

# Martin Community College



1161 Kehukee Park Road, Williamston, N.C. 27892-8307  
252-792-1521 ♦ 252-794-4861 (*Bertie Campus*)  
Fax Number 252-792-0826

*[www.martincc.edu](http://www.martincc.edu)*

**2016 - 2017**  
**Career Catalog**





## *Message From The President*

*Martin Community College is a comprehensive community college with an open-door admissions policy, and it provides educational opportunities and services for all adults with the desire and ability to benefit from its courses and programs. The College provides quality programs leading to associate degrees, diplomas, and certificates and also offers a variety of short-term, non-degree workforce development occupational programs.*

*One of our primary goals is to help students build better futures by providing educational opportunities which enable them to acquire the skills and knowledge needed for meaningful employment and successful careers and/or for transfer to a four-year institution. We continually strive to serve our students better, and we are excited about a new initiative, our Quality Enhancement Plan (QEP). The goal of our QEP is to ensure that students experience success in their distance learning courses, and we are committed to helping students reach that goal through campus-wide instructional strategies aimed at improving online education.*

*This catalog provides information about requirements for admission, financial aid, courses, program offerings, academic policies, services for students, and other general information about the College. For questions or additional information, please contact our Admissions Office or any member of the MCC staff or faculty.*

*Our faculty and staff members are committed to helping students achieve their educational goals. The success of our students is central to everything we do. Your success is our reward!*

*Thank you for your interest in Martin Community College, and I hope you will give us the opportunity to help you achieve your educational goals and prepare for a better future.*

*Sincerely,*

*Ann R. Britt, Ed.D.  
President*

## **BOARD OF TRUSTEES**

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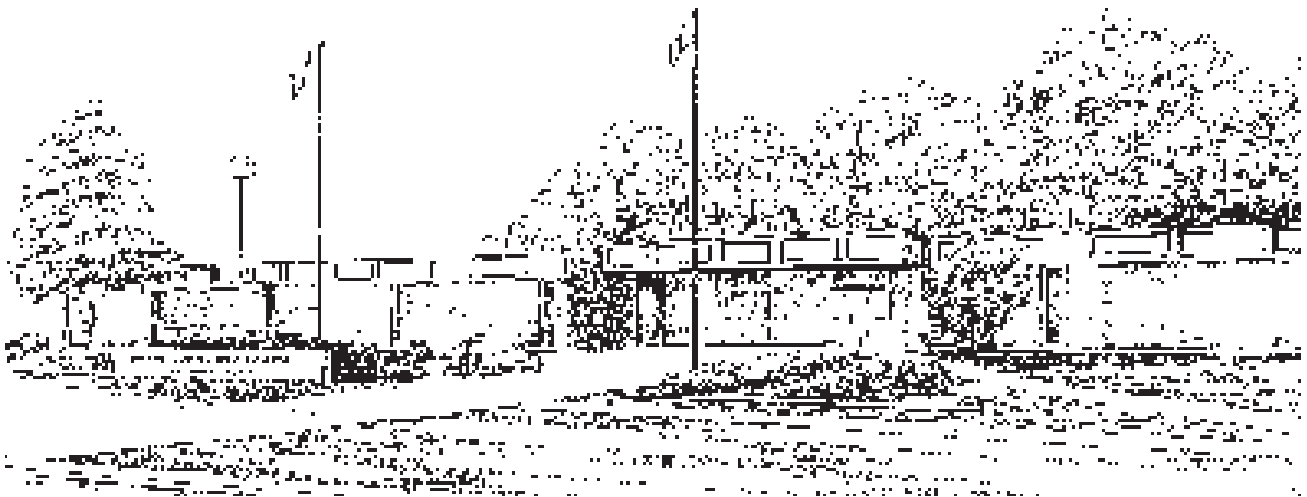
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### ***OPEN DOOR POLICY***

Martin Community College is an equal opportunity institution and maintains an “open door” policy for eligible applicants and serves all students regardless of race, color, creed, sex, age, handicap, religion, or national origin.

### ***STUDENT-RIGHT-TO-KNOW***

Martin Community College’s Performance Measures, as published by the North Carolina Community College System, are available on the website and in this catalog.

### ***GLOBALIZATION & DIVERSITY MISSION STATEMENT***

Creating and maintaining a quality educational environment that is reflective of the diverse global society in which we live is an ultimate endeavor of Martin Community College and its Board of Trustees. Achievement of this goal requires an academic environment that promotes and supports the diversity and multiculturalism of the student body, faculty, staff and administration. Both the appreciative inquiry and pluralistic approach will be integral parts of the College’s commitment to diversity as it strives to meet the changing needs of the community and global societies.

### ***LICENSING OF GRADUATES***

Martin Community College is an educational institution and assumes no responsibility for the licensing of its graduates. Students convicted of a felony or any other crimes involving moral turpitude may not be recognized by the proper licensing agency.

### ***CHANGES IN REGULATIONS***

Martin Community College reserves the right to make changes in the regulations, courses, tuition, fees, and other matters of policy and procedures as deemed necessary.

### ***ACCREDITATION***

◆ Martin Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Martin Community College. Additional information is available at [www.sacscoc.org](http://www.sacscoc.org).

◆ The Physical Therapist Assistant program is accredited by the Commission on Accreditation in Physical Therapy Education/American Physical Therapy Education. The Commission is a specialized accrediting body recognized by the United States Department of Education. Accreditation was approved on November 17, 2010, for ten years. Additional information is available at <http://www.apta.org/Education/accreditation>.

◆ The Dental Assisting program is accredited by the Commission on Dental Accreditation and has been granted the accreditation status of “approval without reporting requirements”. The Commission is a specialized accrediting body recognized by the United States Department of Education. The Commission on Dental Accreditation can be contacted at (312) 440-4653 or at 211 East Chicago Avenue, Chicago, Illinois 60611. The Commission’s web address is: <http://www.ada.org/100.aspx>. Preliminary accreditation was approved on July 27, 2001.

◆ The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Medical Assisting Education Review Board. Initial accreditation was granted on October 10, 1998. Reaccreditation was granted September 18, 2015. The Commission on Accreditation of Allied Health Education Programs can be contacted at (727) 210-2350 or at 25400 US Highway 19 North Suite 158, Clearwater, Florida 33763. Additional information is available at <http://www.caahep.org/>.

◆ The Automotive Technology program was NATEF (National Automotive Technicians Education Foundation, Inc.) certified July 2006. Certification includes eight areas that meet strict industry standards required for ASE MASTER (Automotive Service Excellence) certification. This is the highest level of achievement recognized by the National Institute for Automotive Service Excellence (ASE). Additional information is available at [www.ase.com](http://www.ase.com) or NATEF, 101 Blue Seal Drive, SE Suite 101, Leesburg, Virginia 20175, phone (703) 669-6600.

### ***CAMPUS SECURITY ACT OF 1990***

In accordance with the Campus Security Act of 1990 and the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998 (referred to as the “Clery Act”), MCC publishes a Campus Security Report in October of each year. This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in off-campus buildings or property owned or controlled by MCC and on public property within, or immediately adjacent to and accessible from, the campus. This report also includes institutional policies concerning campus security, such as policies concerning sexual assault, and other matters. It is available online at [http://www.martincc.edu/news/Crime/Annual\\_Security\\_Report.pdf](http://www.martincc.edu/news/Crime/Annual_Security_Report.pdf) or a hard copy is available at the front desk in Building 1 on the campus.

### ***CURRICULUM PROGRAMS APPROVED BY***

Martin Community College has curriculum programs approved by the North Carolina State Approving Agency for the training of veterans and eligible dependents.

### ***MEMBER OF***

Martin Community College is a member of the North Carolina Community College System and the American Association of Community Colleges.

### ***SPECIAL NOTICE***

This MCC catalog is subject to change to carry out the mission and goals of the College. It does not represent a contract.

