLive and other database subscriptions. Library staff is available to assist faculty, staff, and students in locating periodical articles in the limited print periodical collection at COA - Dare, through other libraries, or online.

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. 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 available to lend to curriculum students, staff, and faculty. At COA-Edenton-Chowan, laptops available to lend can be checked out at the Administration Building's front desk. A separate Laptop Loan Agreement must be completed and adhered to. Failure to return a checked-out laptop by the due date will result in a daily fine and may impede students from registering for classes in the next semester.

Library, COA - 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-Currituck, and COA-Dare libraries 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), photocopying, and interlibrary loan service. Group study rooms are available.

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, software supporting specific courses, and network and wireless printing (both black-and-white and color). The Outer Banks Collection features material about the Outer Banks, and books written by authors associated with the area. Group study rooms are available.

Library, COA - Edenton-Chowan

Chowan Students on the COA Chowan Campus have full access to on-campus library materials held by specific instructors as well as all items at the Elizabeth City, Currituck, and Dare Campus libraries. Since the Edenton-Chowan Center does not have a library on site, virtual access to Library staff assistance is provided.

Items are provided for instructors who request reference books and other materials for their technology labs or to support instruction. The books are then checked out to the instructors for the semester and made available to their students in the lab setting. Materials housed at the COA-Elizabeth City library, COA-Currituck library, or the COA-Dare library can be sent by courier to students at COA-Edenton-Chowan if requested.

Computer workstations located in the open computer labs and student lounge may be used for online library research. Printer service is available.

Library, COA - 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 library may be used for online library research. Printer service is available.

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 is a legal resident of the United States and who are either at least 18 years of age or 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.
- Currently enrolled Career and College Promise high school students must submit a new COA admissions 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 high school transcripts 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: Admissions
  PO Box 2327
  Elizabeth City, NC 27906-2327

Transfer students must submit all previous college transcripts prior to July 1 for fall start or January 1 for spring start.

- **Complete COA Online Orientation**: COA online orientation provides an overview of academic programs, student support services, and the college's admissions process. COA online orientation is required for all students.
- **Complete Introduction to myCourses:** Introduction to myCourses acquaints students to the College's online education platforms. This is an optional resource for students.
- **Course Placement:** Students are placed according to their unweighted high school grade-point average (GPA). Those with an unweighted GPA of 2.79 or below may opt to take the College's placement test. The College's placement test measures skill levels to appropriately place students.

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.

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 Accessibility Services prior to scheduling the testing.

- **Meet with an SSEM Advisor.** Advisors are available to assist students on each campus 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 https://www.albemarle.edu/daca

Disciplinary Considerations

Prior disciplinary records may be considered when students seek admission or readmissions to the college. The College reserves the right to refuse admission to any applicant during any period of time that the applicant is under a period of suspension or expulsion from another educational entity for non-academic disciplinary reasons.

The College reserves the right to refuse admission to any applicants if it is necessary to protect the safety of the applicant or other individuals. When making a safety determination, the College may refuse admission to an applicant when there is an articulable, imminent and significant threat to the applicant or other individuals. The applicant may appeal the decision to the Vice President of Student Success and Enrollment Management in writing within five days of notification of being denied admission. Appeals will be considered by an ad-hoc committee and then provide the applicant an opportunity to respond. Within 10 calendar days from receipt of the applicant's written appeal, the vice president, or designee, shall make a determination based on the ad hoc committee's recommendation and provide the applicant with a written response. The ad hoc committee's decision is final.

High School Dropouts

A minor, 16 years old or older, who is not currently enrolled in a public or private educational agency may be admitted to a College and Career Readiness (CCR) or Continuing Education program at a college if a North Carolina local public or private educational agency, where the minor now resides, determines that admission to a CCR or Continuing Education program is the best educational option for the student and the admission of the student to a CCR or Continuing Education program is approved by the College under one of the following conditions:

1. The minor has officially withdrawn from a public or private educational agency within the last 6 months and obtains a signed official withdrawal form from the local or private educational agency and a notarized petition of the parent, legal guardian, or legal custodian.
2. The minor has officially withdrawn from a public or private school for at least 6 months and obtains a signed official withdrawal form from the local or private educational agency and a notarized petition of the parent, legal guardian, or legal custodian.
3. The minor is emancipated and provides legal documentation of emancipation.

International Students

The College is authorized by federal law to accept non-immigrant alien students, treating them the same as citizens. Non-immigrant international students who wish to attend the College must possess a valid student visa (F-1 visa). Proficiency in English and satisfactory academic records are important factors in the admission decision for all applicants from outside the United States. International students must have graduated from a secondary school equivalent to those in the United States.

Proof of English proficiency is required, which can be demonstrated through the Test of English as a Foreign Language (TOEFL), the International English Language Testing System (IELTS), or the placement test at College of The Albemarle. The TOEFL requires a minimum score of Internet Based: 40, Paper: 425, or Computer Based: 120. The IELTS requires a minimum score of 5.5 on the Academic Test. The placement test requires a minimum score of 34 or higher on the English test.

These requirements apply to all international applicants, except those who have graduated from a high school in the United States or have college-level English transfer credit from an accredited institution in the United States

Furthermore, all international applicants must take the college pre-enrollment placement test and provide documentation of financial support for one year's tuition and living expenses in order to obtain a completed I-20 Form for student visa status. International applicants should reach out to an admissions counselor or international student advisor for more information. Alien Registration Card holders are admitted based on the same guidelines as U.S. citizens.

Non-Degree Seeking Students

Non-degree seeking students are those students who enroll in one or more courses but do not desire to graduate from one of the established curricula. The student may register for any course which is open to all students and does not require a prerequisite. However, if a student plans to register for a course that requires a prerequisite course, the student must submit an unofficial or official transcript from a regionally accredited institution showing completion of this requirement with a grade of "C" or better prior to registering. An applicant who plans to enroll in mathematics and/or English courses will be placed using the College's Multiple Measures placement procedure.

Students may not register for courses in a program that has restricted admission (such as nursing).

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

Readmission

Returning students who are eligible for readmission and who have not been enrolled at the College for two (2) academic semesters must submit a new admissions application and update residency classification prior to registration. The student is required to meet the curriculum requirements in effect at the time of readmission according to the current College catalog.

Students who have been placed on academic or disciplinary suspension must fulfill the terms of their suspension before being considered for readmission. Students on disciplinary suspension must also submit a letter to the vice president of student success and enrollment management, or designee, requesting to appeal the suspension.

The College reserves the right to deny readmission to a former student, including a student who has unsettled financial obligations at the College or who has not complied with previous disciplinary requirements. All of the student's debts to the College must be paid in full or the student must be in a repayment agreement before registering for courses.

Transfer Students

Upon receipt of all official transcripts from regionally accredited institutions previously attended, the registrar's office will evaluate courses completed and apply credit toward courses being pursued at the College.

No credit for a course with a grade lower than a "C-" may be transferred. The transcript evaluation is conducted in cooperation with the appropriate faculty member(s) and academic dean(s), as applicable. Coursework transferred or accepted for credit toward an undergraduate degree must represent collegiate coursework relevant to the degree with course content and level of instruction resulting in student competencies at least equivalent to those of students enrolled in the College's undergraduate degree program.

International students are required to have foreign university transcripts evaluated by an approved evaluator. Approved agencies are agencies that are members of the National Association of Credential Evaluation Service (NACES).

The maximum amount of transfer credit allowed to be applied to the student's program of study is seventy-five percent (75%) of the College's curriculum. Any course taken at a North Carolina Community College System institution will be accepted for the equivalent course.

Undocumented Immigrants

An undocumented immigrant is any immigrant who is not lawfully present in the United States as determined using federal immigration classifications. The College shall not admit undocumented immigrants unless all of the following conditions apply:

A. The undocumented immigrant earned a High School Equivalency Diploma, or attended and graduated from a United States public high school, private high school, Adult High School or home school that operates in compliance with State or local law.
B. The undocumented immigrant must comply with all federal and state laws concerning financial aid.
C. The individual shall not be considered a North Carolina resident for tuition purposes and must be charged out-of-state tuition regardless of whether the individual resides in North Carolina.
D. When considering whether to admit the individual into a specific program of study, the College shall take into account that federal law prohibits states from granting professional licenses to undocumented immigrants.
E. 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'sdischarge 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 theArmed Forces, the Commissioned Corps of the U.S. Public Health Service, or the National Oceanic and Atmospheric Administration
- The person's abode is North Carolinameaning 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 (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: https://www.albemarle.edu/authorization

International 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 Pathways 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 eight College Transfer Pathways:

- Associate in Arts
- Associate in Science
- Associate in Engineering
- Associate in Fine Arts (Visual Arts)
- Associate Degree in Pre-Nursing
- Associate in Arts in Teacher Preparation
- Associate in Science in Teacher Preparation

Career Technical Education Pathway (CTE)

The Career and College Promise Career Technical Education Pathways lead to an entry- level job credential, certificate, or diploma aligned with a high school Career and Technical Education cluster. College Career and Technical Education courses may be used to provide partial or full fulfillment of a high school 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 in Currituck County, Camden Early College High School in Camden County, Dare Early College in Dare County, and Elizabeth City-Pasquotank Early College in Pasquotank County.

Eligibility and Admission Requirements

College Transfer Pathway

- Student must be a high school 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 (Academically or Intellectually Gifted) 9th and 10th graders may enroll in a college transfer pathway. Eligibility requirements are available in the 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/students/what-we-offer/high-school-students/

To maintain eligibility:

- 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 high school junior or senior
- Student must have a 2.8 unweighted GPA OR demonstrate college readiness on an approved assessment OR have 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 23 high school Career and Technical Education pathways

To maintain eligibility:

- 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, Dare County Board of Education, or Elizabeth City-Pasquotank Board of Education and

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

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

Admissions
Any adult (18 years or older) or any emancipated minor not enrolled in public school may be admitted to a College of The Albemarle (COA) adult education class. Minors (16 or 17 years old) may enroll in some COA classes; however, minors must register in person on a COA campus or through the appropriate counselor (for WDCE CCP Pathway courses).

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 current schedule of courses may be found by visiting our website at www.albemarle.edu/programs-classes/noncredit/courses/ and by calling or visiting COA - Edenton-Chowan, COA - Dare, COA - Currituck or COA - Elizabeth City.

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 regulations.

Students are required to meet satisfactory academic progress requirements in order to qualify for financial 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/state 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, and residence status. The scholarship application must be completed by the priority 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 to the Financial Aid Office 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.

- **Next NC Scholarship**
  The Next NC Scholarship is a financial aid program that helps most North Carolinians making $80,000 or less pay for their tuition and fees. This money does not have to be paid back unless a student does not complete the term of enrollment. Eligibility Details: Must be a NC resident who is eligible for in-state tuition, a high school graduate (high school equivalency completers are eligible), must be from a household with an annual adjusted gross income of $80,000 or less, enrolled in an eligible program of study, taking at least 6 credit hours, meeting satisfactory academic progress and has completed the 2026-2027 FAFSA, with a resulting Student Aid Index (SAI) at or below 7,500.

Please visit https://www.albemarle.edu/costs-paying-for-college/ for more information and any updates.

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.

Please contact coa_military@albemarle.edu for more information.

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
  $20.00 per semester
- Campus Access Fee
  $15.00 (Fall and Spring Semesters)
  $5.00 (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/

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/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

Policy 6.1.4 (Procedure 6.1.4.1) states the following: Active duty personnel serving in the Armed Forces may be eligible for Tuition Assistance ("TA") administered through the U.S. Department of Defense. TA is awarded to a student based on the assumption that the student will attend for the entire period for which the assistance is awarded. When a student withdraws, the student may no longer be eligible for the full amount of the TA funds originally awarded. To comply with the U.S. Department of Defense policy, the College will return any unearned TA funds on a proportional basis up to sixty percent (60%) of the period for which the funds were provided. Funds will be returned to the military service, not to the service member. If a service member stops attending due to a military service obligation, the College will work with the affected service member to identify solutions that will not result in a student debt for the returned portion.

TA eligibility will be recalculated for students who withdraw prior to completing sixty percent (60%) of the term. The official last date of attendance, as determined by the College's attendance records, is used to determine the number of days completed. Recalculation of eligibility is based on the percentage of TA benefits earned using the following formula: Number of days completed/Total days of the course (start to end dates) = Percent of TA earned. TA funds will be returned to the government within forty-five (45) days of determination of the withdrawal.

Legal Reference: Department of Defense Instruction 1322.25 – Voluntary Education Programs; College Memorandum of Understanding with Department of Defense

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: 4	0% 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

The College may release Directory Information without student consent. The College designates the following information as Directory Information:

1. Student's name;
2. Major field of study;
3. Participation in officially recognized activities and sports;
4. Dates of attendance, grade level and enrollment status; and
5. Degrees, honors and awards received.

The College shall only release Directory Information to individuals and organizations that demonstrate, in the College's opinion, a legitimate, educational interest in the information or provide a direct service to the College; however, the College shall release Directory Information to military recruiters in compliance with the Solomon Amendment unless the student specifically restricts the release of their Directory Information.

Students who do not wish to have their Directory Information released to the individuals and organizations identified above shall comply with the "opt out" provisions designated in the annual notice.

Registration for Curriculum Courses

The college year consists of two semesters and a summer term. Courses are offered in a variety of lengths. The college offers the Business Administration program and some general education classes in accelerated 4-week winter term from December to January. Students should consult with their advisor to plan a course schedule for each semester or term.

ACA 122 Requirement

ACA 122 (Transfer & Career Success) is designed to support first-semester students by teaching effective study strategies and introducing them to a wide range of college resources. This course also encourages career exploration, helps students set academic and professional goals, and guides them in developing plans to transition into the workforce or a 4-year institution.

To support student success and retention at the College of The Albemarle, students enrolled programs that require ACA 122 must complete the course during their first semester.

Student Course Load

Students enrolled in at least 12 credit hours are considered full-time. Students who wish to enroll in more than 18 hours must have approval by the Vice President of Learning. 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. However, permission is not necessary when registering for the specific course load designated in technical and vocational programs.

Student Classification

- Full-time Student: A full-time student is a student enrolled in a given semester with twelve (12) or more semester hours of credit.
- Part-time Student: A part-time student is a student enrolled with fewer than twelve (12) semester hours of credit. A student may enroll for individual curriculum courses. Credit earned by such a student may be applied to a degree, diploma, or certificate depending upon the level of such work.
- Freshman Student: A freshman is a student who has completed less than half the required credit hours of an associate degree program.
- Sophomore Student: A sophomore is a student who has completed at least half the required credit hours of an associate degree program.
- Special Credit Students: Students who do not wish to apply for a degree, diploma, or certificate program may enroll for individual curriculum courses upon completion of an application for admission only.

Special Credit students who later wish to enroll in a program of study must complete all admission requirements and declare a program of study. Credit earned as a special credit student may be applied to program requirements, if appropriate.

- 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 earn at least a 3.5 grade point average, with no grade below a "C" and no incompletes (I) for that term.

Class Attendance Policy

College of The Albemarle regards class lectures, demonstrations, discussions, and other in-class experiences as a vital component 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.
Attendance for:

- Traditional (On-Campus) 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 will follow the procedures established for keeping attendance in traditional classes.
- Distance Education (Internet) Classes - Attendance in distance education classes is based on the student completing periodic assignments during the duration of the class, as detailed in the syllabus.

Absences for Military Service

College of The Albemarle (College) shall allow any enrolled student who is in the United States Armed Forces who has received temporary or permanent reassignment as a result of military operations and a National Guard service member placed onto active duty status during an academic term to be given an excused absence for the period of time the student is on active duty.

A. The College shall provide the student the opportunity to make up any test or other work missed during the absence.
B. The College shall give the student the option, when feasible, to continue classes and coursework during the academic term through online participation for the period of time the student is placed on active duty.
C. The College shall give the student the option of receiving a temporary grade of "incomplete" for any course that the student was unable to complete as a result of being placed on active duty status; however, the student must complete the course requirements within one (1) semester following their return from active service to avoid receiving a failing grade for the course.
D. The College shall permit the student to drop, with no penalty, any course that the student was unable to complete as a result of being placed on active duty status.

Student Religious Accommodation

College of the Albemarle will allow two excused absences each academic year for religious observances required by the faith of the student.

A student must complete the Religious Accommodation Form and turn it into the appropriate instructor(s) prior to the census date (10% point) for the class. A Request to be excused for Religious Observance Form must be completed for each class missed. Forms may be obtained on the College website.

At a minimum, reasonable accommodations by the instructor must provide that the student who is absent on days of examinations or class assignments due to a religious observance will have an opportunity to make up the work, without penalty. Students shall be given the opportunity to make up any work or tests missed due to the approved absence(s).

Absences from classes or examinations for religious observances will not be counted against any mandatory attendance requirements, but they do not relieve students from responsibility for any part of the course work required during the period of absence. The instructor may appropriately respond if the student fails to satisfactorily complete any alternative assignment or examination.

Withdrawal Procedure

Students may withdraw from a course after ten percent (10%), but prior to the completion of seventy-five percent (75%) of a course. To begin the withdrawal process, the student should notify the course instructor or academic advisor of the intent to withdraw from the course. Withdrawals through the completion of seventy-five (75%) percent of a course will result in a "W" grade. *If a student does not withdraw before the seventy-five (75%) percent point of a course, the student may receive a grade of "F."*

Once a student has enrolled in class and has paid fees, that student remains enrolled unless one method of withdrawal is completed:

Student Withdrawal - The student may contact the course instructor or academic advisor and complete the withdrawal process. Dual-enrolled students must consult with their high school counselor when making any decisions about dropping or withdrawing from a course prior to speaking with course instructor or academic advisor.

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 Student Code of Conduct and/or program handbook policies. Some programs may follow more rigid policies that may lead to dismissal and/or a failing grade.

Withdrawals after the Deadline - The appropriate academic dean may make exceptions in cases of extenuating circumstances and award a grade of "W" during the final twenty five percent (25%) of the class.

- Documentation supporting a request for a withdrawal must be submitted to the instructor within thirty (30) calendar days of the last attended class unless documentation is provided that satisfactorily explains a longer time period.
- The instructor will review all submitted documentation and make a recommendation to the appropriate academic dean within ten (10) business days of receipt of documentation.
- The decision of the appropriate academic dean will be communicated to the student electronically with confirmation of receipt from the student. The academic dean's decision is final.
- Students who are granted withdrawals will receive the grade of "W" in all courses in progress and/or specified in the request.
- Specific conditions for re-admittance are stipulated at the time of withdrawal. These conditions may specify a minimum period of time for the withdrawal and/or may require a letter of medical clearance from a physician, psychologist or psychiatrist stating that in the professional expert's opinion the student is now capable of handling the College's academic and social demands.

Grading System

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 the College's approved grade reporting/student information system.

Grade	Interpretation	Quality Points per Semester
A	Excellent	4
B	Good	3
C	Satisfactory	2
D*	Marginal	1
F	Failure	0

*A grade of "D" may not be a passing grade in some courses and programs. Only courses with a grade of "C" or higher will fulfill the College's transfer degree requirements in compliance with state transfer articulation agreements.

Developmental courses offered by the college are not assigned a grade of D. The grades to be assigned for these courses are A, B, C, or F. Grades for these courses are not included when computing grade point averages.

<u>Grade Interpretation</u>
Incomplete "I" – The grade of "I" will be awarded when the student is unable to complete the final course requirements or the final exam 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. Some programs and courses require successful completion of prerequisite courses prior to enrollment. An "I" grade will not satisfy the prerequisites to such requirements.

Withdrawal "W" – either voluntary by the student or administratively by the instructor.

Audit "AU"- 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.

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

Students who believe a final grade has been assigned that is arbitrary, capricious or erroneous 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.

Grade Appeal Process

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 five (5) calendar days of the posting of the final grade for the course. If the instructor of record is not available, the program coordinator/department chair or academic dean may act in lieu of the instructor of record for the purpose of grade appeals. If the review results in a grade change, the instructor, or designee, shall notify the registrar of the grade change.

Formal Appeal Procedure- First Step: Formal grade appeals must be initiated by the student with the instructor of the course within ten (10) calendar days of the posting of the final grade for the course. The College's Grade Appeal Form obtained from the instructor or the registrar's office shall be completed by the student and provided to the instructor who issued the grade. The instructor has five (5) calendar days from receipt of the form 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's formal review does not resolve the appeal to the student's satisfaction, the student may decide to pursue the appeal to the next level of supervision. The student must present the grade appeal to the program coordinator/department chair, as applicable, of the department in which the course is offered. The student shall include 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 program coordinator/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 grades used in a course. The program coordinator/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 program coordinator/department chair shall notify the registrar of the grade change.

Formal Appeal Procedure- Third Step: If the program coordinator /department chair review does not resolve the appeal, and the student decides to pursue the appeal further, the student must present to the academic 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 program coordinator's/department chair's written appeal response.

The academic dean and the vice president of learning will jointly review the grade and have the authority to examine all supporting materials; an instructor's grades, grade calculations, and grading standards; and communicate with the student or faculty regarding the grade as needed. The vice president of learning will determine if there is substantial evidence that the grade was arbitrary, capricious, or erroneous. If it is determined a final grade is arbitrary, capricious or in error, the academic dean and vice president of Learning will meet with the instructor/program coordinator/ department chair to discuss the discrepancy and determine appropriate actions.

The academic 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 decision of the vice president of learning is final. If the review results in a grade change, the vice president of learning shall notify the registrar of the grade change in writing. In instances where a final grade is determined to be changed and the faculty member is unavailable, unable, or unwilling to change that grade, the vice president of learning is authorized to complete a Grade Change Form and submit it to the registrar.

The Grade Change Form with the narrative describing the reasons for the grade change will be filed electronically for signature by the Vice President of Learning and the registrar with copies going to the student, instructor, program coordinator/department chair, and academic dean. If the grade is upheld, the student and the instructor will be notified in writing.

Exceptions to the Grade Appeal Policy
The Grade Appeal Policy and Procedure shall constitute the internal administrative process for a change in grade, except when the grade being disputed resulted from an alleged academic related violation of the Student Code of Conduct 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 Policy 5.3.2 Student Code of Conduct, the process for resolution that has been established for appealing academic related Code of Conduct violations shall be followed prior to the use of the College's grade appeal process. If a grade dispute arises from an issue that is covered under Policy 5.3.4 Discrimination and Harassment, the process for resolution through the Discrimination and Harassment Policy must be completed prior to the use of the College's grade appeal process.

Academic Progress Policy

Curriculum students who do not maintain a semester or cumulative grade point average (GPA) of 2.0 or higher will be placed on Academic Alert or Conditional Status, leading to a possible Academic Suspension. A student's academic progress is evaluated at the end of each academic semester. Satisfactory academic progress is calculated using a semester and/or cumulative GPA of at least 2.0. Any student placed on an academic status will be notified. A student must earn 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, College of The Albemarle (College) has established the following interventions to assist students with academic concerns:

- Academic Alert
- Conditional Status
- Academic Suspension

Academic Alert

An Academic Alert is the first status applied when evaluating a student's academic progress. A student will be placed on Academic Alert if:

- the student has earned less than a 2.0 cumulative GPA without a current assigned academic status; or,
- the student has less than a 2.0 GPA for any one academic semester, but has a cumulative GPA at or above 2.0.

This is a non-punitive intervention with the purpose of alerting students, advisors, and instructors to potential academic problems. A student placed on Academic Alert must adhere to the following:

- Meet with an academic advisor to review and/or revise their academic plan as needed; and,
- Identify and comply with recommendations made by an academic advisor regarding academic and student support services/workshops available at the College or within the community.

Conditional Status

A Conditional Status is the second status applied when evaluating a student's academic progress following an Academic Alert. A student will be placed on Conditional Status if:

- the student has less than a 2.0 cumulative GPA at the conclusion of an academic semester; and,
- the student is currently under an Academic Alert.

Conditional Status will not apply to the first semester of enrollment. A student placed on Conditional Status must adhere to the following:

- Meet with an academic advisor to review and/or revise the student's current academic plan up to three times per semester;
- In collaboration with an academic advisor, complete the Academic Progress form; and,
- Identify and comply with recommendations made by an academic advisor regarding academic and student support services/workshops available at the College or within the community.

A student who is placed on Conditional Status will have a "hold" placed on their registration account which will prevent all future registration activity. If a student does not comply with the stated requirements, the student may be dropped from all classes prior to the start of a semester on a date specified by the registrar.

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 (vice president), or designee, may give a student permission to stay on Conditional Status for one additional semester provided that student's previous semester GPA showed improved academic progress (GPA of 2.5 or higher) and the student met all other conditions of the Conditional Status.

Academic Suspension

Academic Suspension is the final status applied after Conditional Status. A student will be placed on Academic Suspension if:

- the student is unable to earn and maintain a cumulative GPA of 2.0 after two consecutive semesters of Conditional Status.

A student who is placed on Academic Suspension will have a "hold" placed on their registration account which will prevent all future registration activity. A student placed on Academic Suspension must adhere to the following:

- complete one semester of Academic Suspension in which the student may not register or attend classes;
- meet with an academic advisor to review and/or revise the student's academic plan and complete the Academic Progress form prior to re-enrolling;
- meet with an academic advisor up to three times per semester as needed;
- identify and comply with recommendations made by an academic advisor regarding academic and student support services/workshops available at the College or within the community; and,
- Return to a Conditional Status II upon re-enrollment.

A student who is placed on Academic Suspension may submit an appeal. A student who is registered and does not successfully appeal the decision will be dropped from all classes on a date specified by the registrar.

Appeals of Academic Suspension

A suspended student has the right to appeal. During the appeal process, the student may not register or attend classes. In addition, the registration hold will remain in effect.

1. The student must complete the Academic Progress form and submit it to the vice president, or designee, prior to re-enrollment or the start of classes. Students who do not submit the Academic Progress form in advance will not be able to register or will be dropped from all classes on a date specified by the registrar.
2. The Academic Appeals Ad-Hoc Committee is appointed to review pertinent academic records such as the students' transcripts, and make a decision within five calendar days after receiving the appeal.
3. The vice president, or designee, will notify the student of one of the following two decisions:
    a. Lift the suspension with or without provisions. All provisions will be monitored by an academic advisor:
        i. A student whose appeal is lifted may register for any classes that have not begun.
        ii. The student must meet with an academic advisor prior to registration
    b. Let the suspension stand.
4. An assigned academic advisor will notify the suspended student the results of the appeal by official college email within five calendar days.
5. Once the decision has been communicated to the student, the vice president, or designee, will notify the registrar, Financial Aid Office, and the Veterans Office (if necessary).
6. The decision of the Academic Appeals Ad-Hoc Committee is final.

Credit for Prior Learning

Students may request course credit for prior learning (CPL) using apprenticeships, certifications and licensures, courses listed in high school to community college articulation agreements, military education and training, standardized examinations, challenge examinations, portfolio assessments, and public safety training prefix courses consistent with College policy and State Board of Community College code 1D SBCCC 800.2.

No greater than seventy-five percent (75%) of the credit hours required for graduation from a curriulum program of study may be earned through CPL.

- **Credit Through Apprenticeship**
  Work-based learning (WBL) course credit may be granted for the experimental portion of a Registered Apprenticeship. Documentation including completed time on task shall be provided through an Apprenticeship Agreement and shall constitute the documentational requirements of a WBL experience. All apprenticeships must be approved and registered with the North Carolina State Apprenticeship Agency through ApprenticeshipNC.

  The College, participating employer, and North Carolina Community College System shall cooperatively put together an apprenticeship agreement that will require at least 2,000 hours of on-the-job learning plus an additional amount of classroom instruction.

  Upon successful completion of a registered apprenticeship, the individual may receive work-based learning (WBL) course credit.

- **Credit Through Certification and Licensure**
  Students seeking CPL via industry recognized and/or state regulated credentials will complete a request form for a prior learning assessment, attach supporting documentation that substantiates credential attainment, and submit it to the appropriate program coordinator/department chair, designated college official or office for consideration. The program coordinator/department chair and academic dean should review the request form and supporting documentation to determine whether the student is eligible to receive academic credit.

  Students are responsible for providing evidence of their valid (non-expired) certification(s) for their request for articulated credit. Students must be enrolled in the associated program to receive course credit.

- **High School to Community College Articulation Agreement Credits**
  North Carolina Department of Public Instruction high school courses that are listed in the High School to Community College Articulation Agreement are eligible for Combined Course Library curriculum course credit. Transcripts of high school courses must be submitted to the College.

The college may award credit for successful completion of other high school courses consistent with any local high school to community college articulation agreements entered into by the college and an education entity providing secondary education.

- **Military Education and Training**
  Servicemen and veterans may be awarded college credit for service schools they have attended. The service schools must be accredited by a regional accrediting agency. Before applying for credit, contact the service school(s) and ask them to which regional accrediting agency they belong. Contact the registrar for more information.

- **Standardized Examinations**
  The College may award CPL credit for the following standardized examinations:

A. College Board Advanced Placement Program ("AP"): College course credit will be granted to students who pass the AP examinations with a score of three, four or five.
B. Cambridge Assessment International Education: College course credit will be granted to students who score a grade of e/E or better based on the AS and A Level exam(s) taken.
C. College-Level Examination Program ("CLEP"): College course credit will be granted to students who participate in CLEP Subject Examinations and achieve the minimum passing score as recommended by the American Council on Education.
D. DANTES Subject Standardized Tests: College course credit will be granted to students who score at or above the credit-granting score recommended by the American Council on Education.
E. International Baccalaureate Diploma Program: College course credit will be granted to students who earn a grade of 70% or higher in courses taken from a recognized international institution, validated by a US credentialing agency.

- **Challenge Examinations**

CPL may be awarded through examinations created and administered by academic units that offer the course. The examination is constructed to allow the student to demonstrate mastery of the learning outcomes of the course.

If a department offers credit by examination, no eligible student can be refused the opportunity to take the exam for course credit. A student must meet all pre-requisite requirements before they are eligible to take the challenge/proficiency examination for a course.

Students meeting challenge exam eligibility requirements, as provided by the State Board, state and federal law, and this policy, are responsible for submitting a challenge examination request.

As defined in the State Board of Community Colleges Code, developmental courses, supplemental courses, and courses including clinical practice are not eligible for challenge exams/proficiency.

A student seeking to exempt a course by a Challenge Exam (CE) must abide by the following guidelines:

A. Any student may present their request to receive credit for a course by a challenge examination using the Challenge Exam request form and must document the request for a challenge exam based on completion of a similar college-level course or formal training. A CE will only be given for courses on the schedule for that particular semester unless the course is needed to complete a student's program of study. The request must be received at least five (5) College working days prior to the start of the course using the form. Upon approval, the student will arrange a time with the instructor, program coordinator, department chair, and/or academic dean to take the exam. The instructor, program coordinator, department chair, and/or academic dean will administer the exam/assessment and submit the results on the Credit for Prior Learning form. Under special circumstances an academic dean may approve CE requests.

B. A Challenge Exam will not be allowed if there is an existing CLEP Test that the student may take.

C. Only one attempt at a CE is allowed for each course. To successfully challenge a course, the student must pass a comprehensive exam or appropriate assessment, based on standards set by the department.

D. Hours earned by CE or audit will not be counted towards enrollment status for Title IV Financial Aid or VA benefits.

E. A student who fails or withdraws from a course is not eligible to earn credit by challenge exam.

- **Portfolio Assessment**

CPL may be awarded through a portfolio assessment process managed by an academic department of the College. A portfolio is "a formal communication" presented by a student as a request for prior learning credit.

Prior learning assessment by portfolio assessment will follow a course-equivalency credit model. Students demonstrate college-level learning by submitting a portfolio consisting of an organized collection of evidence that demonstrates mastery of the learning outcomes of a specific course offered at the College.

To submit a portfolio for assessment, students must contact the department offering the course. Courses eligible for credit by portfolio assessment are determined by the department. All portfolio assessments will be completed by discipline-appropriate faculty trained in assessing portfolios for credit. Departments offering prior learning assessment by portfolio will establish rubrics to guide faculty assessment and scoring.

- **Credit Through Public Safety Training Prefix Courses**

Courses in the Combined Course Library with a Public Safety Training (PST) prefix may be used for awarding prior learning credit for industry-recognized public safety training and/or credentials.

Credit shall be considered for public safety training that meets the criteria outlined in the Public Safety Training course descriptions as listed in the Combined Course Library.

Official documentation from the training provider or credentialing entity shall be provided to the College to validate the training.

Auditing Courses
Any individual may audit a College of The Albemarle (College) class based on the following:

- The individual pays the normal tuition and fees. Senior Citizens aged 65 or older may audit non-self-supporting courses without the payment of tuition or a registration fee provided the individual meets the other criteria listed. The individual will be responsible for paying any course fees.
- Auditing students do not take tests or examinations, they do not receive grades, credit or financial aid, and cannot later change the "audit" to credit.
- Students auditing a course must meet the same course prerequisite and attendance standards as all other students in the course. Auditing a course will not meet the prerequisite of any sequential or higher-level course.
- Auditing is subject to open seats in the course and a student who audits a course shall not displace other students seeking to enroll in the course. Registrations will be processed on the day before classes start after space availability has been verified by the registrar's office. If space is available, the student will be contacted by the registrar's office. Payment of tuition and/or fees will be due at that time.
- Students who audit a course and withdraw from the course will be issued a grade of "W".
- Students who desire to audit must do so at the time of registration. Audits appear on the grade report as "AU".

Repeating Courses and Course Substitutes

Curriculum
Curriculum courses with earned grades of "C", "D" or "F" may be repeated to improve grades. Special permission is required by the vice president of learning if the earned grade is a "B" or higher and/or the student is attempting to enroll in a course more than three times for credit or audit. 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 average (GPA).

Course Substitutes
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:

1. credit hours that are at least equal to the number of credit hours of the original course
2. relevance to the curriculum
3. congruency to the course for which the substitution is made
4. meet program requirements set forth by the North Carolina Community College System.

The student will initiate this process for course substitution with an academic advisor by jointly completing the Course Substitution form, obtaining required signatures, and submitting the form to the appropriate department chair/program coordinator for approval.

Course substitutions for general education courses within a program of study must also be approved by the appropriate general education department chair/program coordinator or content expert in the subject area. Final approval for all course substitutions must be granted by the academic dean for the student's program of study.

The academic 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 returned to the student's academic advisor.

ACA 122 Transfer & Career Success
ACA 122 is a required course in college transfer programs as mandated by the North Carolina Comprehensive Articulation Agreement. A student may be waived from completing ACA 122 Transfer & Career Success for one of the following reasons:

- Completion, with a grade of C or higher, of a one-semester credit hour course (or more) with similar competencies to ACA 122 from an institution of higher education accredited by one of the following seven accrediting agencies: the Southern Association of Colleges and School Commission of Colleges (SACSCOC), the Middle States Commission of Higher Education (MSCHE), the New England Commission of Higher Education (NECHE), the Northwest Commission on Colleges and Universities (NWCCU), Higher Learning Commission (HLC), WASC Senior College and University Commission (WSCUC) and Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges (ACCJC).
- For the purpose of awarding degrees through Reverse Transfer.

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 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 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.

This procedure will not be applied when calculating Satisfactory Academic Progress (SAP) for the purpose of Financial Aid, per regulations provided by the U.S. Department of Education.

A Fresh Start may only be granted one time.

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

For more information, please visit https://www.albemarle.edu/wp-content/uploads/2023-COA-Articulation-Agreement-1.pdf

To receive substitute credit for EDU 187: Teaching and Learning for All, students must be enrolled as a CCP student or enroll at the community college within two (2) years of their high school graduation and meet the following criteria:

- Final Grade of "B" or higher (80 or higher) in Teacher Cadet I or Teaching as a Profession I.

Submit an EDU 187 Credit for Prior Learning Form to request substitute credit and include a copy of the official high school transcript as well as the final report card showing the final grade in the course and the instructor of the course for review and approval by the college.

**Districts also are required to submit a high school instructor verification form to ensure that high school faculty teaching Teacher Cadet I or Teaching as a Profession I course meet transfer-level qualifications as established by SACSCOC or other accrediting bodies.*

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	3
	4 or 5	HIS 121 Western Civilization I and HIS 122 Western Civilization II and	6
Human Geography	3, 4, or 5	GEO 111 World Regional Geography	3
Microeconomics	3, 4, or 5	ECO 251 Principles of Microeconomics	3
Macroeconomics	3, 4, or 5	ECO 252 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 112 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	4
	4 or 5	MAT 271 Calculus I and MAT 272 Calculus II	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
PreCalculus	3, 4, or 5	MAT 171 Precalculus Algebra	4
Statistics	3, 4, or 5	MAT 152 Statistics	4
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 and 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 Language 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

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 highest honors)
3.55-3.69	cum laude (with honors)

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.