**MARTIN COMMUNITY COLLEGE  
ACADEMIC CALENDAR 2016-2017**

**FALL SEMESTER, 2016**

Last Day for Early Registration Students to Pay for Fall (Payments Must be Received by 4:00 pm) .....	August 15, Monday
Convocation/Staff Development/Faculty Workday (1) .....	August 16, Tuesday
Registration 9:30 a.m. - 6:30 p.m. ....	August 17, Wednesday
Last Day for a 100% Refund .....	August 17, Wednesday
Classes Begin .....	August 18, Thursday
Last Day to Register.....	August 22, Monday
Last Day for Credit by Exam .....	August 23, Tuesday
Last Day to Add a Class.....	August 24, Wednesday
Last Day for a 75% Refund .....	August 29, Monday
Labor Day Holiday (MCC Closed).....	September 5, Monday
Constitution & Citizenship Day Observance .....	September 15, Thursday
Fall Break, Curriculum .....	October 10, Monday
Last Day to Apply for Graduation .....	November 4, Friday
Last Day to Withdraw Without Receiving an "F" (Last Day to Turn in Grades for Removal of Incomplete).....	November 4, Friday
Veterans Day Holiday (MCC Closed).....	November 11, Friday
Advisor/Advisee Conferences for Returning Students .....	November 14-18
Registration Mondays Begin for Spring 2017 (ALL Students) .....	November 21, Monday
Bertie Campus Registration 4:00 p.m. - 6:00 p.m. ....	November 21, Monday
Faculty Workday (2)/Potential Make-Up Day .....	November 23, Wednesday
Thanksgiving Holidays (MCC Closed) .....	November 24-25
Monday Classes Meet .....	December 8, Thursday
Staff Development/Reading Day/Faculty Work Day (3) .....	December 13, Tuesday
*Examinations.....	December 14-16
Book Buy Back .....	December 15-16
Semester Ends .....	December 16, Friday
All Grades are Due by 10:00 a.m. ....	December 19, Monday

\* Exams for Night Courses are the Last Night of the Class.

**SPRING SEMESTER, 2017**

New Year's Day Holiday (MCC Closed).....	January 2, Monday
Staff Development/Faculty Work Day (1) .....	January 3, Tuesday
Last Day for Early Registration Students to Pay for Spring (Payments Must be Received by 4:00 p.m.).....	January 3, Tuesday
Registration 9:30 a.m. - 6:30 p.m. ....	January 4, Wednesday
Last Day for 100% Refund .....	January 4, Wednesday
Classes Begin .....	January 5, Thursday
Last Day to Register.....	January 9, Monday
Last Day for Credit by Exam .....	January 10, Tuesday
Last Day to Add a Class.....	January 11, Wednesday
Martin Luther King Birthday (MCC Closed) .....	January 16, Monday
Last Day for a 75% Refund .....	January 17, Tuesday

*.....Continued*

### SPRING SEMESTER, 2017.....Continued

Last Day to Apply for Graduation .....	March 1, Wednesday
Faculty Work Day (2).....	March 8, Wednesday
Spring Break, Curriculum .....	March 8-10
Last Day to Withdraw Without Receiving an “F” (Last Day to Turn in Grades for Removal of Incomplete).....	March 28, Tuesday
Advisor/Advisee Conferences for Summer & Fall (Returning Students) .....	April 3-7
Registration Mondays Begin for Summer & Fall (All Students) .....	April 10, Monday
Easter Holiday (MCC Closed).....	April 14-17
Monday Classes Meet.....	April 20, Thursday
Staff Development/Reading Day/Faculty Workday (3) .....	May 2, Tuesday
*Examinations.....	May 3-5
Book Buy Back.....	May 4-5
Semester Ends.....	May 5, Friday
All Grades are Due by 10:00 a.m. ....	May 8, Monday
Adult High School Graduation .....	May 9, Tuesday
Commencement, Curriculum.....	May 10, Wednesday

### SUMMER SEMESTER, 2017

Last Day for Early Registration Students to Pay for Summer (Payments Must be Received by 4:00 p.m.).....	May 12, Friday
Registration 8:30 a.m. - 6:30 p.m. ....	May 15, Monday
Last Day for a 100% Refund .....	May 15, Monday
Classes Begin.....	May 16, Tuesday
Last Day to Register.....	May 17, Wednesday
Last Day to Add a Class.....	May 18, Thursday
Last Day for Credit by Exam (Regular and Mini-Session).....	May 22, Monday
Registration Mondays Begin.....	May 22, Monday
Last Day for a 75% Refund (Regular Session).....	May 25, Thursday
Last Day to Withdraw Without Receiving an “F” (Mini-Session) .....	June 8, Thursday
*Examinations (Mini Session).....	June 21, Wednesday
Mini Session Ends.....	June 21, Wednesday
July 4th Holiday (MCC Closed) .....	July 4, Tuesday
Last Day to Apply for Graduation .....	July 5, Wednesday
Last Day to Withdraw Without Receiving an “F” (Regular Session) (Last Day to Turn in Grades for Removal of Incomplete).....	July 6, Thursday
*Examinations.....	August 1, Tuesday
Book Buy Back.....	August 1, Tuesday
Semester Ends.....	August 1, Tuesday
All Grades are Due by 10:00 a.m.....	August 2, Wednesday

\* Exams for Night Courses are the Last Night of the Class.

**Dates and events apply to 16 week long semester classes (11 week long for Summer) and may not apply to classes that do not begin and end on dates that the semester begins and ends. This calendar is subject to change.**



# CURRICULUM PROGRAMS

Associate in Arts (A.A.) - College Transfer  
\* Associate in Arts (A.A.) - CCP College Transfer Pathway

Associate in Science (A.S.) - College Transfer  
\* Associate in Science (A.S.) - CCP College Transfer Pathway

Associate in General Education (A.G.E.)

Accounting (A.A.S.)

Air Conditioning, Heating, and Refrigeration Technology (A.A.S.)  
\* Air Conditioning, Heating, and Refrigeration Technology Diploma  
\* Air Conditioning Certificate  
\* Heat Pumps Certificate  
\* Installation Certificate  
\* Refrigeration Certificate  
\* Year-Round Comfort Systems Certificate

Automotive Systems Technology (A.A.S.)  
\* Automotive Systems Technology Diploma  
\* Automotive Systems Technology Diploma Pathway  
\* Basic Automotive Certificate  
\* Engine Management, Steering, and HVAC Certificate

Biotechnology (Degree granted by Pitt Community College)

Business Administration (A.A.S.)  
\* Business Administration Diploma  
\* Business Administration Diploma Pathway  
\* Management/Supervision Certificate

Commercial Refrigeration Technology (A.A.S.)  
\* Commercial Refrigeration Technology Diploma  
\* Control Systems Certificate  
\* Energy Management Certificate

Cosmetology (A.A.S.)  
\* Cosmetology Diploma  
\* Cosmetology Diploma Pathway  
\* 1200-Hour Cosmetology Certificate  
\* Chemical Assistant Certificate  
\* Cosmetology Instructor Certificate  
\* Esthetics Instructor Certificate  
\* Esthetics Technology Certificate  
\* Manicuring Instructor Certificate  
\* Manicuring/Nail Technology Certificate  
\* Salon Management Certificate  
\* Shampoo Assistant Certificate

Dental Assisting (Diploma)

Early Childhood Education (A.A.S.)  
\* Early Childhood Education Diploma  
\* Early Childhood Education Diploma Pathway  
\* Early Childhood Education Certificate

Electrical Systems Technology (A.A.S.)  
\* Electrical/Electronic Technology Diploma  
\* Basic Industrial Electrical Technician I Certificate  
\* Basic Industrial Electrical Technician II Certificate  
\* Industrial Electrical Technician I Certificate  
\* Industrial Electrical Technician II Certificate

Equine Business Technology (A.A.S.)  
\* Equine Business Technology Diploma

Equine Training Technology (A.A.S.)  
\* Equine Training Technology Diploma  
\* Equine Training Technology Diploma Pathway  
\* Equine Training Technology Certificate

General Occupational Technology (A.A.S.)  
\* General Occupational Technology Diploma  
\* General Occupational Technology Certificate

Industrial Systems Technology (A.A.S.)  
\* Industrial Systems Technology Diploma  
\* Industrial Systems Technology Diploma Pathway  
\* Construction Technology Certificate  
\* Facility Maintenance Technology Certificate  
\* Mechanical Installation Certificate  
\* Welding Technology Certificate  
\* Welding Technology Certificate Pathway

Information Technology (A.A.S.)  
\* Computer Information Technology Diploma  
\* Administrative Support Certificate  
\* Basic Networking Certificate  
\* Microcomputer Integrated Software Certificate  
\* Router and Switching Training Certificate

Medical Assisting (A.A.S.)

Medical Office Administration (A.A.S.)  
\* Medical Office Administration Diploma  
\* Medical Office Administration Certificate  
\* Medical Office Administration Certificate Pathway  
\* Dental Office Support Certificate  
\* Medical Information Technology Certificate  
\* Medical Insurance Coding Certificate  
\* Medical Word Processing Specialist Certificate

Office Administration (A.A.S.)  
\* Office Administration Diploma  
\* Word Processing Specialist Certificate

Physical Therapist Assistant (A.A.S.)

School-Age Education (A.A.S.)  
\* School-Age Education Diploma  
\* School-Age Education Certificate

## **Locations**

Coursework primarily through traditional classroom instruction:

- \* Martin Community College: USA, North Carolina, Williamston - AA, AAS, AGE, Diplomas, and Certificates - awards degrees, diplomas, and certificates
- \* Bertie Campus: USA, North Carolina, Windsor - courses only
- \* Bertie High School (dual-enrolled): USA, North Carolina, Windsor - courses only
- \* Bertie Correctional Institute (captive audience): USA, North Carolina, Windsor - courses only

## **Distance Learning**

MCC offers partial degrees by distance learning. Most of the distance learning students are regular (local) students who enroll in both distance learning and traditional classes. MCC uses BlackBoard as the online delivery platform for online, hybrid, and web-enhanced classes.





## HISTORY

**T**he N. C. General Assembly initially authorized Martin Community College as Martin Technical Institute during the 1967 session. Exercising authority given by state lawmakers, the State Board of Education contracted with the Martin County Board of Education to establish a unit of the N.C. Community College System. This action was finalized on September 7, 1967.

Martin County Commissioners and the local Board of Education then appointed an eight-member board of trustees for the college. The trustees selected and appointed the college's first president with approval coming from the State Board of Education. An administrative staff was appointed, and extension courses were initiated during the 1968 summer quarter. That same year, vocational and technical curriculum programs were started during the fall quarter. Administrative headquarters and classrooms were temporarily located in Everetts in an old public school building remodeled for that purpose.

In June 1969, a favorable county-wide vote enabled the institute to apply for independent status. The change was completed a month later on July 21, and the original contract with the county Board of Education terminated. Local and federal funds were secured to construct new facilities on a 65-acre tract just west of Williamston. The facilities were to be completed April 1, 1971. The college moved into its new home the week of May 24, 1971, and an open house and graduation exercises were held just days later on Sunday, May 30.

A bond election was held November 7, 1972, and a million dollars of matching funds for construction was approved. The 1973 General Assembly awarded \$570,000 of capital construction funds to build a Learning Resources Center (Building 2), Automotive Shop/Classroom Building (Building 3), and Business/College Transfer Building (Building 4). The Learning Resources Center was completed in the fall of 1974, and the Library and Learning Laboratory were moved from the original facilities. Numerous instructors moved their offices to the new building along with the Division of Continuing Education. The Automotive Shop/Classroom Building and the Business/College Transfer buildings were ready for occupancy in December 1975.

The General Assembly granted Martin Technical Institute community college status on June 26, 1975. Funding for a two-year college transfer program was appropriated five days later. The college's name was officially changed to Martin Community College on July 1, 1976.

Construction of a Shipping and Receiving building began in July 1982. This 3,840 square foot building was completed and operational in the fall of 1983.

Since the college's establishment in 1968, various off-campus facilities have been opened to make MCC more accessible to service area residents and to combine with the main campus to better serve the educational needs of citizens. These facilities include the following:

1. Bertie Campus - Located on Granville Street in Windsor and renovated in January 1998, this 12,000 square foot facility includes a 20-seat networked computer lab and a multipurpose room with a 175-person seating capacity. Services provided at this multi-use center include adult basic skills, adult high school education, and occupational and technical programming.
2. Roper Learning Center - Opened in 1986 in Roper, the center provides adult basic skills and adult high school education.

The first Equine facility - consisting of an 18-stall barn, breeding shed, and a riding ring - was added in the summer of 1984. Two years later, an additional barn with a covered riding ring was added. In an effort to meet the needs of this program and the community, plans for an expanded MCC equine facility were developed with ground breaking held in the fall of 1987. Phase I was completed in 1989 and Phase II the next year. Phase III began August 1995 and was finished in July of the following year.

Building 3 was renovated in 1986 to meet the needs of changing curriculum offerings and additional special support services. Renovations included a child care center, Physical Therapist Assistant lecture/laboratory, Automotive Systems Technology specialized training areas, and Commercial Refrigeration laboratory. The Medical Assisting program was moved to Building 3 in the fall of 1990.

Opened in August 1997, the 3,700 square foot Telecommunications Classroom accommodates 60 students. The facility is located in Building 1, Room 10 and provides two-way interactive communications through the North Carolina Information Highway.



## PHILOSOPHY

Martin Community College is a public comprehensive community college serving primarily residents of Martin County and segments of Bertie County. The College provides quality post-secondary curriculum programs leading to an Associate in Arts, Associate in Applied Science, or Associate in General Education degree, diploma, or a certificate of proficiency.

Martin Community College follows an open-door admissions policy which enables the College to provide educational opportunities and services for adults with the desire and ability to benefit from its courses and programs regardless of age, gender, race, ethnic origin, religion, national origin, political belief or affiliation, or disability. Educational courses and programs are available at a reasonable cost and a variety of support services are offered at no charge.

Martin Community College serves as an educational link between adults with educational needs and employers with needs for a skilled workforce. Occupational and vocational/technical training are emphasized in both curriculum and continuing education offerings. Additional emphases are placed on the College's transfer programs, basic skills program, and developmental education programs.

## MISSION STATEMENT

Martin Community College seeks to build better futures by providing affordable, accessible, quality educational programs and workforce development in a student-centered environment in order to meet the community's needs.

## GENERAL EDUCATION LEARNING OUTCOMES

All students who graduate from Martin Community College (MCC) with an Associate Degree should be able to demonstrate the following skills:

### **Critical Thinking Skills**

- ◆ MCC graduates should be able to apply principles of sound critical thinking to analyze and solve problems and make logical decisions.

### **Communication Skills**

- ◆ MCC graduates should be able to demonstrate effective speaking, writing, and reading skills.

### **Technology Skills**

- ◆ MCC graduates should be able to use the appropriate technology required for academic and work-related tasks.

### **Computational Skills**

- ◆ MCC graduates should be able to demonstrate appropriate mathematical skills required for academic and work-related tasks.

## EMPLOYER GUARANTEE

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

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

## LOCATION AND FACILITIES

Martin Community College is conveniently located one mile west of Williamston, North Carolina, at 1161 Kehukee Park Road, just off Highway 64 or 64 By-Pass. The physical plant consists of 146,265 square feet of space used to provide instruction in air-conditioned classrooms, laboratories, and shops.

The Library, located in Building 2, serves the students, faculty, staff, and the citizens of the community. Resources in the library include more than 18,000 books, almost 1,000 instructional and entertainment DVDs, and over 1,200 audio books. Our holdings are searchable in the online catalog, from any computer with internet access, on the library's web page at <http://martincc/libguides.com/library>. Nearly 100 electronic databases, as well as convenient links to many other resources, are also available through the library's web site to users on and off campus. The library subscribes to local and regional newspapers, along with magazines and professional journals in print, supplemented by thousands of titles contained electronically in the NC Live collection.

Internet access is provided on 24 computers in the library for research, Blackboard access, and other school-related work. Wireless access is also available. A student meeting room is located in the library for quiet study or group study.

Special collections include the Small Business Center collection; NC NET Teacher Resources Center collection; the Francis Manning Room which includes local history and information about cemeteries and genealogy; local newspapers on microfilm dating back to the turn of the 20th century; and a general collection focused on North Carolina.

A student lounge area is provided for the convenience of students, campus visitors, and MCC employees. The College operates a bookstore from which the students may purchase necessary textbooks and supplies.

A cafe is available in Building 1 and is open from 8 a.m. to 2 p.m., Monday through Friday. Hours of service may vary during the summer.