Accessibility Support Services

The College shall comply with the Americans with Disabilities Act of 1990, As Amended ("ADA") and Section 504 of the Rehabilitations Act of 1973 ("Section 504"). All requests for reasonable accommodations will be considered following the appropriate federal and state laws as outlined in this procedure. Information provided by students is voluntary and strict confidentiality will be maintained.

Students wishing to make a request for reasonable accommodations must self identify by contacting the coordinator of accessibility (coordinator) located within the division of Student Success and Enrollment Management. A Request for Accommodations Form must be completed by the student with supporting documentation of the disability as defined by ADA and Section 504 from a qualified professional. Documentation should be current (within the past five years) and will be used to evaluate requests for reasonable accommodations. The evaluation process will include the impact of the documentation on the goals and standards of the programs, course, and/or activity. The documentation should provide enough information for the student and the College to decide what is an appropriate adjustment to make the relevant College programs, courses, and/or activities accessible to the individual. When submitting an individualized education plan (IEP) or Section 504 plan for documentation, the coordinator, or designee may require additional documentation.

Supporting documentation should include:

A. a current diagnostic statement identifying the disability;
B. the date of the current diagnostic evaluation;
C. the credentials of the diagnosing professional.

Supporting documentation may include:

A. the date of the original diagnosis;
B. a description of the diagnostic criteria and/or the diagnostic test used;
C. a description of the current functional impact;
D. all treatments, medications, assistive devices/services currently prescribed or in use; and;
E. professional recommendations regarding accommodations and services.

Upon receipt of all forms and documents, within 10 college working days, the coordinator and student will work together to develop an accommodation plan based on the documentation provided and the student's needs. Whenever necessary, the coordinator will contact the instructor, program chair or academic dean to determine what reasonable accommodations may be provided. Students requesting reasonable accommodations for instruction/class should submit the request form and documentation four weeks prior to the start of the class. Requests made after the start of the term will be processed in a timely manner; however, accommodations are not retroactive. Students who have not attended for two consecutive semesters will need to complete a new Request for Accommodations Form. New, supporting documentation may be required as well.

Incomplete requests for reasonable accommodations will be maintained by the College for one year from the date the request for accommodations form was received. Students enrolling at the College after one year, will be required to submit a new request form and may be required to submit updated documentation from a qualified professional.

The appropriate accommodations must be determined based on disability and individual needs. Accommodations may include auxiliary aids and services, as well as modifications to academic requirements as necessary to ensure the Student's access to equal educational opportunities. In providing accommodations, the College will consider whether such would lower or substantially modify the essential requirements of the programs, courses, and/or activities offered. Similarly, the College shall consider whether the sought accommodations would fundamentally alter the nature of these services, programs, or activities or create an undue financial or administrative burden on the College.

Educational accommodation plans are valid for one academic semester unless otherwise noted. Students must update and sign a new educational accommodation plan at the beginning of each academic semester. The coordinator or designee will send a student's approved Educational Accommodation Plan to the student's instructor(s) on record the week prior to the start of the appropriate term. If the plan is not signed before the beginning of the semester, the coordinator or designee will send the student's Educational Accommodation Plan to the student's instructors within five (5) College working days of signing the plan. Notifications to instructors by the coordinator or designee do not remove the student's responsibility to communicate with their instructors about using their accommodations requiring student requests for each use.

For more information regarding Accessibility Services, please email accessibility@albemarle.edu or visit the Accessibility Services office.

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

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 visit the Incident Reporting Form on our website.

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.

Discrimination and Harassment

College of The Albemarle (COA) is dedicated to fostering an inclusive, diverse environment. We ensure equal opportunity across all facets - admissions, employment, and access - and prohibit discrimination or harassment of any kind, based on race, color, national origin, sex, age, religion, disability, or veteran's status. We actively recruit and support a diverse community of students, faculty, and staff. Inquiries or reports regarding nondiscrimination or Title IX should be directed to:

- Students: student_titleix@albemarle.edu
- Employees: employee_titleix@albemarle.edu

COA Title IX Coordinator:
Kris Burris, Vice President, Student Success and Enrollment Management, 252-335-0821, ext. 2251.

Deputy Title IX Coorinators:
Keriann Harris, Director, Human Resources, Deputy Title IX Coordinator for Employees

Lela Ingram, Director, Student Services, Deputy Title IX Coordinator for Students

Emergency Contacts
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

Student's Rights & Responsibilities

Overview of Student Rights
The following is an overview of basic student rights. All students at College of The Albemarle (College) shall be treated in an equitable and fair manner and afforded certain due process rights in academic, discipline, and grievance matters as established in College procedures.

A. Students are free to pursue their educational goals. The College shall provide appropriate opportunities for learning in the classroom and on the campus. Student performance will be evaluated solely on an academic basis and not on opinions or conduct in matters unrelated to academic standards.
B. Students have the right to freedom of expression, inquiry and assembly without restraint or censorship, subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
C. Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees and College offices.
D. Students and former students have the right to review their official records and to request a grievance if they challenge the contents of these records. No records shall be made available to unauthorized personnel or groups outside the College without the written consent of the student involved or if a legal exception applies.
E. No disciplinary sanctions, other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process.
F. Students have the right to voluntarily withdraw from courses under certain criteria.
G. Students have the right to be free from discrimination, harassment and sexual violence while attending the College and accessing the College's programs and opportunities.

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.

Alcohol and Drugs on Campus

The college provides a safe and healthy environment for students to pursue academic excellence, career and technical 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 Policy Number: 5.3.5 - Alcohol and Drugs on Campus.

Academic and Non-Academic Violations

Violations of the Student Code of Conduct will be handled in accordance with Procedure 5.3.2.1 - Discipline and Appeal for Academic Violations and Procedure 5.3.2.2 - Discipline and Appeal Non-Academic Violations.

In accordance with the two procedures listed above, 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.

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.

Student Grievance

College of The Albemarle (College) acknowledges students have the right to a fair and balanced system for initiating general complaints or grievances relating to decisions made or actions taken by a College employee that involves misapplication of the college's policies, procedures, or regulations. To affirm its commitment to promoting a fair and balanced system for student complaint and grievance resolution, the College publishes procedures to guarantee a prompt, reasonable, and impartial process for addressing informal complaints and written grievances. In addition, the College maintains a record of student complaints.

Grievance Process Overview

In order to maintain a harmonious and cooperative environment between and among College of The Albemarle (College) and its students, the College provides for the settlement of problems and differences through an orderly grievance procedure. Every student shall have the right to present his/her problems or grievances free from coercion, restraint, discrimination or reprisal. This Procedure provides for prompt and orderly consideration and determination of student problems and grievances by College administrators and ultimately the president. A grievance is any matter of student concern or dissatisfaction with the College's control except:

(a) student discipline matters regarding academic and non-academic violations (Policy 5.3.2 Student Code of Conduct);

(b) discrimination and unlawful harassment, including sexual harassment and sexual violence (Policy 5.3.4 Discrimination and Harassment);

(c) a grade appeal (Policy 5.2.5 Grade Appeal);

(d) claims against a College employee for any matter unrelated to the employee's role or position at the College; or

(e) any other matter that has a specific grievance process outlined in that policy or procedure.

II. Internal Grievance Process

1. Informal Grievance – Step One

In the event the alleged grievance lies with an instructor/staff member, the student must first go to that instructor/staff member and attempt to informally resolve the matter within five (5) College working days of becoming aware of the decision, action or event giving rise to the grievance. Both the student and instructor/staff member must have an informal conference to discuss the situation and document the attempts taken to resolve the grievance at this level. In the event that the student is unsatisfied with the resolution reached at the informal conference, the student may proceed to Step Two within five (5) College working days after the informal conference. Not proceeding to Step Two within the time period will result in the grievance not being heard and the matter being closed. If the grievance concerns issues unrelated to a particular instructor/staff member (for example, an issue with College policy), the student can skip the informal process and proceed to Step Two.

2. Formal Grievance – Step Two

College of The Albemarle Procedure
Procedure Number: 5.3.6.1 Pages: 2 of 3

If the grievance is not resolved at Step One (or, given the nature of the grievance, Step Two begins the process) the student may file a written grievance with the vice president of student success and enrollment management ("Vice President"), or designee, via the online student complaint form or email. The written grievance must contain, with specificity, the facts supporting the grievance and the attempt, if applicable, to resolve the grievance at the informal level. The vice president, or designee, shall review the written grievance and conduct whatever further investigation, if any, is necessary to determine any additional facts that are needed to resolve the grievance. The vice president, or designee, shall provide a written decision within ten (10) College working days after receipt of the grievance. In the event that the student is unsatisfied with the resolution reached by the vice president, or designee, the student may proceed to Step Three within five (5) College working days after receipt of the vice resident's, or designee, written determination. Not proceeding to Step Three within the time period will result in the grievance not being heard and the matter being closed.

3. Appeal – Step Three

If the student is not satisfied with the vice president's, or designee, determination, the student may appeal to the Student Grievance Committee which consists of the following members:

1. Two students recommended by the Student Government Association
2. One faculty member recommended by the vice president of learning
3. One student services staff member recommended by the vice president of Student Success and Enrollment Management
4. One administrator, other than the vice president of student success and enrollment management, to serve as the Committee's chairperson
5. The vice president of student success and enrollment management, or designee, who serves as ex-officio

The appeal must be in writing, must provide a written summary of the specific facts and must contain any other documentation pertinent to the matter. The Student Grievance Committee will conduct an "on the record" review and conduct any further investigation that is necessary to ascertain the facts needed to make a determination. At the conclusion of the investigation and not later than fifteen (15) College working days after receipt of the student's appeal, the Student Grievance Committee shall make a recommendation to the president regarding the grievance. The president, or designee, shall notify the student and any College personnel involved of their decision in writing.

College of The Albemarle Procedure
Procedure Number: 5.3.6.1 Pages: 3 of 3

The president's decision is final.

III. External Grievance Process

1. North Carolina Community College System The College is a member of the North Carolina Community College (NCCC) System. If a student is dissatisfied with the result of a grievance within the College, the student may file a grievance with the NCCC System. The student must exhaust the College's internal grievance process prior to filing a grievance with the NCCC System. The contact information for the NCCC System Office is: North Carolina Community College System Office 200 West Jones Street Raleigh, NC 27603 Telephone: 919-807-7100 Website: https://studentcomplaints.northcarolina.edu/form

2. Southern Association of Colleges and Schools Commission on Colleges The College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). If a student is dissatisfied with the result of a grievance within the College, the student may file a grievance with the SACSCOC. The student must exhaust the College's internal grievance process prior to filing a grievance with the SACSCOC. The contact information for SACSCOC is: Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) 1866 Southern Lane Decatur, GA 30033 Telephone: 404-679-4500 Website: https://sacscoc.org/

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: communication, quantitative skills, information literacy and inqury and analysis. The intended outcomes for each of the four core competencies are as follows:

Communication - Students will prepare a deliverable designed to increase knowledge, foster understanding, or promote change in audiences' attitudes, values, beliefs, or behavior.
Information Literacy - Students will apply appropriate strategies to identify materials, evaluate information, and reference relevant discipline materials to effectively address a topic.
Quantitative Literacy - Students will use mathematical skills to logically analyze and interpret mathematics in context.
Inquiry and Analysis - Students will develop meaningful questions, gather and analyze evidence, and create evidence-based conclusions or solutions.

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 025 prior to entrance into the respective course.

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 2026-2027 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 2026-2027 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 denotesthe 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.

Arts and Sciences

Number	Title	Page No.
A 10 10 0	Associate in Arts	57
A 10 10 T	Associate in Arts in Teacher Preparation	61
A 10 40 T	Associate in Science in Teacher Preparation	61
A 10 50 0	Associate in Engineering	68
A 10 80 0	Associate in Fine Arts in Theatre **(Suspension Pending Approval)**	73
A 10 60 0	Associate in Fine Arts in Visual Arts	78
A 10 30 0	Associate in General Education	83
A 10 40 0	Associate in Science	88
A 10 40 0 AE	Associate in Science - Pre Engineering	92

Business, Industry & Applied Technologies

A 60 20 0	Aviation Systems Technology	97
D 60 20 0 AM	Airframe Maintenance, Diploma	97
D 60 20 0 PP	Powerplant Maintenance, Diploma	97
C 60 20 0 A	Airframe Maintenance, Certificate	97
C 60 20 0 P	Powerplant Maintenance, Certificate	97
C 55 12 0	Basic Law Enforcement Training	103
D 60 33 0 B	Boat Manufacture and Service, Diploma - Boat Construction (Instructional Service Agreement with Beaufort Community College)	105
D 50 15 0	Computer-Aided Drafting Technology, Diploma	107
C 50 15 0	Computer-Aided Drafting Technology, Certificate	107
D 50 21 0	Computer Integrated Machining, Diploma	110
C 50 21 0 M	Manufacturing Technologist, Certificate	110
C 50 21 0 I	Conventional Machinist, Certificate	110
C 50 21 0 II	CNC Technician, Certificate	110
D 35 13 0	Electrical Systems Technology, Diploma	114
C 35 13 0 I R	Electrical Systems Residential Wiring, Certificate	114
C 35 13 0 I M	Electrical Systems Industrial Maintenance, Certificate	114
A 25 12 0 BA	General Business Administration	118
C 25 12 0 BA	General Business Administration, Certificate	118
C 25 12 0 E	Entrepreneurship,Certificate	118
A 25 12 0 AC	General Business Administration, Accelerated Program Track	123
A 25 12 0 GB	Global Business Management	128
C 25 12 0 GB	Global Business Management, Certificate	128
A 25 59 0 CP	Information Technology: Computer Programming	133
C 25 59 0 CP	Fundamentals of Computer Programming, Certificate	133
C 25 59 0 DA	Data Analytics and Reporting, Certificate	133
A 25 59 0 SA	Information Technology: Systems Administration and Support	139
C 25 59 0 SA	Computer Upgrade and Repair Technician, Certificate	139
D 35 10 0	Air Conditioning, Heating & Refrigeration Technology, Diploma	143
C 35 10 0 I	Air Conditioning, Heating & Refrigeration Technology, Certificate I	143
C 35 10 0 II	Air Conditioning, Heating & Refrigeration Technology, Certificate II	143
D 50 42 0	Welding Technology, Diploma	146
C 50 42 0 I	Welding Technology: Basic Certificate	146
C 50 42 0 II	Welding Technology: Advanced Certificate	146

Health Sciences & Wellness Programs

A 10 30 N	Associate in General Education - Nursing	149
A 45 11 0	Associate Degree Nursing	152
A 45 11 0	LPN/ADN Option	156
A 45 34 0	Emergency Medical Science	159
A 45 34 0 BR	Emergency Medical Science Bridge Program	162
A 45 63 0	Health and Fitness Science	165
C 45 63 0	Health and Fitness Science, Certificate	165
A 45 36 0	Health Information Technology (Instructional Service Agreement with Pitt Community College)	169
A 45 23 0	Health Sciences	171
D 45 23 0	Health Sciences, Diploma	171
C 45 23 0 PB	Health Sciences, Phlebotomy Certificate (PBT)	171
C 45 23 0 NA	Health Sciences, Nurse Aide Certificate (NA)	171
C 45 23 0 HG	Health Sciences – General Certificate (High School Career & College Promise (CCP) CTE Pathway)	171
C 45 23 0 HN	Nurse Aide, Health Science Certificate (NA (High School Career & College Promise (CCP) CTE Pathway)	171
A 45 38 0	Social & Human Services	182
D 45 38 0	Social & Human Services, Diploma	182
C 45 38 0 SHS	Social and Human Services, Certificate	182
C 45 38 0 MH	Mental Health, Certificate	182
A 45 40 0	Medical Assisting	188
D 45 40 0	Medical Assisting, Diploma	191
A 45 42 0	Medical Laboratory Technology (Instructional Service Agreement with Pitt Community College)	193
A 25 31 0 MO	Medical Office Administration	196
D 25 31 0 MO	Medical Office Administration, Diploma	196
C 25 31 0 PR	Patient Representative, Certificate	196
D 45 66 0	Practical Nursing	201
A 45 70 0	Radiography (Instructional Service Agreement with Pitt Community College)	203
A 45 72 0	Respiratory Therapy (Instructional Service Agreement with Pitt Community College)	205
A 45 74 0	Surgical Technology	211
D 45 95 0	Health Science: Therapeutic and Diagnostic Services – Phlebotomy Pathway, Diploma **(Suspension Pending Approval)**	214
D 45 97 0	Health Science: Therapeutic and Diagnostic Services – Nurse Aide Pathway, Diploma **(Suspension Pending Approval)**	217

Workforce Development, Public Services & Career Readiness

A 15 10 0	Agribusiness Technology	220
C 15 10 0	Agribusiness Technology, Certificate	220
D 55 14 0	Cosmetology, Diploma	224
A 55 18 0	Criminal Justice Technology	227
D 55 15 0	Culinary Arts, Diploma	230
C 55 15 0 I	Culinary Arts, Certificate I	230
C 55 15 0 II	Culinary Arts, Certificate II	230
C 55 22 0	Early Childhood Education, Certificate	234
C 55 29 0	Infant/Toddler Care, Certificate	234
A 55 22 0 CET	Early Childhood Education: Career Entry	236
A 55 22 0 NTT	Early Childhood Education: Non Licensure Transfer Track	239
A 55 22 0 LTT	Early Childhood Education: Licensure Transfer Track	242
C 55 25 0 I	Foodservice Technology, Certificates I	245
C 55 25 0 II	Foodservice Technology, Certificates II (offered only at Pasquotank Correctional Institution)	245
A 55 28 0	General Occupational Technology	247

COA 2026 Comprehensive Articulation Agreement (CAA) Course List

College of The Albemarle 2026 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. These courses can be found on the Comprehensive Articulation Agreement Transfer Course List.

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 & Career 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 Anthroplogy	GEN ED: Social/Behavioral Science
ART 111	**Art Appreciation**	**UGETC: Humanities/Fine Arts – AA/AS**
ART 113	**Art Materials and Methods**	Pre-Major/Elective
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 215	Visual Art Portfolio	Pre-Major/Elective
ART 240	Painting I	Pre-Major/Elective
ART 241	Painting II	Pre-Major/Elective
ART 247	Jewelry I	Pre-Major/Elective
ART 248	Jewelry 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. Organic & 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 113	Juvenile Justice	Pre-Major/Elective
CJC 121	Law Enforcement Operations	Pre-Major/Elective
CJC 141	Corrections	Pre-Major/Elective
CJC 212	Ethics & Comm Relations	Pre-Major/Elective
COM 110	Intro. to Communications	GEN ED: Communications
COM 120	**Intro. Interpersonal Communications**	**UGETC: Communications – AA/AS**
COM 231	**Public Speaking**	**UGETC: Communications – AA/AS**
CSC 151	JAVA Programming	Pre-Major/Elective
CSC 251	Advanced JAVA 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 118	Script Analysis	Pre-Major/Elective
DRA 120	Voice for Performance	Pre-Major/Elective
DRA 130	Acting I	Pre-Major/Elective
DRA 131	Acting II	Pre-Major/Elective
DRA 135	Acting for the Camera I	Pre-Major/Elective
DRA 140	Stagecraft I	Pre-Major/Elective
DRA 141	Stagecraft II	Pre-Major/Elective
DRA 144	Introduction to Stage Design	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
ECO 251	**Principles of Microeconomics**	**UGETC: Social/Behavioral Sci – AA/AS**
ECO 252	**Principles of Macroeconomics**	**UGETC: Social/Behavioral Sci – AA/AS**
EDU 131	Child, Family, and Community	Pre-Major/Elective
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
EDU 250	Teacher Licensure Preparation	Pre-Major/Elective

EGR 150	Intro to Engineering	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**
FRE 111	Elementary French I	GEN ED: Humanities/Fine Arts
FRE 112	Elementary French II	GEN ED: Humanities/Fine Arts
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**
HSE 110	Intro to Human Services	Pre-Major/Elective
HUM 115	Critical Thinking	GEN ED: Humanities/Fine Arts
HUM 120	Cultural Studies	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 175	**Precalculus**	**UGETC: Math - AA/AS**
MAT 263	**Brief Calculus**	**UGETC: Math – AS**
MAT 271	**Calculus I**	**UGETC: Math – AS**
MAT 272	**Calculus II**	**UGETC: Math – AS**
MAT 273	Calculus III	GEN ED: Mathematics
MAT 280	Linear Algebra	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

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 123	Yoga II	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
PED 218	Pilates II	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
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 211	Intermediate Spanish I	GEN ED: Humanities/Fine Arts

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. Prepare a deliverable designed to increase knowledge, foster understanding, or promote change in audiences' attitudes, values, beliefs, or behavior.
2. Apply appropriate strategies to identify materials, evaluate information, and reference relevant discipline materials to effectively address a topic.
3. Use mathematical skills to logically analyze and interpret mathematics in context.
4. Develop meaningful questions, gather and analyze evidence, and create evidence-based conclusions or solutions.

Graduation Requirement: At least 60 semester hours must be completed with at least a 2.0 ('C') grade point average on a 4.0 scale. Note: Courses with a grade of D will not transfer under the Comprehensive Articulation Agreement.

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 website for more information. www.albemarle.edu/student-resources/transfer-from-coa/

*This program offers a Career and College Promise pathway (CCP) P1012C. Courses within the pathway are highlighted in yellow.

In addition to the traditional Associate in Arts program, College of The Albemarle (COA) offers alternative scheduling options. Students may choose a Fast Track option to complete the program more quickly and/or enroll in courses offered in 8-week sessions. For additonal details, please visit the Associate in Arts Program web page.

A 10 10 0 Associate in Arts

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
STUDENT SUCCESS					**1**
ACA 122	Transfer & Career Success			None	1
COMPOSITION					**6**
ENG 111	Writing and Inquiry			ENG 025	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
HUMANITIES/FINE ARTS/COMMUNICATIONS					**9**
Select 3 courses from at least two different disciplines: ART 111 (none), ART 114 (ENG 025), ART 115 (ENG 025), COM 120 (none), COM 231 (ENG 111), 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
				Varies – pre-requisites in parentheses	3
SOCIAL/BEHAVIORAL SCIENCES					**9**
Select 3 courses from at least two different disciplines: ECO 251 (ENG 025 and MAT 025), ECO 252 (ENG 025 and MAT 025), HIS 111 (ENG 025), HIS 112 (ENG 025), HIS 131 (ENG 025), HIS 132 (ENG 025), POL 120 (ENG 025), PSY 150 (ENG 025), or SOC 210 (ENG 025)					
				Varies – pre-requisites in parentheses	3
				Varies – pre-requisites in parentheses	3
				Varies – pre-requisites in parentheses	3
MATHEMATICS					**3-5**
Select 1 course from: MAT 143 – 3 credit hours (ENG 025 and MAT 025), MAT 152 – 4 credit hours (ENG 025 and MAT 025), MAT 171 – 4 credit hours (MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher), or MAT 175 (MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher)					
			Varies	Varies – pre-requisites in parentheses	3-5
NATURAL SCIENCES					**4**
Select 1 course from: AST 111 with AST 111A (None), BIO 111 (ENG 025 and MAT 025), BIO 112 (BIO 111), CHM 151 (ENG 025 and MAT 025, and either CHM 090 or one unit of HS Chemistry), CHM 152 (CHM 151), or PHY 110 with PHY 110A (MAT 025)					
				Varies – pre-requisites in parentheses	4

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A 10 10 0 Associate in Arts

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
OTHER GENERAL EDUCATION HOURS					**13-14**
Select 13-14 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	Varies
				Varies	Varies
				Varies	Varies
				Varies	Varies
				Varies	Varies
ADDITIONAL COURSEWORK					**14**
Select 14 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 and in other general education hours. Courses should be chosen based upon requirements for student's intended major at the receiving four-year institution.					14
				Varies	
				Varies	
				Varies	
				Varies	
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE					**60-61**

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 Transfer & Career Success	None	0	2	0	2	1
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025	3	0	0	3	3
Social/Behavioral Science	Pre-Requisites: Varies	3	0	0	3	3
Select one of the following: MAT 143, MAT 152, MAT 171 or MAT 175	Pre-Requisites: Varies	2-4	2	0	4-6	3-5
Humanities/Fine Art	Pre-Requisites: Varies	3	0	0	3	3
TOTAL SEMESTER HOURS		**11-13**	**4**	**0**	**15-17**	**13-15**
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
Social/Behavioral Science	Pre-Requisities: 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		**15**	**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
General Education Elective(s)	None	Varies	Varies	0	Varies	13-14
TOTAL SEMESTER HOURS		**Varies**	**Varies**	**0**	**Varies**	**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**
CAA Elective(s)	Pre-Requisities: Varies	Varies	Varies	0	Varies	14
TOTAL SEMESTER HOURS		**Varies**	**Varies**	**0**	**Varies**	**14**
TOTAL DEGREE HOURS						***60-61**

*Number of hours of CAA elective and general education elective coursework needed is based upon course choices made in the first-year mathematics course, and other general education hours. 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 10 T Associate in Arts in Teacher Preparation

A 10 40 T Associate in Science in Teacher Preparation



CONCENTRATION OVERVIEW
The Associate in Arts and the Associate in Science in Teacher Preparation Degrees are designed to meet the two-year general college requirements of four-year colleges and universities for students seeking to pursue a concentration in field of K-12 education.

A 10 10 T: Upon completion of this concentration, graduates will be able to transfer with junior-level status and pursue a teaching degree in the K-12 field of education. This curriculum is suited for students who want to pursue a four-year teaching degree in non-stem areas such as English, History, Social Sciences, Humanities and the Arts.

A 10 40 T: Upon completion of this concentration, graduates will be able to transfer with junior-level status and pursue a teaching degree in the K-12 field of education. This curriculum is suited for students who want to pursue a four-year teaching degree in STEM related or technical areas such as mathematics and science.

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

1. Prepare a deliverable designed to increase knowledge, foster understanding, or promote change in audiences' attitudes, values, beliefs, or behavior.
2. Apply appropriate strategies to identify materials, evaluate information, and reference relevant discipline materials to effectively address a topic.
3. Use mathematical skills to logically analyze and interpret mathematics in context.
4. Develop meaningful questions, gather and analyze evidence, and create evidence-based conclusions or solutions.

Graduation Requirement: At least 60 semester hours must be completed with at least a 2.0 ('C') grade point average on a 4.0 scale. Note: To be eligible for the transfer of credits under the AATP/ASTP Uniform Articulation Agreement, an applicant must earn an Associate in Arts in Teacher Preparation (AATP)/Associate in Science in Teacher Preparation (ASTP) degree in a North Carolina Community College with a GPA of at least 2.7 and a grade of C or better in all transfer courses.

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 website for more information. www.albemarle.edu/student-resources/transfer-from-coa/

*This program offers a Career and College Promise pathway (CCP) P1012T and PI042T. Courses within the pathway are highlighted in yellow.

A 10 10 T Associate in Arts in Teacher Preparation

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 025	3	0	0	3	3
ACA 122 Transfer & Career Success	Pre-Requisites: None	0	2	0	2	1
EDU 187 Teaching & Learning for All*	Pre-Requisites: None	3	3	0	6	4
Humanities/Fine Arts (see options listed on following pages)	Varies	3	0	0	3	3
Social/Behavioral Sciences (see options listed on following pages)	Varies	3	0	0	3	3
TOTAL SEMESTER HOURS		**12**	**5**	**0**	**17**	**14**

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 (select one) MAT 143 - Quantitative Literary OR MAT 152 - Statistical Methods OR MAT 171 - Precalculus Algebra	Pre-Requisites for MAT 143 or MAT 152: ENG 025 and MAT 025 Pre-Requisites for MAT 171: MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher	2 3 3	2 2 2	0 0 0	4 5 5	3-4
Humanities/Fine Arts (see options listed on following pages)	Varies	3	0	0	3	3
Social/Behavioral Sciences (see options listed on following pages)	Varies	3	0	0	3	3
EDU 216 Foundations of Education	Pre-Requisites: ENG 111	3	0	0	3	3
TOTAL SEMESTER HOURS		**14-15**	**2**	**0**	**16-17**	**15-16**

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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
EDU 250 Teacher Licensure Preparation	Pre-Requisites: None Co-Requisites: (1) ENG 111 and MAT 143 OR (2) ENG 111 and MAT 152 OR (3) ENG 111 and MAT 171	3	0	0	3	3
Humanities/Fine Arts (see options on next page)	Varies	3	0	0	3	3
Natural Science (see options listed on next page)	Varies	3	2-3	0	4	4
**General Education Elective	Varies	3	0	0	3	3
**General Education Elective	Varies	3	0	0	3	3
Elective		**15**	**2-3**	**0**	**16**	**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**
EDU 279 Literacy Development and Instruction	Pre-Requisites: None	3	3	0	6	4
SOC 225 Social Diversity	Pre-Requisites: ENG 025	3	0	0	3	3
**General Education Elective(s)	Varies	Varies	Varies	Varies	Varies	8-9
TOTAL SEMESTER HOURS		**Varies**	**Varies**	**0**	**Varies**	**15-16**
TOTAL PROGRAM HOURS						**60-61**

*Students who complete a Teacher Cadet or Teaching as a Profession course in highschool may be able to earn substitute credit for EDU 187.

****General Education Elective Options:**

14-15 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

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Humanities/Fine Arts Options:
Select three courses from the following from at least two different disciplines (9 SHC):

ART 111 Art Appreciation (3 SHC)
ART 114 Art History Survey I (3 SHC)
ART 115 Art History Survey II (3 SHC)
COM 120 Introduction to Interpersonal Communication (3 SHC)
COM 231 Public Speaking (3 SHC)
DRA 111 Theatre Appreciation (3 SHC)
ENG 231 American Literature I (3 SHC)
ENG 232 American Literature II (3 SHC)
ENG 241 British Literature I (3 SHC)
ENG 242 British Literature II (3 SHC)
MUS 110 Music Appreciation (3 SHC)
MUS 112 Introduction to Jazz (3 SHC)
PHI 240 Introduction to Ethics (3 SHC)

Social /Behavioral Sciences Options:
Select two courses from the following from at least two different disciplines (6 SHC):

ECO 251 Principles of Microeconomics (3 SHC)
ECO 252 Principles of Macroeconomics (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)
POL 120 American Government (3 SHC)
PSY 150 General Psychology (3 SHC)
SOC 210 Introduction to Sociology (3 SHC)

Biological Science/Natural Science Options:
Select 4 SHC from the following course(s):

AST 111 Descriptive Astronomy (3 SHC) and AST 111A Descriptive Astronomy Lab (1SHC)
BIO 111 General Biology I (4 SHC)
CHM 151 General Chemistry I (4 SHC)
PHY 110 Conceptual Physics (3 SHC) and PHY 110A Conceptual Physics Lab (1 SHC)

A 10 40 T Associate in Science in Teacher Preparation

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 025	3	0	0	3	3
ACA 122 Transfer & Career Success	Pre-Requisites: None	0	2	0	2	1
EDU 187 Teaching & Learning for All*	Pre-Requisites: None	3	3	0	6	4
Humanities/Fine Arts (see options listed on following pages)	Varies	3	0	0	3	3
Mathematics (see options listed on following pages)	Varies	3	2	0	5	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 Disciplines	Pre-Requisites: ENG 111	3	0	0	3	3
Mathematics (see options listed on following pages)	Varies	3	2	0	5	4
Social/Behavioral Sciences (see options listed on following pages)	Varies	3	0	0	3	3
**General Education Elective	Varies	3	0	0	3	3
EDU 216 Foundations of Education	Pre-Requisites: None	3	0	0	3	3
TOTAL SEMESTER HOURS		**15**	**2**	**0**	**17**	**16**

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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
EDU 250 Teacher Licensure Preparation	Pre-Requisites: None Co-Requisites: (1) ENG 111 and MAT 143 OR (2) ENG 111 and MAT 152 OR (3) ENG 111 and MAT 171	3	0	0	3	3
Humanities/Fine Arts (see options listed on following pages)	Varies	3	0	0	3	3
Natural Science (see options listed on next page)	Varies	3	2-3	0	5-6	4
**General Education Elective	Varies	3	0	0	3	3
TOTAL SEMESTER HOURS		**12**	**2-3**	**0**	**14-15**	**13**
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 279 Literacy Development and Instruction	Pre-Requisites: None	3	3	0	6	4
SOC 225 Social Diversity	Pre-Requisites: ENG 025	3	0	0	3	3
Natural Science (see options listed on next page)	Varies	3	2-3	0	5-6	4
**General Education Elective(s)	Varies	Varies	0	0	Varies	5
TOTAL SEMESTER HOURS		**Varies**	**5-6**	**0**	**Varies**	**16**
TOTAL PROGRAM HOURS						**60**

*Students who complete a Teacher Cadet or Teaching as a Profession course in highschool may be able to earn substitute credit for EDU 187.

****General Education Elective Options:**

11 SHC of courses should be selected from courses classified as general education within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university. Students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

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If the courses below are offered only during a specific semester, it is indicated after the semester hours (SHC).

Humanities/Fine Arts Options:
Select two courses from the following from at least two different disciplines (6 SHC)

ART 111 Art Appreciation (3 SHC)
ART 114 Art History Survey I (3 SHC) (Fall)
ART 115 Art History Survey II (3 SHC) (Spring)
COM 120 Introduction to Interpersonal Communication (3 SHC)
COM 231 Public Speaking (3 SHC)
DRA 111 Theatre Appreciation (3 SHC)
ENG 231 American Literature I (3 SHC) (Fall)
ENG 232 American Literature II (3 SHC) (Spring)
ENG 241 British Literature I (3 SHC) (Fall)
ENG 242 British Literature II (3 SHC) (Spring)
MUS 110 Music Appreciation (3 SHC)
MUS 112 Introduction to Jazz (3 SHC)
PHI 240 Introduction to Ethics (3 SHC)

Mathematics Options:
Select two courses from the following (8 SHC)

MAT 171 Precalculus Algebra (4 SHC)
MAT 172 Pre-calculus Trigonometry (4 SHC)
MAT 263 Brief Calculus (4 SHC) (Summer)
MAT 271 Calculus I (4 SHC) (Fall)
MAT 272 Calculus II (4 SHC) (Spring)

Social /Behavioral Sciences Options:
Select one course from the following (3 SHC)

ECO 251 Principles of Microeconomics (3 SHC)
ECO 252 Principles of Macroeconomics (3 SHC)
HIS 111 World Civilizations I (3 SHC) (Fall)
HIS 112 World Civilizations II (3 SHC) (Spring)
HIS 131 American History I (3 SHC) (Fall)
HIS 132 American History II (3 SHC) (Spring)
POL 120 American Government (3 SHC)
PSY 150 General Psychology (3 SHC)
SOC 210 Introduction to Sociology (3 SHC)

Biological Science/Natural Science Options:
Select two courses from the following (8 SHC)

BIO 111 General Biology I (4 SHC) and BIO 112 General Biology II (4SHC)
CHM 151 General Chemistry I (4 SHC) (Fall) and CHM 152 General Chemistry II (4SHC) (Spring)
PHY 110 Conceptual Physics (3 SHC) and PHY 110A Conceptual Physics Lab (1 SHC)
PHY 151 College Physics I (4 SHC) (Summer) and PHY 152 College Physics II (4 SHC) (Summer)
PHY 251 General Physics I (4 SHC) (Spring) and PHY 252 General Physics II (4 SHC) (Fall)

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. Prepare a deliverable designed to increase knowledge, foster understanding, or promote change in audiences' attitudes, values, beliefs, or behavior.
2. Apply appropriate strategies to identify materials, evaluate information, and reference relevant discipline materials to effectively address a topic.
3. Use mathematical skills to logically analyze and interpret mathematics in context.
4. Develop meaningful questions, gather and analyze evidence, and create evidence-based conclusions or solutions.

Graduation Requirement: At least 60 semester hours must be completed with at least a 2.0 ('C') grade point average on a 4.0 scale. Note: To be eligible for the transfer of credits under the AE to BSE Uniform Articulation Agreement, an applicant must earn an AE degree in a North Carolina Community College with a GPA of at least 2.5 and a grade of C or better in all AE courses.