The College operates a satellite campus serving Bertie County and neighboring areas. Located on Granville Street in Windsor, the Bertie Campus offers curriculum, continuing education, and adult education classes. Students have access to all college services including registration, course add/drop procedures, counseling, testing/assessment, and academic advisement. The campus has a snack/dining area, small bookstore, meeting/classrooms, and a 20-station computer laboratory.

The Division of Continuing Education offers Basic Skills classes at various locations throughout the service area.

The College does not provide dormitory facilities; however, students who desire living accommodations may make such arrangements in the local community. A list of housing accommodations is available from the Office of Student Services.

## ADMISSION REQUIREMENTS AND PROCEDURES

Martin Community College maintains an open-door admission policy for applicants who are high school graduates; or possess the equivalent; i.e., the General Education Development (GED) diploma or Adult High School Diploma; or are at least 18 years of age; or have a transcript from a home school; or are high school students who meet the eligibility requirements established by the State of North Carolina.

An undocumented immigrant is eligible for admission to Martin Community College if he/she attended and graduated from a United States public high school or home school that operates in compliance with State or local law. An undocumented immigrant with a diploma from an Adult High School that is located in the United States and operates in compliance with State or local law is eligible for admission to Martin Community College. An undocumented immigrant with a General Educational Development (GED) Diploma is not considered to have "graduated from a United States public high



school, private high school, or home school” and is, therefore, not eligible for admission to Martin Community College (23NCAC02C.0301(b)(1).

Admission to a curriculum program is based on criteria established to ensure students have a reasonable chance of success in their program. To be eligible for admission to a curriculum program or to enroll as a special credit student, an applicant must have an official high school diploma from a regionally accredited school, or a GED, or an Adult High School Diploma, or a transcript from a state approved (registered) home school or private high school, or a diploma from a correspondence or online school that is regionally accredited, or accredited by the Distance Education and Training Council (DETC), or is part of a regionally accredited college or university.

Veterans who have taken the GED test must have made a minimum score of 2250 to be eligible for certification.

### **Residency/Residency Determination Service (RDS) *Effective February 2017***

Session Law 2013 - 360 directed the University of North Carolina (UNCGA), the North Carolina Community College System (NCCCS), the North Carolina State Education Assistance Authority (NCSEAA), and the North Carolina Independent Colleges and Universities (NCICU) to create a centralized, uniform process for determining residency for tuition purposes and for administration of state financial aid. Following passage of the law, the Residency Determination Service (RDS) was created to provide accurate, consistent, timely, and cost effective residency determination in support of the admissions application process for North Carolina colleges and universities. RDS also supports establishing residency eligibility for NC state grant consideration.

To complete the RDS process and to gain a residency determination, students should utilize the online tool available through College Foundation of North Carolina (available at [www.cfnc.org](http://www.cfnc.org)). Students may be required to provide documentation to RDS to validate student-provided information. RDS informs each student of his/her residency determination at completion of initial classification and/or reconsideration, and at the conclusion of appeals processes; an appeals process is available through RDS. First-time, transfer, and non-degree seeking students must utilize RDS. Students who reapply for admission due to a gap in continuous enrollment (defined as an absence of two (2) consecutive semesters or more, not including summer sessions) must utilize RDS.

### **Safety Exception to Open-Door Admissions**

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

- (a) the College must be able to articulate the words, phrases, or actions of the applicant that unequivocally poses a threat;
- (b) the words, phrases, or actions of the applicant must pose an imminent threat that is likely to occur at any moment; and
- (c) the words, phrases, or actions of the applicant must provide specification about what indicates that the applicant poses a safety threat.

### **Curriculum Programs and Admission Regulations**

An official high school, General Educational Development (GED), Adult High School Diploma (AHSD), or home-school transcript is required for admission to a curriculum program or to take courses as a special credit student. Transferring students must also submit official transcripts of all college work. Students who fail to submit the required transcripts and/



or placement test scores prior to registration will not be allowed to register for subsequent semesters until all required transcripts and/or placement test scores have been received.

Students must meet all curriculum program standards for full acceptance and subsequent degree requirements. Detailed information on the various educational programs offered at the College may be obtained online at [www.martincc.edu](http://www.martincc.edu).

### Steps to Curriculum Program Admission

1. Complete an official Martin Community College application. Applicants for admission to Martin Community College are encouraged to complete admission requirements as early as possible prior to their initial enrollment. High school students are encouraged to apply during their senior year. Others may apply at any time preceding their enrollment with the exception of specialized or limited enrollment programs which may require specific deadlines and have additional requirements that must be met before a student may be admitted. Applicants may apply online at [www.martincc.edu](http://www.martincc.edu) or [www.cfnc.org](http://www.cfnc.org), obtain a paper application from Student Services or by writing: Admissions Office, Martin Community College, 1161 Kehukee Park Road, Williamston, NC 27892-8307.
2. Submit an official high school, GED, AHSD, or home-school transcript. To be considered official, transcripts must be sealed and include the student's graduation date. Home-school transcripts must also include a copy of the school's approved registration from the state in which they are registered. All transcripts become the property of Martin Community College and cannot be reproduced or returned to the student. Faxed copies are not considered official transcripts. The following will be accepted by the College:
  - a. High school diploma from regionally accredited public high school or private high schools and home-schools that are regionally accredited and/or registered with the State.
  - b. Diplomas from correspondence or online schools that are regionally accredited, accredited by the Distance Education and Training Council (DETC), or part of a regionally accredited college or university.
  - c. The GED or Adult High School Diploma.
3. Take any required placement tests (assessment) as part of the enrollment process for advising, guidance, and course placement purposes.

### Placement Testing / Prerequisites

Admission to a curriculum program is based on criteria developed to ensure students have a reasonable chance of success in their program. When evaluations of applicants' placement test scores indicate a lack of readiness in English, math, and/or reading, applicants will be required to enroll in the appropriate developmental classes as determined by the developmental prerequisites of their program. Selected health-related programs require that certain prerequisites be met prior to students being considered for admission to those particular programs.

1. Cost and Frequency of Placement Testing - North Carolina Diagnostic Assessment and Placement Test (NCDAP)
  - a. Applicants can take each placement test without charge three times in a calendar year (January-December) as long as they are not enrolled in a developmental course in that subject area.
  - b. Placement test scores are valid for five years.
  - c. A fee of \$5 will be charged for students who have not applied to Martin Community College and for each test beyond the maximum. Students must pay the Business Office and present a receipt to the placement testing coordinator prior to taking the placement test.
2. Placement testing may be partially or fully waived as stipulated below when verified by official transcripts/score reports received in the Registrar's Office. Applicants who have
  - a. earned a grade of "C" or higher in college-level English composition at a regionally accredited college or university

- b. earned a grade of “C” or higher in a college-level mathematics course (one that meets the requirements of an associate’s degree or higher) at a regionally accredited college or university
- c. earned appropriate scores (shown below) on the following SAT Test
  - \* SAT Evidence-Based Reading and Writing - 480
  - \* SAT Mathematics - 530
- d. earned appropriate scores (shown below) on the following ACT Test
  - \* ACT Reading - 22 **OR** ACT English - 18
  - \* ACT Mathematics - 22
- e. taken placement tests and/or completed the required developmental course(s) with a “C” or higher at a North Carolina community college
- f. earned Advanced Placement credit for English and/or mathematics on CLEP exams or AP exams
- g. enrolled in a certificate or diploma program which has no English, math, or reading prerequisites for the courses within the program; however, if the student changes to another program that requires English, math, or reading prerequisites, the student must take the placement test within the first semester after the Change of Major form has been filed.

### **Direct Placement for MAT 271 Calculus I**

The following criteria has been approved for Direct Placement into MAT 271. A student may place directly into MAT 271 if the student has met at least one (1) of the following criteria within the past five (5) years:

- \* A score of two (2) or higher on the AP Calculus AB Exam.
- \* A grade of “C” or higher in an AP Calculus course and an unweighted HS GPA of 3.0 or higher.
- \* A score of 90 or higher on the ACCUPLACER College-Level Math (CLM) test.
- \* A score of 46 or higher on the trigonometry section of the ACT Compass Math Placement test.
- \* A score of 580 or higher on the old (prior to March 2016) SAT Math and a grade of “C” or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.
- \* A score of 600 or higher on the new (March 2016 and beyond) SAT Math and a grade of “C” or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.
- \* A score of 27 or higher on the ACT Math and a grade of “C” or higher in the North Carolina Standard Course of Study Pre-Calculus course or an equivalent course from another state.
- \* A score of 560 or higher on the SAT Subject Test in Mathematics Level 2.

### **Readiness for College-Level Courses / Multiple Measures**

The North Carolina Community College System (NCCCS) policy for determining readiness for college-level courses uses High School Transcript GPA and/or Standardized Test Scores for placement (i.e., “Multiple Measures for Placement”). The policy establishes a hierarchy of measures that colleges will use to determine students’ readiness for college-level courses.

1. A recent\* high school graduate who meets the specified unweighted GPA benchmark (+ or >2.6) and possesses four high school math courses\*\* will be exempt from diagnostic placement testing and will be considered “college-ready” for gateway math and English courses.
2. If a recent\* high school graduate does not meet the unweighted GPA benchmark, the college will use specified ACT or SAT subject area test scores to determine placement.
3. If a recent\* high school graduate does not meet the unweighted GPA threshold or have college-ready ACT or SAT scores, the college will administer the diagnostic placement test to determine placement.
4. If an applicant does not have a recent\* high school transcript or ACT or SAT scores, the college will administer the diagnostic placement test to determine placement.

\* This policy applies to an individual who has an official transcript grade point average (GPA) from a high school that is

legally authorized to operate in North Carolina and who graduated from that high school within five years of college enrollment. For students who apply for admission before they graduate from high school, colleges will consider a student's cumulative GPA at the end of 1st semester of 12th grade or ACT/SAT test scores in determining placement.

\*\* To be eligible for Multiple Measures for Placement, a high school student must complete four (4) math courses, including Algebra I, Geometry, Algebra II (or the Standard Course of Study equivalents) and one additional math course. Eligible 4th math courses as taught within NC public high schools are: Advanced Functions and Modeling, Analytical Geometry, AP Statistics, Calculus, Discrete Mathematics, Essentials for College Math (SREB-Math Ready), Integrated Mathematics IV, International Baccalaureate Mathematics, Mindset, Pre-Calculus, Probability & Statistics, and Trigonometry. Eligible 4th math courses as taught by NC community colleges (via Career & College Promise Pathways) are: MAT 143 (Quantitative Literacy), MAT 151 (Statistics I), MAT 152 (Statistical Methods I), MAT 155 (Statistical Analysis), MAT 161 (College Algebra), MAT 162 (College Trigonometry), MAT 165 (Finite Mathematics), MAT 167 (Discrete Mathematics), MAT 171 (Pre-Calculus Algebra), MAT 172 (Pre-Calculus Trigonometry), MAT 175 (Pre-Calculus), and MAT 200 or above. The system Office's Program Division will update this list as needed in consultation with the Department of Public Instruction.

## **ADMISSIONS PROCESS FOR SPECIFIC PROGRAMS**

Applicants seeking admission into the following Programs must meet the following requirements:

### **CAREER AND COLLEGE PROMISE (High School Programs)**

The purpose of Career and College Promise is to offer structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, or degree as well as provide entry-level jobs skills. Through a partnership of the Department of Public Instruction, the N.C. Community College System, the University of North Carolina system and many independent colleges and universities, North Carolina is helping eligible high school students to begin earning college credit at a community college campus at no cost to them or their families.

The three pathways include:

1. College Transfer Pathways (CTP) requires the completion of at least 30 semester hours of transfer courses including English and mathematics.
2. Career and Technical Education Pathways (CTE) lead to a certificate or diploma aligned with a high school career cluster.
3. Cooperative Innovative High School Programs (CIHSP) are located on college campuses (unless a waiver was provided) and provide opportunities for students to complete an associate degree program or earn up to two years of college credit within five years. Examples include Early and Middle College High Schools.

### **College Transfer Pathway**

1. The Career and College Promise Pathway requires the completion of at least thirty semester hours of transfer courses, including English and mathematics and ACA 122 College Transfer Success.
2. To be eligible for enrollment, a high school student must meet the following criteria:
  - a. Be a high school junior or senior;
  - b. Have a weighted GPA of 3.0 on high school courses; and
  - c. Demonstrate college readiness on an assessment or placement test. A student must demonstrate college readiness in English, reading and mathematics to be eligible for enrollment in a College Transfer Pathway.
3. A high school junior or senior who does not demonstrate college-readiness on an approved assessment or placement test may be provisionally enrolled in a College Transfer Pathway. To qualify for Provisional Status, a student must meet the following criteria:
  - a. Have a cumulative weighted GPA of 3.5;
  - b. Have completed two years of high school English with a grade of 'C' or higher;

- c. Have completed high school Algebra II or Math III (or a higher level math class) with a grade of 'C' or higher;
- d. Obtain the written approval of the high school principal or his/her designee; and,
- e. Obtain the written approval of the community college president or his/her designee.

Students who meet all the requirements listed above may:

- a. Enroll in English and/or mathematics courses in a college transfer pathway as provisional students without placement or other testing.
  - b. Provisional students who successfully complete ENG 111 with a "C" or higher can enroll in ENG 112.
  - c. Provisional students in the Associate in Science pathway who successfully complete MAT 171 with a "C" or higher can enroll in MAT 172.
  - d. Register only for college mathematics (MAT) and college English (ENG) courses within the chosen Pathway.
  - e. Provisional students cannot enroll in any additional courses in the pathway until they are no longer considered provisional.
  - f. In order to no longer be considered provisional, the student must successfully complete the first mathematics and English course in the pathway with a grade of "C" or higher.
4. To maintain eligibility for continued enrollment, a student must
    - a. Continue to make progress toward high school graduation, and
    - b. Maintain a 2.0 GPA in college coursework after completing two courses.
    - c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
  5. A student must enroll in one College Transfer Pathway program of study and may not substitute courses in one program for courses in another.
  6. A student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.
  7. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student who completes a College Transfer Pathway, while still enrolled in high school, may continue to earn college transfer credits leading to the completion of the Associate in Arts, Science or Engineering. The AA/AS/AE may not be awarded prior to high school graduation verification.
  8. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study.

### **Career Technical Education Pathway (Juniors and Seniors)**

1. The Career and College Promise Career Technical Education Pathway for juniors and seniors leads to a certificate or diploma aligned with a high school Career Cluster.
2. To be eligible for enrollment, a high school student must meet the following criteria:
  - a. Be a high school junior or senior;
  - b. Have a weighted GPA of 3.0 on high school courses or have the recommendation of the high school principal or his/her designee; and
  - c. Have received career pathway information outlining program requirements for completion of the certificate or diploma.
3. High school counselors should consider students' PLAN scores in making path way recommendations.
4. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.
5. To maintain eligibility for continued enrollment, a student must
  - a. Continue to make progress toward high school graduation, and
  - b. Maintain a 2.0 in college coursework after completing two courses.
  - c. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
6. A student may be awarded a certificate or diploma prior to high school graduation. The AAS may not be awarded prior to high school graduation verification.

7. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major with approval of the high school principal or his/her designee and the college's chief student development administrator.
8. A student may concurrently enroll in two CTE programs of study provided the exception has been approved by the college's Chief Academic Officer or his/her designee. With approval of the high school principal or his/her designee and the college's chief student development administrator, a student may enroll in both a College Transfer Pathway program of study and a Career Technical Education program of study.
9. A CTE student is not required to demonstrate college readiness on an assessment or placement test to be eligible for the program. However, some required courses within the program may have developmental course pre-requisites requirements which must be met when this is the case through the demonstration of college readiness on an approved assessment or placement test (See Attachment A). Students are encouraged to complete college readiness assessments prior to entry to the program. CCP students may not enroll in developmental courses.
10. A student who completes the CTE certificate or diploma may continue in the same AAS as long as they are still eligible for CCP. In order to continue, the program code should be changed to reflect the AAS. The student type will remain CCPP and their student Code will remain CTE.
11. Colleges are responsible for adhering to external agency guidelines that may restrict CCP students from enrolling in specific programs.

### **Career Technical Education Pathway (Freshmen and Sophomores)**

The Appropriations Act of 2013, S.B. 402, amended NC General Statutes 115D-20(4)a.2 to allow "academic transition pathways for qualified freshmen and sophomore high school students that lead to a career technical education certificate or diploma in industrial and engineering technologies."