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 website for more information. www.albemarle.edu/student-resources/transfer-from-coa/

The Uniform Articulation Agreement for the Associate in Engineering promotes educational advancement opportunities for Associate in Engineering (A10500) completers and the constituent institutions of The University of North Carolina in order to complete Bachelor of Science in Engineering degrees. This Associate in Engineering to Bachelor of Science in Engineering Articulation Agreement (AE to BSE AA) is between the State Board of North Carolina Community Colleges and The University of North Carolina Board of Governors. It applies to all NC community colleges that operate the AE program and to UNC constituent institutions (ECU, NC A&T, NCSU, UNC-Charlotte and Western Carolina).

*This program offers a Career and College Promise pathway (CCP) P1052C. Courses within the pathway are highlighted in yellow.

A 10 50 0 Associate in Engineering

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
STUDENT SUCCESS					**1**
ACA 122	Transfer & Career Success			None	1
COMPOSITION					**6**
ENG 111	Writing and Inquiry			ENG 025	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
FINE ARTS & COMMUNICATIONS					**3**
Select 1 course from: COM 231 (ENG 111), ART 111 (None), ART 114 (ENG 025), ART 115 (ENG 025), MUS 110 (None), or MUS 112 (None)					
				Varies	3
HUMANITIES					**3**
Select 1 course from: ENG 231 (ENG 112), ENG 232 (ENG 112), ENG 241 (ENG 111), ENG 242 (ENG 111), or PHI 240 (ENG 111)					
				Varies – pre-requisites in parentheses	3
SOCIAL/BEHAVIORAL SCIENCES					**6**
Select 1 course from: HIS 111 (ENG 025), HIS 112 (ENG 025), HIS 131 (ENG 025), HIS 132 (ENG 025), POL 120 (ENG 025), PSY 150 (ENG 025), or SOC 210 (ENG 025)					
				Varies – pre-requisites in parentheses	3
ECO 251	Principles of Microeconomics			ENG 025 and MAT 025	3
MATHEMATICS					**12**
MAT 271	Calculus I			MAT 172 or MAT 175 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

Continued on next page

NATURAL SCIENCES					**12**
PHY 251	General Physics I		MAT 272		4
PHY 252	General Physics II			PHY 251, MAT 272	4
CHM 151	General Chemistry 1			ENG 025 and MAT 025, and either CHM 090 or one unit of HS Chemistry	4
OTHER GENERAL EDUCATION					**3-4**
Select 1 course from: BIO 111 (ENG 025 and MAT 025), CHM 152 (CHM 151), COM 110 (none), COM 231 (ENG 111), ECO 252 (ENG 025 and MAT 025), or PHI 240 (ENG 111)					
				Varies – pre-requisites in parentheses	3-4
OTHER REQUIRED PRE-MAJOR ELECTIVE					**2**
EGR 150	Intro to Engineering			None	2
OTHER GENERAL EDUCATION AND PRE-MAJOR ELECTIVES					**11-12**
Select 11-12 credit hours from: BIO 111 (ENG 025 and MAT 025), CHM 152 (CHM 151), COM 110 (none), COM 231 (ENG 111), CSC 151 (CIS 110 or CIS 111 or CIS 115), DFT 170 (none), ECO 252 (ENG 025 and MAT 025), MAT 280 (MAT 271), or PED 110					
				Varies – pre-requisites in parentheses	Varies
				Varies – pre-requisites in parentheses	Varies
				Varies – pre-requisites in parentheses	Varies
				Varies – pre-requisites in parentheses	Varies
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE					**60-61**

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 Transfer & Career Success	None	0	2	0	2	1
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025	3	0	0	3	3
Select one from the following: HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, SOC 210	Pre-Requisites: ENG 025	3	0	0	3	3
MAT 271 Calculus I*	Pre-Requisites: MAT 172 or MAT 175 (with a C or higher)	3	2	0	5	4
CHM 151 General Chemistry I	Pre-Requisites: ENG 025 and MAT 025, and either 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
Select one of the following: COM 231, ART 111, ART 114, ART 115, MUS 110, or MUS 112	Pre-Requisites: Varies	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	3	3	0	6	4
EGR 150 Intro to Engineering**	None	1	2	0	3	2
TOTAL SEMESTER HOURS		**13**	**7**	**0**	**20**	**16**

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

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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
MAT 273 Calculus III*	Pre-Requisites: MAT 272 (with a C or higher)	3	2	0	5	4
Select one of the following: ENG 231, ENG 232, ENG 241, ENG 242, PHI 240	Pre-Requisites: Varies	3	0	0	3	3
PHY 252 General Physics II*	Pre-Requisites: MAT 272 and PHY 251	3	3	0	6	4
Select one of the following: BIO 111, CHM 152, COM 110, CSC 151, DFT 170*, ECO 252, MAT 280*, PED 110	Pre-Requisites: Varies	1-3	0-3	0	3-6	2-4
TOTAL SEMESTER HOURS		**10-12**	**5-8**	**0**	**17-20**	**13-15**
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**
ECO 251 Principles of Microeconomics	Pre-Requisites: ENG 025 and MAT 025	3	3	0	3	3
Select one of the following: BIO 111, CHM 152, COM 110, COM 231, ECO 252, PHI 240	Pre-Requisites: Varies	3	0-3	0	3-6	3-4
Select 2 to 4 of the following courses: BIO 111, CHM 152, COM 110, COM 231, CSC 151, DFT 170*, ECO 252, MAT 280**, PED 110	Pre-Requisites: Varies	Varies	Varies	0	Varies	7-10
TOTAL SEMESTER HOURS		**Varies**	**Varies**	**0**	**Varies**	**14-17**
TOTAL DEGREE HOURS						**60-61 *** **

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

***Number of hours of elective coursework needed is based upon course choices made in in other general education hours and pre-major elective courses. 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 80 0 Associate in Fine Arts in Theatre (SUSPENSION FALL 2026 PENDING APPROVAL)

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. Through the core requirements, students will complete a track specializing in technical theatre. Within the major course electives, students may choose to further their knowledge of technical theatre or complete course work to complete the acting track. 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. Prepare a deliverable designed to increase knowledge, foster understanding, or promote change in audiences' attitudes, values, beliefs, or behavior.
2. Apply appropriate strategies to identify materials, evaluate information, and reference relevant discipline materials to effectively address a topic.
3. Use mathematical skills to logically analyze and interpret mathematics in context.
4. Develop meaningful questions, gather and analyze evidence, and create evidence-based conclusions or solutions.
5. Exhibit an understanding of stage terminology, techniques, protocols, and best practices in Theatre.
6. Demonstrate their creativity within an acting ensemble by successfully participating in an assigned position within a college Theatre production.

Graduation Requirement: At least 60 semester hours must be completed with at least a 2.0 ('C') grade point average on a 4.0 scale. Note: To be eligible for the transfer of credits under the AFAT to BA Theatre Uniform Articulation Agreement, an applicant must earn an AFA in Theatre degree in a North Carolina Community College with a GPA of at least 2.0 and a grade of C or better in all transfer courses.

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 website for more information at www.albemarle.edu/student-resources/transfer-from-coa/.

The Uniform Articulation Agreement between the University of North Carolina Baccalaureate of Arts Programs and the North Carolina Community College System Associate in Fine Arts in Theatre Arts Programs focuses on seamless transfer for students who begin theatre arts studies at a community college and then transfer to one of the University of North Carolina Bachelor of Art programs.

*This program offers a Career and College Promise pathway (CCP) P1082C. Courses within the pathway are highlighted in yellow.

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
STUDENT SUCCESS					**1**
ACA 122	Transfer & Career Success			None	1
COMPOSITION					**6**
ENG 111	Writing and Inquiry			ENG 025	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
FINE ARTS & 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), 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 course from at least two different disciplines: ECO 251 (ENG 025 and MAT 025), ECO 252 (ENG 025 and MAT 025), HIS 111 (ENG 025), HIS 112 (ENG 025), HIS 131 (ENG 025), HIS 132 (ENG 025), POL 120 (ENG 025), PSY 150 (ENG 025), or SOC 210 (ENG 025)					
				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 (ENG 025 and MAT 025), MAT 152 - 4 credit hours (ENG 025 and MAT 025), or MAT 171 - 4 credit hours (MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher)					
			Varies	Varies – pre-requisites in parentheses	3-4
NATURAL SCIENCES					**4**
Select 1 course from: AST 111 with AST 111A (None), BIO 111 (ENG 025 and MAT 025), CHM 151 (ENG 025 and MAT 025 and either CHM 090 or one unit of HS chemistry), or PHY 110 with PHY 110A (MAT 025)					
				Varies – pre-requisites in parentheses	4

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COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
MAJOR CORE COURSES					**21**
DRA 118	Script Analysis	Fall		None	3
DRA 130	Acting I	Spring		None	3
DRA 140	Stage Craft I	Fall/Spring		None	3
DRA 144	Stage Design	Spring		None	3
DRA 170	Play Production I	Fall/Spring		None	3
DRA 171	Play Production II	Fall/Spring		DRA 170	3
DRA 211	Theatre History I	Fall		None	3
COURSE NUMBER	**COURSE TITLE**	**SEMESTER**	**CO-REQUISITES**	**PRE-REQUISITES**	**CREDITS**
MAJOR ELECTIVE COURSES					**7**
DRA 120	Voice for Performance	Varies		None	3
DRA 135	Acting for the Camera I	Varies		None	3
DRA 131	Acting II	Spring		DRA 130	3
DRA 141	Stage Craft II	Fall/Spring		DRA 140	3
ART 122	Three Dimensional Design	Varies		None	3
ART 131	Drawing I	Fall/Spring		None	3
ART 240	Painting I	Varies		None	3
MUS 151 V*	Class Music I (Voice)	Varies		None	1
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE					**60-61****

**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 Transfer & Career Success	None	0	2	0	2	1
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025	3	0	0	3	3
DRA 140 Stagecraft I	None	0	6	0	6	3
DRA 118 Script Analysis*	None	3	0	0	3	3
Choice of Major Electives: DRA 120*, DRA 135*, DRA 131, DRA 141, ART 122, ART 131, ART 240, or MUS 151V**	Pre-Requisites: Varies	Varies	Varies	Varies	Varies	3
TOTAL SEMESTER HOURS		**Varies**	**Varies**	**0**	**Varies**	**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**
ENG 112 Writing/Research in the Disciplines	Pre-Requisites: ENG 111	3	0	0	3	3
Select 1 course from: MAT 143, MAT 152, or MAT 171	Pre-Requisites: Varies	2-3	2	0	4-5	3-4
DRA 130 Acting I**	None	0	6	0	6	3
DRA 144 Stage Design**	None	3	0	0	3	3
DRA 170 Play Production I	None	0	9	0	9	3
TOTAL SEMESTER HOURS		**8-9**	**17**	**0**	**25-26**	**15-16**
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
DRA 211* Theatre History I	Pre-Requisites: None	3	0	0	3	3
DRA 171 Play Production II	Pre-Requisites: DRA 170	0	9	0	9	3
TOTAL SEMESTER HOURS		**12**	**11-12**	**0**	**23-24**	**16**

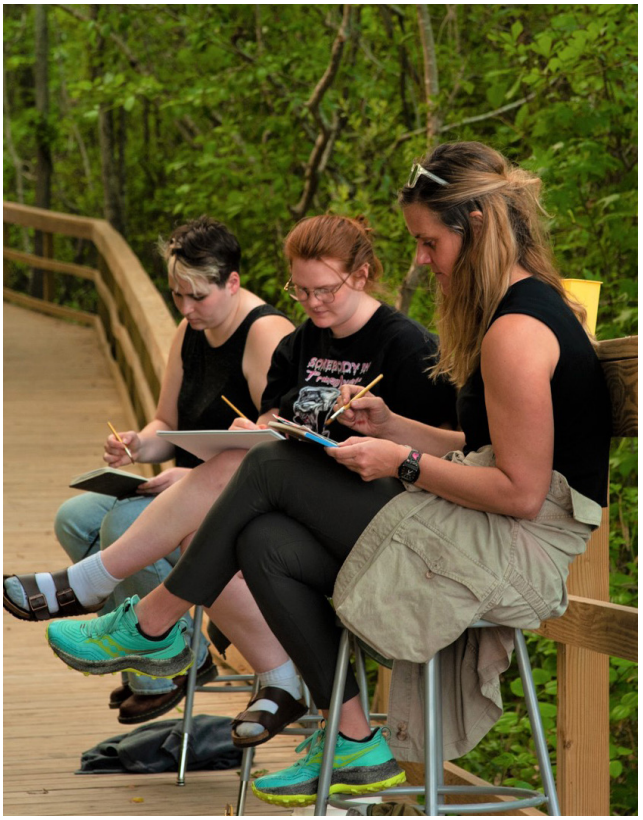
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Second Year Spring Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
COM 231 Public Speaking	Pre-Requisites: ENG 111	3	0	0	3	3
Humanities/Fine Arts	Pre-Requisites: 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
Choice of Major Electives: DRA 120*, DRA 135*, DRA 131, DRA 141, ART 122, ART 131, ART 240, or MUS 151V**	Pre-Requisites: Varies	Varies	Varies	0	Varies	4
TOTAL SEMESTER HOURS		**Varies**	**Varies**	**0**	**Varies**	**16**
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 Arts



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. Prepare a deliverable designed to increase knowledge, foster understanding, or promote change in audiences' attitudes, values, beliefs, or behavior.
2. Apply appropriate strategies to identify materials, evaluate information, and reference relevant discipline materials to effectively address a topic.
3. Use mathematical skills to logically analyze and interpret mathematics in context.
4. Develop meaningful questions, gather and analyze evidence, and create evidence-based conclusions or solutions.
5. Exhibit an understanding of the formal elements and conceptual skills required for a successful studio practice.
6. Create a professional art portfolio for transfer, personal use, and/or career development.

Graduation Requirement: At least 60 semester hours must be completed with at least a 2.0 ('C') grade point average on a 4.0 scale. Note: To be eligible for the transfer of credits under the AFAVA to BFA Uniform Articulation Agreement, an applicant must earn an AFA in Visual Arts degree in a North Carolina Community College with a GPA of at least 2.0 and a grade of C or better in all transfer courses.

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 website for more information. www.albemarle.edu/student-resources/transfer-from-coa/

The Uniform Articulation Agreement between the University of North Carolina Baccalaureate of Fine Arts (BFA) Programs and the North Carolina Community College System Associate in Fine Arts in Visual Arts Programs focuses on seamless transfer for students who begin visual arts studies at a community college and then transfer to one of the University of North Carolina Bachelor of Fine Arts/Visual Arts programs.

*This program offers a Career and College Promise pathway (CCP) P1062C. Courses within the pathway are highlighted in yellow.

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
STUDENT SUCCESS					**1**
ACA 122	Transfer & Career Success			None	1
COMPOSITION					**6**
ENG 111	Writing & Inquiry			ENG 025	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
HUMANITIES AND FINE ARTS					**6**
Select 2 courses from: ART 111(none), COM 120 (none), COM 231 (ENG 111) DRA 111 (none), MUS 110 (none), MUS 112 (none), PHI 240 (ENG 111), ENG 231 (ENG 112), ENG 232 (ENG 112), ENG 241 (ENG 112), ENG 242 (ENG 112)					
				Varies – pre-requisites in parentheses	
				Varies – pre-requisites in parentheses	
SOCIAL/BEHAVIORAL SCIENCES					**6**
Select 2 courses from two different disciplines: ECO 251 (ENG 025 and MAT 025), ECO 252 (ENG 025 and MAT 025), HIS 111 (ENG 025), HIS 112 (ENG 025), HIS 131 (ENG 025), HIS 132 (ENG 025), POL 120 (ENG 025), PSY 150 (ENG 025), or SOC 210 (ENG 025)					
				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 025 and MAT 025), MAT 152 - 4 credit hours (ENG 025 and MAT 025), or MAT 171 - 4 credit hours (MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher), or MAT 271 - 4 credits (MAT 171 or MAT 175 with a C or higher)					
				Varies – pre-requisites in parentheses	3-4
NATURAL SCIENCES					**4**
Select 1 course from: AST 111 with AST 111A (None), BIO 111 (ENG 025 and MAT 025), CHM 151 (ENG 025 and MAT 025 and either CHM 090 or one unit of HS chemistry), or PHY 110 with PHY 110A (MAT 025)					
				Varies – pre-requisites in parentheses	4

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COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
MAJOR CORE COURSES					**15**
ART 114	Art History Survey I	Fall		ENG 025	3
ART 115	Art History Survey II	Spring		ENG 025	3
ART 121	Two Dimensional Design			None	3
ART 122	Three Dimensional Design			None	3
ART 131	Drawing I			None	3
ADDITIONAL COURSE WORK					**18-20**
Select 18-20 additional credit hours from the College of The Albemarle (COA) list of Comprehensive Articulation Agreement (CAA) courses.					18-20
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 Transfer & Career Success	None	0	2	0	2	1
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025	3	0	0	3	3
Select 1 course from: MAT 143, MAT 152, MAT 171, or MAT 271	Pre-Requisites: Varies	2-3	2	0	4-5	3-4
ART 121* Two-Dimensional Design	None	0	6	0	6	3
CAA Elective	Pre-Requisites: Varies	Varies	Varies	0	Varies	3
TOTAL SEMESTER HOURS		**Varies**	**Varies**	**0**	**Varies**	**13-14**
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
Social/Behavioral Science	Pre-Requisites: Varies	3	0	0	3	3
Humanities/Fine Arts/ Communications	Pre-Requisites: Varies	3	0	0	3	3
ART 122** Three-Dimensional Design	None	0	6	0	6	3
CAA Elective	Pre-Requisites: Varies	Varies	Varies	0	Varies	3
TOTAL SEMESTER HOURS		**9**	**12**	**0**	**21**	**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	Pre-Requisites: ENG 025	3	0	0	3	3
Humanities/Fine Arts/ Communications	Pre-Requisites: Varies	3	0	0	0	3
ART 131 Drawing	Pre-Requisites: None	0	6	0	6	3
TOTAL SEMESTER HOURS		**12**	**8-9**	**0**	**13-14**	**16**

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

Studio art classes are offered at COA - Dare on a rotating schedule.

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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
ART 115** Art History Survey II	Pre-Requisites: ENG 025	3	0	0	3	3
CAA Electives	Pre-Requisites: Varies	Varies	Varies	0	Varies	12-14
		Varies	**Varies**	**0**	**Varies**	**15-17**
TOTAL DEGREE HOURS REQUIRED FOR DEGREE						**60-61 *** **

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

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

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. Prepare a deliverable designed to increase knowledge, foster understanding, or promote change in audiences' attitudes, values, beliefs, or behavior.
2. Apply appropriate strategies to identify materials, evaluate information, and reference relevant discipline materials to effectively address a topic.
3. Use mathematical skills to logically analyze and interpret mathematics in context.
4. Develop meaningful questions, gather and analyze evidence, and create evidence-based conclusions or solutions.

Partnership: N/A

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A 10 30 0 Associate in General Education

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
STUDENT SUCCESS					**1**
ACA 122	Transfer & Career Success			None	1
COMPOSITION					**6**
ENG 111	Writing & Inquiry			ENG 025	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
COMMUNICATIONS					**3**
Select 1 course from: COM 110, COM 120**, or COM 231** (ENG 111)					
				Varies – prerequisites in parenthesis	3
HUMANITIES AND 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					**6**
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
MATHEMATICS					**3-4**
Select one Mathematics course with a MAT prefix numbered 110 or above which are in the College of The Albemarle (COA) list of North Carolina Community College Combined Course Library (CCL) courses. (UGETC courses are recommended for students intending to transfer to a four-year institution.					
				Varies	3-4
NATURAL SCIENCES					**4**
Select one Natural Science lab based course with a AST, BIO (other than BIO 155), CHM, or PHY prefix numbered 110 or above which are in the College of The Albemarle (COA) list of North Carolina Community College Combined Course Library (CCL) courses. (UGETC courses are recommended for students intending to transfer to a four-year institution.					
				Varies	4

Continued on next page

HEALTH/WELLNESS					**2-3**
Select 2-3 hours from: HEA 110 – 3 credit hours (ENG 025), 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
ELECTIVES					**37-40**
Select 38-42 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 (NCCCS), see the combined course library on the NCCCS website. 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**

** COM 120 or COM 231 is recommended for students intending to transfer to a four-year institution.

Continued on next page

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
ACA 122 Transfer & Career Success	None	0	2	0	2	1
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025	3	0	0	3	3
Math Course *(Not including CIS 110)*	Pre-Requisites: Varies	2-3	2	0	3-4	3-4
Natural Science with Lab	Pre-Requisites: Varies	3-4	2-3	0	6	4
Elective* *(Numbered 110 or higher)*	Pre-Requisites: Varies	3	0	0	3	3
HEA/PED Course(s) *(Suggested: HEA 110)*	Pre-Requisites: Varies	0-3	0	0	3	2-3
TOTAL SEMESTER HOURS		**11-16**	**6-7**	**0**	**20-21**	**16-18**
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	0	0	3	3
Social Science/Behavioral Science Course	Pre-Requisites: Varies	3	0	0	3	3
Select 12 hours of Elective* courses numbered 110 or higher.	Pre-Requisites: Varies	Varies	Varies	0	Varies	12
TOTAL SEMESTER HOURS		**Varies**	**Varies**	**0**	**Varies**	**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 Course	Pre-Requisites: Varies	3	0	0	3	3
Select 12 hours of Elective* courses numbered 110 or higher.	Pre-Requisites: Varies	Varies	Varies	0	Varies	12
TOTAL SEMESTER HOURS		**Varies**	**Varies**	**0**	**Varies**	**15**

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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
Humanities/Fine Arts Course	Pre-Requisites: Varies	3	0	0	3	3
Select 10-13 hours of Elective* courses numbered 110 or higher.	Pre-Requisites: Varies	Varies	Varies	0	Varies	10-13
TOTAL SEMESTER HOURS		**Varies**	**Varies**	**0**	**Varies**	**13-16**
TOTAL DEGREE HOURS		**Varies**	**Varies**	**0**	**Varies**	**64-65**

* Elective hours can be chosen from courses numbered 110 or above. A maximum of 7 semester hours in health, physical education and/or ACA. Elective credits can range from 1-4. A student must have 64-65 credit hours to complete the 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. Prepare a deliverable designed to increase knowledge, foster understanding, or promote change in audiences' attitudes, values, beliefs, or behavior.
2. Apply appropriate strategies to identify materials, evaluate information, and reference relevant discipline materials to effectively address a topic.
3. Use mathematical skills to logically analyze and interpret mathematics in context.
4. Develop meaningful questions, gather and analyze evidence, and create evidence-based conclusions or solutions.

Graduation Requirement: At least 60 semester hours must be completed with at least a 2.0 ('C') grade point average on a 4.0 scale. Note: Courses with a grade of D will not transfer under the Comprehensive Articulation Agreement.

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 website for more information. www.albemarle.edu/student-resources/transfer-from-coa/

COA students who earn an Associate of Science degree and follow the designated degree plans can transition seamlessly into the Bachelor of Science in Biology and Biblical Studies degree or the Bachelor of Science in Science Education degree at Mid-Atlantic Christian University.

*This program offers a Career and College Promise pathway (CCP) P1042C. Courses within the pathway are highlighted in yellow.

A 10 40 0 Associate in Science

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
STUDENT SUCCESS					**1**
ACA 122	Transfer & Career Success			None	1
COMPOSITION					**6**
ENG 111	Writing & Inquiry			ENG 025	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
HUMANITIES/FINE ARTS/COMMUNICATIONS					**6**
Select 2 courses from at least two different disciplines: ART 111 (none), ART 114 (ENG 025), ART 115 (ENG 025), COM 120 (none), COM 231 (ENG 111), 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
					3
SOCIAL/BEHAVIORAL SCIENCES					**6**
Select 2 courses from different disciplines: ECO 251 (ENG 025 and MAT 025), ECO 252 (ENG 025 and MAT 025), HIS 111 (ENG 025), HIS 112 (ENG 025), HIS 131 (ENG 025), HIS 132 (ENG 025), POL 120 (ENG 025), PSY 150 (ENG 025), or SOC 210 (ENG 025).					
				Varies – pre-requisites in parentheses	3
				Varies – pre-requisites in parentheses	3
MATHEMATICS					**8-9**
Select 2 courses from: MAT 171 (MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher), MAT 172 (MAT 171 with a grade of C or higher), MAT 175 (MAT 035 or MAT 110 or MAT 143 or MAT 152 with a 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 with a grade of C or higher). Note: Students cannot receive credit for both MAT 263 and MAT 271. Students cannot receive credit for MAT 175 if they have credit for MAT 171-172.					
			Varies	Varies – pre-requisites in parentheses	4-5
			Varies	Varies – pre-requisites in parentheses	4
NATURAL SCIENCES					**8**
Select a two-course sequence from: BIO 111-112 (ENG 025 and MAT 025), CHM 151-152 (ENG 025 and MAT 025, and either CHM 090 or one unit of HS Chemistry), PHY 151-152 (MAT 171 or MAT 271), or PHY 251-252 (MAT 271).					
			Varies	Varies – pre-requisites in parentheses	4
			Varies	Varies – pre-requisites in parentheses	4

Continued on next page

A 10 40 0 Associate in Science

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
OTHER GENERAL EDUCATION HOURS					**11**
Select 11 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	Varies
				Varies	Varies
				Varies	Varies
				Varies	Varies
ADDITIONAL COURSEWORK					**14**
Select 14 additional credit hours from the College of The Albemarle list of Comprehensive Articulation Agreement (CAA) courses.					
				Varies	Varies
				Varies	Varies
				Varies	Varies
				Varies	Varies
				Varies	Varies
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE					**60-61***

* The total number of elective hours needed is based upon course choices made in Mathematics.
A student must have 60-61 credit hours to complete this 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 Transfer & Career Success	Pre-Requisites: None	0	2	0	2	1
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025	3	0	0	3	3
Mathematics	Pre-Requisites: Varies	3-4	2	0	5-6	4-5
Natural Science	Pre-Requisites: Varies	3	2-3	0	5-6	4
Social/Behavioral Science	Pre-Requisites: Varies	3	0	0	3	3
TOTAL SEMESTER HOURS		**12-13**	**6-7**	**0**	**18-19**	**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 Disciplines	Pre-Requisites: ENG 111	3	0	0	3	3
Mathematics	Pre-Requisites: Varies	3	2	0	5	4
Natural Science	Pre-Requisites: Varies	3	2-3	0	5-6	4
Social/Behavioral Science	Pre-Requisites: Varies	3	0	0	3	3
Humanities/Fine Arts/ Communications	Pre-Requisites: Varies	3	0	0	3	3
TOTAL SEMESTER HOURS		**15**	**4-5**	**0**	**19-20**	**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 Arts/ Communications	Pre-Requisites: Varies	3	0	0	3	3
General Education Electives	Pre-Requisites: None	Varies	Varies	0	Varies	11
TOTAL SEMESTER HOURS		**Varies**	**Varies**	**0**	**Varies**	**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**
(CAA) Electives	Pre-Requisites: Varies	**Varies**	**Varies**	**0**	**Varies**	**14**
TOTAL SEMESTER HOURS		**Varies**	**Varies**	**0**	**Varies**	**14**
TOTAL DEGREE HOURS REQUIRED FOR ASSOCIATE DEGREE						**60-61***

*Number of hours of CAA and general education elective coursework needed is based upon course choices made in the first year mathematics course and in other general education hours. 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 40 0AE Associate in Science - Pre Engineering



Students who have not met the prerequisite requirements to enroll in MAT 271 Calculus I, will need to enroll in the Associate in Science in Pre-Engineering program. Once a student meets the prerequisites requirements for MAT 271, they can change their program of study to the Associate in Engineering (A10500).

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. Prepare a deliverable designed to increase knowledge, foster understanding, or promote change in audiences' attitudes, values, beliefs, or behavior.
2. Apply appropriate strategies to identify materials, evaluate information, and reference relevant discipline materials to effectively address a topic.
3. Use mathematical skills to logically analyze and interpret mathematics in context.
4. Develop meaningful questions, gather and analyze evidence, and create evidence-based conclusions or solutions.

Graduation requirement: At least 60 semester hours must be completed with at least a 2.0 ("C") grade point average on a 4.0 scale. Note: Courses with a grade of D will not transfer under the comprehensive articulation agreement.

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 website for more information. www.albemarle.edu/student-resources/transfer-from-coa/

COA students who earn an Associate of Science degree and follow the designated degree plans can transition seamlessly into the Bachelor of Science in Biology and Biblical Studies degree or the Bachelor of Science in Science Education degree at Mid-Atlantic Christian University.

*This program offers a Career and College Promise pathway (CCP) P1042C. Courses within the pathway are highlighted in yellow.

A 10 400AE Associate in Science Pre-Engineering

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
STUDENT SUCCESS					**1**
ACA 122	Transfer & Career Success			None	1
COMPOSITION					**6**
ENG 111	Writing & Inquiry			ENG 025	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
MATHEMATICS					**8-9**
Select 2 courses from: MAT 171 (MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher), MAT 172 (MAT 171 with a grade of C or higher), MAT 175 (MAT 035 or MAT 110 or MAT 143 or MAT 152 with a 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 with a grade of C or higher). Note: Students can not receive credit for both MAT 263 and MAT 271. Students cannot receive credit for MAT 175 if they have credit for MAT 171-172. **Recommendation for AE Students: MAT 171, MAT 172, MAT 175, MAT 271, or MAT 272.**					
			Varies	Varies – pre-requisites in parentheses	4-5
			Varies	Varies – pre-requisites in parentheses	4
NATURAL SCIENCES					**8**
Select a two-course sequence from: BIO 111-112 (ENG 025 and MAT 025), CHM 151-152 (ENG 025 and MAT 025, 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). **Recommendation for AE Students: PHY 251 & PHY 252 or CHM 151 & CHM 152**					
			Varies	Varies – pre-requisites in parentheses	4
			Varies	Varies – pre-requisites in parentheses	4
SOCIAL/BEHAVIORAL SCIENCES					**6**
Select 2 courses from different disciplines: ECO 251 (ENG 025 and MAT 025), ECO 252 (ENG 025 and MAT 025), HIS 111 (ENG 025), HIS 112 (ENG 025), HIS 131 (ENG 025), HIS 132 (ENG 025), POL 120 (ENG 025), PSY 150 (ENG 025), or SOC 210 (ENG 025). **Recommendation for AE Students: ECO 251 and choice of HIS 111, HIS 112, HIS 131, HIS 132, POL 120, PSY 150, or SOC 210.**					
				Varies – pre-requisites in parentheses	3
				Varies – pre-requisites in parentheses	3

Continued on next page

10 400AE Associate in Science Pre-Engineering

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
HUMANITIES/FINE ARTS/COMMUNICATIONS					**6**
Select 2 courses from at least two different disciplines: ART 111 (none), ART 114 (ENG 025), ART 115 (ENG 025), COM 120 (none), COM 231 (none), 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). **Recommendation for AE Students: ART 111, ART 114, ART 115, COM 231, ENG 231, ENG 232, ENG 241, ENG 242, MUS 110, MUS 112 or PHI 240**					
				Varies – pre-requisites in parentheses	3
				Varies – pre-requisites in parentheses	3
OTHER GENERAL EDUCATION HOURS					**11**
Select 11 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). **Recommendations for AE Students: BIO 111, CHM 151, CHM 152, COM 110, COM 120, ECO 252, PHI 240, PHY 251 or PHY 252.**					
				Varies	Varies
ADDITIONAL COURSEWORK					**14**
Select 14 additional credit hours from the College of The Albemarle list of Comprehensive Articulation Agreement (CAA) courses. **Recommendations for AE Students: EGR 150*, DFT 170*, CHM 151, CHM 152, MAT 271*, MAT 272*, MAT 273*, MAT 280, PHY 251, PHY 252, BIO 111, COM 110, COM 231, CSC 151, or ECO 252. *HIGHLY ENCOURAGED.**					
				Varies	Varies
				Varies	Varies
				Varies	Varies
				Varies	Varies
				Varies	Varies
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE					**60-61***

* The total number of elective hours needed is based upon course choices made in Mathematics. A student must have 60-61 credit hours to complete this degree.

Continued on next page

A 10 400AE Associate in Science Pre-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 Transfer & Career Success	Pre-Requisites: None	0	2	0	2	1
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025	3	0	0	3	3
Mathematics **Recommendation: MAT 171**	Pre-Requisites: Varies	3	2	0	5	4
Natural Science **Recommendation: CHM 151**	Pre-Requisites: Varies	3	2-3	0	5-6	4
Social/Behavioral Science **Recommendation: see pick list**	Pre-Requisites: Varies	3	0	0	3	3
TOTAL SEMESTER HOURS		**12**	**6-7**	**0**	**18-19**	**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 Disciplines	Pre-Requisites: ENG 111	3	0	0	3	3
Mathematics **Recommendation: MAT 172**	Pre-Requisites: Varies	3	2	0	5	4
CAA Elective **Recommendation: EGR 150**	Pre-Requisites: None	1	2	0	3	2
Natural Science **Recommendation: CHM 152**	Pre-Requisites: Varies	3	3	0	6	4
Humanities/Fine Arts/ Communications **Recommendation: see pick list**	Pre-Requisites: Varies	3	0	0	3	3
TOTAL SEMESTER HOURS		**13**	**7**	**0**	**20**	**16**

Recommend moving to Associate in Engineering (A10500) after Year 1 and the completion of MAT 171 & MAT 172 or MAT 175.

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
General Education Course **Recommendation: MAT 271**	Pre-Requisites: Varies	3	2	0	5	4
Humanities/Fine Arts **Recommendation: see pick list**	Pre-Requisites: Varies	3	0	0	3	3
Social /Behavioral Science **Recommendation: ECO 251**	Pre-Requisites: Varies	3	0	0	3	3
CAA Elective(s) **Recommendation: see pick list**	Pre-Requisites: Varies	3	Varies	0	3-4	3-4
CAA Elective(s) **Recommendation: DFT 170**	Pre-Requisites: Varies	2	2	0	4	3
TOTAL SEMESTER HOURS		**14**	**Varies**	**0**	**18-19**	**16-17**
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**
General Education Course **Recommendation: PHY 251**	Pre-Requisites: Varies	3	3	0	6	4
General Education Course **Recommendation: MAT 272**	Pre-Requisites: Varies	3	2	0	5	4
CAA Elective(s) **Recommendation: see pick list**	Pre-Requisites: Varies	Varies	Varies	0	Varies	6
TOTAL SEMESTER HOURS		**Varies**	**Varies**	**0**	**20-22**	**14**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**60-61***

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
C 60 20 0 A Airframe Maintenance – Certificate
C 60 20 0 P Powerplant Maintenance – Certificate

(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 power plant 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. Identify, explain, and troubleshoot Airframe rules, regulations, and required skills listed in the 14 CFR 39, 43, 65, 91, and 147 to determine if an airframe and airframe systems are airworthy or non-airworthy and make repairs to a variety of aircraft and aircraft systems.
2. Identify, explain, and troubleshoot PowerPlant rules, regulations, and required skills listed in the 14 CFR 39, 43, 65, 91, and 147 to determine if an engine, engine systems and propeller is airworthy or non-airworthy and make repairs to a variety of engines, engine systems, and propellers.
3. Complete Aircraft Inspections demonstrating the ability to use a standard cycle of problem solving skills to identify any issues related to aircraft systems and subsystems, gather and analyze evidence, and create and test solutions.
4. Satisfactorily complete all program models and requirements that will prepare them to take the FAA General, Airframe, and Powerplant examinations.

Partnership: College of The Albemarle has a bilateral agreement with Elizabeth City State (ECSU). Graduates of COA's A.A.S. degree in Aviation Systems Technology may transfer into Elizabeth City State University's B.A.S. degree Aviation Science - Aviation Management and B.A.S. degree Aviation Science - Professional Aeronautics.

Level III Instructional Service Agreement Between College of The Albemarle and Beaufort County Community College.

*This program offers a Career and College Promise pathway (CCP) C60200H. Courses within the pathway are highlighted in yellow.