1. The Career and College Promise Career Technical Education Pathway for freshmen and sophomores leads to an industrial or engineering certificate or diploma aligned with a high school Career Cluster.
2. The college may enroll high school freshmen and sophomores only in Engineering, Industrial, Agriculture and Natural Resources, or Transportation Systems Technologies programs, certificate and diploma programs.
3. To be eligible for enrollment, a high school student must meet the following criteria:
  - a. Be a high school freshman or sophomore;
  - b. A qualified freshmen must:
    - i. have passed Math I with a grade of "C" or better;
    - ii. scored a 3, 4 or 5 on the EOC for Math I;
    - iii. meet the college ready reading score of 16 on the 8th grade Explore test;
    - iv. have received career pathway information outlining program requirements for completion of the certificate or diploma; and
    - v. have the recommendation of the high school principal or his/her designee (based on assessment of student maturity and ability to effectively participate in a class that may include adult students).
  - c. A qualified sophomore must:
    - i. have passed Math I with a grade of "C" or better;
    - ii. scored a 3, 4 or 5 on the EOC for Math I;
    - iii. meet the college ready reading score of 16 on the 8th grade Explore test;
    - iv. have a weighted GPA of 3.0 on high school courses;
    - v. have received career pathway information outlining program requirements for completion of the certificate or diploma; and
    - vi. have the recommendation of the high school principal or his/her designee (based on assessment of student maturity and ability to effectively participate in a class that may include adult students).

#### ***Students without Explore and/or Math I Scores***

For students who do not have an Explore score or Math I score (example: homeschool students, students from a private school, or students who moved to NC from another state), the college shall establish a local policy that details which alternative assessment score will be used in place of Explore or Math I. Alternative scores for reading, English and math



for students who do not have an Explore score and/or Math I may be selected from other approved assessments/scores as provided by NCCCS. The assessment that is chosen locally should be documented and used consistently for only those students without the Explore and/or Math I.

Students who do not have Explore and Math I (those who are attending public school in NC) must meet the eligibility guidelines outlined in items 3a-3c above.

4. College Career Technical Education courses may be used to provide partial or full fulfillment of a four-unit career cluster. Where possible, students should be granted articulated credit based on the local or state North Carolina High School to Community College articulation agreement.
5. To maintain eligibility for continued enrollment, a student must
  - a. Continue to make progress toward high school graduation, and
  - b. Maintain a 2.0 in college coursework after completing two courses. A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.
6. A student may be awarded a certificate or diploma prior to high school graduation. The AAS may not be awarded prior to high school graduation verification.
7. A student must enroll in one program of study and may not substitute courses in one program for courses in another. The student may change his or her program of study major to another industrial or engineering program of study with approval of the high school principal or his/her designee and the college's chief student development administrator. A student may concurrently enroll in two engineering or industrial CTE programs of study provided the excepting has been approved by the college's Chief Academic Officer or his/her designee.
8. A student who completes the CTE certificate or diploma may continue in the same AAS as long as they are still eligible for CCP. In order to continue, the program code should be changed to reflect the AAS. The student type will remain CCPP and their student code will remain CTE.
9. Colleges are responsible for adhering to external agency guidelines that may restrict CCP students from enrolling in specific programs.

### **Cooperative Innovative High School Programs**

1. Cooperative Innovative High School Programs are located on college campuses, 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 are defined as Cooperative Innovative High School Programs.
2. Eligibility requirements for Cooperative Innovative High School Programs are established jointly by local boards of education and local boards of trustees in accordance with G.S. 115C-238.50. The AA/AS/AE/AFA/AAS may not be awarded prior to high school graduation verification. A student may be awarded a certificate or diploma prior to high school graduation verification.
3. The State Board of Community Colleges may waive the requirement that a Cooperative Innovative High School Program is located on the community college campus.

### **Student Application Procedures**

1. The high school will document eligibility criteria (high school GPA and PLAN or other assessment scores) on the student's transcript. A Home school or non-public high school student must submit a transcript and official test scores from an approved assessment test.
2. Students must complete a college application to be admitted into a Career and College Promise pathway. Home-schooled students must provide a copy of the school's approved registration from the North Carolina Division of Non-Public Education.

### **Tuition and Fees**

1. All curriculum courses taken by Career and College Promise students at community colleges in accordance with G.S. 115D-20(4) are tuition-waived except courses offered on a self-supporting basis.
2. Textbooks are a student's responsibility, however there may be local provisions for them. A student's high school, the school district, or another local organization may cover these costs. Students should check with their principal or counselor to verify how these costs are paid.

## College Pathway Programs Offered

### College Transfer Pathways

Associate in Arts Transfer Pathway (P1012C). See page 114

Associate in Science Transfer Pathway (P1042C). See page 116

### Career Technical Education Pathways

Air Conditioning, Heating and Refrigeration Technology - Heat Pump Certificate (C35100P1). See page 72

Air Conditioning, Heating and Refrigeration Technology - Refrigeration Certificate (C35100P2). See page 72

Automotive Systems Technology Diploma (D60160P). See page 74

Business Administration Diploma (D25120P). See page 77

Cosmetology Diploma (D55140P). See page 81

Early Childhood Education Diploma (D55220P). See page 86

Equine Training Technology Diploma (D15190P). See page 92

Industrial Systems Technology Diploma (D50240P). See page XX

Industrial Systems Technology - Welding Technology Certificate (C50240P). See page XX

Medical Office Administration (C25310P). See page 105

### Maintaining Eligibility

To maintain eligibility for continued enrollment, a student must:

- \* Continue to make progress toward high school graduation; and
- \* Maintain a 2.0 GPA in college coursework after completing two courses

A student who falls below a 2.0 GPA after completing two college courses will be subject to the college's policy for satisfactory academic progress.

For more information about Career & College Promise, call 252-789-0293 or 252-789-0268 or visit MCC Student Services in Building 1.

## COSMETOLOGY

### Cosmetology Instructor

Candidates for the certificate program must have the following:

1. High school diploma or high school equivalency (GED) diploma,
2. Completed a program of cosmetology and be a licensed cosmetologist, and
3. Scored a minimum of 85% on both the State Board practical and theory examinations for a licensed cosmetologist.

Applicants who are licensed but cannot produce the minimum score report may:

1. Reapply to the State Board for re-examination, or
2. Take the MCC final exams for COS 117 and COS 118. A grade of 85% on both the practical and theory exam is required.

### Esthetics Instructor

Candidates for the certificate program must have the following:

1. High school diploma or high school equivalency (GED) diploma,
2. Completed a program of cosmetology or esthetics and be a licensed cosmetologist or a licensed esthetician, and
3. Scored a minimum of 85% on both the State Board practical and theory examinations for a licensed cosmetologist.

Applicants who are licensed but cannot produce the minimum score report may:

1. Reapply to the State Board for re-examination or
2. Take the MCC final exams for COS 117 and COS 118 or COS 125 and COS 126. A grade of 85% on both the practical and theory exam is required.

### **Manicuring Instructor**

Candidates for the certificate program must have the following:

1. High school diploma or high school equivalency (GED) diploma,
2. Completed a program of cosmetology or manicuring and be a licensed cosmetologist or a licensed manicurist, and
3. Scored a minimum of 85% on both the State Board practical and theory examinations for a licensed cosmetologist.

Applicants who are licensed but cannot produce the minimum score report may:

1. Reapply to the State Board for re-examination or
2. Take the MCC final exams for COS 117 and COS 118 or COS 121 and COS 122. A grade of 85% on both the practical and theory exam is required.