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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 025	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
Select one of the following: MAT 110 Math Measurement OR MAT 143 Quantitative Lit	Pre-Requisites: MAT 110: None MAT 143: ENG 025 and MAT 025	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
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 025 Pre-Requisites for PHI 240: ENG 111	3			3	3
TOTAL SEMESTER HOURS		**10**	**18**		**28**	**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
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 025	3			3	3
TOTAL SEMESTER HOURS		**8**	**12**		**20**	**12**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**89**

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D 60 20 0 AM Airframe Maintenance - 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
AVI 110 Aviation Maintenance - General		10	15		25	15
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025 Co-Requisites: None	3			3	3
TOTAL SEMESTER HOURS		**13**			**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
MAT 110 Math Measurement & Literacy OR MAT 143 Quantitative Literacy (Recommended for College Transfer)	Pre-Requisites: None OR Pre-Requisites: ENG 025 and MAT 025 Co-Requisites: None	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**

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D 60 20 0 PP Powerplant Maintenance - 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
AVI 110 Aviation Maintenance - General		10	15		25	15
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025 Co-Requisites: None	3			3	3
TOTAL SEMESTER HOURS		**13**			**28**	**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
TOTAL SEMESTER HOURS		**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 Math Measurement and Literacy OR MAT 143 Quantitative Literacy (Recommended for College Transfer)	Pre-Requisites: None OR Pre-Requisites: ENG 025 and MAT 025 Co-Requisites: None	2	2		4	3
TOTAL SEMESTER HOURS		**12**	**17**		**29**	**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 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**

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C 60 20 0 A Airframe Maintenance - Certificate

(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
AVI 110 Aviation Maintenance - General	Pre-Requisites: None Co-Requisites: None	10	15		25	15
AVI 120 Airframe Maintenance I	Pre-Requisites: AVI 110 Co-Requisites: None	6	18		24	12
AVI 130 Airframe Maintenance II	Pre-Requisites: AVI 110 Co-Requisites: None	6	9		15	9
AVI 230 Airframe Maintenance III	Pre-Requisites: AVI 110 Co-Requisites: None	4	9		13	7
TOTAL SEMESTER HOURS		**26**	**51**		**77**	**43**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**43**

C 60 20 0 P Powerplant Maintenance - Certificate

(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
AVI 110 Aviation Maintenance - General	Pre-Requisites: None Co-Requisites: None	10	15		25	15
AVI 240 PowerPlant Maintenance I	Pre-Requisites: AVI 110 Co-Requisites: None	3	9		12	6
AVI 250 PowerPlant Maintenance II	Pre-Requisites: AVI 110 Co-Requisites: None	10	15		25	15
AVI 230 Airframe Maintenance III	Pre-Requisites: AVI 110 Co-Requisites: None	5	12		17	9
TOTAL SEMESTER HOURS		**28**	**51**		**79**	**45**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**45**

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

Continue to next page for Curriculum Guide

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
LET 110 Basic Law Enforcement BLET		28	27		55	37
TOTAL SEMESTER HOURS		**28**	**27**		**55**	**37**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**37**

Technical and Vocational Programs

D 60 33 0B Boat Manufacture and Service Diploma - Boat Construction

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



CONCENTRATION OVERVIEW
The Boat Manufacture and Service-Boat Construction diploma prepares students for employment in the manufacture and service of boats. With a focus on manufacturing, new construction, and composite fabrication, students learn the basics of boat design and the implementation of those designs in various components and/or complete services on boats or yachts.

Course work includes reading marine blueprints, lofting, constructing forms and mold-making, application of concepts and techniques in composites, marine woodworking, interior finishing, cosmetic and structural repair, and intro to marine systems.

Graduates may find employment with boat/yacht manufacturers, custom boat builders, service yards, dealerships, and other marine services.

Partnership: Partnership: Instructional Service Agreement between Beaufort County Community College and COA. Through this ISA agreement, students may earn General Education courses at COA for transfer to Beaufort County Community College's Boat Manufacture and Service program. The following General Education Courses are approved for transfer. Please see Beaufort County Community College for other program courses and admission requirements. http://www.beaufortccc.edu or contact Dr. Lisa Hill, Vice President of Academics lisa.hill@beaufortccc.edu.

D 60 33 0B Boat Manufacture and Service-Boat Construction Diploma

(Level Three Instructional Service Agreement between Beaufort County 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: ENG 025 Co-Requisites: None	3			3	3
MAT 110 Math Measurement & Literacy	Pre-Requisites: None	2	2		4	3
TOTAL CREDITS AT PARTICIPATING AT COLLEGE/ COA						**6**

Technical and Vocational Programs

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.

Partnership: N/A

*This program offers a Career and College Promise pathway (CCP) D50150H. Courses within the pathway are highlighted in yellow.

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
ARC 111 Intro to Arch. Technology		1	4		5	3
DFT 151 CAD I (1st 8 Weeks)		2	3		5	3
DFT 152 CAD II (2nd 8 Weeks)		2	3		5	3
MEC 161 Manufacturing Process		3			3	3
ISC 110 Workplace Safety		1			1	1
DFT 154 Intro to Solid Modeling		2	3		5	3
Select one of the following: COM 120 Intro Interpersonal Comm. OR ENG 111 Writing and Inquiry (Recommended for college transfer)	Pre-Requisites for COM 120: None Pre-Requisites for ENG 111: ENG 025	3			3	3
TOTAL SEMESTER HOURS		**14**	**13**		**27**	**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**
DFT 153 CAD III	Pre-Requisites: DFT 152	2	3		5	3
DFT 254 Intermediate Solid Molding (2nd 8 Weeks)		2	3		5	3
DFT 189 Emerging Tech in CAD		1	2		3	2
MNT 110 Intro to Maintenance Procedures		1	3		4	2
DFT 259 CAD Project		1	4		5	3
WBL 110 World of Work OR WBL 111 Work-Based Learning		0-1		0-10	1-10	1
Select one of the following: MAT 110 Mathematical Measurement OR MAT 143 Quantitative Literacy OR MAT 171 Precalculus Algebra (Recommended for college transfer)	Pre-Requisites for MAT 110: None Pre-Requisites for MAT 143: ENG 025 and MAT 025 Pre-Requisites for MAT 171: MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher	2-3	2		4-5	3-4
TOTAL SEMESTER HOURS		**9-11**	**17**	**1-10**	**27-28**	**17-18**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**36-37**

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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	4		5	3
MEC 161 Manufacturing Processes I		3			3	3
DFT 151 CAD I (1st 8 Weeks)		2	3		5	3
DFT 152 CAD II (1st 8 Weeks)		2	3		5	3
DFT 154 Intro to Solid Modeling		2	3		5	3
TOTAL SEMESTER HOURS		**11**	**13**		**24**	**16**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**16**

Technical and Vocational Programs

D 50 21 0 Computer Integrated Machining - Diploma
C 50 21 0 M Manufacturing Technologist - Certificate
C 50 21 0 I Conventional Machinist - Certificate
C 50 21 0 II CNC Technician - Certificate
(This program is located 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 ensure 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

*This program offers a Career and College Promise pathway (CCP) D50210H. Courses within the pathway are highlighted in yellow.

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 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
MEC 161 Manufacturing Process	Pre-Requisites: None	3			3	3
Select one of the following: COM 101 Workplace Communication COM 110 Intro to Communication COM 120 Intro to Interpersonal Communication ENG 111 Writing and Inquiry	Pre-Requisites for ENG 111: ENG 025	3			3	3
TOTAL SEMESTER HOURS		**11**	**18**		**29**	**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**
MAC 112 Machining Technology II	Pre-Requisites: MAC 111, 131	2	12		14	6
MAC 122 CNC Turning (2nd 8 wks)	Pre-Requisites: MAC 121, 131	1	3		4	2
MAC 124 CNC Milling (1st 8 wks)	Pre-Requisites: MAC 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
Select one of the following: MAT 110 Math Measurement & Literacy MAT 143 Quantitative Lit MAT 171 Precalculus Algebra	Pre-Requisites for MAT 110: None Pre-Requisites for MAT 143: MAT 025 Pre-Requisites for MAT 171: MAT 035	2	2-3		4-5	3-4
TOTAL SEMESTER HOURS		**8**	**24-25**		**32-33**	**17-18**

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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
Select one of the following: WBL 110 (World of Work) or WBL 111 (Work-Based Learning I)		1-0		0-10	1-10	1
TOTAL SEMESTER HOURS		**2-3**	**12**	**0-10**	**15-24**	**7**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**42-43**

C 50 21 0 M Manufacturing Technologist - Certificate

(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 131 Blueprint Reading/ Mach I	Pre-Requisites: None	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
MEC 161 Manufacturing Process	Pre-Requisites: None	3			3	3
TOTAL SEMESTER HOURS		**6**	**4**		**10**	**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**
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		**2**	**4**		**6**	**4**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**12**

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C 50 21 0 I Conventional Machinist - Certificate

(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 171 Measure/Material & Safety	Pre-Requisites: None		2		2	1
MAC 172 Job Plan, Bench & Layout	Pre-Requisites: None		2		2	1
MEC 161 Manufacturing Process		3			3	3
TOTAL SEMESTER HOURS		**6**	**18**		**24**	**13**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**13**

C 50 21 0 II CNC Technician - Certificate

(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 131 Blueprint Reading/ Mach I	Pre-Requisites: None	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
MEC 161 Manufacturing Process	Pre-Requisites: None	3			3	3
TOTAL SEMESTER HOURS		**6**	**4**		**10**	**8**
First Year Spring Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Class Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
MAC 122 CNC Turning (2nd 8 wks)	Pre-Requisites: MAC 121, 131	1	3		4	2
MAC 124 CNC Milling	Pre-Requisites: MAC 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		**4**	**10**		**14**	**8**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**16**

Technical and Vocational Programs

D 35 13 0 Electrical Systems Technology — Diploma
C 35 13 0 I R Electrical Systems Residential Wiring — Certificate
C 35 13 0 I M Electrical Systems Industrial Maintenance — Certificate

(Diploma program offered at COA - Elizabeth City)
(Certificate (Residential Wiring) offered at COA - Elizabeth City and COA - Dare)

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 diploma program, students will:
1. Plan and install residential wiring and branch circuits in compliance with the National Electrical Code (NEC).
2. Interpret and apply the provisions of the National Electrical Code (NEC) to ensure safe and compliant installations.
3. Install and commission three-phase commercial wiring and power distribution systems safely and according to current industry standards and the National Electrical Code.
4. Program, install, and troubleshoot automated industrial control systems, including motor control and Programmable Logic Controller (PLC) technology.

Partnership: N/A

*This program offers a Career and College Promise pathway (CCP) C35130RH. Courses within the pathway are highlighted in yellow.

D 35 13 0 Electrical Systems Technology – Diploma

Diploma Semester I 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 Co-Requisites: None	3	6		9	5
ELC 113 Residential Wiring	Pre-Requisites: None Co-Requisites: None	2	6		8	4
ELC 125 Diagrams & Schematics	Pre-Requisites: None Co-Requisites: None	1	2		3	2
ELC 220 Photovoltaic	Pre-Requisites: None Co-Requisites: None	2	3		5	3
ELC 118 National Electrical Code	Pre-Requisites: None Co-Requisites: None	1	2		3	2
ISC 110 Workplace Safety	Pre-Requisites: None	1			1	1
Select one of the following: COM 101 Workplace Communication OR COM 110 Intro to Comm OR COM 120 Intro to Interpersonal Comm OR ENG 111 Writing & Inquiry	Pre-Requisites: COM 101: None COM 110 : None COM 120: None ENG 111: ENG 025	3	0		3	3
TOTAL SEMESTER HOURS		**13**	**19**		**32**	**20**

Continued on next page

Diploma Semester II Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ELC 114 Commercial Wiring	Pre-Requisites: ELC 112 and 113 Co-Requisites: None	2	6		8	4
ELC 117 Motor and Controls	Pre-Requisites: ELC 112 and 113 Co-Requisites: None	2	6		8	4
ELC 128 Intro to PLCs	Pre-Requisites: ELC 112 and 113 Co-Requisites: None	2	3		5	3
MNT 110 Intro to Maintenance Procedures	Pre-Requisites: None Co-Requisites: None	1	3		4	2
Select one of the Following: MAT 110 Math Measurement OR MAT 143 Quantitative Lit OR MAT 171 Precalculus Algebra	Pre-Requisites: MAT 110: None MAT 143: ENG 025 and MAT 025 MAT 171: MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher	2-3	2		4-5	3-4
Select one of the Following: WBL 110 World of Work OR WBL 111 Work Based Learning	Pre-Requisites: None	0-1		0-10	1-10	1
TOTAL SEMESTER HOURS		**9-11**	**20**	**0-10**	**30-40**	**17-18**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**37-38**

Continued on next page

C 35 130 I R – Residential Electrical Wiring – 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 Co-Requisites: None	3	6		9	5
ELC 113 Residential Wiring	Pre-Requisites: None Co-Requisites: None	2	6		8	4
ELC 125 Diagrams & Schematics	Pre-Requisites: None Co-Requisites: None	1	2		3	2
ISC 110 Workplace Safety	Pre-Requisites: None Co-Requisites: None	1			1	1
ELC 118 National Electrical Code	Pre-Requisites: None Co-Requisites: None	2	2		3	2
ELC 220 Photovoltaic	Pre-Requisites: None Co-Requisites: None	2	3		5	3
Select one of the Following: WBL 110 World of Work OR WBL 111 Work Based Learning	Pre-Requisites: None	0-1	0-10		1-10	1
TOTAL SEMESTER HOURS						**18**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**18**

C 35 130 I M – Electrical Systems Industrial Maintenance – Certificate

Certificate Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
ELC 114 - Commercial Wiring	Pre-Requisites: ELC 112 and 113 Co-Requisites: None	2	6		8	4
ELC 117 Motor and Controls	Pre-Requisites: ELC 112 and 113 Co-Requisites: None	2	6		8	4
ELC 128 Intro to PLCs	Pre-Requisites: ELC 112 and 113 Co-Requisites: None	2	3		5	3
MNT 110 Intro to Maintenance Procedures	Pre-Requisites: None Co-Requisites: None	1	3		4	2
ISC 110 Workplace Safety	Pre-Requisites: None	1			1	1
Select one of the Following: WBL 110 World of Work OR WBL 111 Work Based Learning	Pre-Requisites: None	0-1	0-10		1-10	1
TOTAL SEMESTER HOURS						**15**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**15**

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
C 25 12 0 E Entrepreneurship 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.



Employment Opportunities
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.

Partnerships:
College of The Albemarle has an articulation agreement with Mid-Atlantic Christian University (MACU). Graduates of the A.A.S. degree in General Business Administration may transfer into the B.S. Business Administration program at MACU.

College of The Albemarle has a bilateral agreement with Elizabeth City State University (ECSU). Graduates of the A.A.S. degree in General Business Administration may transfer into the B.S. Business Administration (concentration in Economics and Finance) program at ECSU.

College of The Albemarle has a bilateral agreement with Elizabeth City State University (ECSU). Graduates of the A.A.S. degree in General Business Administration may transfer into the B.S. Business Administration (concentration in Management and Entrepreneurship) program at ECSU.

College of The Albemarle has a bilateral agreement with Elizabeth City State University (ECSU). Graduates of the A.A.S. degree in General Business Administration may transfer into the B.S. Business Administration (concentration in Marketing and MIS) program at ECSU.

*This program offers a Career and College Promise pathway (CCP) C25120HB and C25120HE. Courses within the pathway are highlighted in yellow.

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A 25 12 0 BA General Business Administration – 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
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025 or ENG 8025	3			3	3
WBL 110 World of Work OR ACA 122 Transfer & Career Success (recommended for college transfer)	Pre-Requisites: None	1	2		1-2	1
BUS 110 Introduction to Business	Pre-Requisites: ENG 025 or ENG 8025	3			3	3
CIS 110 Introduction to Computers OR CIS 111 Basic PC Literacy	Pre-Requisites for CIS 110: ENG 025 or ENG 8025 and MAT 025 or MAT 7025 Pre-Requisites for CIS 111: None	1-2	2		3-4	2-3
ACC 120 Prin of Financial Accounting	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3	2		5	4
BUS 139 Entrepreneurship I	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	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
BUS 240 Business Ethics	Pre-Requisites: ENG 025 or ENG 8025	3			3	3
BUS 245 Entrepreneurship II	Pre-Requisites: BUS 139	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: ENG 025 or ENG 8025 and MAT 025 or MAT 7025 Pre-Requisites for MAT 171: MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher	2-3	2		4-5	3-4
Choose 4 credit hours from the Other Major Hours List	Pre-Requisites for Other Major Hours: Varies	2-4	0-3		4-5	4
TOTAL SEMESTER HOURS						**16-17**

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
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 025 or ENG 8025	3			3	3
ECO 251 Prin. of Microeconomics	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3			3	3
BUS 151 People Skills	Pre-Requisites: None	3			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 025 or ENG 8025	3			3	3
BUS 285 Business Management Issues	Pre-Requisites: BUS 110, BUS 115 and BUS 137	2	2		4	3
BUS 125 Personal Finance	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3			3	3
ECO 252 Prin. Of Macroeconomics	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	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
BUS 160 Data Analysis/Decision Making	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	2	2		4	3
TOTAL SEMESTER HOURS						**18**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**66-69**

Continued on next page

Other Major Hours Pick List For General Business Administration Degree A 25 12 0 BA

Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Total Credit Hours
ACC 121 Prin of Managerial Acct	Pre-Requisites: ACC 120	3	2	4
ACC 129 Individual Income Taxes	Pre-Requisites: ACC 120	2	2	3
ACC 130 Business Income Taxes	Pre-Requisites: ACC 120	2	2	3
ACC 131 Federal Income Taxes	Pre-Requisites: ACC 120	2	2	3
ACC 140 Payroll Accounting	Pre-Requisites: ACC 120	1	3	2
ACC 270 International Accounting	Pre-Requisites: ACC 120	3		3
BAS 120 Introduction to Analytics	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	2	3	3
CTS 115 Info Sys Business Concept	Pre-Requisites: ENG 025 or ENG 8025	3		3
CTS 130 Spreadsheet	Pre-Requisites: CIS 110 or CIS 111	2	2	3
INT 210 International Trade	Pre-Requisites: ENG 025 or ENG 8025	3		3
INT 230 International Law	Pre-Requisites: BUS 115	3		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

Continued on next page

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 025 or ENG 8025	3			3	3
MKT 120 Principles of Marketing	Pre-Requisites: None	3			3	3
ACC 120 Prin of Financial Accounting	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	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 025 or ENG 0825	3			3	3
BUS 137 Principles of Management	Pre-Requisites: BUS 110 or MED 131 or CTS 115	3			3	3
TOTAL SEMESTER HOURS						**6**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**16**

C 25 12 0 E Entrepreneurship 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 025 or ENG 8025	3			3	3
MKT 120 Principles of Marketing	Pre-Requisites: None	3			3	3
BUS 139 Entrepreneurship I	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	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**
BUS 245 Entrepreneurship II	Pre-Requisites: BUS 139	3			3	3
ACC 120 Prin of Financial Accounting	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3	2		5	4
TOTAL SEMESTER HOURS						**7**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**16**

Technical and Vocational Programs

Business Administration-Associate in Applied Science A 25 120 AC General Business Administration – A.A.S. – Fast Track – Summer or Fall Entry



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 various-sized businesses or industries.

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. Work proficiently with the QuickBooks small business accounting system.
3. Complete a corporate analysis of actual firms and present the comparative findings.

Partnerships:
College of The Albemarle has a bilateral agreement with Elizabeth City State University (ECSU). Graduates of the A.A.S. degree in General Business Administration – Fast Track Option may transfer into the B.S. Business Administration (concentration in Economics and Finance) program at ECSU.

College of The Albemarle has a bilateral agreement with Elizabeth City State University (ECSU). Graduates of the A.A.S. degree in General Business Administration – Fast Track Option may transfer into the B.S. Business Administration (concentration in Management and Entrepreneurship) program at ECSU.

College of The Albemarle has a bilateral agreement with Elizabeth City State University (ECSU). Graduates of the A.A.S. degree in General Business Administration – Fast Track Option may transfer into the B.S. Business Administration (concentration in Marketing and MIS) program at ECSU.

This program is designed for students to complete within 15 months or less. Students can begin each summer and fall.

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A 25 12 0 AC General Business Administration – A.A.S. – Fast Track Program – Summer Start

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 025 or ENG 8025	3			3	3
WBL 110 World of Work OR ACA 122 Transfer & Career Success (recommended for college transfer)	Pre-Requisites: None	1	2		1-2	1
BUS 110 Introduction to Business	Pre-Requisites: ENG 025 or ENG 8025	3			3	3
CIS 110 Introduction to Computers	Pre-Requisites for CIS 110: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	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 025 or ENG 8025 and MAT 025 or MAT 7025	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 025 or ENG 8025 and MAT 025 or MAT 7025	3			3	3
Humanities/Fine Arts ART 111 Art Appreciation OR MUS 110 Music App.	Pre-Requisites: None	3			3	3
Choose one of the following: 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: ENG 025 or ENG 8025 and MAT 025 or MAT 7025 Pre-Requisites for MAT 171: MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher	2-3	2		4-5	3-4
INT 110 International Business (1st 8 week course)	Pre-Requisites: ENG 025 or ENG 8025	3			3	3
MKT 120 Principles of Marketing (2nd 8 week course)	Pre-Requisites: None	3			3	3
TOTAL SEMESTER HOURS						**22-23**

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A 25 12 0 AC General Business Administration – A.A.S. – Fast Track Program – Summer Start

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 025 or ENG 8025	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: ACC 120	1	3		4	2
BUS 285 Business Management Issues	Pre-Requisites: BUS 110, BUS 115 and BUS 137	3	1		4	3
BUS 151 People Skills (1st 8 week course)	Pre-Requisites: None	3				3
BUS 240 Business Ethics (2nd 8 week course)	Pre-Requisites : ENG 025 or ENG 8025	3			3	3
ECO 252 Macroeconomics	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3			3	3
BUS 160 Data Analysls/Decislon Making	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	2	2		4	3
TOTAL SEMESTER HOURS						**17**
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 025 or ENG 8025 and MAT 025 or MAT 7025	3			3	3
ACC 121 Prin of Managerial Acct	Pre-Requisites: ACC 120	3	2		5	4
BUS 125 Personal Finance	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3			3	3
TOTAL SEMESTER HOURS						**10**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**65-66**

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A 25 12 0 AC General Business Administration – A.A.S. – Fast Track Program – Fall Start

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 025 or ENG 8025	3			3	3
WBL 110 World of Work OR ACA 122 Transfer & Career Success (recommended for college transfer)	Pre-Requisites: None	1	2		1-2	1
BUS 110 Introduction to Business	Pre-Requisites: ENG 025 or ENG 8025	3			3	3
CIS 110 Introduction to Computers	Pre-Requisites for CIS 110: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	2	2		4	3
ACC 120 Principles of Financial Accounting	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3	2		5	4
INT 110 International Business (1st 8 week course)	Pre-Requisites: ENG 025 or ENG 8025	3			3	3
MKT 120 Principles of Marketing (2nd 8 week course)	Pre-Requisites: None	3			3	3
ECO 251 Prin. of Microeconomics	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3			3	3
TOTAL SEMESTER HOURS						**23**
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 025 or ENG 8025	3			3	3
TOTAL SEMESTER HOURS						**6**

Continued on next page

A 25 12 0 AC General Business Administration – A.A.S. – Fast Track Program – Fall Start

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: ACC 120	1	3		4	2
ENG 112 Writing/Research in the Disciplines	Pre-Requisites:None	3			3	3
BUS 285 Business Management Issues	Pre-Requisites: BUS 110, BUS 115 and BUS 137	3	1		4	3
Choose one of the following: Pre-Requisites for 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: ENG 025 or ENG 8025 and MAT 025 or MAT 7025 Pre-Requisites for MAT 171: MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher	2-3	2		4-5	3-4
BUS 151 People Skills (1st 8 week course)	Pre-Requisites: None	3				3
BUS 240 Business Ethics (2nd 8 week course)	Pre-Requisites: ENG 025 or ENG 8025	3			3	3
ECO 252 Macroeconomics	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3			3	3
BUS 160 Data Analysls/Decision Making	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	2	2		4	3
TOTAL SEMESTER HOURS						**23-24**
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**
Humanities/Fine Arts: ART 111 Art Appreciation OR MUS 110 Music Appreciation	Pre-Requisites: None	3			3	3
BUS 139 Entrepreneurship I	Pre-Requisites: ENG 025 or ENG 8025	3			3	3
BUS 125 Personal Finance	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3			3	3
ACC 121 Prin of Managerial Acct	Pre-Requisites: ACC 120	3			5	4
TOTAL SEMESTER HOURS						**13**
TOTAL DEGREE CREDITS						**65-66**

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.

Employment Opportunities
Graduates are prepared for employment opportunities In government agencies, financial institutions, large to small business or industry and other world organizations.

Degree and Certificate Options
Global Business Management - Associate in Applied Science A 25 120 GB
Global Business Management Certificate C 25 120 GB

Student Learning Outcomes – Upon completion of the program, students will:
1. Apply business concepts and practices lo international and global venues and markets.
2. Demonstrate an appreciation and respect for Internatlonal business and economic practices,
3. Utilize knowledge of geography, politics, and culture in multiple applications.
4. Communicate effectively orally and in writing.

Partnership:
College of The Albemarle has a bilateral agreement with Elizabeth City State University (ECSU). Graduates of the A.A.S. degree in Global Business Management may transfer into the B.S. Business Administration program at ECSU.

*This program offers a Career and College Promise pathway (CCP) C25120HG. Courses within the pathway are highlighted in yellow.

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 025 or ENG 8025	3			3	3
WBL 110 World of Work OR ACA 122 Transfer & Career Success (recommended for college transfer)	Pre-Requisites for WBL 110: None Pre-Requisites for ACA 122: None	1	2		1-2	1
BUS 110 Introduction to Business	Pre-Requisites: ENG 025 or ENG 8025	3			3	3
CIS 110 Introduction to Computers OR CIS 111 Basic PC Literacy	Pre-Requisites for CIS 110: ENG 025 or ENG 8025 and MAT 025 or MAT 7025 Pre-Requisites for CIS 111: None	1-2	2		3-4	2-3
ACC 120 Prin of Financial Accounting	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3	2		5	4
INT 110 International Business	Pre-Requisites: ENG 025 or ENG 8025	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 025 or ENG 8025	3			3	3
BUS 115 Business Law	Pre-Requisites: ENG 025 or ENG 8025	3			3	3
BUS 160 Data Analysis/Decision Making	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	2	2		4	3
Pre-Requisites for 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: ENG 025 or ENG 8025 and MAT 025 or MAT 7025 Pre-Requisites for MAT 171: MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher	2-3	2		4-5	3-4
TOTAL SEMESTER HOURS						**15-16**

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
ART 111 Art Appreciation OR MUS 110 Music Appreciation OR PHI 240 Introduction lo Ethics	Pre-Requisites for ART 111 or MUS 110: None Pre-Requisites for PHI 240: ENG 111	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	3
ECO 251 Principles of Microeconomics	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	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, BUS 115 and BUS 137	2	2		4	3
BUS 240 Business Ethics	Pre-Requisites: ENG 025 or ENG 8025	3			3	3
INT 230 International Law	Pre-Requisites: BUS 115	3			3	3
ECO 252 Principles of Macroeconomics	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3			3	3
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
TOTAL SEMESTER HOURS						**18**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**67-69**

Continued on next page

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

Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Total Credit Hours
ACC 129 Individual Income Taxes	Pre-Requisites: ACC 120	2	2	3
ACC 130 Business Income Taxes	Pre-Requisites: ACC 120	2	2	3
ACC 131 Federal Income Taxes	Pre-Requisites: ACC 120	2	2	3
ACC 140 Payroll Accounting	Pre-Requisites: ACC 120	1	3	2
ACC 150 Acct. Software Applications	Pre-Requisites: ACC 120	1	3	2
BAS 120 Introduction to Analytics	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	2	2	3
BUS 125 Personal Finance	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3		3
BUS 139 Entrepreneurship I	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3		3
BUS 245 Entrepreneurship II	Pre-Requisites: BUS 139	3		3
CTS 115 Info Sys Business Concept	Pre-Requisites: ENG 025 or ENG 8025	3		3
CTS 130 Spreadsheets	Pre-Requisites: CIS 110 or CIS 111 or OST 137	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

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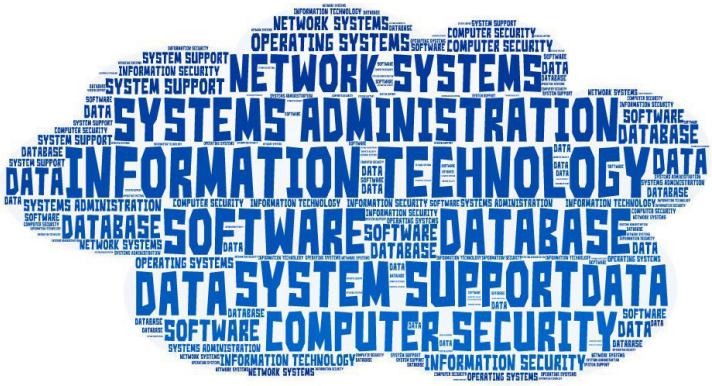
C 25 12 0 GB Global Business Management Certificate

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			3	3
INT 110 International Business	Pre-Requisites: ENG 025 or ENG 8025	3			3	3
BUS 115 Business Law	Pre-Requisites: ENG 025 or ENG 8025	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 025 or ENG 8025	3			3	3
INT 230 International Law	Pre-Requisites: BUS 115	3			3	3
BUS 110 Introduction to Business	Pre-Requisites: ENG 025 or ENG 8025	3			3	3
TOTAL SEMESTER HOURS						**9**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**18**

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
C 25 59 0 DA Data Analytics and Reporting Certificate

CONCENTRATION OVERVIEW
The Information Technology: Computer Programming curriculum prepares graduates for employment as computerprogrammers 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

*This program offers a Career and College Promise pathway (CCP) C25590HC. Courses within the pathway are highlighted in yellow.

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 and Inquiry	Pre-Requisites: ENG 025 or ENG 8025 Co-Requisites: None	3			3	3
CIS 111 Basic PC Literacy OR CIS 110 Introduction to Computers	Pre-Requisites for CIS 110: ENG 025 or ENG 8025 and MAT 025 or MAT 7025 Pre-Requisites for CIS 111: None	1-2	2		3-4	2-3
CTS 115 Info Sys Business Concept	Pre-Requisites: ENG 025 or ENG 8025	3			3	3
CIS 115 Intro to Programming and Logic	Pre-Requisites: MAT 025 or MAT 7025	2	3		5	3
CSC 151 JAVA Programming	Co-Requisites: CIS 110 or CIS 111 or CIS 115 or EGR 150	2	3		5	3
CTI 110 IT Foundations	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 Disciplines	Pre-Requisites: ENG 111	3			3	3
CTI 120 Network and Sec Foundations	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
DBA 110 Database Concepts	Pre-Requisites: CIS 110 or CIS 111	2	3		5	3
CSC 251 Advanced JAVA Programming	Pre-Requisites: CSC 151	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: ENG 025 or ENG 8025 and MAT 025 or MAT 7025 Pre-Requisites for MAT 152: ENG 025 or ENG 8025 and MAT 025 or MAT 7025 Pre-Requisites for MAT 171: MAT 035 or MAT 7035 MAT 110 or MAT 143 or MAT 152 with a C or higher	2-3	2		4-5	3-4
WBL 110 World of Work OR WBL 111, WBL 122, WBL 131, Work-Based Learning	Pre-Requisites: None	1	10		1	1
TOTAL SEMESTER HOURS						**16-17**

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
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	2	3		5	1-3
CTS 285 Systems Analysis & Design	Pre-Requisites: CIS 115 Co-Requisites: DBA 110	3	2		4	3
CTI 141 Cloud and Storage Concepts OR CTS 240 Project Management	CTI 141 Pre-Requisite: CTI 120 CTS 240 Pre-requisites: ENG 025 or ENG 8025 and CIS 110 or CIS 111	1-2	2-4		4-5	3
NOS 110 Operating Systems Concepts	Pre-Requisites: CIS 110 or CIS 111	2	3		5	3
DBA 120 Database Programming	Pre-Requisites: DBA 110	2	2		4	3
CSC 153 C# Programming	Pre-Requisites: CIS 110 or CIS 111 or CIS 115	2	3		5	3
TOTAL SEMESTER HOURS						**16-18**

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
CSC 121 Python Programming	Pre-Requisites: CIS 115	2	3		5	3
WEB 115 Web Markup and Scripting	Pre-Requisites: CTI 110 and 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 025 or ENG 8025 Pre-Requisites for SOC 210: ENG 025 or ENG 8025 Pre-Requisites for ECO 251: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3			3	3
BUS 160: Data Analysis/ Decision Making OR NET 110 Networking OR CTS 220: Advanced HW/SW Support OR WBL 111-132 Work Based Learning	BUS 160: Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025 NET 110: Pre-Requisites: CIS 110 or CIS 111 CTS 220: Pre-Requisites: CTS 120 Pre-Requisites for WBL: None	1-2	0-3		1-5	1-3
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
CTS 289 System Support Project	Pre-Requisites: CTI 110, CTI 120, CTS 115, CTS 285 and DBA 110; IT: Computer Programming (A25590CP) students require instructor permission verifying completion of CSC 153 (C# Programming).	1		4	5	3
TOTAL SEMESTER HOURS						**16-18**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**65-71**

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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 111: None Pre-Requisites for CIS 110: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	1-2	2		3-4	2-3
CTI 110 IT Foundations	Pre-Requisites: None	2	2		4	3
CIS 115 Intro to Programming and Logic	Pre-Requisites: MAT 025 or MAT 7025	2	3		5	3
CSC 151 JAVA Programming	Co-Requisites: CIS 110 or CIS 111 or CIS 115 or EGR 150	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 and Sec Foundations	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
CSC 251 Advanced JAVA Programming	Pre-Requisites: CSC 151	2	3		5	3
TOTAL SEMESTER HOURS						**6**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**17-18**

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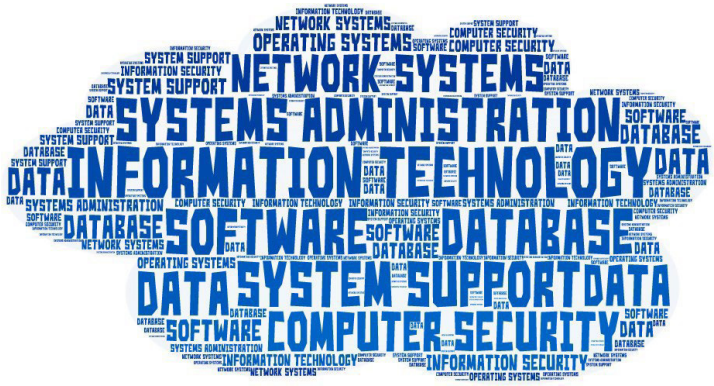
C 25 59 0 DA Data Analytics and Reporting Certificate

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 111: None Pre-Requisites for CIS 110: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	1-2	2		3-4	2-3
TOTAL SEMESTER HOURS						**2-3**
Second Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
DBA 110 Database Concepts	Pre-Requisites: CIS 110 or CIS 111	2	3		5	3
CSC 121 Python Programming	Pre-Requisites: CIS 115	2	3		5	3
TOTAL SEMESTER HOURS						**6**
Third 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
BUS 160 Data Analysis and Decision Making	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	2	2		4	3
TOTAL SEMESTER HOURS						**4**
Fourth Semester Course Number and Title	**Pre-Requisites and Co-Requisites**	**Class Hours**	**Lab Hours**	**Clinical Hours**	**Total Contact Hours**	**Total Credit Hours**
DBA 120 Database Programming	Pre-Requisites: DBA 110	2	2		4	3
TOTAL SEMESTER HOURS						**3**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**15-16**

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

*This program offers a Career and College Promise pathway (CCP) C25590HS. Courses within the pathway are highlighted in yellow.

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 and Inquiry	Pre-Requisites: ENG 025 or ENG 8025 Co-Requisites: None	3			3	3
CIS 111 Basic PC Literacy OR CIS 110 Introduction to Computers	Pre-Requisites for CIS 110: ENG 025 or ENG 8025 and MAT 025 or MAT 7025 Pre-Requisites for CIS 111: None	1-2	2		3-4	2-3
WBL 110 World of Work OR WBL 111, WBL 121, WBL 131, Work-Based Learning	Pre-Requisites: None	1	10		1	1
CTI 110 IT Foundations	Pre-Requisites: None	2	2		4	3
CTS 115 Info Sys Business Concept	Pre-Requisites: ENG 025 or ENG 8025	3			3	3
CIS 115 Intro to Programming and Logic	Pre-Requisites: MAT 025 or MAT 7025	2	3		5	3
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 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: ENG 025 or ENG 8025 and MAT 025 or MAT 7025 Pre-Requisites for MAT 152: ENG 025 or ENG 8025 and MAT 025 or MAT 7025 Pre-Requisites for MAT 171: MAT 035 or MAT 7035 or MAT 110 or MAT 143 or MAT 152 with a C or higher	2-3	2		4-5	3-4
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
CTI 120 Network and Sec Foundations	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
DBA 110 Database Concepts	Pre-Requisites: CIS 110 or CIS 111	2	3		5	3
TOTAL SEMESTER HOURS						**15-16**

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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
CTS 120 Hardware/Software Support	Co-Requisites for CTS 120: CIS 110 or CIS 111	2	3		5	3
CTS 285 Systems Analysis & Design	Pre-Requisites: CIS 115 Co-Requisites: DBA 110	2	2		4	3
NET 125 Intro to Networking OR NET 110 Networking Concepts	Net 110 : Pre-Requisites: CIS 110 or CIS 111 Net 125 : Pre-Requisites: CIS 110 or CIS 111	2	2-3		4-5	3
DBA 120 Database Programming OR WBL 111-132 Work-Based Learning	Pre-Requisite for DBA 120: DBA 110 Pre-requisites for WBL: None	2	2		4	1-3
NOS 110 Operating Systems Concepts	Pre-Requisites: CIS 110 or CIS 111	2	3		5	3
CTI 141 Cloud and Storage Concepts OR CTS 240 Project Management	CTI 141 Pre-Requisite: CTI 120 CTS 240 Pre-requisites: ENG 025 or ENG 8025 and CIS 110 or CIS 111	1-2	2-4		4-5	3
TOTAL SEMESTER HOURS						**16-18**

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
NOS 230 Windows Admin I	Pre-Requisites: NOS 110	2	2		4	3
NET 126 Switching and Routing	Pre-Requisites for NET 126: NET 110 or NET 125	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 025 or ENG 8025 Pre-Requisites for SOC 210: ENG 025 or ENG 8025 Pre-Requisites for ECO 251: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3			3	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 285 and DBA 110; IT: Computer Programming (A25590CP) students require instructor permission verifying completion of CSC 153 (C# Programming).	1	4		5	3
NOS 120 Linux Single User	Pre-Requisites for NOS 120: CTS 220, CTI 130, or NOS 110	2	3		5	3
TOTAL SEMESTER HOURS						**18**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**64-68**

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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 111: None Pre-Requisites for CIS 110: ENG 025 or ENG 8025 and MAT 025 or MAT 7025	1-2	2		3-4	2-3
CTI 110 IT Foundations	Pre-Requisites: None	2	2		4	3
CTS 120 Hardware/Software Support	Co-Requisites: CIS 110 or CIS 111	2	3		5	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 and Sec Foundations	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						**17-18**

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



(This program is offered at COA - Dare and COA - Edenton-Chowan)

(Class offerings may vary by semester at each location)

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 be able to :
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 the refrigeration cycle explaining the major components and the physical state of the refrigerant in the system.
4. Demonstrate knowledge of basic electricity and work on electrical components in a safe manner.

Partnership: Level Three Instructional Service Agreement between College of The Albemarle and Beaufort County Community College

*This program offers a Career and College Promise pathway (CCP) D35100H. Courses within the pathway are highlighted in yellow.

D 35 10 0 Air Conditioning, Heating and Refrigeration (HVAC) 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
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 160 Refrigerant Certification	Pre-Requisites: None Co-Requisites: AHR 110 or AHR 113	1			1	1
AHR 113 Comfort Cooling	Pre-Requisites: None	2	4		6	4
Select one of the following: COM 101 Workplace Communication OR COM 110 Intro to Comm OR COM 120 Intro to Interpersonal Comm OR ENG 111 Writing & Inquiry	Pre-Requisites: COM 101: None COM 110 : None COM 120: None ENG 111: ENG 025	3			3	3
TOTAL SEMESTER HOURS		**12**	**16**		**28**	**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
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
ISC 110 Workplace Safety	Pre-Requisites: None	1			1	1
WBL 110 World of Work, WBL 111 or WBL 112 Work-Based Learning I	Pre-Requisites: None	0-1		0-20	1-20	1-2
AHR 255 Indoor Air Quality	Pre-Requisites: AHR 110	1	2		3	2
Select one of the following: MAT 110 Math Measurement MAT 143 Quantitative Lit MAT 171 Precalculus Algebra	Pre-Requisites: MAT 110: None MAT 143: ENG 025 and MAT 025 MAT 171: MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher	2-3	2		4-5	3-4
TOTAL SEMESTER HOURS		**9-11**	**12**	**0-20**	**22-42**	**16-18**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**36-37**

"Courses may be offered during different semesters based on campus location."

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C 35 10 0 I Air Conditioning, Heating, and Refrigeration Technology Certificate I

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

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 Co-Requisites: AHR 110 or AHR 113	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

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



(Offered at COA-Elizabeth City and COA-Dare)
(Class offerings may vary by semester at each location.)

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. Create and interpret conventional generated blueprints specific to the welding trade.
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 semi-automated equipment related to the welding industry.
6. Demonstrate the ability to set up, program, operate and troubleshoot SMAW welding equipment related to the industry and complete test coupons.

Partnership: College of The Albemarle's Welding Program - Diploma Track - is an approved Marine Trades Training (MTT) Welding Course through Newport News Shipbuilding.

*This program offers a Career and College Promise pathway (CCP) D50420H. Courses within the pathway are highlighted in yellow.

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: None	1	2		3	2
Select one of the following: COM 101 Workplace Comm OR COM 110 Intro to Comm OR COM 120 Intro to Interp Comm OR ENG 111 Writing & Inquiry	Pre-Requisites: COM 101: None COM 110 : None COM 120: None ENG 111: ENG 025	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
Select one of the following: MAT 110 Mathematical Measurement OR MAT 143 Quantitative Literacy OR MAT 171 Precalculus Algebra	Pre-Requisites for MAT 110: None Pre-Requisites for MAT 143: ENG 025 and MAT 025 Pre-Requisites for MAT 171: MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher	2-3	2		4-5	3-4
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		**6-8**	**23**	**0-20**	**30-50**	**15-17**
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**
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						**39-41**

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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**

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 Associate Degree in Nursing, Practical Nursing and/or plan to pursue their Bachelors 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. Prepare a deliverable designed to increase knowledge, foster understanding, or promote change in audiences' attitudes, values, beliefs, or behavior.
2. Apply appropriate strategies to identify materials, evaluate information, and reference relevant discipline materials to effectively address a topic.
3. Use mathematical skills to logically analyze and interpret mathematics in context.
4. Develop meaningful questions, gather and analyze evidence, and create evidence-based conclusions or solutions.

Partnership: N/A

*This program offers a Career and College Promise pathway (CCP) P1032C. Courses within the pathway are highlighted in yellow.

A 10 30 N Associate in General Education - Nursing

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
STUDENT SUCCESS/ACADEMIC TRANSITION					**1**
ACA 122*					
COMPOSITION The following two English courses are required:					**6**
ENG 111	Writing & Inquiry		None	ENG 025	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
HUMANITIES AND 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 025	3
*PSY 241				PSY 150	3
SOC 210				ENG 025	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 025 and MAT 025, 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)					

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MATH The following course is required:					**7-8**
MAT 152	Statistical Methods I			ENG 025 and MAT 025	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
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.

Visit the NC Community College nursing pathways to review the Uniform Articulation Agreement between the University of North Carolina RN to BSN.

*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.

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 apply to take the National Council Licensure Examination (NCLEX-RN). Employment opportunities are vast within the global health care system and may include positions within acute, chronic, extended, industrial, and community health care facilities.

Program Student Learning Outcome- Upon completion of the program, students will:
1. Integrate best current evidence with clinical expertise and patient/family preferences.
2. Promote human flourishing through recognition of the patient or designee as the source of control and full partner in providing compassionate and coordinated care based on respect for patient's diversity, preference, values, and needs.
3. Demonstrate sound nursing judgement in practice through use of clinical reasoning, knowledge and science, and effective management of care to provide of safe, quality care.
4. Develop professional identity with behaviors that reflect integrity, effective communication, personal accountability, legal /ethical practice, advocacy and nursing leadership
5. Function effectively within nursing and inter-professional teams, fostering open communication, mutual respect, and shared decision-making to achieve quality patient care.
6. Establish a spirit of inquiry and lifelong learning that integrates knowledge and science with effective teaching and learning principles to improve quality of care and promotion of health.
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.

*This program offers a Career and College Promise pathway (CCP) P1032C. Courses within the pathway are highlighted in yellow.

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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.

The Associate Degree Nursing and Licensed Practical Nursing to Associate Degree Nursing Option (LPN to ADN Option) nursing programs at College of The Albemarle at the COA-Elizabeth City campus located in Elizabeth City, NC is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, (404) 975-5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing and Licensed Practical Nursing to Associate Degree Nursing Option (LPN to ADN Option) nursing programs is: Continuing Accreditation.

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.

View the public information disclosed by the ACEN regarding this program at: http://www.acenursing.us/accreditedprograms/programsearch.htm

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	Pre-Requisites: ENG 025	3	0	0	3	3
BIO 168 Anatomy and Physiology I	Pre-Requisites: ENG 025 and MAT 025, 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	Pre-Requisites: Admission to A.D.N. Co-Requisites: BIO 168, PSY 150, ACA 122, ENG 111	4	6	6	16	8
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025	3	0	0	3	3
ACA 122 Transfer & Career 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	Pre-Requisites: NUR 111 Co-Requisites: BIO 169, PSY 241, NUR 113AB, NUR 212AB	3	0	6	9	5
NUR 113AB Family Health Concepts	Pre-Requisites: NUR 111 Co-Requisites: BIO 169, PSY 241, NUR 112, NUR 212AB	2	0	3	5	3
NUR 212AB Health System Concepts	Pre-Requisites: NUR 111 Co-Requisites: NUR 112, NUR 113AB, BIO 169, PSY 241	1	0	3	4	2
PSY 241 Developmental Psychology	Pre-Requisites: PSY 150	3	0	0	3	3
BIO 169 Anatomy and Physiology II	Pre-Requisites: BIO 168	3	3	0	6	4
TOTAL SEMESTER HOURS		**12**	**3**	**12**	**27**	**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**
NUR 113BB Family Health Concepts	Pre-Requisites: NUR 112, NUR 113AB, NUR 212AB Co-Requisites: NUR 211AB	1	0	3	4	2
NUR 211AB Health Care Concepts	Pre-Requisites: NUR 112, NUR 113AB, NUR 212AB Co-Requisites: NUR 113BB	1	0	3	4	2
TOTAL SEMESTER HOURS		**2**	**0**	**6**	**8**	**4**

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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
ENG 112 Writing/Research in the Disciplines	Pre-Requisites: ENG 111	3	0	0	3	3
NUR 114 Holistic Health Concepts	Pre-Requisites: NUR 111, NUR 112, NUR 113 Co-Requisites: ENG112, NUR 211BB, NUR 212BB	3	0	6	9	5
NUR 211BB Health Care Concepts	Pre-Requisites: NUR 111, NUR 112, NUR 113; NUR 211AB Co-Requisites: ENG 112, NUR 114, NUR 212BB	2	0	3	5	3
NUR 212BB Health System Concepts	Pre-Requisites: NUR 111, NUR 212AB Co-Requisites: NUR 114, NUR 211BB, ENG 112	2	0	3	5	3
TOTAL SEMESTER HOURS		**10**	**0**	**12**	**22**	**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**
BIO 275 Microbiology	Pre-Requisites: 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.	Pre-Requisites: Varies	3	0	0	3	3
NUR 213 Complex Health Concepts	Pre-Requisites: NUR 111 Co-Requisites: 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**

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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.

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.

The Associate Degree Nursing and Licensed Practical Nursing to Associate Degree Nursing Option (LPN to ADN Option) nursing programs at College of The Albemarle at the COA-Elizabeth City campus located in Elizabeth City, NC is accredited by the: Accreditation Commission for Education in Nursing (ACEN), 3390 Peachtree Road NE, Suite 1400, Atlanta, GA 30326, (404) 975-5000.

The most recent accreditation decision made by the ACEN Board of Commissioners for the Associate Degree Nursing and Licensed Practical Nursing to Associate Degree Nursing Option (LPN to ADN Option) nursing programs is: Continuing Accreditation.

View the public information disclosed by the ACEN regarding this program at: http://www.acenursing.us/accreditedprograms/programsearch.htm

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 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.

LPN-A.D.N. Option - Upon completion of NUR 113 and 212, credit will be granted by valuation for 8 semester hours for NUR 111.

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	Pre-Requisites: ENG 025	3	0	0	3	3
BIO 168 Anatomy and Physiology I	Pre-Requisites: ENG 025 and MAT 025, 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	Pre-Requisites: Admission to LPN-ADN Option. **LPN-A.D.N. Option - Upon completion of NUR 113 and 212, credit will be granted by valuation for 8 semester hours for NUR 111** Co-Requisites: BIO 168, PSY 150, ENG 111, ACA 122	4	6	6	16	8
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025	3	0	0	3	3
ACA 122 Transfer & Career 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	Pre-Requisites: Admission to LPN-ADN Option. Co-Requisites: BIO 169, PSY 241, NUR 113AB, NUR 212AB	3	0	6	9	5
NUR 113AB Family Health Concepts	Pre-Requisites: Admission to LPN-ADN Option. Co-Requisites: BIO 169, PSY 241, NUR 112, NUR 212AB	2	0	3	5	3
NUR 212AB Health System Concepts	Pre-Requisites: Admission to LPN-ADN Option. Co-Requisites: NUR 112, NUR 113AB, BIO 169, PSY 241	1	0	3	4	2
PSY 241 Developmental Psychology	Pre-Requisites: PSY 150	3	0	0	3	3
BIO 169 Anatomy and Physiology II	Pre-Requisites: BIO 168	3	3	0	6	4
TOTAL SEMESTER HOURS		**12**	**3**	**12**	**27**	**17**

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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
NUR 113BB Family Health Concepts	Pre-Requisites: NUR 112, NUR 113AB, NUR 212AB Co-Requisites: NUR 211AB	1	0	3	4	2
NUR 211AB Health Care Concepts	Pre-Requisites: NUR 112, NUR 113AB, NUR 212AB Co-Requisites: NUR 113BB	1	0	3	4	2
TOTAL SEMESTER HOURS		**2**	**0**	**6**	**8**	**4**
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	Pre-Requisites: ENG 111	3	0	0	3	3
NUR 114 Holistic Health Concepts	Pre-Requisites: NUR 111, NUR 112, NUR 113 Co-Requisites: ENG 112, NUR 211BB, NUR 212BB	3	0	6	9	5
NUR 211BB Health Care Concepts	Pre-Requisites: NUR 111, NUR 112, NUR 113; NUR 211AB Co-Requisites: ENG 112, NUR 114, NUR 212BB	2	0	3	5	3
NUR 212BB Health System Concepts	Pre-Requisites: NUR 111, NUR 212AB Co-Requisites: NUR 114, NUR 211BB, ENG 112	2	0	3	5	3
TOTAL SEMESTER HOURS		**10**	**0**	**12**	**22**	**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**
BIO 275 Microbiology	Pre-Requisites: 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.	Pre-Requisites: Varies	3	0	0	3	3
NUR 213 Complex Health Concepts	Pre-Requisites: NUR 111 Co-Requisites: 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**

Technical and Vocational Programs

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.

COA's Emergency Medical Services – Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Contact CAAHEP: Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 – 113th St. N, #7709, Seminole, FL 33775, 727-210-2350. www.caahep.org

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.

*This program offers a Career and College Promise pathway (CCP) C45340H. Courses within the pathway are highlighted in yellow.

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 122 Transfer and Career Success		1	0	0	1	1
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025	3	0	0	3	3
MAT 143 Quantitative Literacy	Pre-Requisites: ENG 025 and MAT 025	2	2	0	4	3
EMS 110 EMT	Pre-Requisites: Admission to EMS Program	6	6	3	15	9
TOTAL SEMESTER HOURS		**12**	**8**	**3**	**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**
BIO 163 Basic Anatomy and Physiology (Or BIO 168 and BIO 169 - recommended option for transfer to a 4 year institution)**	Pre-Requisites: ENG 025 and either BIO 090 or one unit of HS Biology	4	2	0	6	5
PSY 150 General Psychology	Pre-Requisites: ENG 025	3	0	0	3	3
EMS 120 Advanced EMT	Pre-Requisites: EMS 110 Co-Requisites: EMS 121	4	6	0	10	6
EMS 121 AEMT Clinical Practicum	Pre-Requisites: EMS 110 Co-Requisites: EMS 120	0	0	6	6	2
TOTAL SEMESTER HOURS		**11**	**8**	**6**	**25**	**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**
EMS 160 Cardiology I	Pre-Requisites: EMS 120 Co-Requisites: EMS 130, 210, 221	2	3	0	5	3
EMS 130 Pharmacology	Pre-Requisites: EMS 120 Co-Requisites: EMS 160, 210, 221	3	3	0	6	4
EMS 210 Adv. Patient Assessment	Pre-Requisites: EMS 110 or Admission to EMS Bridge Program Co-Requisites: EMS 130, 160, 221 or Admission to EMS Bridge Program	1	3	0	4	2
EMS 221 EMS Clinical Practicum II	Pre-Requisites: EMS 121 Co-Requisites: EMS 130, 160, 210	0	0	6	6	2
TOTAL SEMESTER HOURS		**6**	**9**	**6**	**21**	**11**

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

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	Pre-Requisites: ENG 111	3	0	0	3	3
EMS 220 Cardiology II	Pre-Requisites: EMS 160, 130, 210, 221 Co-Requisites: EMS 231, 250, 260	2	3	0	5	3
EMS 231 EMS Clinical Practicum III	Pre-Requisites: EMS 221 Co-Requisites: EMS 220, 250, 260	0	0	9	9	3
EMS 250 Medical Emergencies	Pre-Requisites: EMS 160, 130, 210, 221 Co-Requisites: EMS 220, 231. 260	3	3	0	6	4
EMS 260 Trauma Emergencies	Pre-Requisites: EMS 160, 130, 210, 221 Co-Requisites: EMS 220, 231, 250	1	3	0	4	2
TOTAL SEMESTER HOURS		**9**	**9**	**9**	**27**	**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**
Human/FA Elective	Varies	3	0	0	3	3
EMS 240 Patients with Special Challenges	Pre-Requisites: EMS 220, 231, 250, 260 Co-Requisites: EMS 241, 270, 285	1	2	0	3	2
EMS 241 EMS Clinical Practicum IV	Pre-Requisites: EMS 231 Co-Requisites: EMS 240, 270 & 285	0	0	12	12	4
EMS 270 Life Span Emergencies	Pre-Requisites: EMS 220, 231, 250, 260 Co-Requisites: EMS 240, 241 & 285	3	3	0	6	4
EMS 285 EMS Capstone	Pre-Requisites: EMS 220, 231, 250, 260 Co-Requisites: EMS 240, 241 & 270	1	3	0	4	2
TOTAL SEMESTER HOURS		**8**	**8**	**12**	**28**	**15**
TOTAL DEGREE HOURS						**73**

**Four year institutions determine their acceptance of transfer courses ...students should check with the 4 year institutions 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.

COA's Emergency Medical Services – Paramedic program is accredited by the Commission on Accreditation of Allied Health Education Programs (www.caahep.org) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP). Contact CAAHEP: Commission on Accreditation of Allied Health Education Programs (CAAHEP), 9355 – 113th St. N, #7709, Seminole, FL 33775, 727-210-2350. www.caahep.org

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.

Continue to next page for Curriculum Guide

A 45 34 0 BR Emergency Medical Science Bridge Program

First 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 and BIO 169 - recommended option for transfer to a 4 year institution)**	Pre-Requisites: ENG 025 and either BIO 090 or one unit of HS Biology	4	2	0	6	5
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025	3	0	0	3	3
EMS 125 Instructor Methodology	Pre-Requisites: Admission to EMS Bridge	2	2	0	4	3
EMS 280 EMS Bridging Course***	Pre-Requisites: Admission to EMS Bridge	2	2	0	4	3
TOTAL SEMESTER HOURS		**11**	**6**	**0**	**17**	**14**
Second 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
MAT 143 Quantitative Literacy	Pre-Requisites: ENG 025 and MAT 025	2	2	0	4	3
PSY 150 General Psychology	Pre-Requisites: ENG 025	3	0	0	3	3
Human/FA Elective	Varies	3	0	0	3	3
EMS 210 Adv Patient Assessment	Pre-Requisites: EMS 110 or Admission to EMS Bridge Program Co-Requisites: EMS 130, 160, 221 or Admission to EMS Bridge Program	1	3	0	4	2
EMS 235 EMS Management	Pre-Requisites: Admission to EMS Bridge	2	0	0	2	2
TOTAL SEMESTER HOURS		**14**	**5**	**0**	**19**	**16**
TOTAL DEGREE HOURS						**30**

***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 Paramedic coursework and ACA 111 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 19 credit hours)

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

**** Applicants who successfully complete EMS 280 with a grade of 'C' or better will be awarded credit for EMS 285-EMS Capstone.*

Continued on next page

The following table displays the 43 hours of proficiency credit that the current credential Paramedics will receive towards the EMS A.A.S. degree to represent the EMS major hours for Paramedic coursework that are not required as part of the EMS Bridge Program.

COURSE	COURSE NAME	CREDIT HOUR
EMS 110	EMT	9
EMS 130	Pharmacology	4
EMS 131	Advanced Airway Management	2
EMS 160	Cardiology I	3
EMS 260	Trauma Emergencies	2
EMS 220	Cardiology II	3
EMS 122	Clinical Practicum I	1
EMS 221	Clinical Practicum II	2
EMS 250	Medical Emergencies	4
EMS 240	Patients with Special Challenges	2
EMS 270	Life Span Emergencies	4
EMS 231	Clinical Practicum III	3
EMS 241	Clinical Practicum IV	4

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



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. Share general nonmedical nutrition information with clients and participants.

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.

*This program offers a Career and College Promise pathway (CCP) C45630H. Courses within the pathway are highlighted in yellow.

A 45 63 0 Health and Fitness Science – 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 122 Transfer & Career Success		0-1	0-2		1-2	1
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025 Co-Requisites: None	3			3	3
BIO 168 Anatomy & Physiology I	Pre-Requisites: ENG 025 and MAT 025, 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	Pre-Requisites: ENG 111	3			3	3
Choose One: MAT 143 Quantitative Literacy MAT 152 Statistical Methods I MAT 171 Precalculus Algebra	Pre-Requisites for MAT 143: ENG 025 and MAT 025 Pre-Requisites for MAT 152: ENG 025 and MAT 025 Pre-Requisites for MAT 171: MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher	2-3	2		4-5	3-4
BIO 169 Anatomy & Physiology II	Pre-Requisites: BIO 168	3	2		5	4
HEA 110 Personal Health & Wellness	Pre-Requisites: ENG 025	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

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

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	Pre-Requisites: ENG 025	3			3	3
Choose One: ART 111 – Art Appreciation MUS 110 – Music Appreciation PHI 240 – Intro to Ethics	Pre-Requisites: Varies	3			3	3
TOTAL SEMESTER HOURS		**6**			**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	Pre-Requisites: ENG 025 and MAT 025	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	Pre-Requisites: HFS 110	2	2		4	3
HFS 210 Personal Training	Pre-Requisites: HFS 110 and HFS 111	2	2		4	3
HFS 212 Exercise Programming	Pre-Requisites: 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**

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C 45 63 0 Health and Fitness Science – 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
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						
HEA 112 First Aid & CPR		1	2		3	2
HFS 120 Group Exercise Instruction	Pre-Requisites: HFS 110	2	2		4	3
HFS 210 Personal Training	Pre-Requisites: 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 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. 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.

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

A 45 36 0 Health Information Technology

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

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 025	3			3	3
ENG 112 Writing/ Research in the Disciplines	Pre-Requisites: ENG 111	3			3	3
HUM 115 Critical Thinking OR PHI 240 Introduction to Ethics	Pre-Requisites for HUM 115: ENG 025 Pre-Requisites for PHI 240: ENG 111	3			3	3
PSY 150 General Psychology	Pre-Requisites: ENG 025	3			3	3
MAT 152 Statistical Methods I	Pre-Requisites: ENG 025 and MAT 025	3	2		5	4
BIO 163 Basic Anat. And Physiology	Pre-Requisites: ENG 025 and either BIO 090 or one unit of HS Biology	4	2		6	5
CIS 110 Introduction to Computers	Pre-Requisites: ENG 025 and MAT 025	2	2		4	3
CTS 130 Spreadsheet	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
ACA 122 – Transfer and Career Success	Pre-Requisites: None	1				1
MED 121 Medical Terminology I	Pre-Requisites: ENG 025	3			3	3
MED 122 Medical Terminology II	Pre-Requisites for: MED 121	3			3	3
Total credits at participating college/COA						**34**

Technical and Vocational Programs (PENDING STATE APPROVAL)

A 45 23 0 Health Sciences — Associate in Applied Science
D 45 23 0 Health Sciences — Diploma
C 45 23 0 PB Health Sciences — Phlebotomy Certificate (PBT)
C 45 23 0 NA Health Sciences — Nurse Aide Certificate (NA)
C 45 23 0 HG Health Sciences — General Certificate
High School Career & College Promise (CCP) CTE Pathway - for high school students only

C 45 23 0 HN Nurse Aide — Health Science Certificate (NA)
High School Career & College Promise (CCP) CTE Pathway - for high school students only

CONCENTRATION OVERVIEW
This curriculum is designed to prepare students for success in healthcare by providing a strong foundation in courses essential for health practice while offering opportunities to earn stackable credentials in relevant healthcare roles.



Coursework includes the use of current healthcare technologies, specialized health science competencies, and training within interdisciplinary teams while offering opportunities to earn stackable credentials that support career advancement in a healthcare setting.

Upon completion, students will demonstrate professional standards, apply both discipline-specific and general education skills, and possess the academic preparation needed for career growth or further study in advanced health science programs.

Student Learning Outcomes – Upon completion of the program, students will:
1. Demonstrate professional standards and behaviors appropriate to healthcare practice, including effective communication, ethical decision-making, and teamwork within interdisciplinary healthcare environments.
2. Apply foundational health science knowledge and general education skills to support safe, effective, and patient-centered care across a variety of healthcare settings.
3. Utilize current healthcare technologies and discipline-specific competencies relevant to entry-level healthcare roles and stackable credential pathways.
4. Integrate academic preparation and technical skills to support career advancement or continued study in advanced health science or related healthcare programs.

Partnership: N/A

A 45 23 0 Health Sciences — Associate in Applied Science

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
STUDENT SUCCESS					**1**
ACA 122	Transfer & Career Success			None	1
COMPOSITION					**6**
ENG 111	Writing and Inquiry			ENG 025 or ENG 8025	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
HUMANITIES/FINE ARTS					**3**
PHI 240 **OR** HUM 115	Introduction to Ethics **OR** Critical Thinking			PHI 240: ENG 111 HUM 115: ENG 025 or ENG 8025	3
SOCIAL/BEHAVIORAL SCIENCES					**6**
PSY 150	Introduction to Psychology			ENG 025 or ENG 8025	3
PSY 241	Developmental Psychology			PSY 150	3
NATURAL SCIENCES/MATHEMATICS					**3-4**
MAT 143 **OR** MAT 152 **OR** MAT 171	Quantitative Literacy **OR** Statistics Methods I **OR** Precalculus Algebra			MAT 143 & 152: ENG 025 or ENG 8025 and MAT 025 or MAT 7025 MAT 171: MAT 035 or MAT 7035 or MAT 110 or MAT 143 or MAT 152 with a C or higher	3-4
CORE MAJOR HOURS COURSES:					**21-24**
BIO 163 **OR** BIO 168 & 169 (must take both)	BIO 163: Basic Anatomy & Physiology (5) BIO 168: Anatomy and Physiology I (4) and BIO 169 Anatomy and Physiology II (4)		Check your health program of interest for which A&P course(s) is required	BIO 163: Pre-Requisites: ENG 025 or ENG 8025 and either BIO 090 or one unit of HS Biology BIO 168: ENG 025 or ENG 8025 and MAT 025 or MAT 7025, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry BIO 169: BIO 168	5-8
HSC 111	Intro to Health Careers			ENG 025 or ENG 0825 local Take to AA (local pre req)	3
HSC 115	Intro to Health Systems and Ethics			ENG 025 or ENG 0825 local Take to AA (local pre req)	3

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HSC 121	Healthcare Communication			ENG 025 or ENG 0825 local Take to AA (local pre req)	4
NAS 111 **OR** PBT 110	Nurse Aide I **OR** Phlebotomy Technology			NAS 111: Enrollment in the Nurse Aide course via the Admission Fact Sheet process; must be 17 years old on or before the first day of class PBT 110: Admission to Phlebotomy Course	6
OTHER REQUIRED HOURS					**6**
MED 121	Medical Terminology I			ENG 025 or ENG 8025	3
MED 122	Medical Terminology II			MED 121	3
OTHER MAJOR HOURS (These courses are required)					**6**
HEA 110	Personal Health & Wellness			ENG 025 or ENG 0825	3
MHA 140	Intro to Mental Health			None	3
OTHER MAJOR HOURS					**12-20**
Choose an additional minimum of **12 to no more than 20** credit hours from the following courses:					
BIO 155	Nutrition			ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3
BIO 275	Microbiology			BIO 111 or BIO 163 or BIO 168	4
CHM 130 and CHM130A **OR** CHM 151	Gen, Org, & Bio-chemistry & Lab **OR** General Chemistry I		CHM 131	CHM 130 & 130A: CHM 090 or one unit of HS chemistry CHM 151: ENG 025 or ENG 8025 and MAT 025 or MAT 7025, and either CHM 090 or one unit of HS Chemistry	4
CHM 152	General Chemistry II			CHM 151	4
CIS 110	Introduction to Computers			ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3
HEA 112	First Aid & CPR			None	2
HFS 110 and HFS 111	Exercise Science and Fitness Exercise Testing I			None. Recommend take both together in same semester.	8
HSE 110	Intro to Human Services			ENG 025 or ENG 8025	3
HSE 123	Interviewing Techniques for Human Services			None	3

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HSE 212	Group Dynamics			None	3
MED 110	Orientation to Medical Assisting			ENG 025 or ENG 0825	1
MED 118	Medical Law & Ethics			ENG 025 or ENG 0825	2
NAS 111 **OR** PBT 110	Nurse Aide I **OR** Phlebotomy Technology Note : You may choose the other course you did not take from the previous required Core Major Hours course list:			NAS 111: Enrollment in the Nurse Aide course via the Admission Fact Sheet process; must be 17 years old on or before the first day of class PBT: Admission to Phlebotomy Course	6
NUR 111 – only for students previously enrolled in A.D.N. program	Introduction to Health Concepts			None Note: If a student is admitted to the COA nursing program and passes NUR 111, but does not complete the program, they may earn 8 hours credit for the NUR 111 course in HSc.	8
OST 164	Office Editing			None	3
PBT 111	Phlebotomy Practicum			PBT 110	3
PED 110	Fit & Well for Life			None	3
SOC 210	Intro to Sociology			ENG 025 or ENG 8025	3
SWK 110	Intro to Social Work			None	3
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE					**64-76**

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D 45 23 0 Health Sciences — Diploma

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
STUDENT SUCCESS					**1**
ACA 122	Transfer & Career Success			None	1
COMPOSITION					**3**
ENG 111	Writing and Inquiry			ENG 025 or ENG 8025	3
HUMANITIES/FINE ARTS					**3**
PHI 240 **OR** HUM 115	Introduction to Ethics **OR** Critical Thinking			PHI 240: ENG 111 HUM 115: ENG 025 or ENG 8025	3
SOCIAL/BEHAVIORAL SCIENCES					**3**
PSY 150	Introduction to Psychology			ENG 025 or ENG 8025	3
CORE MAJOR HOURS COURSES:					**21-24**
BIO 163 **OR** BIO 168 & 169 (must take both)	BIO 163: Basic Anatomy & Physiology (5) BIO 168: Anatomy and Physiology I (4) and BIO 169 Anatomy and Physiology II (4)		Check your health program of interest for which A&P course(s) is required	BIO 163: Pre-Requisites: ENG 025 or ENG 8025 and either BIO 090 or one unit of HS Biology BIO 168: ENG 025 or ENG 8025 and MAT 025 or MAT 7025, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry BIO 169: BIO 168	5-8
HSC 111	Intro to Health Careers			ENG 025 or ENG 0825 local	3
HSC 115	Intro to Health Systems and Ethics			ENG 025 or ENG 0825	3
HSC 121	Healthcare Communication			ENG 025 or ENG 0825	4
NAS 111 **OR** PBT 110	Nurse Aide I **OR** Phlebotomy Technology			NAS 111: Enrollment in the Nurse Aide course via the Admission Fact Sheet process; must be 17 years old on or before the first day of class PBT 110: Admission to Phlebotomy Course	6

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OTHER REQUIRED HOURS					**3**
MED 121	Medical Terminology I			ENG 025 or ENG 0825	3
OTHER MAJOR HOURS (These courses are required)					**6**
HEA 110	Personal Health & Wellness			ENG 025 or ENG 8025	3
MHA 140	Intro to Mental Health			None	3
CORE MAJOR HOURS COURSES:					**3-5**
Choose **3 to 5** credit hours from the following courses:					
BIO 155	Nutrition			ENG 025 or ENG 8025 and MAT 025 or MAT 7025	3
HEA 112	First Aid & CPR			None	2
HFS 110	Exercise Science			None	3
HSE 110	Intro to Human Services			ENG 025 or ENG 8025	3
HSE 123	Interviewing Techniques for Human Services			None	3
HSE 212	Group Dynamics			None	3
MED 110	Orientation to Medical Assisting			ENG 025 or ENG 0825	1
MED 118	Medical Law & Ethics			ENG 025 or ENG 0825	2
PBT 111	Phlebotomy Practicum			PBT 110	3
PED 110	Fit & Well for Life			None	3
SWK 110	Intro to Social Work			None	3
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA					**43-48**

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C 45 23 0 PB Health Sciences - Phlebotomy Certificate (PBT)

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
HSC 111	Intro to Health Careers			ENG 025 or ENG 0825 local take to AA (local pre req)	3
HSC 121	Healthcare Communication			ENG 025 or ENG 0825	4
PBT 110	Phlebotomy Technology			PBT 110: Admission to Phlebotomy Course	6
PBT 111	Phlebotomy Practicum			PBT 110	3
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE					**16**

C 45 23 0 NA Health Sciences – Nurse Aide Certificate (NA)

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
HSC 111	Intro to Health Careers			ENG 025 or ENG 0825	3
HSC 121	Healthcare Communication			ENG 025 or ENG 0825	4
NAS 111	Nurse Aide I			NAS 111: Enrollment in the Nurse Aide course via the Admission Fact Sheet process; must be 17 years old on or before the first day of class	6
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE					**13**

C 45 23 0 HG Health Sciences – General Certificate

High School Career & College Promise (CCP) CTE Pathway - for high school students only

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
ACA 122	Transfer and College Success			None	1
HSC 111	Intro to Health Careers			ENG 025 or ENG 0825	3
HSC 115	Intro to Health Systems and Ethics			ENG 025 or ENG 0825	3
HSC 121	Healthcare Communication			ENG 025 or ENG 0825	4
BIO 168	Anatomy and Physiology I			BIO 168: ENG 025 or ENG 8025 and MAT 025 or MAT 7025, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry	4
MED 121	Medical Terminology I			ENG 025 or ENG 0825	3
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE					**18**

C 45 23 0 HN Nurse Aide — Health Science Certificate (NA)

High School Career & College Promise (CCP) CTE Pathway - for high school students only

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
ACA 122	Transfer and College Success			None	1
HSC 111	Intro to Health Careers			ENG 025 or ENG 0825	3
HSC 115	Intro to Health Systems and Ethics			ENG 025 or ENG 0825	3
HSC 121	Healthcare Communication			ENG 025 or ENG 0825	4
NAS 111	Nurse Aide I			NAS 111: Enrollment in the Nurse Aide course via the Admission Fact Sheet process; must be 17 years old on or before the first day of class	6
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE					**17**

Recommended courses/pathways toward admissions/progression into specific health programs while in the Health Science degree pathway.