## **DENTAL ASSISTING**

The Dental Assisting Program will admit a maximum of 15 students each fall semester with admission being selective. In addition, applicants must:

1. Complete and submit an Application for Admission to Martin Community College.
2. Submit official copies of all college and high school transcripts or GED scores. Because of the heavy course load and 12-month time-frame for the program, applicants must have a cumulative GPA of 2.5 or higher and have met all developmental course requirements (DRE 098 and DMA 030) before being considered for admission. Students with developmental needs or a low GPA are encouraged to enroll as GOT students with focus on OST Certificate (Dental Office Support) which includes Dental Office Terminology (OST 143), Dental Billing and Coding (OST 147), and Basic PC Literacy (CIS 111) requirements. GOT includes completion of Interpersonal Psychology (PSY 118), Applied Communication II (ENG 102), Success and Study Skills (ACA 115), Introduction to Anatomy, Physiology, and Microbiology (BIO 106), and Medical Terminology I and II (MED 121 and 122) requirements. Students may also consider Medical Office Administration courses.
3. Complete and submit a *Student Medical Form for North Carolina Community College System Institutions* (available in the Registrar's office and as part of the Dental Assisting packet), before the accepted Dental Assisting orientation in July of each year.
4. In order of relative rank, applicants with a **COMPLETED** file who have met the admission requirements will be contacted to schedule an interview. The interviewing committee will be composed of the Dental Assisting Program Director, a program instructor, a general education faculty member, and a Counselor. The format is specified with each applicant being asked a series of questions, with the intent to determine the level of interest and commitment to the program. The results of the interview, cumulative GPA, and the final grades from any course work completed at the college or accepted for transfer credit from other colleges, will be used to assign a numerical ranking for each applicant. The top 15 applicants will receive acceptance letters with the remaining qualified applicants being placed on a waiting list. Students will move up or down the list depending on their relative scores. The process will be repeated until the class is full. Only students with a complete file will be considered for admission. The application deadline is **March 15** of each year, with interviews starting May 15. It is recommended that an applicant seeking admission into the Dental Assisting Program complete and submit all admission requirements by **March 15**. Notification letters of applicants status will be mailed by June 30. If spaces are available after June 30, additional qualified students will be accepted according to ranking scores. There will be a mandatory orientation session for all accepted students in July. Accepted students **MUST** submit their medical form to the program director at the orientation. If not received, the student will not be able to accept his/her position in the program.



5. Before beginning the lab portion of the program (beginning in September), students are required to maintain and show proof of current CPR certification (including both hands-on and written assessments) and to complete and show proof of both Hepatitis B Vaccination series (students are reminded that this series takes SIX MONTHS to complete!) and a current Tuberculosis Tine Test. Failure to provide this information in a timely manner will render the student ineligible to participate in dental labs, clinic, and clinical rotations and thus will prevent the student from completing the necessary requirements of the program. Courses are offered only once per year, failure to complete clinical requirements on time will result in dismissal from the program (see below for re-admission policies).
6. Additional information concerning the Dental Assisting program is outlined in the *Dental Assistant Student Handbook*.

### **RE-APPLYING TO THE DENTAL ASSISTANT PROGRAM**

In the event a student is dismissed from the program, the following procedures will apply:

1. Students not actively enrolled in the Dental Assisting Program in the 12 months prior to the first day of the semester (elapsed time out of program for more than 12 months) must re-apply. This may be done by notifying the program director in writing of your intent to apply for **RE-ADMISSION** and updating his/her application in the Registrar's office. Because information in any allied health field changes so quickly, students absent from the program for more than 12 months will be required to re-take all program specific courses (DEN prefixes). Re-admission to the program is competitive, not guaranteed, and is limited by the number of slots available. Students should be aware that no financial aid will be available to pay for re-taking courses in which the students has previously earned a grade of "A", "B", or "C."
2. Students dismissed or withdrawn from the program within the previous 12 months (elapsed time out of program less than 12 months) must re-apply. This may be done by notifying the program director in writing of his/her intent to apply for **RE-ENTRY** and updating his/her application in the Registrar's office. Re-entry into the program is competitive, not guaranteed, and is limited by the number of slots available. If re-admitted to the program, the student will begin and complete the program as if they had never attended. A written plan of remediation will be drawn up for the student which may include any of the following: self-directed study, additional practical examinations in addition to the ones required in the curriculum, and extra assignments needed for the best interest of the student. This plan will be signed by both the student and the program director and will be kept in the student's program file with a copy sent to the Registrar's office to be kept in the student's permanent file.
3. Re-admission/re-entry students who left the program as a result of unsatisfactory academic/clinical performance may re-enter the program, if accepted, on probation and will remain on probation for the entire fall semester.

### **COLLABORATIVE AGREEMENTS**

Martin Community College has collaborative agreements with Beaufort, Edgecombe, College of the Albemarle, Nash, and Pitt Community Colleges. These agreements allow two applicants from each college who meet required criteria to be admitted into the Dental Assisting Program.

## INTERNATIONAL STUDENTS

### Undocumented Immigrants

Martin Community College shall admit an undocumented immigrant only if he or she attended and graduated from a United States public high school, private high school, or home school that operates in compliance with State or local law. 23 N.C.A.C. 02C.0301 (b)(1). An undocumented immigrant with a diploma from an Adult High School that is located in the United States and operates or operated in compliance with State or local law is eligible to be admitted to a community college.

Undocumented immigrants with a General Educational Development (GED) Diploma are not considered to have “graduated from a United States public high school, private high school, or home school” and therefore are not eligible to be admitted to a community college. 23 N.C.A.C. 02C.0301 (b)(1).

All undocumented immigrants admitted must be charged out of state tuition whether or not they reside in North Carolina. Federal law prohibits states from granting professional licenses to undocumented immigrants.

Students lawfully present in the United States shall have priority over any undocumented immigrant in any class or program of study when capacity limitations exist.

## MEDICAL ASSISTING

The Medical Assisting Program will admit students fall, spring, and summer semesters. Applicants must:

1. Complete and submit an Application for Admission to Martin Community College.
2. Submit official transcripts from high school, college, or GED testing scores to the registrar’s office.
3. Take the placement test. Placement tests must be completed before entering the program. Applicants must score at least the minimum to place out of all developmental courses (English, Math, and Reading) or have scored 500 or above on each of the tests, the SAT or present evidence of successful completion of similar college-level courses. Applicants must complete all developmental courses with a grade of C or better before being considered for admission. Students with developmental needs will be enrolled as AGE-M students. While students are completing their developmental courses, they may also have the opportunity of completing ENG 115 Oral Communication, PSY 150 General Psychology, MED 110 Orientation to Medical Assisting, BIO 163 Basic Anatomy and Physiology, MED 118 Medical Law and Ethics, MED121 Medical Terminology I, MED 122 Medical Terminology II, MED 138 Infection and Hazard Control, OST 136 Word Processing, and/or CIS 111 Basic PC Literacy. MED 140 or MED 150 Examination Room Procedures will count as an admission trigger into the Medical Assisting program and will be used to track statistical data for the AAMA. Students must complete this course with a “C” or better.
4. Before beginning the clinical practicum portion of the program, students are required to have current Healthcare Provider First Aid/CPR certification and maintain certification throughout the entire two-semester externships (all rotations). Students will be asked for proof of certification at registration. Failure to show proof of certification will prevent the student being assigned a clinical site. Students will provide evidence of physical health by submitting a completed ***Student Medical Form for North Carolina Community College System Institutions***. In order to provide such evidence, a current immunization record is also required. Students are required to have completed the Hepatitis B Vaccination series (students are reminded that this series take six months to complete). Verification of negative results for Tuberculosis (TB skin test) must be submitted yearly. Students must also have a Varicella Titer drawn or verification of Varicella Immunization. Failure to provide this information in a timely manner will render the student ineligible for clinical rotations and thus will prevent the student from completing the program on time.

5. Students accepted into the Medical Assisting Program will be required to meet the safety standards for health care workers exposure to bloodborne pathogens.
6. All course work must be completed with a “C” or better. If a student receives a “D” in any of his/her courses, he/she must retake the course with the deficient grade and pass it with a “C” or better before progressing in the program.
7. Students entering clinical externships (usually in their last two semesters) may be required by the clinical site to provide a criminal background check and a drug screening test before or during each rotation. Failure to meet either standard may prevent the student from being assigned a clinical site and therefore prevent the student from finishing the degree. A positive drug screen during the rotation will result in a failing grade for that clinical and will prevent the student from continuing in the program.
8. Students must comply with the professional guidelines as determined by the Medical Assisting Program and any additional requirements of their clinical site. Additional information concerning the Medical Assisting Program is outlined in the **Medical Assisting Student Handbook**.