Students may also enroll in the Health Sciences major as a pathway to start courses while applying for a specific health program that may have selective admissions processes to enter. Please carefully review all program information and selective requirements. Meeting the minimum admission requirements does not guarantee admission to the clinical program. If you are in Health Sciences in order to apply for a selective program, the general education and other courses below directly correlate to the specific selective programs. Please refer to the program's website for the most up-to-date Admission Requirements and program information. Note: Information below highlights courses within Health Sciences; it does not include Math/English developmental courses. It is required to work with an advisor to create an academic plan.

A45230 HF PRE-HEALTH AND FITNESS SCIENCE PATHWAY (HFS)		
HSc pathway gen ed and major hours that are also in the HFS Program: **ACA 122, ENG 111, PSY 150 , Math 143 or higher, PHI 240, HEA 110, Choose BIO 168 and 169 A&P I and II (required for HFS)**		
Recommended course choices for Other Major hours list:		
BIO 155	Nutrition	3
HEA 112	First Aid & CPR	2
HFS 110 and HFS 111	Exercise Science and Fitness Exercise Testing I	8
PED 110	Fit & Well for Life	3

A45230 HT PRE-HEALTH INFORMATION TECHNOLOGY PATHWAY (HIT) (PER AGREEMENT WITH PITT CC HIT PROGRAM)		
HSc pathway gen ed and major hours that are also in the HIT Program: **ACA 122, ENG 111 & 112, PSY 150 , Math 152, PHI 240 or HUM 115, Med Term 121 and 122, Choose either BIO 163 OR 168 and 169**		
Recommended course choices for Other Major hours list:		
CIS 110	Introduction to Computers	3

A45230 MA PRE-MEDICAL ASSISTING PATHWAY (MA)		
HSc pathway gen ed and major hours that are also in the Medical Assisting program: **ENG 111 and 112, PSY 150, Math 143 (or higher), PHI 240 or HUM 115, MED 121 & 122, Choose either BIO 163 OR 168 and 169**		
Recommended course choices for Other Major hours list:		
BIO 155	Nutrition	3
CIS 110	Introduction to Computers	3
MED 110	Orientation to Medical Assisting	1
PED 110	Medical Law & Ethics	2

A45230 MT PRE-MEDICAL LABORATORY TECHNOLOGY PATHWAY (MLT)		
HSc pathway gen ed and major hours that are also in the MLT Program: **ENG 111 & 112, PSY 150 , Math 143 (or higher), PHI 240 or HUM 115, Choose either BIO 163 OR 168 and 169**		
Recommended course choices for Other Major hours list:		
CHM 130 and CHM130A **OR** CHM 151 and CHM 152	Gen, Org, & Biochemistry & Lab **OR** General Chemistry I General Chemistry II	4 OR 8
CIS 110	Introduction to Computers	3

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A45230 MO PRE-MEDICAL OFFICE ADMINISTRATION PATHWAY (MOA)		
HSc pathway gen ed and major hours that are also in the Med Office Admin Programs: **ENG 111 and 112, PSY 150, Math 143 (or higher), PHI 240 or HUM 115, MED 121 & 122, Choose either BIO 163 OR 168 and 169**		
Recommended course choices for Other Major hours list:		
CIS 110	Introduction to Computers	3
MED 110	Orientation to Medical Assisting	1
MED 118	Medical Law & Ethics	2
OST 164	Office Editing	3

A45230 AD PRE-NURSING PATHWAYS (A.D.N.) ASSOCIATE DEGREE NURSING (RN) IMPORTANT – SEE THE A1030N NURSING PATHWAY PROGRAM FOR THE BEST PROGRAM PATHWAY INTO LPN AND RN NURSING.		
HSc pathway gen ed and major hours that are also in the Associate Degree Nursing (RN) Program: **ACA 122, ENG 111 & 112, PSY 150, PSY 241, PHI 240 or HUM 115, Choose BIO 168 and 169 A&P I and II (required for ADN)**		
Recommended course choices for Other Major hours list:		
BIO 275	Microbiology	4
NAS 111	Nurse Aide I Note: Nursing students must be NAI certified prior to beginning the program - if admitted - starting in the fall. This requirement can be met through this curriculum credit course or by using the non-credit continuing education course.	6

A45230 PN PRE-NURSING PATHWAYS (PN) PRACTICAL NURSING (LPN) DIPLOMA IMPORTANT – SEE THE A1030N NURSING PATHWAY PROGRAM FOR THE BEST PROGRAM PATHWAY INTO LPN AND RN NURSING.		
HSc pathway gen ed and major hours that are also in the Practical Nursing (LPN) Program: **ACA 122, ENG 111, PSY 150, Choose BIO 168 and 169 A&P I and II (required for PN)**		
Recommended course choices for Other Major hours list:		
NAS 111	Nurse Aide I Note: Nursing students must be NAI certified prior to beginning the program - if admitted - starting in the fall. This requirement can be met through this curriculum credit course or by using the non-credit continuing education course.	6

A45230 PT PRE-PHYSICAL THERAPIST ASSISTANT PATHWAY (PTA) (PER AGREEMENT WITH MARTIN CC PHYSICAL THERAPY ASSISTANT PROGRAM)		
HSc pathway gen ed and major hours that are also in the Physical Therapist Assistant Program at Martin CC: **ACA 122, ENG 111, MAT 171, PHI 240 or HUM 115, Choose BIO 168 and 169 A&P I and II (required for PTA)**		
Recommended course choices for Other Major hours list:		
COM 231	Public Speaking	3

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AA45230 RD PRE-RADIOGRAPHY PATHWAY (RADIOGRAPHY) (PER AGREEMENT WITH PITT CC RADIOGRAPHY PROGRAM)
HSc pathway gen ed and major hours that are also in the Radiography program at Pitt CC: **ACA 122, ENG 111 & 112, PSY 150 , PHI 240 or HUM 115, Choose MAT 152 or 171 (Do not choose MAT 143), Choose either BIO 163 OR 168 and 169**

A A45230 RT PRE- RESPIRATORY THERAPY PATHWAY (RESP THERAPY) (PER AGREEMENT WITH PITT CC RESPIRATORY THERAPY PROGRAM)
HSc pathway gen ed and major hours that are also in the Respiratory Therapy program at Pitt CC: **ACA 122, ENG 111 & 112, PSY 150, PHI 240 or HUM 115, Choose MAT 152 or 171 (Do not choose MAT 143), Choose either BIO 163 OR 168 and 169**

A45230 SH PRE-SOCIAL AND HUMAN SERVICES PATHWAY (SHS)		
HSc pathway gen ed and major hours that are also in the SHS Program: **ACA 122, ENG 111 & 112, PSY 150 & 241, MHA 140, PHI 240 or HUM 115, Math 143 or higher** **NOTE: Take HSC 115** can be course sub for HSE 115. **Take HSC 121** can be couse sub for HSE 120		
Recommended course choices for Other Major hours list:		
HSE 110	Intro to Human Services	3
HSE 123	Interviewing Techniques for Human Services	3
HSE 212	Group Dynamics	3
SOC 210	Intro to Sociology	3
SWK 110	Intro to Social Work	3

A45230 ST PRE-SURGICAL TECHNOLOGY PATHWAY (ST)		
HSc pathway gen ed and major hours that are also in the Surgical Technology Program: **ACA 122, ENG 111 & 112, PSY 150 , PHI 240 or HUM 115, Choose BIO 168 and 169 A&P I and II (required for ST)**		
Recommended course choices for Other Major hours list:		
BIO 275	Microbiology	4

Technical and Vocational Programs

A 45 38 0 Social & Human Services – Associate in Applied Science
D 45 38 0 Social & Human Services – Diploma
C 45 38 0 SHS Social and Human Services Certificate
C 45 38 0 MH Mental Health Certificate



CONCENTRATION OVERVIEW
The Social and Human Services curriculum prepares students for entry-level positions in institutions and agencies which provide social, community, and behavioral health services. Along with core courses, students take courses which prepare them for specialization in specific human service areas. Coursework includes the development of professional knowledge, skills, and values in human services. Opportunities for experiential learning allow students to apply knowledge and skills learned in the classroom. Graduates should qualify for positions in government, private, and nonprofit social and human services agencies. Graduates may choose to transfer and continue their education at a variety of colleges and universities.

Student Learning Outcomes – Upon completion of the program, students will:
1. Explain professional codes of conduct, confidentiality, and ethical decision making and how they apply to the human services field.
2. Explain how the history of human services shapes current practices.
3. Apply essential communication skills to interact effectively with supervisors, peers and clients in human services settings.
4. Utilize critical thinking skills to effectively align client needs with available commnnity resources.
5. Describe how self-care and personal wellness impacts the professionals' relationship with clients in the human services field.
6. Demonstrate strategies to advocate for the needs and rights of culturally diverse clients within the community and social systems.
7. Demonstrate the use of appropriate skills necessary to meet the needs of a culturally diverse community.
8. Demonstrate knowledge and skills necessary for professional practice and further study in human services-related fields.

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.

A 45 38 0 Social & Human Services – 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 122 Transfer & Career Success	Pre-Requisites: None	0-1	0-2		1-2	1
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025	3			3	3
PSY 150 General Psychology	Pre-Requisites: ENG 025	3			3	3
SOC 210 Introduction to Sociology	Pre-Requisites: ENG 025	3			3	3
HSE 110 Introduction to Human Services	Pre-Requisites: ENG 025	2	2		4	3
MHA 140 Introduction to Mental Health	Pre-Requisites: None	3			3	3
TOTAL SEMESTER HOURS		**14-15**	**2-4**		**17-18**	**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
ENG 112 Writing/Research in Disciplines	Pre-Requisites: ENG 111	3			3	3
PSY 241 Developmental Psychology	Pre-Requisites: PSY 150	3			3	3
HSE 212 Group Dynamics	Pre-Requisites: None	3			3	3
HSE 123 Interviewing Techniques for Human Services	Pre-Requisites: None	2	2		4	3
MHA 150 Mental Health Interventions	Pre-Requisites: None	3			3	3
Humanities Elective (PHI 240 or HUM 115 preferred)	Pre-Requisites: Varies	3			3	3
TOTAL SEMESTER HOURS		**17**	**2**		**19**	**18**

First Year Summer Session I 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 higher)	Pre-Requisites: ENG 025 and MAT 025	2	2			3

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Seond Year Fall Semester Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
HSE 210 Diversity; Ethics and Trends	Pre-Requisites: None	3			3	3
SAB 110 Introduction to Addiction and Recovery	Pre-Requisites: None	3			3	3
HSE 220 Case Management	Pre-Requisites: None	2	2		4	3
HSE 115 Health Care Concepts	Pre-Requisites: None	3	2		5	4
HSE 120 Interpersonal Relations	Pre-Requisites: None	3			3	3
TOTAL SEMESTER HOURS		**14**	**4**		**18**	**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**
HSE 223 Counseling Theories and Skills	Pre-Requisites: None	3				3
SAB 135 Addictive Process	Pre-Requisites: None	3				3
HSE 225 Crisis a Intervention Principles	Pre-Requisites: None	3			3	3
SWK 110 Intro to Social Work	Pre-Requisites: None	3			3	3
HSE 127 Conflict Resolution	Pre-Requisites: None	2	2			3
TOTAL SEMESTER HOURS		**14**	**0-2**	**0**	**6**	**15**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**68**

D 45 38 0 Social & Human Services – 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 122 Transfer & Career Success	Pre-Requisites: None	0-1	0-2		1-2	1
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025	3			3	3
PSY 150 General Psychology OR SOC 210 Introduction to Sociology	Pre-Requisites: ENG 025	3			3	3
HSE 110 Introduction to Human Services	Pre-Requisites: ENG 025	2	2		4	3
MHA 140 Introduction to Mental Health	Pre-Requisites: None	3			3	3
SAB 110 Introduction to Addiction and Recovery	Pre-Requisites: None	3			3	3
TOTAL SEMESTER HOURS		**14-15**	**2-4**		**17-18**	**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**
HSE 212 Group Dynamics	Pre-Requisites: None	3			3	3
HSE 123 Interviewing Techniques for Human Services	Pre-Requisites: None	2	2		4	3
MBA 150 Mental Health Interventions	Pre-Requisites: None	3			3	3
Humanities Elective (PHI 240 or HUM 115 preferred)	Pre-Requisites: Varies	3			3	3
HSE 225 Crisis and Intervention Principles	Pre-Requisites: None	3				3
SAB 135 Addictive Process	Pre-Requisites: None	3			3	3
TOTAL SEMESTER HOURS		**17**	**2**		**19**	**18**
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**
HSE 210 Diversity, Ethics and Trends	Pre-Requisites: None	3			3	3
HSE 115 Health Care Concepts	Pre-Requisites: None	3	2		5	4
TOTAL SEMESTER HOURS		**6**	**2**		**8**	**7**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**41**

C 45 38 0 SHS Social and Human Services 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
SWK 110 Introduction to Social Services	Pre-Requisites: None	3			3	3
HSE 110 Introduction to Human Services	Pre-Requisites: ENG 025	2	2		4	3
MHA 140 Introduction to Mental Health	Pre-Requisites: None	3			3	3
TOTAL SEMESTER HOURS		**8**	**2**		**10**	**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**
HSE 212 Group Dynamics	Pre-Requisites: None	3			3	3
SOC 210 Introduction to Sociology OR PSY 150 Introduction to Psychology	Pre-Requisites: ENG 025	3			3	3
HSE 123 Interviewing Techniques for Human Services	Pre-Requisites: None	2	2		4	3
TOTAL SEMESTER HOURS		**8**	**2**		**10**	**9**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**18**

Continued on next page

C 45 38 0 MH Mental Health 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
HSE 110 Introduction to Human Services	Pre-Requisites: ENG 025	2	2		4	3
MHA 140 Introduction to Mental Health	Pre-Requisites: None	3			3	3
SOC 210 Introduction to Sociology OR PSY 150 Introduction to Psychology	Pre-Requisites: ENG 025	3			3	3
TOTAL SEMESTER HOURS		**8**	**2**		**10**	**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**
HSE 225 Crisis and Intervention Principles	Pre-Requisites: None	3			3	3
HSE 123 Interviewing Techniques for Human Services	Pre-Requisites: None	2	2		4	3
MHA 150 Mental Health Interventions	Pre-Requisites: None	3			3	3
TOTAL SEMESTER HOURS		**8**	**2**		**10**	**9**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**18**

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, 9355 – 113th St. N, #7709, Seminole, FL 33775 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.

*This program offers a Career and College Promise pathway (CCP) C45400H. Courses within the pathway are highlighted in yellow.

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
MED 110 Orientation to Medical Assisting	Pre-Requisites: ENG 025	1			1	1
MED 121 Medical Terminology I	Pre-Requisites: ENG 025	3			3	3
MED 130 Admin. Office Procedures I	Pre-Requisites: Enrollment in the Medical Assisting Program	1	2		3	2
MED 131 Admin. Office Procedures II	Pre-Requisites: MED 130	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 Anatomy and Physiology	Pre-Requisites: ENG 025 and MAT 025, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry	4	2		6	5
TOTAL SEMESTER HOURS		**13**	**10**		**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**
PSY 150 General Psychology	Pre-Requisites: ENG 025	3			3	3
ENG 111 Writing & Inquiry	Pre-Requisites: ENG 025 Co-Requisities: None	3			3	3
MED 118 Medical Law & Ethics	Pre-Requisites: ENG 025	2			2	2
MED 150 Laboratory Procedures I	Pre-Requisites: Enrollment in the Medical Assisting Pro-gram	3	4		7	5
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
MED 260 AB Medical Clinical Practicum	Pre-Requisites: Enrollment in the Medical Assisting Program			6	6	2
TOTAL SEMESTER HOURS		**13**	**6**	**6**	**25**	**18**
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**
MED 260 BB Medical Clinical Practicum	Pre-Requisites: Enrollment in the Medical Assisting Program			9	9	3
MED 264 Overview	Pre-Requisites: Enrollment in the Medical Assisting Program	2			2	2
TOTAL SEMESTER HOURS		**2**		**9**	**11**	**5**

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: ENG 025 and MAT 025 Co-Requisites: None	2	2		4	3
OST 148 Med Ins & Billing	Prerequisites: None	3			3	3
BUS 151 People Skills	Pre-Requisites: none	3			3	3
CIS 110 Introduction to Computers OR CIS 111 Basic PC Literacy	CIS 110 Pre-Requisites: ENG 025 and MAT 025 CIS 111 Pre-Requisites: None	1-2	2		3-4	2-3
CTS 115 Info Sys Business Concepts	Pre-Requisites: ENG 025	3			3	3
TOTAL SEMESTER HOURS		**12**	**4**		**16**	**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**
ENG 112 Writing/Research in the Disciplines	Pre-Requisites: ENG 111	3			3	3
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
BIO 155 Nutrition	Pre-Requisites: ENG 025 and MAT 025	3			3	3
BUS 137 Principles of Management	Pre-Requisites: BUS 110 or MED 131 or CTS 115	3			3	3
TOTAL SEMESTER HOURS		**12**			**12**	**12**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**67**

Technical and Vocational Programs

A 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, 9355 – 113th St. N, #7709, Seminole, FL 33775 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, arrangefor 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 applyingethical/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.

*This program offers a Career and College Promise pathway (CCP) C45400H. Courses within the pathway are highlighted in yellow.

Continue to next page for Curriculum Guide

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 – 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
MED 110 Orientation to Medical Assisting	Pre-Requisites: ENG 025	1			1	1
MED 121 Medical Terminology I	Pre-Requisites: ENG 025	3			3	3
MED 130 Admin. Office Procedures I	Pre-Requisites: Enrollment in the Medical Assisting Program	1	2		3	2
MED 131 Admin. Office Procedures II	Pre-Requisites: MED 130	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 Anatomy and Physiology	Pre-Requisites: ENG 025 and MAT 025, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry	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 025	3			3	3
ENG 111 Writing & Inquiry	Pre-Requisites: ENG 025	3			3	3
MED 118 Medical Law & Ethics	Pre-Requisites: ENG 025	2			2	2
MED 150 Laboratory Procedures I	Pre-Requisites: Enrollment in the Medical Assisting Program	3	4		7	5
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
MED 260 AB Medical Clinical Practicum	Pre-Requisites: Enrollment in the Medical Assisting Program			6	6	2
TOTAL SEMESTER HOURS		**13**	**6**	**6**	**25**	**18**
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**
MED 260 BB Medical Clinical Practicum	Pre-Requisites: Enrollment in the Medical Assisting Program			9	9	3
MED 264 Overview	Pre-Requisites: Enrollment in the Medical Assisting Program	2			2	2
TOTAL SEMESTER HOURS		**12**		**9**	**11**	**5**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**41**

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 clinical 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's Medical Laboratory Technology program is accredited by the National Accrediting Agency for Clinical Laboratory Science (NAACLS) (5600 N. River Rd., Suite 720, Rosemont, IL 60018; Telephone 773-714- 8880).

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.

Partnership: Instructional Service Agreement between COA and Pitt Community College. Through this ISA agreement, students may earn General Education courses at Pitt for transfer to COA's Medical Laboratory Technology program. Pitt Community College students must meet all COA admission and program requirements. Contact https://pittcc.edu/ or contact Health Sciences Admissions at 252-493-7473 or hltscadm@email.pittcc.edu.
For COA - contact https://www.albemarle.edu/programs-classes/credit/programs-of-study/medical-laboratory-technology/ or contact Health Sciences admissions at https://www.albemarle.edu/student-resources/advising/health-sciences/.

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 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: ENG 025 and MAT 025	2-3	2		4-5	3-4
BIO 163 Basic Anatomy & Physiology (BIO 168 & BIO 169 will be accepted-must take both)	Pre-Requisites: ENG 025 and either BIO 090 or one unit of HS Biology	4	2		6	5
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025	3			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			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			3	3
PSY 150 General Psychology	Pre-Requisites: ENG 025	3			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 025 and MAT 025	1-2	2		3-4	2-3
MLT 125 Immunohematology I	Pre-Requisites: MLT 111, MLT 120, MLT 130, MLT 220; BIO 163, or BIO168 and 169	4	3		7	5
MLT 140 Intro to Microbiology	Pre-Requisites: MLT 111, MLT 120, MLT 130, MLT 220; BIO 163, or BIO168 and 169	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			3	3
MLT 285 MLT Practicum II	Pre-Requisites: Completion of all MLT modules Co-Requisites: MLT 215			39	39	13
MLT 215 Professional Issues	Pre-Requisites: Completion of all MLT modules Co-Requisites: MLT 285	1			1	1
TOTAL SEMESTER HOURS		**4**		**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
D 25 31 0 MO Medical Office Administration – Diploma
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. Perform administrative duties to include: answer telephone, greet patients, update and file patient medical records, fill out insurance formshandle correspondence, schedule apoointments, arrange for hospital admissions, laboratory services admissions, and basic bookeeping.
4. Demonstrate knowledge and basic skills in applying ethical/legal principles in the delivery of care.

Partnership: N/A

*This program offers a Career and College Promise pathway (CCP) C25310H. Courses within the pathway are highlighted in yellow.

A 25 31 0 MO Medical Office Administration – 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
MED 110 Orientation to Medical Assisting	Pre-Requisites: ENG 025	1			1	1
MED 121 Medical Terminology I	Pre-Requisites: ENG 025	3			3	3
MED 130 Admin. Office Procedures I	Pre-Requisites: Enrollment in the Medical Assisting or Medical Office Administration program	1	2		3	2
MED 131 Admin Office Procedures II	Pre-Requisites: MED130	1	2		3	2
ENG 111 Writing & Inquiry	Pre-Requisites: ENG 025	3			3	3
BIO 163 Basic Anat. & Physiology	Pre-Requisites: ENG 025 and either BIO 090 or one unit of HS Biology	4	2		6	5
TOTAL SEMESTER HOURS		**13**	**6**		**19**	**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
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
CIS 111 Basic PC Literacy	Pre-Requisites: ENG 025 or MAT 025	1	2		3	2
MED 118 Medical Law & Ethics	Pre-Requisites: ENG 025	2			2	2
OST 164 Office Editing	Pre-Requisites: None	3			3	5
OST 247 Procedure Coding	Pre-Requisites: MED 121 or OST 141	2	2		4	3
TOTAL SEMESTER HOURS		**14**	**4**		**18**	**16**

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: ENG 025 and MAT 025 Co-Requisites: None	2	2		4	3
OST 148 Medical Insurance and Billing	Pre-Requisites: None	3			3	3
CTS 115 Info Sys Business Concepts	Pre-Requisites: ENG 025	3			3	3
BUS 151 People Skills	Pre-Requisites: None	3			3	3
OST 136 Word Processing	Pre-Requisites: CIS 110 or CIS 111	2	2		4	3
OST 248 Diagnostic Coding	Pre-Requisites: MED 121 or OST 141	2	2		4	3
TOTAL SEMESTER HOURS		**15**	**4**		**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**
OST 249 Med Coding Certification Prep	Pre-Requisites: OST 247 and OST 248	2	3		5	3
Humanities/Fine Arts elective (PHI 240 or HUM 115 are recommended)	Pre-Requisites: Varies	3			3	3
BUS 137 Principles of Management	Pre-Requisites: BUS 110 or MED 131 or CTS 115	3			3	3
CTS 130 Spreadsheet OR WBL 111 Work-Based Learning	Pre-Requisites for CTS 130: CIS 110 or CIS 111 or OST 137 Pre-Requisites for WBL: None	2-0	2-0	0-10	4-10	3-1
WBL 110 World of Work	Pre-Requisites: None	1			1	1
PSY 150 General Psychology	Pre-Requisites for PSY 150: ENG 025	3			3	3
TOTAL SEMESTER HOURS		**12-14**	**3-5**	**0-10**	**19-25**	**14-16**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**64-66**

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D 25 31 0 MO Medical Office Administration – 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
MED 110 Orientation to Medical Assisting	Pre-Requisites: ENG 025	1			1	1
MED 121 Medical Terminology I	Pre-Requisites: ENG 025	3			3	3
MED 130 Admin. Office Procedures I	Pre-Requisites: Enrollment in the Medical Assisting or Medical Office Admin. program	1	2		3	2
MED 131 Admin Office Procedures II	Pre-Requisites: MED130	1	2		3	2
ENG 111 Writing & Inquiry	Pre-Requisites: ENG 025	3			3	3
CIS 111 Basic PC Literacy	Pre-Requisites: ENG 025 or MAT 025	1	2		3	2
OST 148 Medical Insurance and Billing	Pre-Requisites: None	3			3	3
TOTAL SEMESTER HOURS		**13**	**6**		**19**	**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**
BIO 163 Basic Anat. & Physiology	Pre-Requisites: ENG 025 and either BIO 090 or one unit of HS Biology	4	2		6	5
MED 122 Medical Terminology II	Pre-Requisites: MED 121	3			3	3
MED 118 Medical Law & Ethics	Pre-Requisites: ENG 025	1	2		3	2
CTS 115 Info Sys Business Concepts	Pre-Requisites: ENG 025	3			3	3
OST 164 Office Editing	Pre-Requisites: None	3			3	5
TOTAL SEMESTER HOURS		**14**	**4**		**18**	**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**
PSY 150 General Psychology	Pre-Requisites: ENG 025	3			3	3
BUS 151 People Skills	Pre-Requisites: None	3			3	3
TOTAL SEMESTER HOURS		**6**			**6**	**6**
Total Degree Hours – Diploma						**38**

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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
CIS 111 Basic PC Literacy	Pre-Requisites: ENG 025 or MAT 025	3			2	2
MED 121 Medical Terminology I	Pre-Requisites: ENG 025	3			3	3
MED 130 Admin. Office Procedures I	Pre-Requisites: Enrollment in the Medical Assisting or Medical Office Administration program	1	2		3	2
BUS 151 People Skills	Pre-Requisites: CIS 110 or CIS 111	3			3	3
TOTAL SEMESTER HOURS		**10**	**2**		**11**	**10**
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
MED 118 Medical Law & Ethics	Pre-Requisites: ENG 025	1	2		3	3
OST 164 Office Editing	Pre-Requisites: None	3			3	3
TOTAL SEMESTER HOURS						**9**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**18**

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 emphasized safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics.

Upon completion of this program, 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 physician 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.

*This program offers a Career and College Promise pathway (CCP) P1032C. Courses within the pathway are highlighted in yellow.

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 122 Transfer & Career Success	Pre-Requisites: None	1			1	1
ENG 111 Writing and Inquiry	Pre-Requisites: ENG 025	3			3	3
NUR 101 Practical Nursing I	Pre-Requisites: Admission to PN program Co-Requisites: BIO 168, ENG 111, ACA 122	7	6	6	19	11
BIO 168 Anatomy and Physiology I	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry	3	3		6	4
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**
PSY 150 General Psychology	Pre-Requisites: ENG 025	3			3	3
NUR 102 Practical Nursing II	Pre-Requisites: NUR 101 Co-Requisites: PSY 150 & BIO 168	7		9	16	10
BIO 169 Anatomy and Physiology II	Pre-Requisites: BIO 168	3	3		6	4
TOTAL SEMESTER HOURS		**13**	**3**	**9**	**25**	**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**
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						**45**

Technical and Vocational Programs

A 45 70 0 Radiography – Associate of Applied Science

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



The Radiography curriculum prepares the graduate to be aradiographer, a skilled health care professional who usesradiation to produce images of the human body.

Coursework includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology. Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers.

Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

Pitt Community College's Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
Accreditation Award 8 years **Next Scheduled Review 7/1/2030**
JRCERT
20 N. Wacker Drive Suite 2850
Chicago, IL 60606-3182
Telephone Number: 312-704-5300
Email: mail@jrcert.org

IMPORTANT INFORMATION:
The admission process for the Pitt CC/COA cohort Radiography seats are for COA students only. These COA students should follow the admission process at COA and do not contact Pitt Community College until instructed to do so by the Director of Health Science Admissions.
See COA's Admission Fact Sheet for details on this Radiography Program option.
The COA student must be a resident of the COA service area (Service area includes Camden, Chowan Currituck, Dare, Gates, Pasquotank, and Perquimans Counties).

The admission process for Radiography includes the Test of Essential Academic Skills (TEAS) test. Interested applicants must carefully read this testing guide in its entirety. Students who fail to follow testing instructions are not permitted to test. FAQs about the TEAS are at: https://www.albemarle.edu/apply-register/ati-teas/

If a student applies directly to the Pitt CC Radiography cohort program held in Greenville NC, they are not eligible for this Pitt CC/COA designated cohort and must follow the entire admission process at Pitt CC.

Through this ISA agreement, COA students may earn General Education courses at COA for transfer and admission to the /Pitt Community College's COA cohort seats for the Radiography program. The following General Education Courses are approved for transfer.

IMPORTANT INFORMATION:
All (100%) of the following general education classes must be completed at COA. Students transferring these classes from another college will not be considered for the COA/PITT CC cohort for Radiography program admission.

ENG 111, BIO and MAT courses must be completed before applying. Other general education courses must be completed before the cohort starts Fall semester (see COA Admission Fact Sheet -Radiography)

COURSE NUMBER/ COURSE TITLE	PREREQUISITES/COREQUISITES
ACA 122 Transfer & Career Success (1)	Pre-Requisites: None
ENG 111 Writing and Inquiry (3)	Pre-Requisites: ENG 025 or ENG 8025
ENG 112 Writing/Research in the Disciplines (3)	Pre-Requisites: ENG 111
Select ONE from the following: **(minimum of 3 semester hours required)** PHI 240 Introduction to Ethics (3 hrs) **Or** HUM 115 Critical Thinking (3 hrs)	Varies
PSY 150 General Psychology (3 hrs) Fall, Spring, Summer	Pre-Requisites: ENG 025
Select ONE from the following: **(minimum of 5 semester hours required)** BIO 163 Basic Anatomy and Physiology (5 hrs) **Or** take both BIO 168 Anatomy & Physiology I (4 hrs) **AND** BIO 169 Anatomy and Physiology II (4 hrs) (Total = 8 hrs)	Pre-Requisites for BIO 163: ENG 025 and either BIO 090 or one unit of HS Biology Pre-Requisites for BIO 168: ENG 025 and MAT 025, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry Pre-Requisites for BIO 169: BIO 168
Select ONE from the following: **(minimum of 3 semester hours required)** MAT 152 Statistical Methods I (4 hrs)) **Or** MAT 171 Precalculus Algebra (4 SHC)	Pre-Requisites for MAT 152: ENG 025 and MAT 025 Pre-Requisites for MAT 171: MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher

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Once admitted to the program courses, Pitt Community College Radiography Program offers a combination of online, blended, and traditional courses. All students are scheduled to attend traditional courses on campus each semester.

Pitt CC/COA cohort Radiography admitted students should anticipate to travel to Pitt CC for RAD classes at Pitt CC one - two days per week depending on course delivery/labs. RAD classes will be a combination of HyFlex, Hybrid, Blended or online and clinical sites will be mainly within the COA service area and southeast Virginia.

Pitt CC required Radiography Courses: A grade of C or better is required in all courses to graduate

SEMESTER OFFERED	COURSE	TITLE (CREDIT HOURS)
Fall I	RAD 110	Radiography Introduction & Patient Care (3)
Fall I	RAD 111	Radiographic Procedures I (4)
Fall I	RAD 113	RAD Lab Elective (1)
Fall I	RAD 151	RAD Clinical Education I (2)
Spring I	RAD 112	Radiographic Procedures II (4)
Spring I	RAD 121	Image Production I (3)
Spring I	RAD 161	RAD Clinical Education II (5)
Summer I	RAD 122	Image Production II (2)
Summer I	RAD 141	Radiation Safety (2)
Summer I	RAD 171	RAD Clinical Education III (3)
Summer I	RAD 181	RAD Clinical Elective (1)
Fall II	RAD 211	Radiographic Procedures III (3)
Fall II	RAD 231	Image Production III (2)
Fall II	RAD 251	RAD Clinical Education IV (7)
Spring II	RAD 261	RAD Clinical Education V (7)
Spring II	RAD 271	Radiography Capstone (3)

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Students admitted to Pitt Community College health sciences programs are required to complete a clinical practicum. Clinical facilities may require criminal background checks, drug screenings, credit checks, professional license checks, and/or proof of US citizenship prior to or during participation in the clinical portion of a program. Any expenses associated with these requirements are the responsibility of the student. Pending the outcome, clinical facilities may deny a student the opportunity to complete the clinical portion of a program. A student who is unable to complete the clinical portion of a program will not be able to graduate. Criminal background checks, drug screenings, credit checks, professional license checks, and/or proof of US citizenship may also be required after graduation by examination boards, state licensing boards, and employment agencies. Pending the outcome, a graduate may be disqualified from examination eligibility, state licensure, and/or employment.

Students admitted to health sciences programs are required to have a physical examination to determine if they are physically and emotionally capable of performing the essential functions of the program and must submit a completed medical form. A record of immunizations, including, but not limited to, an annual Influenza vaccine must be included with the medical form. A medical or religious exemption for vaccines must be approved by the clinical site(s). PCC does not grant vaccine exemptions in lieu of the clinical site(s) and does not guarantee vaccine exemptions will be approved by the clinical site(s).

Programs at PCC that prepare students for professional licensure are designed to prepare a student to apply for applicable licensure in North Carolina. In order to ensure whether the program meets requirements for professional licensure outside North Carolina, PCC recommends the student contact the program director prior to enrolling in the program.

It is the policy of PCC not to discriminate against any person on the basis of race, color, handicap, religion, age, or national origin in the recruitment and admission of students; the recruitment, employment, training, and promotion of faculty and staff; and the operation of any of its programs and activities, as specified by federal laws and regulations. PCC is an equal opportunity institution.

Health Sciences admissions policies are not to be regarded as an irrevocable contract between PCC and students. PCC reserves the right to change any provisions or requirements at any time. Every effort will be made to minimize the inconvenience such changes create for students.

Technical and Vocational Programs

A 45 72 0 Respiratory Therapy -Associate of Applied Science

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



The Respiratory Therapy curriculum prepares individuals to function as respiratory therapists through demonstrated competence in the cognitive, psychomotor, and affective learning domains of respiratory care practice. Graduates perform diagnostic and therapeutic procedures with exposure to current and emerging practice settings.

Graduates will be prepared to operate within inter-professional teams and effectively communicate with clients/patients of various ages, ethnicities, and cultures. The curriculum helps students to understand their professional responsibilities and how to apply problem-solving strategies and ethical decision-making.

Graduates are eligible to complete the credentialing process through the National Board for Respiratory Care, which will qualify them for a license to practice in various healthcare settings with responsibilities for assessment, treatment, management, and education of patients with cardiopulmonary diseases.

Pitt Community College's Respiratory Therapy program is accredited by the Commission on Accreditation for Respiratory Care (CoARC)
Commission on Accreditation for Respiratory Care
264 Precision Blvd
Telford, TN 37690
Phone: 817-283-2835
Fax: 817-354-8519
www.coarc.com
Email: tom@coarc.com
PCC Respiratory Therapy Program #200318

IMPORTANT INFORMATION:
The admission process for the Pitt CC/COA cohort Respiratory Therapy seats are for COA students only. These COA students should follow the admission process at COA and do not contact Pitt Community College until instructed to do so by the Director of Health Science Admissions.
See COA's Admission Fact Sheet for details on this Respiratory Therapy Program option.
The COA student must be a resident of the COA service area (Service area includes Camden, Chowan Currituck, Dare, Gates, Pasquotank, and Perquimans Counties).

The admission process for Respiratory Therapy includes the Test of Essential Academic Skills (TEAS) test. Interested applicants must carefully read this testing guide in its entirety. Students who fail to follow testing instructions are not permitted to test. The link to the TEAS testing guide is: https://pittcc.edu/academics/academic-programs/health-sciences- division/health-sciences-admissions/teas-testing-guide/

If a student applies directly to the Pitt CC Respiratory Therapy cohort program held in Greenville NC, they are not eligible for this Pitt CC/COA designated cohort and must follow the entire admission process at Pitt CC.

Continue to next page for Curriculum Guide

Through this ISA agreement, COA students may earn General Education courses at COA for transfer and admission to the /Pitt Community College's COA cohort seats for the Respiratory Therapy program. The following General Education Courses are approved for transfer.

IMPORTANT INFORMATION:
All (100%) of the following general education classes must be completed at COA. Students transferring these classes from another college will not be considered for the COA/PITT CC cohort for Respiratory Therapy program admission.

ENG 111, BIO and MAT courses must be completed before applying. Other general education courses must be completed before the cohort starts Fall semester (see COA Admission Fact Sheet- Respiratory Therapy)

COURSE NUMBER/ COURSE TITLE	PREREQUISITES/COREQUISITES
ACA 122 Transfer & Career Success (1)	Pre-Requisites: None
ENG 111 Writing and Inquiry (3)	Pre-Requisites: ENG 025 or ENG 8025
ENG 112 Writing/Research in the Disciplines (3)	Pre-Requisites: ENG 111
Select ONE from the following: **(minimum of 3 semester hours required)** PHI 240 Introduction to Ethics (3 hrs) **Or** HUM 115 Critical Thinking (3 hrs)	Varies
PSY 150 General Psychology (3 hrs) Fall, Spring, Summer	Pre-Requisites: ENG 025
Select ONE from the following: **(minimum of 5 semester hours required)** BIO 163 Basic Anatomy and Physiology (5 hrs) **Or** take both BIO 168 Anatomy & Physiology I (4 hrs) **AND** BIO 169 Anatomy and Physiology II (4 hrs) (Total = 8 hrs)	Pre-Requisites for BIO 163: ENG 025 and either BIO 090 or one unit of HS Biology Pre-Requisites for BIO 168: ENG 025 and MAT 025, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry Pre-Requisites for BIO 169: BIO 168
Select ONE from the following: **(minimum of 3 semester hours required)** MAT 152 Statistical Methods I (4 hrs)) **Or** MAT 171 Precalculus Algebra (4 SHC)	Pre-Requisites for MAT 152: ENG 025 and MAT 025 Pre-Requisites for MAT 171: MAT 035 or MAT 110 or MAT 143 or MAT 152 with a C or higher

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Once admitted to the program courses, Pitt Community College Respiratory Therapy program offers a combination of online, blended, and traditional courses. All students are scheduled to attend traditional courses on campus each semester.

Pitt CC/COA cohort Respiratory Therapy admitted students should anticipate travel to Pitt CC for RCP labs. A semester outline is provided with the scheduled lab dates. RCP Hyflex classes will be offered. COA students will attend clinical sites within the COA service area and southeast Virginia.

Pitt CC required Respiratory Therapy Courses: A grade of C or better is required in all courses to graduate.

SEMESTER	COURSE NUMBER	COURSE TITLE
Fall I	RCP 110	Introduction to Respiratory Care (4)
Fall I	RCP 117	Respiratory Care Pharmacology (2)
Fall I	RCP 132	RCP Clinical Practice I (2)
Spring I	RCP 111	Therapeutics and Diagnostics (5)
Spring I	RCP 114	Cardiopulmonary A & P (3)
Spring I	RCP 123	Special Practice Lab (1)
Spring I	RCP 143	RCP Clinical Practice II (3)
Summer I	RCP 112	Patient Management (4)
Summer I	RCP 153	RCP Clinical Practice III (3)
Summer I	RCP 222	Special Practice Lab (1)
Fall II	RCP 210	Critical Care Concepts (4)
Fall II	RCP 213	Neonatal/Peds RC (2)
Fall II	RCP 223	Special Practice Lab (1)
Fall II	RCP 235	RCP Clinical Practice IV (5)
Spring II	RCP 211	Advanced Monitoring / Procedures (4)
Spring II	RCP 215	Career Preparation (1)
Spring II	RCP 246	RCP Clinical Practice V (6)

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Students admitted to Pitt Community College health sciences programs are required to complete a clinical practicum. Clinical facilities may require criminal background checks, drug screenings, credit checks, professional license checks, and/or proof of US citizenship prior to or during participation in the clinical portion of a program. Any expenses associated with these requirements are the responsibility of the student. Pending the outcome, clinical facilities may deny a student the opportunity to complete the clinical portion of a program. A student who is unable to complete the clinical portion of a program will not be able to graduate. Criminal background checks, drug screenings, credit checks, professional license checks, and/or proof of US citizenship may also be required after graduation by examination boards, state licensing boards, and employment agencies. Pending the outcome, a graduate may be disqualified from examination eligibility, state licensure, and/or employment.

Students admitted to health sciences programs are required to have a physical examination to determine if they are physically and emotionally capable of performing the essential functions of the program and must submit a completed medical form. A record of immunizations, including, but not limited to, an annual Influenza vaccine must be included with the medical form. A medical or religious exemption for vaccines must be approved by the clinical site(s). PCC does not grant vaccine exemptions in lieu of the clinical site(s) and does not guarantee vaccine exemptions will be approved by the clinical site(s).

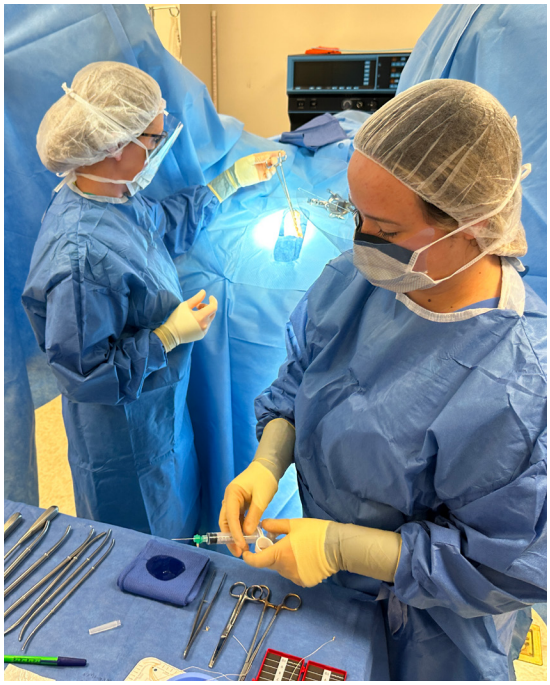
Programs at PCC that prepare students for professional licensure are designed to prepare a student to apply for applicable licensure in North Carolina. In order to ensure whether the program meets requirements for professional licensure outside North Carolina, PCC recommends the student contact the program director prior to enrolling in the program.

It is the policy of PCC not to discriminate against any person on the basis of race, color, handicap, religion, age, or national origin in the recruitment and admission of students; the recruitment, employment, training, and promotion of faculty and staff; and the operation of any of its programs and activities, as specified by federal laws and regulations. PCC is an equal opportunity institution.

Health Sciences admissions policies are not to be regarded as an irrevocable contract between PCC and students. PCC reserves the right to change any provisions or requirements at any time. Every effort will be made to minimize the inconvenience such changes create for students.

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, 9355 – 113th St. N, #7709, Seminole, FL 33775 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.

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
ACA 122 Transfer & Career Success	Pre-Requisites: None	1			1	1
BIO 168 Anatomy & Physiology I	Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry	3	3		6	4
SUR 110 Introduction to Surgical Technology	Pre-Requisites: Enrollment in Surgical Technology Program Co-Requisites: SUR 111	3			3	3
SUR 111 Periop. Patient Care	Pre-Requisites: Enrollment in Surgical Technology Program Co-Requisites: SUR 110	5	6		11	7
TOTAL SEMESTER HOURS		**12**	**9**		**21**	**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**
BIO 275 Microbiology	Pre-Requisites: BIO 111, BIO 163, BIO 165, or BIO 168	3	3		6	4
BIO 169 Anatomy & Physiology II	Pre-Requisites: BIO 168	3	3		6	4
SUR 122 Surgical Procedures I	Pre-Requisites: SUR 110 and SUR 111 Co-Requisites: SUR 123	5	3		8	6
SUR 123 Surgical Clinical Practice I	Pre-Requisites: SUR 110 and SUR 111, BIO 163 Co-Requisites: SUR 122			21	21	7
TOTAL SEMESTER HOURS		**11**	**9**	**21**	**38**	**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**
ENG 111 Writing & Inquiry	Pre-Requisites: ENG 025	3			3	3
SUR 134 Surgical Procedures II	Pre-Requisites: SUR 123 Co-Requisites: SUR 135	5			5	5
SUR 135 SUR Clinical Practice II	Pre-Requisites: SUR 123 Co-Requisites: SUR 134			12	12	4
TOTAL SEMESTER HOURS		**8**		**12**	**20**	**12**

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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
ENG 112 Writing/Research in the Disciplines	Pre-Requisites: ENG 111	3			3	3
PSY 150 General Psychology	Pre-Requisites: ENG 025	3			3	3
SUR 137 Professional Success Prep.	Pre-Requisites: SUR 123, SUR 134, SUR 135 Co-Requisites: SUR 210, SUR 211 and SUR 212	1			1	1
SUR 210 Adv. SUR Clinical Practice	Pre-Requisites: SUR 134 and SUR 135 Co-Requisites: SUR 137, SUR 211 and SUR 212			6	6	2
SUR 211 Advance Theoretical Concepts	Pre-Requisites: SUR 134 and SUR 135 Co-Requisites: SUR 137, SUR 210 and SUR 212	2			2	2
SUR 212 Clinical Supplement	Pre-Requisites: SUR 134 and SUR 135 Co-Requisites: SUR 137, SUR 210 and SUR 211			12	12	4
HUM 115 Critical Thinking OR PHI 240 Introduction to Ethics	Pre-Requisites: ENG 025	3			3	3
TOTAL SEMESTER HOURS		**12**	**0**	**18**	**30**	**18**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**66**

Technical and Vocational Programs

D 45 95 0 Health Science: Therapeutic and Diagnostic Services Phlebotomy Pathway Diploma (SUSPENSION PENDING APPROVAL)

Please refer to the new pathway under the Health Science program (p. 177).



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.

*This program offers a Career and College Promise pathway (CCP) D45950H. Courses within the pathway are highlighted in yellow.

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 025	3			3	3
MED 121 Medical Terminology I	Pre-Requisites: ENG 025	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 025 and MAT 025	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 Program 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 025	3			3	3
TOTAL SEMESTER HOURS		**15-17**	**4-6**	**9**	**29-31**	**34**

Continued on next page

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 025	2			2	2
BIO 163 Basic Anatomy & Physiology (BIO 168 & BIO 169 will be accepted – must take both)	Pre-Requisites: ENG 025 and either BIO 090 or one unit of HS 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 025 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		**15-17**	**4-6**	**9**	**29-31**	**34**
TOTAL SEMESTER HOURS REQUIRED FOR DIPLOMA						**39-40**

Technical and Vocational Programs

D 45 97 0 Health Science: Therapeutic and Diagnostic Services – Nurse Aide Pathway Diploma (SUSPENSION PENDING APPROVAL)

Please refer to the new pathway under the Health Science program (p. 177).



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 Aide II's.
4. Understand advanced skills of the Nurse Aide 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.

*This program offers a Career and College Promise pathway (CCP) D45970H. Courses within the pathway are highlighted in yellow.

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
Choose One: ACA 111 College Student Success 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 025 Co-Requisites: None	3			3	3
MED 121 Medical Terminology I	Pre-Requisites: ENG 025	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 025 and MAT 025	1	2		3	2
BIO 168 Anatomy and Physiology I	Pre-Requisites: ENG 025 and MAT 025, 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 025	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 025	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 025 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

A 15 10 0 Agribusiness Technology
C 15 10 0 Agribusiness Technology - Certificate

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 has articulation agreements with certain universities for students transferring into specific programs of study. 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 in Agriculture Business Management.

*This program offers a Career and College Promise pathway (CCP) C15100H. Courses within the pathway are highlighted in yellow.

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 025	3	0	0	3	3
Choose one: ACA 122 Transfer & Career Success (Transfer) **OR** WBL 110 World of Work (NON-TRANSFER)	Pre-Requisites: None Pre-Requisites: None	0 1	2 0	0 0	2 1	1
PSY 150 General Psychology	Pre-Requisites: ENG 025	3	0	0	3	3
BIO 111 General Biology I	Pre-Requisites: ENG 025 and MAT 025	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		**15-16**	**5**	**0**	**19-20**	**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 and Research	Pre-Requisites: ENG 111	3	0	0	3	3
Choose one: MAT 110 (NON-TRANSFER) MAT 143 (TRANSFER) MAT 152 (TRANSFER) MAT 171 (NCSU TRANSFER REQUIREMENT)	Pre-Requisites: Varies	2-3	2	0	4-5	3-4
AGR 121 Biological Pest Management	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		**12-13**	**6**	**0**	**18-19**	**15-16**

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 025 and MAT 025	3	0	0	3	3
PHI 240 Intro to Ethics	Pre-Requisites: ENG 111	3	0	0	3	3
Choose one: ACC 120 Principles of Financial Accounting (TRANSFER) OR AGR 210 Ag Accounting (NON-TRANSFER)	Pre-Requisites: ENG 025 and MAT 025 Pre-Requisites: None	3 1	2 4	0 0	5 5	4 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		**16-18**	**2-4**	**0**	**20**	**18-19**
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**
AGR 130 Alternative Ag Production	Pre-Requisites: None	3	0	0	3	3
AGR 214 Agricultural Marketing	Pre-Requisites: None	3	0	0	3	3
AGR 220 Ag Mechanization	Pre-Requisites: None	2	2	0	4	3
HOR 160 Plant Materials	Pre-Requisites: None	2	2	0	4	3
BUS 110 Introduction to Business	Pre-Requisites: ENG 025	3	0	0	3	3
WBL 111 Work Based Learning I	Pre-Requisites: None	0	0	0	10	1
TOTAL SEMESTER HOURS		**13**	**4**	**0**	**27**	**16**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**66-68**

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C 15 10 0 Agribusiness Technology - Certificate

(Offered at COA - Elizabeth City)

First Year Course Number and Title	Pre-Requisites and Co-Requisites	Class Hours	Lab Hours	Clinical Hours	Total Contact Hours	Total Credit Hours
AGR 139 Intro to Sustainable Ag	Pre-Requisites: None	3	0	0	3	3
AGR 121 Biological Pest Management	Pre-Requisites: None	3	0	0	3	3
AGR 160 Plant Science	Pre-Requisites: None	2	2	0	4	3
AGR 214 Agricultural Marketing	Pre-Requisites: None	3	0	0	3	3
ANS 110 Animal Science	Pre-Requisites: None	3	0	0	3	3
HOR 160 Plant Materials	Pre-Requisites: None	2	2	0	4	3
TOTAL SEMESTER HOURS		**16**	**4**	**0**	**20**	**18**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**18**

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

*This program offers a Career and College Promise pathway (CCP) D55140H. Courses within the pathway are highlighted in yellow.

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
Select one of the following: COM 101 Workplace Communication COM 110 Intro to Communication COM120 Intro to Interpersonal Communication COM 231 Public Speaking	Pre-Requisites for COM 101, 110, or 120: None Pre-Requisites for COM 231: ENG 111	3	0	0	3	3
TOTAL SEMESTER HOURS		**9**	**36**	**0**	**45**	**21**

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
Pick one of the following: PSY 101 Applied Psychology PSY 150 General Psychology	Pre-Requisites for PSY 150: ENG 025 Pre-Requisites for PSY 101: None	3	0	0	3	3
TOTAL SEMESTER HOURS		**10**	**24**	**0**	**34**	**18**

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D 55 14 0 Cosmetology – Diploma

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

Partnership: N/A

*This program offers a Career and College Promise pathway (CCP) C55180H. Courses within the pathway are highlighted in yellow.

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 025 Co-Requisite: None	3			3	3
SOC 210 Intro to Sociology	Pre-Requisites: ENG 025	3			3	3
CJC 111 Intro to Criminal Justice	Pre-Requisites: ENG 025	3			3	2
*CJC 120 Interviews/Interrogations	Pre-Requisites: ENG 025	1	2		3	2
CJC 212 Ethics and Community Relations	Pre-Requisites: ENG 025	3			3	3
*CJC 231 Constitutional Law	Pre-Requisites: ENG 025	3			3	3
TOTAL SEMESTER HOURS		**16**	**2**		**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**
WBL 110 World of Work		1			1	1
MAT 143 Quantitative Literacy	Pre-Requisites: ENG 025 and MAT 025	2	2		4	3
PSY 150 General Psychology	Pre-Requisites: ENG 025	3			3	3
CJC 121 Law Enforcement Operations	Pre-Requisites: ENG 025	3			3	3
*CJC 132 Court Procedure & Evidence	Pre-Requisites: ENG 025	3			3	3
CJC 141 Corrections	Pre-Requisites: ENG 025	3			3	3
CJC 222 Criminalistics	Pre-Requisites: ENG 025	3			3	3
TOTAL SEMESTER HOURS		**18**	**2**		**20**	**19**

Continued on next page

A 55 18 0 Criminal Justice Technology – 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
CJC 112 Criminology	Pre-Requisites: ENG 025	3			3	3
CJC 113 Juvenile Justice	Pre-Requisites: ENG 025	3			3	3
CJC 131 Criminal Law	Pre-Requisites: ENG 025	3			3	3
CJC 160 Terrorism: Underlying Issues	Pre-Requisites: ENG 025	3			3	3
*CJC 225 Crisis Intervention	Pre-Requisites for CJC 225: ENG 025	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 025	3			3	3
*CJC 221 Investigative Principles	Pre-Requisites: ENG 025	3	2		5	4
CJC 122 Community Policing OR WBL 111 and WBL 112 Work-Based Learning I	Pre-Requisites for CJC 122: ENG 025	3		0-30	3-30	3
TOTAL SEMESTER HOURS		**15**	**2**	**0-30**	**17-44**	**16**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**67**

*Courses may be substituted with credit from successful completion of LET 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)

(Level Three Institutuional Service Agreement between College of The Albemarle and Beaufort Community College)

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

*This program offers a Career and College Promise pathway (CCP) D55150H. Courses within the pathway are highlighted in yellow.

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	Clinical 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
Select one of the following: COM 101 Workplace Communication COM 110 Intro to Communication COM 120 Intro to Interpersonal Communication COM 231 Public Speaking	Pre-Requisites for COM 101, 110, or 120: None Pre-Requisites for COM 231: ENG 111	3			3-4	3
TOTAL SEMESTER HOURS		**11**	**14**		**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**
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
Pick one of the following: PSY 101 Applied Psychology PSY 150 General Psychology	Pre-Requisites for PSY 101: None Pre-Requisites for PSY 150: ENG 025	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**

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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
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**

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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 I 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

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

*This program offers a Career and College Promise pathway (CCP) C55220H. Courses within the pathway are highlighted in yellow.

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: None	3	0	0	3	3
EDU 146 Child Guidance	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
EDU 153 Health, Safety and Nutrition	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
TOTAL SEMESTER HOURS		**13**	**0**	**0**	**13**	**13**
First Year Spring Semester Course Number and Title						
EDU 131 Child Family and Community	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
TOTAL SEMESTER HOURS		**3**	**0**	**0**	**3**	**3**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**16**

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 145 Child Development II	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
EDU 153 Health, Safety and Nutrition	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
TOTAL SEMESTER HOURS		**10**	**0**	**0**	**10**	**10**
First Year Spring Semester Course Number and Title						
EDU 131 Child Family and Community	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
EDU 234 Infants, Toddlers and Twos	Pre-Requisites: EDU 119 Co-Requisites: None	3	0	0	3	3
TOTAL SEMESTER HOURS		**6**	**0**	**0**	**6**	**6**
TOTAL SEMESTER HOURS REQUIRED FOR CERTIFICATE						**16**

Technical and Vocational Programs

A 55 22 0 CET Early Childhood Education: Career Entry - Associate in Applied Science

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 track does not transfer to the 4-year institution.

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

*This program offers a Career and College Promise pathway (CCP) C55220H. Courses within the pathway are highlighted in yellow.

A 55 22 0 CET Early Childhood Education Career Entry Track - 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 025 Co-Requisites: None	3	0	0	3	3
WBL 110 World of Work	Pre-Requisites: None Co-Requisites: None	1	0	0	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-Requisites: None	3	0	0	3	3
EDU 146 Child Guidance	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
EDU 153 Health, Safety and Nutrition	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
TOTAL SEMESTER HOURS		**17**	**0**	**0**	**17**	**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	0	0	3	3
Natural Science/Mathematics MAT 110	Pre-Requisites: None	2	2	0	4	3
PSY 150 General Psychology	Pre-Requisites: ENG 025	3	0	0	3	3
EDU 131 Child, Family, and Community	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
EDU 145 Child Development II	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
EDU 151 Creative Activities	Pre-Requisites: None Co-Requisites: None	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
Humanities Option (See list)	Pre-Requisites: Co-Requisites: None	3	0	0	3	3
Select one of the following: HEA 110 Personal Health/Well PED 110 Fit and Well for Life	Pre-Requisites for HEA 110: ENG 025 Co-Requisites: None Pre-Requisites for PED 110: None Co-Requisites: None	3 1	0 2	0 0	3 0	2-3
Select one of the following: COM 110 Intro to Communication COM 120 Intro to Interpersonal Communication	Pre-Requisites for COM 110/120: None Co-Requisites: None	3	0	0	3	3
EDU 221 Children w/ Exceptionalities	Pre-Requisites: EDU 144 and EDU 145 Co-Requisites: None	3	0	0	3	3
EDU 261, Early Childhood Administration I (1st 8 weeks)	Pre-Requisites: None Co-Requisites: EDU 119	3	0	0	3	3
EDU 262, Early Childhood Administration II (2nd 8 weeks)	Pre-Requisites: None Co-Requisites: EDU 119 and EDU 261	3	0	0	3	3
TOTAL SEMESTER HOURS		**16-18**	**2**	**0**	**15-18**	**17-18**

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
EDU 234 Infants, Toddlers and Twos	Pre-Requisites: EDU 119 Co-Requisites: None	3	0	0	3	3
EDU 235 School-Age Activities	Pre-Requisites: None	3	0	0	3	3
EDU 280 Language and Literacy Experiences	Pre-Requisites: None Co-Requisites: None	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: None	1	9	0	10	4
TOTAL SEMESTER HOURS		**10**	**9**	**0**	**19**	**13**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE						**65-66**

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

Technical and Vocational Programs

A 55 22 0 NTT Early Childhood Education: Non Licensure Transfer Track - Associate in Applied Science

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 track allows students to complete 2 years at the community college and 2 years at the university. This degree is for students who wish to pursue a 4-year degree in the field of child development but who do not intend to earn their BK Teaching license.

The Articulation Agreement established enables North Carolina community college graduates of two-year associate in applied science in Early Childhood to transfer to constituent institutions of The University of North Carolina offering the Birth -Kindergarten Licensure (as a junior).

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

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 (NTT) Early Childhood Education: Non Licensure Transfer Track - 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 025 Co-Requisites: None	3	0	0	3	3
ACA 122 Transfer & Career Success	Pre-Requisites: None Co-Requisites: None	0	2	0	2	2
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: None	3	0	0	3	3
EDU 146 Child Guidance	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
EDU 153 Health, Safety and Nutrition	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
TOTAL SEMESTER HOURS		**16**	**2**	**0**	**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	3	0	0	3	3
MAT 143 Quantitative Literacy	Pre-Requisites: ENG 025 and MAT 025	2	2	0	4	3
PSY 150 General Psychology	Pre-Requisites: ENG 025	3	0	0	3	3
EDU 131 Child, Family, and Community	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
EDU 145 Child Development II	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
EDU 151 Creative Activities	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
TOTAL SEMESTER HOURS		**17**	**2**	**0**	**19**	**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**
Social/Behavioral Science Option (See list)	Pre-Requisites: Varies Co-Requisites: None	3	0	0	3	3
COM 231 Public Speaking	Pre-Requisites: ENG 111 Co-Requisites: None	3	0	0	3	3
BIO 111 General Biology I	Pre-Requisites: ENG 025 and MAT 025	3	3	0	6	4

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EDU 261 Early Childhood Administration I (1st 8 weeks)	Pre-Requisites: None Co-Requisites: EDU 119	3	0	0	3	3
EDU 262 Early Childhood Administration II (2nd 8 weeks)	Pre-Requisites: None Co-Requisites: EDU 119 and EDU 261	3	0	0	3	3
EDU 221 Children w/ Exceptionalities	Pre-Requisites: EDU 144 and EDU 145 Co-Requisites: None	3	0	0	3	3
TOTAL SEMESTER HOURS		**18**	**3**	**0**	**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**
Humanities Option (See list)	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
Natural Science (see list)	Pre-Requisites: Varies according to course	3	2-3	0	5-6	4
EDU 234 Infants, Toddlers and Twos	Pre-Requisites: EDU 119 Co-Requisites: None	3	0	0	3	3
EDU 280 Language and Literacy Experiences	Pre-Requisites: None Co- Requisites: None	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: None	1	9	0	10	4
TOTAL SEMESTER HOURS		**13**	**11-12**	**0**	**24-25**	**17**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE - Non-Licensure Track						**71**

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: (Select one course from the list below)
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

Natural Science: (Select one option from the list below - MUST take 4 credits)
AST 111 and AST 111A Descriptive Astronomy and Lab
CHM 151 General Chemistry I

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Technical and Vocational Programs

A 55 22 0 LTT Early Childhood Education: Licensure Transfer Track - Associate in Applied Science

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 track allows students to complete 2 years at the community college and 2 years at the university. This degree is for students who wish to pursue a 4-year degree in the field of child development but who do not intend to earn their BK Teaching license.

The Articulation Agreement established enables North Carolina community college graduates of two-year associate in applied science in Early Childhood to transfer to constituent institutions of The University of North Carolina offering the Birth -Kindergarten Licensure (as a junior).

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

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 (LTT) Early Childhood Education: Licensure Transfer Track - 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 025 Co-Requisites: None	3	0	0	3	3
ACA 122 Transfer & Career Success	Pre-Requisites: None Co-Requisites: None	0	2	0	2	2
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: None	3	0	0	3	3
EDU 146 Child Guidance	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
EDU 153 Health, Safety and Nutrition	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
TOTAL SEMESTER HOURS		**16**	**2**	**0**	**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	3	0	0	3	3
MAT 143 Quantitative Literacy	Pre-Requisites: ENG 025 and MAT 025	2	2	0	4	3
PSY 150 General Psychology	Pre-Requisites: ENG 025	3	0	0	3	3
EDU 131 Child, Family, and Community	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
EDU 145 Child Development II	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
EDU 151 Creative Activities	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
TOTAL SEMESTER HOURS		**17**	**2**	**0**	**19**	**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**
Social/Behavioral Science Option (See list)	Pre-Requisites: Varies Co-Requisites: None	3	0	0	3	3
Humanities Option (See list)	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
COM 231 Public Speaking	Pre-Requisites for COM 231: ENG 111 Co-Requisites: None	3	0	0	3	3

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BIO 111 General Biology I	Pre-requisites: ENG 025 and MAT 025 Co-Requisites: None	3	3	0	6	4
EDU 221 Children w/ Exceptionalities	Pre-Requisites: EDU 144 and EDU 145 Co-Requisites: None	3	0	0	3	3
EDU 216 Foundations of Education	Pre-Requisites: None Co-Requisites: None	3	0	0	3	3
TOTAL SEMESTER HOURS		**18**	**3**	**0**	**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**
Natural Science (see list)	Pre-Requisites: Varies Co-Requisites: None	3	2-3	0	5-6	4
EDU 234 Infants, Toddlers and Twos	Pre-Requisites: EDU 119 Co- Requisites: None	3	0	0	3	3
EDU 250 Teacher Licensure Preparation	Pre-Requisites: None Co-Requisites: Take one Set 1: ENG 111 and MAT 143 Set 2: ENG 111 and MAT 152 Set 3: ENG 111 and MAT 171	3	0	0	3	3
EDU 280 Language and Literacy Experiences	Pre-Requisites: None Co- Requisites: None	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: None	1	9	0	10	4
TOTAL SEMESTER HOURS		**13**	**11-12**	**0**	**24-25**	**17**
TOTAL SEMESTER HOURS REQUIRED FOR ASSOCIATE DEGREE - Licensure Track						**71**

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: (Select one course from the list below)
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

Natural Science: (Select one option from the list below - MUST take 4 credits)
AST 111 and AST 111A Descriptive Astronomy and Lab
CHM 151 General Chemistry I

Technical and Vocational Programs

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

C 55 25 0 I Food Service Technology – Certificate I

(Offered only at Pasquotank Correctional Institution)

Certificate 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 I 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.

Certificate 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

A 55 28 0 Associate in General Occupational Technology

COURSE NUMBER	COURSE TITLE	SEMESTER	CO-REQUISITES	PRE-REQUISITES	CREDITS
STUDENT SUCCESS					**1**
ACA 122*					
				None	1
COMPOSITION					**6**
ENG 111	Writing & Inquiry			ENG 025	3
ENG 112	Writing/Research in the Disciplines			ENG 111	3
COMMUNICATIONS					**3**
Select 1 course from: COM 110, COM 120, or COM 231 (ENG 111)					
				Varies – prerequisites in parenthesis	3
HUMANITIES AND 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
MATHEMATICS					**3-4**
Select one Mathematics course with a MAT prefix numbered 110 or above which are in the College of The Albemarle (COA) list of North Carolina Community College Combined Course Library (CCL) courses. (UGETC courses are recommended for students intending to transfer to a four-year institution.					
				Varies	3-4
NATURAL SCIENCES					**4**
Select one Natural Science lab based course with a AST, BIO (other than BIO 155), CHM, or PHY prefix numbered 110 or above which are in the College of The Albemarle (COA) list of North Carolina Community College Combined Course Library (CCL) courses. (UGETC courses are recommended for students intending to transfer to a four-year institution.					4
HEALTH/WELLNESS					**2**
Select 2 hours from: 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					**65-66**

Developmental Education

OVERVIEW

As of Summer 2025, the College of The Albemarle offers developmental courses in a prerequisite model, providing students an opportunity to complete their gateway math and English courses during their first year of enrollment. Students are strongly encouraged to take these prerequisite courses along with ACA 122 in their first semester followed by their gateway English and math courses in the second semester.

These courses will be offered in curriculum and College and Career Readiness (CCR).

Prerequisite Courses (Curriculum)	Prerequisite Courses (CCR)
ENG 025: College English Skills	ENG 8025: College English Skills
MAT 025: Concepts of Essential Math/Statistics	MAT 8025: Concepts of Essential Math/Statistics
MAT 035: Concepts of Algebra	MAT 8035: Concepts of Algebra

Unweighted high school GPA* from a United States High School is a primary method for placement into gateway English and Mathematics courses. When the unweighted high school GPA is below 2.8, a secondary placement measure may be used. Such measures include the EdReady placement test, SAT, ACT, High School Equivalency Test, and HiSET scores.

**Students are also required to have successfully completed Math 2 or equivalent in high school.*

New students who graduated from a US high school will be placed based on their unweighted HS GPA:

- **2.8 or higher** – students may register for any gateway English or math course.
- **Below 2.8** – students must successfully pass ENG 025/ENG 8025 and MAT 025/MAT 7025 or MAT 035/MAT 8035 before enrolling in a gateway English or math course.

**Students can place directly into MAT 110 regardless of their unweighted US high school GPA. MAT 110 does not have a developmental prerequisite.

***International students and students who do not have a High School GPA must take the placement test.

**** Students with an unweighted GPA below 2.8 may take a placement test to determine if they can bypass developmental coursework. The placement test must be completed before the class begins.

Student Learning Outcomes – Upon completion of ENG 025, students will be able to

1. Comprehend professional and academic readings.
2. Apply the writing process to compose unified, coherent, well-developed paragraphs and essays.
3. Evaluate ideas and information.
4. Use conventions of standard written English.
5. Employ technology ethically and appropriately when composing writing assignments.

Student Learning Outcomes – Upon completion of MAT 025, students will be able to

1. Demonstrate proficiency in operations using rates, ratios, and proportions.
2. Use technology to interpret elements of personal finance.
3. Compute perimeter, area, volume, and angles of geometric figures.
4. Demonstrate proficiency in introductory probability and statistics concepts.
5. Interpret tables, charts, and graphs.
6. Solve and interpret real-world mathematical applications.

Student Learning Outcomes – Upon completion of MAT 035, students will be able to

1. Demonstrate proficiency in various factoring strategies.
2. Identify and analyze a variety of functions and their graphs.
3. Demonstrate proficiency in polynomial operations.
4. Demonstrate proficiency in solving equations and inequalities.
5. Solve and interpret real-world mathematical applications.

Developmental Education Course Equivalency Guide

Past Developmental Courses	New Developmental Courses
DRE 096	No ENG 025 credit
ENG 080 and RED 080, ENG 085 DRE 097, or ENG 002 Tier 1	No ENG 025 credit
ENG 090 and RED 090, ENG 095, DRE 098, or ENG 002 Tier 2	ENG 025 or ENG 8025
MAT 060, DMA 010 – 030, or MAT 003 Tier 1	No MAT 025 credit
MAT 070, DMA 010 – 050, or MAT 003 Tier 2	MAT 025 or MAT 7025
MAT 080, DMA 010 – 080, or MAT 003 Tier 3	MAT 035 or MAT 7035

Please note:

Students who successfully complete **ENG 025 or ENG 8025** are eligible to take

- ENG 111
- Any course that has an ENG 025 or ENG 8025 prerequisite attached to it.

Students who successfully complete **MAT 025 or MAT 7025** are eligible to take

- MAT 143
- MAT 152
- Any course that has a MAT 025 or MAT 7025 prerequisite attached to it.

Students who successfully complete **MAT 035 or MAT 7035** are eligible to take

- MAT 171
- MAT 175
- Any course that has a **MAT 035 or MAT 7035** prerequisite attached to it.

Course Descriptions

To help students make informed decisions about course materials, COA uses the following icons to indicate textbook costs. Courses marked with No Cost ( ) use free digital or open educational resources, eliminating textbook expenses. Courses labeled Low Cost ( ) have required a textbook option available for $40 or less through the college bookstore as of 1/31/2025. Please note that textbook prices are subject to change without notice. These designations support affordability and accessibility in education.

Academic Related

ACA 122 – Transfer and Career Success: This course introduces students to career and transfer opportunities while building skills for academic success, career exploration, and transfer preparation, ensuring readiness for success in community college and beyond. Topics include transfer agreements with public and independent institutions, programs and processes that facilitate transfer, and transfer tools and resources; career topics include career exploration and information and skills such as resume writing, portfolio development, and professional communication. Upon completion, students will be able to identify the community college program that matches their transfer and career goals, navigate transfer policies and processes, use Transfer Guides, develop an academic plan for future success, and identify professional application materials.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring, Summer | 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 025 or ENG 8025 and MAT 025 or MAT 7025
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 129 – Individual Income Taxes: This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual income tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.
Co-Requisites: None
Pre-Requisites: ACC 120
Semester: Fall, Spring | Class Hours: 2 | Lab Hours: 2
Total Credit Hours: 3

ACC 130 – Business Income Taxes: This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.
Co-Requisites: None
Pre-Requisites: ACC 120
Semester: Spring | Class Hours: 2 | Lab Hours: 2
Total Credit Hours: 3

ACC 131 – Federal Income Taxes: This course provides an overview of federal income taxes for individuals, partnerships, and corporations. Topics include tax law, electronic research and methodologies and the use technology for the preparation of individual and business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax laws, and complete federal tax returns for individuals, partnerships, and corporations.
Co-Requisites: None
Pre-Requisites: ACC 120
Semester: Spring | Class Hours: 2 | Lab Hours: 2
Total Credit Hours: 3

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 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 120
Semester: Fall, Spring | 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: Spring | 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 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: Varies | 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: Varies | Class Hours: 2 | Lab Hours: 2
Total Credit Hours: 3

AHR 112 – Heating Technology: This course covers the fundamentals of heating systems. Topics include safety, instrumentation, system operating, efficiency testing, electrical power, and control systems. Upon completion, students should be able to perform maintenance, service, and testing for major components of a heating system.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies | 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: Varies | 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: Varies | 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: AHR 110 or AHR 113
Pre-Requisites: None
Semester: Varies | 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, and service industries. 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
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, statewide, 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 025 or ENG 8025
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: 4
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: Fall, Spring, Summer | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

ART 113 – Art Methods and Materials: This course provides an overview of media and techniques. Emphasis is placed on exploration and manipulation of materials. Upon completion, students should be able to demonstrate familarity with a variety of methods, materials, and processes.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring | Class Hours: 0 | Lab Hours: 6
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 025 or ENG 8025
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 025 or ENG 8025
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: Varies | 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: Varies | 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: Fall, Spring | 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: Fall, Spring | Class Hours: 0 | Lab Hours: 6
Total Credit Hours: 3



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 247 – Jewelry I: This course introduces a basic understanding of the design and production of jewelry. Emphasis is placed on concepts and techniques using metals and other materials. Upon completion, students should be able to demonstrate an ability to use appropriate methods to create unique jewelry.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies | Class Hours: 0 | Lab Hours: 6
Total Credit Hours: 3

ART 248 – Jewelry II: This course is a continuation of the skills learned in ART 247. Emphasis is placed on the creation of individual designs that utilize a variety of techniques such as casting, cloisonne, and plique-a-jour. Upon completion, students should be able to create jewelry which demonstrates originality.
Co-Requisites: None
Pre-Requisites: Take ART 247
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: None
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
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: Permission of instructor
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 IIIA
Pre-Requisites: None
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. Emphasis is placed on fundamentals of electricity, drawings, weight and balance, fluid lines and fittings, materials, hardware and processes, ground ops and servicing, cleaning and corrosion, mathematics, regulations, maintenance forms records and publications, physics for aviation, inspection concepts, and human factors. 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. Emphasis is placed on metallic structures, non-metallic structures, flight controls, communications, light signals, runway lighting systems, rotorcraft fundamentals, and water and waste systems. Upon completion, students should be prepared to pass the applicable portions of the knowledge, oral, and practical tests of the airframe rating for the FAA mechanic's airframe 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 covers airframe systems and components. Emphasis is placed on landing gear systems, hydraulic and pneumatic systems, aircraft fuel systems, and aircraft electrical systems. Upon completion, students should be prepared to pass the applicable portions of the knowledge, oral, and practical tests of the airframe rating for the FAA mechanic's airframe 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: This course covers a portion of the airframe series. Emphasis is placed airframe inspection, environmental systems, aircraft instrument systems, ice and rain control systems, and airframe fire protection systems. Upon completion, students should be prepared to pass the applicable portions of the knowledge, oral, and practical tests of the airframe rating for the FAA mechanic's airframe 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 course covers powerplant systems and components. Emphasis is placed on reciprocating engines and turbine engines. Upon completion, students should be prepared to pass the applicable portions of the knowledge, oral, and practical tests of the airframe rating for the FAA mechanic's powerplant 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 covers engine systems and components. Emphasis is placed on engine instrument systems, engine fire protection systems, engine electrical systems, engine lubrication systems, ignition and starting systems, and engine fuel and fuel metering systems. Upon completion, students should be prepared to pass the applicable portions of the knowledge, oral, and practical tests of the airframe rating for the FAA mechanic's powerplant certificate.
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 course covers powerplant systems, components, and culminates in engine system inspection. Emphasis is placed on engine inspection, reciprocating engine induction and cooling systems, engine exhaust and reverser systems, turbine engine air systems and propellers. Upon completion, students should be prepared to pass the applicable portions of the knowledge, oral, and practical tests of the airframe rating for the FAA mechanic's powerplant certificate.
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 025, ENG 8025, 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 025 or ENG 8025 and MAT 025 or MAT 7025
Semester: Fall, Spring, Summer | 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: Fall, Spring, Summer | 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 025 or ENG 8025 and MAT 025 or MAT 7025
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 025 or ENG 8025 and either BIO 090 or one unit of HS 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 025 or ENG 8025 and MAT 025 or MAT 7025, and either BIO 090 or one unit of HS Biology, and either CHM 090 or one unit of HS Chemistry
Semester: Fall, Spring, Summer | 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, Summer | 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: BIO 111 or BIO 163 or BIO 168
Semester: Fall, Spring, Summer | 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: None
Semester: Varies | Class Hours: 1 | Lab Hours: 2
Total Credit Hours: 2

Business Analytics

BAS 120 – Introduction to Analytics: This course introduces basic concepts and applications of analytics. Topics include an overview of the analytical process and the role of the analyst, applied descriptive statistics, and exploratory data analysis. Upon completion, students should be able to demonstrate a basic understanding of analytics for decision-making in business.
Co-Requisites: None
Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025
Semester: Fall | Class Hours: 2 | Lab Hours: 3
Total Credit Hours: 3

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 025 or ENG 8025
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 025 or ENG 8025
Semester: Spring, Winter | 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 025 or ENG 8025 and MAT 025 or MAT 7025
Semester: Spring, Summer | 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, Winter | 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 025 or ENG 8025 and MAT 025 or MAT 7025
Semester: Fall, 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: Fall, Spring | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

BUS 160 – Data Analysis/Decision Making: This course provides the essential skills and knowledge to effectively analyze, evaluate, and make sound decisions based on evidence. Emphasis is placed on asking the right questions, data collection, preparation, visualization, analysis of uncertainty and risk, making inferences and predictions, and the decision-making process. Upon completion, students should be able to use decision modeling techniques to extract meaningful insights from vast amounts of information and make informed decisions.
Co-Requisites: None
Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025
Semester: Spring | Class Hours: 2 | Lab Hours: 2
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 025 or ENG 8025
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: Spring | 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, BUS 115 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 025 or MAT 7025
Semester: Varies | Class Hours: 4 | Lab Hours: 0
Total Credit Hours: 4

CHM 130 – General, Organic, & 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: Summer | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

CHM 130A – General, Organic, and Biochemistry 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: Summer | 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 025 or ENG 8025 and MAT 025 or MAT 7025, 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 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 025 or ENG 8025 and MAT 025 or MAT 7025
Semester: Fall, Spring, Summer | 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 use top-down algorithm design and implement algorithmic solutions in a programming language.
Co-Requisites: None
Pre-Requisites: MAT 025 or MAT 7025
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: Permission of instructor
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 025 or ENG 0825
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 025 or ENG 0825
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 025 or ENG 0825
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 025 or ENG 0825
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 025 or ENG 0825
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 025 or ENG 0825
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 025 or ENG 0825
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 incourt. 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 025 or ENG 0825
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 025 or ENG 0825
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 025 or ENG 0825
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 025 or ENG 0825
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 025 or ENG 0825
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 025 or ENG 0825
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 025 or ENG 0825
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 025 or ENG 0825
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 025 or ENG 0825
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: Fall, Spring | 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: Fall, Spring | 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: Fall, Spring | 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, Summer | 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

Computer Science

CSC 121 – Python Programming: This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs.
Pre-Requisites: CIS 115
Semester: Spring | 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: CIS 110 or CIS 111 or CIS 115 or EGR 150
Semester: Fall | Class Hours: 2 | Lab Hours: 3
Total Credit Hours: 3

CSC 153 – 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, debug, and implement objects using the appropriate environemnt at the beginning level.
Pre-Requisites: CIS 110 or CIS 111 or CIS 115
Semester: Fall | 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

Computer Tech Integration

CTI 110 – IT Foundations: This course provides an introduction to technology concepts and current trends in IT. Topics include foundational concepts across various IT domains such as, but not limited to, artificial intelligence, database fundamentals, programming principles, and web development. Upon completion, students should be able to demonstrate knowledge in core IT areas and apply skills critical for their academic and professional success.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring | Class Hours: 2 | Lab Hours: 2
Total Credit Hours: 3

CTI 120 – Network and Sec Foundations: 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 141 - Cloud and Storage Concepts: This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology, virtualization, storage networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of cloud storage systems.
Co-Requisites: None
Pre-Requisites: CTI 120
Semester: Fall | Class Hours: 1 | Lab Hours: 4
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 025 or ENG 8025
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: Fall, 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 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 025 or ENG 8025 and CIS 110 or CIS 111
Semester: Fall | 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: 2 | Lab Hours: 2
Total Credit Hours: 3

CTS 289 – System Support Project: This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.
Co-Requisites: None
Pre-Requisites: CTI 110, CTI 120, CTS 115, CTS 285 and DBA 110; IT: Computer Programming (A25590CP) students require instructor permission verifying completion of CSC 153 (C# Programming).
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: | 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: Spring | Class Hours: 2 | Lab Hours: 3
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: Fall | 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: Fall | 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: 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 disciplines. 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 amodel assembly.
Co-Requisites: None
Pre-Requisites: DFT 154
Semester: Spring | 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: Fall, Spring | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

DRA 118 – Script Analysis: This course provides a foundational study of the structure of plays for the theatre. Emphasis is placed on the study of plays from the earliest forms of theatre to the present, analyzed through elements of the dramatic text including character, action, genre, language, spectacle, structure, style and theme. Upon completion, students should be able to analyze plays for academic use, as well as for theatrical productions as actors, designers and/or directors.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

DRA 120 – Voice for Performance: This course provides guided practice in the proper production of speech for the theatre. Emphasis is placed on improving speech, including breathing, articulation, pronunciation, and other vocal variables. Upon completion, students should be able to demonstrate effective theatrical speech.
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: 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: Spring | Class Hours: 0 | Lab Hours: 6
Total Credit Hours: 3

DRA 135 – Acting for the Camera I: This course provides an applied study of the camera actor's craft. Topics include commercial, dramatic, and print performance styles. Upon completion, students should be able to explore their creativity in on-camera performance.
Co-Requisites: None
Pre-Requisites: None
Semester: Varies | Class Hours: 1| Lab Hours: 4
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: Fall, Spring | 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: Fall, Spring | Class Hours: 0 | Lab Hours: 6
Total Credit Hours: 3

DRA 144 – Introduction to Stage Design: This course provides a basic foundational study of costume, scenery, lighting and sound design for live entertainment. Emphasis is placed on basic techniques, language, methods and practice employed in live entertainment design. Upon completion, students should be able to practice all effective and creative aspects of live entertainment design.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring | Class Hours: 3 | Lab Hours: 0
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: Fall, Spring | 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: Fall, Spring | 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

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 025 or ENG 8025 and MAT 025 or MAT 7025
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 025 or ENG 8025 and MAT 025 or MAT 7025
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 culturally responsive, equitable and inclusive early childhood education, planning intentional developmentally appropriate experiences, learning activities, and teaching strategies for indoor and outdoor environments for all young children, guidance techniques, and professionalism. Topics include theoretical foundations, national early learning standards, NC Foundations for Early Learning and Development, state regulations, program types, career options, professionalism, ethical conduct, quality inclusive environments, guidance techniques, and curriculum responsive to the needs of each child/family. Upon completion, students should be able to implement developmentally appropriate environments, guidance techniques, schedules, and teaching strategies across developmental domains to support culturally, linguistically, and ability diverse children and their families in inclusive settings, and design a personal career/professional development plan.
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: None
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: None
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: None
Pre-Requisites: None
Semester: Spring | 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: None
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: None
Pre-Requisites: None
Semester: Fall | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

EDU 151 – Creative Activities: This course introduces developmentally supportive, diverse, equitable, and inclusive creative learning environments with attention to divergent thinking, creative problem-solving, evidence-based teaching practices, and open-ended learning materials and activities that align with the NC Foundations for Early Learning and Development. Emphasis is placed on best practices providing process-driven culturally diverse, learning experiences in art, music, creative movement, dance, and dramatic play integrated across all domains and academic content in indoor/ outdoor environments for every young child age birth through age eight. Upon completion, students should be able to observe, examine, create, adapt, and advocate for developmentally appropriate creative learning materials, experiences, and environments for children that are culturally, linguistically, and ability diverse.
Co-Requisites: None
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: None
Pre-Requisites: None
Semester: Fall | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

EDU 187 – Teaching and Learning for All: This course introduces students to knowledge, concepts, and best practices needed to provide developmentally appropriate, effective, inclusive, and culturally responsive educational experiences in the classroom. Topics include growth and development, learning theory, student motivation, teaching diverse learners, classroom management, inclusive environments, student-centered practices, instructional strategies, teaching methodologies, observation/assessment techniques, educational planning, reflective practice, collaboration, cultural competence, ethics, professionalism, and leadership. Upon completion, students should be able to identify the knowledge, skills, roles, and responsibilities of an effective educator as defined by state and national professional teaching standards.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall | Class Hours: 3 | Lab Hours: 3
Total Credit Hours: 4

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: None
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 childrenin
all environments with best practices as defined by laws, policies and the NC Foundations for Early Learning and Development.
Co-Requisites: None
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: None
Pre-Requisites: EDU 119
Semester: Spring | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

EDU 235 – School-Age Activities: This course introduces developmentally supportive, inclusive, and creative learning environments for school-age programs, focusing on diverse, equitable, and engaging experiences in art, music, movement, and dramatic play. Emphasis is placed on fostering divergent thinking, creative problem-solving, and integrating process-driven activities across academic subjects in both indoor and outdoor settings. Upon completion, students should be able to observe, analyze, design, adapt, and advocate for creative learning opportunities that reflect the cultural, linguistic, and ability diversity of school-age children, ensuring accessibility and meaningful engagement in developmentally appropriate and inclusive educational experiences.
Co-Requisites: None
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: Take One Set
Set 1: ENG 111 and MAT 143
Set 2: ENG 111 and MAT 152
Set 3: ENG 111 and MAT 171
Pre-Requisites: None
Semester: Varies | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

EDU 261 – Early Childhood Administration I: This course provides an overview of essential administrative components for managing early childhood programs, including child development, program frameworks, North Carolina child care rules and regulations, effective leadership practices, reflective supervision, and the NAEYC Code of Ethical Conduct. Emphasis is placed on personnel management, financial planning, reflective supervision strategies, child development principles, ethical decision-making, and ensuring compliance with state regulations to maintain high-quality learning environments. Upon completion, students should be able to apply program standards, manage staffing and budgets, implement reflective supervision to support professional growth, integrate child development knowledge into program planning, uphold ethical responsibilities following the NAEYC Code of Ethical Conduct, and navigate regulatory requirements to support successful early childhood program operations.
Co-Requisites: EDU 119
Pre-Requisites: None
Semester: Fall | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

EDU 262 – Early Childhood Administration II: This course is designed to prepare students for leadership roles in licensed child care facilities in North Carolina by focusing on curriculum development, program assessment, and resource management for centers and families. Emphasis is placed on best practices in early childhood curriculum, quality improvement strategies, advocacy, and leadership in early learning environments. Upon completion, students should be able to implement developmentally appropriate curriculum, assess program effectiveness, support families with relevant resources, and advocate for policies that enhance early childhood education and program quality.
Co-Requisites: EDU 119
Pre-Requisites: EDU 261
Semester: Spring | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

EDU 279 – Literacy Development and Instruction: This course is designed to provide students with concepts and skills of literacy development, instructional methods/materials and assessment techniques needed to provide scientifically-based, systematic reading and writing instruction into educational practice. Topics include literacy concepts, reading and writing development, developmentally appropriate pedagogy, culturally-responsive instruction, standards-based outcomes, lesson planning, formative/summative assessment,recognizing reading difficulties, research-based interventions, authentic learning experiences, classroom implementation, and reflective practice. Upon completion, students should be able to plan, implement, assess, evaluate, and demonstrate developmentally appropriate literacy instruction aligned to the NC Standard Course of Study and other state and national standards.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring | Class Hours: 3 | Lab Hours: 3
Total Credit Hours: 4

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: None
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: None
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: Spring | Class Hours: 1 | Lab Hours: 9
Total Credit Hours: 4

Engineering

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: Spring | Class Hours: 1 | Lab Hours: 2
Total Credit Hours: 2

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: Varies | 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: Varies | Class Hours: 2 | Lab Hours: 6
Total Credit Hours: 4

ELC 114 – Commercial Wiring: This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations.
Co-Requisites: None
Pre-Requisites: ELC 112 and 113
Semester: Spring | Class Hours: 2 | Lab Hours: 6
Total Credit Hours: 4

ELC 117 – Motors and Controls: This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.
Co-Requisites: None
Pre-Requisites: ELC 112 and 113
Semester: Spring | 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: Varies | 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: Varies | Class Hours: 1 | Lab Hours: 2
Total Credit Hours: 2

ELC 128 – Intro to PLCs: This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to understand basic PLC systems and create simple programs.
Co-Requisites: None
Pre-Requisites: ELC 112 and 113
Semester: Spring | Class Hours: 2 | Lab Hours: 3
Total Credit Hours: 3

ELC 220 – Photovoltaic Sys Tech: This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (pv) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.
Co-Requisites: None
Pre-Requisites: ELC 112 and 113
Semester: Varies | Class Hours: 2 | Lab Hours: 3
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: None
Pre-Requisites: Admission to EMS Program
Semester: Varies | Class Hours: 6 | Lab Hours: 6 | Clinical Hours: 3
Total Credit Hours: 9

EMS 120 – Advanced EMT: This course is designed to provide the essential information on pre-hospital management techniques appropriate to the level of the Advanced EMT. Topics must meet current credentialing and/or regulatory guidelines for the Advanced EMT as outlined by the NC Office of EMS. Upon completion, students should be able to demonstrate competency at the Advanced EMT level.
Co-Requisites: EMS 121
Pre-Requisites: EMS 110
Semester: Varies | Class Hours: 4 | Lab Hours: 6 | Clinical Hours: 0
Total Credit Hours: 6

EMS 121 – AEMT Clinical Practicum: This course provides the hospital and field internship/clinical experiences required in preparation for the Advanced EMT certification. Emphasis is placed on performing patient assessments, treatments, and interactions appropriate at the Advanced EMT level of care. Upon completion, students should be able to demonstrate competency at the Advanced EMT skill level.
Co-Requisites: EMS 120
Pre-Requisites: EMS 110
Semester: Varies | Class Hours: 0 | Lab Hours: 0 | Clinical Hours: 6
Total Credit Hours: 2

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
Pre-Requisites: EMS 110
Semester: Varies | Class Hours: 0 | Lab Hours: 0 | Clinical Hours: 3
Total Credit Hours: 1

EMS 125 – EMS Instructor Methodology: This course covers the information needed to develop and instruct EMS courses. Topics include instructional methods, lesson plan development, time management skills, and theories of adult learning. Upon completion, students should be able to teach EMS courses and meet the North Carolina EMS requirements for instructor methodology.
Co-Requisites: None
Pre-Requisites: Admission into the EMS Bridge Program
Semester: Fall | Class Hours: 2 | Lab Hours: 2 | Clinical Hours: 0
Total Credit Hours: 3

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 160, EMS 210, and EMS 221
Pre-Requisites: EMS 110 and EMS 120
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: None
Pre-Requisites: EMS 110
Semester: Spring | Class Hours: 1 | Lab Hours: 2 | 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 130, EMS 210, and EMS 221
Pre-Requisites: EMS 110 and EMS 120
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 110 or Admission to EMS Bridge Program
Pre-Requisites: EMS 110 or Admission to EMS Bridge Program
Semester: Spring, SS | 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, EMS 250, and EMS 260
Pre-Requisites: EMS 160, EMS 130, EMS 210, and EMS 221
Semester: Fall | Class Hours: 2 | Lab Hours: 3 | Clinical Hours: 0
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 130, EMS 160, and EMS 210
Pre-Requisites: EMS 121 or EMS 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, EMS 250, and EMS 260
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: Admission to EMS Bridge Program
Pre-Requisites: 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 241, EMS 270, and EMS 285
Pre-Requisites: EMS 220, EMS 231, EMS 250, and EMS 260
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 asan entry-level paramedic.
Co-Requisites: EMS 240, EMS 270 and EMS 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 a recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.
Co-Requisites: EMS 220, EMS 231, and EMS 260
Pre-Requisites: EMS 160, EMS 130, EMS 210, and EMS 221
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 220, EMS 231, and EMS 250
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 240, EMS 231, and EMS 250
Pre-Requisites: EMS 122 and EMS 130
Semester: Spring | Class Hours: 3 | Lab Hours: 3 | Clinical Hours: 0
Total Credit Hours: 4

EMS 280 – EMS Bridging Course: This course is designed to provide currently credentialed state or national Paramedic students with the most current education trends in Paramedic Practice. Emphasis is placed on transitions in healthcare. Upon completion, students should be able to integrate emerging trends in pre-hospital care.
Co-Requisites: Admission into the EMS Bridge Program
Pre-Requisites: Admission into the EMS Bridge Program
Semester: Fall | Class Hours: 2 | Lab Hours: 2 | Clinical Hours: 0
Total Credit Hours: 3

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 240, EMS 241, and EMS 270
Pre-Requisites: EMS 220, EMS 250, and EMS 260
Semester: Spring | Class Hours: 1 | Lab Hours: 3 | Clinical Hours: 0
Total Credit Hours: 2

English

ENG 025 – College English Skills: This course provides the skills necessary in college English courses. Topics include reading and writing processes and strategies, such as critical thinking, text analysis, idea development, and application of writing conventions. Upon completion, students should be able to analyze readings and produce unified, coherent, well-developed paragraphs and essays using appropriate document design and standard written English while developing positive academic habits, learning strategies, and a growth mindset.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring, Summer | 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: None
Pre-Requisites: ENG 025 or ENG 8025
Semester: Fall, Spring, Summer | 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, Summer | 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
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
Semester: Fall, Spring, Summer | 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
Semester: Fall, Spring | 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
Semester: Fall, 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: Fall | 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: Spring | 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

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 025 or ENG 0825
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 025 or ENG 0825
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 | 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 025 or ENG 8025
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 025 or ENG 8025
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 025 or ENG 8025
Semester: Fall, Summer | 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 025 or ENG 8025
Semester: Spring, Summer | 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

Health Sciences

HSC 111 – Intro to Healthcare Careers: This course is designed to provide exposure to pathways and health sciences careers through a case-based approach. Topics include healthcare roles, scopes of practice, career opportunities, and educational requirements for a variety of health science professions. Upon completion, students should be able to demonstrate an understanding of the health care professions and interprofessional practice for patient care.
Co-Requisites: None
Pre-Requisites: ENG 025 or ENG 8025
Semester: Fall | Class Hours: 3| Lab Hours: 0
Total Credit Hours: 3

HSC 115 – Intro to Health Sys & Ethics: This course introduces the structure of healthcare systems along with the ethical and legal principles guiding healthcare delivery. Topics include care organization, financing, regulation, and ethical responsibilities of providers. Upon completion, students will be able to describe key components of the U.S. healthcare system and apply basic ethical frameworks to healthcare situations.
Co-Requisites: None
Pre-Requisites: ENG 025 or ENG 8025
Semester: Fall | Class Hours: 3| Lab Hours: 0
Total Credit Hours: 3

HSC 121 – Healthcare Comminication: This course provides a comprehensive introduction to interpersonal communication and conflict resolution skills essential in healthcare environments. Emphasis is placed on self-awareness, assertiveness, emotional intelligence, and conflict mediation. Upon completion, students should be able to demonstrate empathetic and effective communication with patients, families, and healthcare teams.
Co-Requisites: None
Pre-Requisites: ENG 025 or ENG 8025
Semester: Fall | Class Hours: 3| Lab Hours: 2
Total Credit Hours: 4

Social and 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 025 or ENG 8025
Semester: Fall | Class Hours: 2 | Lab Hours: 2
Total Credit Hours: 3

HSE 115 – Health Care Concepts: This course covers basic aspects of health and medical care. Emphasis is placed on the mental, social, and physical needs of various groups; first aid in emergency situations; and medical/legal ethics. Upon completion, students should be able to identify various health/medical situations, obtain appropriate certifications, and understand the medical/legal ramifications of health care.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall | Class Hours: 3 | Lab Hours: 2
Total Credit Hours: 4

HSE 120 – Interpersonal Communications: This course introduces the interpersonal and communication skills used in helping relationships and professions. Topics include self-understanding; growth techniques; assertive, passive, and aggressive behaviors; and effective communications in the helping role. Upon completion, students should be able to demonstrate skills for effective communications in helping relationships which promote understanding of self, other people, and personal growth.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

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: None
Semester: Spring | Class Hours: 2 | Lab Hours: 2
Total Credit Hours: 3

HSE 127 – Conflict Resolution: This course introduces conflict resolution and mediation theory and practice. Emphasis is placed on exploring, evaluating, and negotiating solutions to conflict. Upon completion, students should be able to define compromise and demonstate competence in facilitating resolution.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring | Class Hours: 2 | Lab Hours: 2
Total Credit Hours: 3

HSE 210 – Diversity, Equity and Trends: This course is designed to provide students with an in-depth understanding of the role of diversity and ethical considerations within the human services profession. Emphasis is placed on the knowledge and skills in the evolving landscape of human services. Upon completion, students should be able to apply ethical decision-making, demonstrate an understanding of diverse perspectives, and identify current trends in the human services field.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

HSE 212 – Group Dynamics: This course introduces the concepts of group processes and group dynamics. Emphasis is placed on essential tools for understanding, participating in, and contributing to group processes. Upon completion, students should be able to identify and explain how people are influenced by their interactions in group settings and facilitate various groups.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

HSE 220 – Case Management: This course covers a variety of tasks associated with professional case management. Topics include needs assessment, service planning, referral procedures, documentation, follow-up, and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall | Class Hours: 2 | Lab Hours: 2
Total Credit Hours: 3

HSE 223 – Counseling Theories and Skills: This course provides an in-depth exploration of foundational theories and practical techniques essential for those working in diverse human services settings. Emphasis is placed on self-awarenss, problem-solving, decision-making, and personal growth. Upon completion, students shoud be able to apply these theories to real-life scenarios, and develop professional skills crucial for fostering supportive relationships in various settings.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

HSE 225 – Crisis and Intervention Principles: This course introduces the types of crises and the principles of intervention. Emphasis is placed on identifying culturally competent techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond effectively.
Co-Requisites: None
Pre-Requisites: None
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 025 or ENG 8025
Semester: Varies | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

HUM 120 – Cultural Studies: This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture.
Co-Requisites: None
Pre-Requisites: None
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 025 or ENG 8025
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 025 or ENG 8025
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: Varies | Class Hours: 1| Lab Hours: 0
Total Credit Hours: 1

Basic Law Enforcement Training

LET 110 - Basic Law Enforcement BLET: This course covers the basic knowledge and skills needed for entry-level employment as a law enforcement officer in North Carolina as required by the Criminal Justice Education and Training Standards Commission and the Sheriffs' Education and Training Standards Commission. Topics include Commission-mandated content specific to law enforcement in North Carolina, criminal investigations, traffic enforcement/investigations, patrol techniques, crisis intervention, communication and de-escalation skills, interviews and interrogations, criminal and constitutional law, court procedures, civil process, ethical problem solving, and officer wellness. Upon completion, students should be able to demonstrate competence in the content required for the state comprehensive certification examination administered by the NC Department of Justice.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall | Class Hours: 28 | Lab Hours: 27
Total Credit Hours: 37

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 safelyperform the basic operations of measuring, layout, drilling, sawing, turning, and milling.
Co-Requisites: MAC 171, MAC 172
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, MAC 131
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, MEC 110
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, MAC 131
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, MAC 131
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 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 025 – Concepts of Essential Math/Statistics: This course provides an opportunity to customize foundational math content and statistical concepts specific to real-world applications. Topics include decimals, percentages, ratios, proportions, solving basic equations, geometrical concepts, dimensional analysis, financial applications and elements of statistics and probability. Upon completion, students should be able to successfully demonstrate the use of mathematics, technology and statistical concepts to solve practical problems while developing positive academic habits, learning strategies and growth interest.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring, Summer | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

MAT 035 – Concepts of Algebra: This course covers concepts with an emphasis on application and analysis. Topics include rational/radical expressions and equations, solving equations and inequalities, concepts of functions, factoring, and exponents. Upon completion, students should be able to sucessfully demonstate mastery of algebraic concepts through application and analysis while developing positive academic habits, learning strategies and growth mindset.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall, Spring, Summer | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

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: None
Pre-Requisites: None
Semester: Spring | 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: None
Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025
Semester: Fall, Spring, Summer | 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: None
Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025
Semester: Fall, Spring, Summer | 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: None
Pre-Requisites: ENG 025 or ENG 8025 and MAT 025 or MAT 7025
Semester: Fall, Spring, Summer | 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: None
Pre-Requisites: MAT 035 or MAT 7035 or MAT 110 or MAT 143 or MAT 152 with a C or higher
Semester: Fall, Spring, Summer | 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: Fall, Spring, Summer | Class Hours: 3 | Lab Hours: 2
Total Credit Hours: 4

MAT 175 – Precalculus: This course provides an intense study of the topics which are fundamental to the study of calculus. Emphasis is placed on equations and inequalities, functions and their graphs, with special attention to polynomial, rational, exponential, logarithmic and trigonometric functions, and analytic trigonometry and geometry. Upon completion, students should be able to solve practical problems and use appropriate models for analysis and prediction.
Co-Requisites: None
Pre-Requisites: MAT 035 or MAT 7035 or MAT 110 or MAT 143 or MAT 152 with a C or higher
Semester: Varies | Class Hours: 4 | Lab Hours: 2
Total Credit Hours: 5

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 or MAT 175 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 or MAT 175 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: Fall | 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

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, MAC 131
Semester: Spring | 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 025 or ENG 0825
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 025 or ENG 0825
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 025 or ENG 0825
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: Fall | 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 shouldbe 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, Summer | Class Hours: 0 | Lab Hours: 0 | Clinical: 15
Total Credit Hours: 5



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: Summer | Class Hours: 2 | Lab Hours: 0
Total Credit Hours: 2

Mental Health

MHA 140 - Introduction to Mental Health: This course provides a comprehensive overview of mental health and wellness and the roles, duties, and ethical aspects of providing mental health services. Topics include the history of mental health services, common health challenges, professional qualifications, and current trends. Upon completion, students should be able to discuss the impact of mental health, examine various treatment settings, and analyze the requirements for providing mental health services in public, nonprofit, and community environments.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

MHA 150 - Mental Health Interventions: This course provides exposure to different mental health treatment and intervention modalities. Topics include professional and self-help forms of intervention. Upon completion, students should be able to apply culturally competent mental health intervention principles to individuals and groups in a variety of treatment settings.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

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 laboratorytesting. 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 quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.
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

Maintenance

MNT 110 – Intro to Maintenance Procedures: This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring| Class Hours: 1 | Lab Hours:3
Total Credit Hours: 2

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: Fall, Spring, Summer | 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

Nursing Assistant

NAS 111 – 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 112 – 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/Varies | 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 125 - Introduction to Networks: This course offers a detailed exploration of the architecture, structure, functions, components, and operating models of the Internet and other computer networks. Topics include the essentials of IP addressing, Ethernet basics, various media types, and network operations. Upon completion, students should be able to build/troubleshoot simple Local Area Networks (LANs), develop effective IP addressing schemes, and configure routers and switches.
Co-Requisites: None
Pre-Requisites: CIS 111 or CIS 110
Semester: Fall | Class Hours: 2 | Lab Hours: 3
Total Credit Hours: 3

NET 126 – Switching and Routing: This course covers the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts. Emphasis is placed on configuring and troubleshooting routers and switches for advanced functionality using security best practices and resolving common network issues utilizing both IPv4 and IPv6 protocols. Upon completion, students should be able to configure VLANs and Inter-VLAN routing applying security best practices, troubleshoot inter-VLAN routing on Layer 3 devices, configure redundancy on a switched network using STP and EtherChannel, configure WLANs using a WLC and L2 security best practices and configure IPv4 and IPv6 static routing on routers.
Co-Requisites: None
Pre-Requisites: NET 110 or NET 125
Semester: Spring | Class Hours: 2 | Lab Hours: 3
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: Fall | Class Hours: 2 | Lab Hours: 3
Total Credit Hours: 3

NOS 120 – Linux Single User: This course provides students with GUI and command line skills for using a Linux machine. Topics include Linux file system and access permissions, desktop or shell environments, command line editors, display servers, expression pattern matching, I/O redirection, and networking. Upon completion, students should be able to demonstrate competency in customizing a Linux system.
Co-Requisites: None
Pre-Requisites: NOS 110, CTI 130 or CTS 220
Semester: Spring | Class Hours: 2 | Lab Hours: 3
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

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 168, ENG 111, ACA 122
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, BIO 168
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 122, 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 113AB, 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 113AB & BB – 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:
For NUR 113AB: BIO 169, PSY 241, NUR 112, NUR 212AB
For NUR 113BB: NUR 211AB
Pre-Requisites: NUR 111 or Admission to the L.P.N.-A.D.N. Option Program; Must complete NUR 113AB with a 'C' or higher to progress to NUR 113BB
Semester: Spring, Summer | 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 211AB, NUR 212BB
Pre-Requisites: NUR 111, NUR 112, NUR 113
Semester: Fall | Class Hours: 3 | Lab Hours: 0 | Clinical: 6
Total Credit Hours: 5

NUR 211AB & BB – 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 212BB
Pre-Requisites: NUR 111, NUR 112, NUR 113AB
Semester: Summer, Fall | Class Hours: 3 | Lab Hours: 0 | Clinical: 6
Total Credit Hours: 5

NUR 212AB & 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 212AB: NUR 113BB
For NUR 212BB: ENG 112, NUR 114, NUR 212BB
Pre-Requisites: NUR 111, NUR 112, NUR 113AB; Must complete NUR 211AB with a 'C' or higher to progress to NUR 211BB
Semester: Summer, Fall | 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: Fall | 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 164 – Office Editing: This course provides an in-depth exploration of editing skills essential for the office. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to proficiently compose and edit text and document for the workplace.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring | Class Hours: 3 | Lab Hours: 0
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 249 – Med Coding Certification Prep: This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams.
Co-Requisites: None
Pre-Requisites: OST 247 and OST 248
Semester: Spring | Class Hours: 2 | Lab Hours: 3
Total Credit Hours: 3

Phlebotomy

PBT 110 – 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 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 111 – 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 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

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 wellnessthrough 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 123 – Yoga II: This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga.
Co-Requisites: None
Pre-Requisites: PED 122
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

PED 218– Pilates II: This course provides continued instruction to the pilates method of body conditioning exercise. Topics include instruction in intermediate and advanced pilates exercises using a mat or equipment, relevant anatomy and physiology, and further discussion of related concepts. Upon completion, students should be able to perform intermediate and advanced exercises, and possess the autonomy to maintain their own personal pilates practice.
Co-Requisites: None
Pre-Requisites: PED 217
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: Fall, Spring, Summer | 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 025 or MAT 7025
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 025 or MAT 7025
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: Varies | 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: Varies | 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: None
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 025 or ENG 8025
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: None
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 025 or ENG 8025
Semester: Fall, Spring, Summer | 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: Fall, Spring, Summer | 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

Substance Abuse

SAB 110 – Introduction to Addiction & Recovery: This course provides an overview of the core concepts in addiction and recovery. Topics include the history of substance use, effects on society members, treatment of addiction, and preventive measures. Upon completion, students should be able to demonstrate knowledge of the origins of substance use, addiction, prevention, treatment, and recovery.
Co-Requisites: None
Pre-Requisites: None
Semester: Fall | Class Hours: 3 | Lab Hours: 0
Total Credit Hours: 3

SAB 135 – Addictive Process: This course covers the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on disorders related to addictions to alcohol, drugs, food, sex, work, gambling, internet, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders.
Co-Requisites: None
Pre-Requisites: None
Semester: Spring | 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 025 or ENG 8025
Semester: Fall, Spring, Summer | 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: ENG 025 or ENG 8025
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: ENG 025 or ENG 8025
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, Summer | 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, Summer | Class Hours: 3 | Lab Hours: 0
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

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 168
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: Varies | 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: Varies | 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: Varies | 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: Varies | 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: Varies | 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: Varies | 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: Varies | 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: Varies | 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: Varies | 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: Varies | 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: Varies | 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: Varies | Class Hours: 0 | Lab Hours: 0 | Work Hours: 10
Total Credit Hours: 1

Web Technology

WEB 115 – Web Markup and Scripting: This course introduces Worldwide Web Consortium (W3C) Internet programming using JavaScript. Topics include basic syntax, object-oriented programming, functions, variables, events, arrays, validation, accessibility, and web standards. Upon completion, students should be able to write, debug, maintain well-formed and well documented interactive web content using JavaScript code.
Co-Requisites: None
Pre-Requisites: CTI-110 and CIS-115
Semester: Spring | Class Hours: 2 | Lab Hours: 3
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: Varies | 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: Varies | 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: Varies | 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: Varies | 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 consumables 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: Varies | Class Hours: 2 | Lab Hours: 6
Total Credit Hours: 4

WLD 122 – GMAW (MIG) FCAW 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: Varies | 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: Varies | 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: Varies | 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: Varies | Class Hours: 2 | Lab Hours: 2
Total Credit Hours: 3

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