## PHYSICAL THERAPIST ASSISTANT

### PHASE I

1. Complete an Application for Admission and submit it to the Admissions Counselor’s Office at the College. All applications MUST BE received by March 15. Applications must be complete.
2. Request that their high school transcripts and post-secondary transcripts, if applicable, be mailed to the Registrar’s Office at the College at the time of application. (High school seniors and students enrolled at other colleges for the Spring Semester must submit their final transcripts no later than June 15.) Applicants must at least be a high school graduate or equivalent prior to the beginning of the class in which the applicant is applying for admission.
3. Take the Martin Community College placement tests to determine placement. Placement tests MUST be completed before an interview will be scheduled. Placement tests scores are valid for three years. Applicants must make at least the minimum score to place out of all developmental courses (English, math, and reading), present evidence of successful completion of similar college-level courses, or subsequently complete the recommended developmental course(s) with a grade of “C” or better prior to being considered for admission into the program.
4. Submit two character reference letters.
5. The applicant must have a minimum grade point average of 2.6 to be considered for admission.  
The Registrar’s office will receive information from the applicants, compile a list of applicants with **complete** application packets, and forward this information to the PTA program faculty for evaluation for admission.
6. Submit verified record of 40 hours or more of observation time in a physical therapy clinical setting.

### PHASE II

Applicants who meet the above criteria will participate in an individual interview with a three-member interview team as scheduled by the PTA program director or a faculty member with teaching responsibilities in the program. Interviews will be scheduled beginning in mid-March as applicants become eligible. The PTA faculty will contact applicants to schedule the interview. Applicants who do not meet the above criteria WILL NOT be scheduled for an interview and will not be considered for acceptance into the upcoming PTA class.

**Eligibility for acceptance into the program will be determined by using the following scoring system:**

### **Academic Points**

Post-secondary applicants are given points for completion of general education courses required in the current PTA program using the following scale. Credit earned through advanced placement exams, CLEP, or on a pass/fail grading system will be awarded one point for each course-hour equivalent.

- .4 points per credit hour for a grade of A
- .3 points per credit hour for a grade of B
- .2 points per credit hour for a grade of C

Although not a requirement, it is recommended that applicants complete BIO 168 and BIO 169 prior to application to the program. Students who have completed BIO 168 and/or BIO 169 will receive points for these courses using the following scale:

- .8 points per credit hour for a grade of A
- .6 points per credit hour for a grade of B
- .4 points per credit hour for a grade of C

High school graduates must have earned grades of 80 or better on the following courses: Algebra I, Geometry, English IV, Biology, and Chemistry. The numerical grade received will be converted to its decimal equivalent for points awarded for any grade of an 80 or better (example 80 = .80). Additional points will be given for a numerical grade of 80 or better for the following courses: Algebra II, Trigonometry, Advanced Algebra, Pre-Calculus, Advanced Biology, Advanced Chemistry, and Physics. The numerical grade received will be converted to its decimal equivalent for points awarded for any grade of an 80 or better (example 80 = .80).

### **Interview Point**

The interview is worth a possible 15 points.

### **In addition to academic scoring and interview scoring, points are awarded for the following areas:**

- ◆ Highest educational level completed
- ◆ Number of observation hours completed and verified
- ◆ Character reference letters (maximum of two)

### **PHASE III**

Averages and total points will be computed and applicants will be ranked in descending order by their overall scores.

- ◆ Applicants may be placed on the waiting list pending review of end-of-semester transcripts or other reasons to be determined by the program faculty and will be reevaluated for admission by fall registration with this process on-going as needed.
- ◆ If two or more applicants are tied and sufficient positions are not available to admit all of those applicants to the program, the Admissions/Retention Committee will make the final decision as to the ranking and acceptance. The Physical Therapist Assistant Program will admit up to a maximum of 24 applicants each Fall Semester. Applicants will be informed by letter as to their standing beginning April 1.

### **PHASE IV**

Students who are selected for admission into the program will contact the PTA program faculty (within 14 days of being notified of acceptance) to confirm their seat or to decline acceptance into the program. Specific instructions will be provided in the acceptance letter.

## PHASE V

ALL accepted students must have a physical examination and submit the required medical form to the PTA Coordinator of Clinical Education before registering for any PTA classes. Students WILL NOT be allowed to register for any classes until ALL medical information required by the PTA program is submitted and verified. The specific medical information required for the PTA program and the time required to submit information will be included in the acceptance letter along with a copy of the form. An applicant not returning the medical form within the time frame will be removed from the list of admitted applicants, and the position will be awarded to the next ranked applicant.

## ACADEMIC STANDING AND GRADING

Part of any competency-based educational program is the establishment of minimum levels of achievement. The course materials distributed for each PTA course will include a list of competencies, how each will be evaluated, and a minimum level of achievement for each one. The lowest level of acceptable achievement in any core curriculum course (courses beginning with the prefix PTA) in the PTA program is 77 percent. The 77 percent minimum is the lowest “C” range in the program’s scale. If a student receives a “D” in any core curriculum course, that student will be dismissed from the PTA program.

One of the roles of the Physical Therapist Assistant Program is protection of the public by setting high standards and providing educated, qualified, and competent graduates. It is for this reason that the program demands a 77 percent minimum level of competence and utilizes a seven point grading scale.

The grading scale for this program is as follows:

A	=	93 - 100
B	=	85 - 92
C	=	77 - 84
D	=	70 - 76
F	=	69 and below

If a student receives a “D” in **ANY** general education course while in the PTA program including but not limited to: BIO 168, BIO 169, ENG 110, ENG 111, ENG 115, MAT 115, CIS 111, the Humanities/Fine Arts Elective, and/or the Behavioral/Social Sciences Elective, he/she will be dismissed from the PTA program.

If an accepted student receives a “D” or lower in any course prior to beginning classes with their cohort, and that course is required for the curriculum, the student must re-take the course and receive a “C” or better to be eligible for graduation.

Students are encouraged to meet with the instructor of the course if he/she receives a grade considered to be inappropriate.

An “Incomplete” course grade indicates that only 85% of the course work has been completed. The manner in which completion will be accomplished will be decided by the program director or the instructor. The student is responsible for meeting with the program director and the instructor to discuss the situation as soon as possible.

Students must take courses in the designated sequence.

As a physical therapist assistant program student, he/she should not presume he/she has the privilege of withdrawing from any required course, especially should that course be required for a specific semester. To withdraw from **ANY** course without first discussing such action with the program director will result in the student being withdrawn from the program. If a student withdraws from a PTA course, the student must withdraw from the program and will need to reapply to the program.

In order to avoid conflicts with Clinical Education, all students must complete general education requirements for the program in the first year of the program or in the summer between the first and second years of the program.

## GRADING OF CLINICAL EVALUATIONS

The short-term and long-term clinical experiences are graded using a 4-point New England Scale as outlined below. PTA 182 (Clinical Education I) and PTA 210 (Clinical Education II) have 100 percent of the grade coming from the clinical performance evaluation. PTA 260 (Advanced Clinical Education) is evaluated using the New England Scale as well, with the average of each clinical evaluation of the two six-week blocks comprising 100 percent of the final grade. Both blocks of PTA 260 require the student to complete an in-service experience.

Clinical Grading Scale:

A	=	4.00 - 3.72
B	=	3.71 - 3.40
C	=	3.39 - 3.08
D	=	3.07 - 2.76
F	=	2.75 and below

Overall Final Grades are based upon the average of each clinical evaluation category. Performance on PTA 182 and PTA 210 is evaluated at the end of the two-weeks, two-days experience. PTA 260 is evaluated at the midterm point of the clinical and again at the conclusion. A grade of "D" or less in any clinical education course constitutes failure of the course.

## RE-APPLYING TO THE PHYSICAL THERAPIST ASSISTANT PROGRAM

A student may enter the Physical Therapist Assistant program a maximum of two times (initial admission is counted as the first entrance). Any student desiring to re-apply to the program must:

1. Meet the current admission criteria required of all applicants to the Physical Therapist Assistant Program.
2. Students not actively enrolled in the Physical Therapist Assistant Program in the 12 months prior to the first day of the semester (elapsed time out of program > 12 months) must apply for **READMISSION** to the program. This may be done by notifying the program director in writing of your intent to re-apply, including the reasons for withdrawal or dismissal, reasons for re-application, and detailing the change of circumstances that will lead to a better result this time, and updating your application in the Registrar's Office. Because information in any allied health field changes so quickly, students absent from the program for more than 12 months will be required to re-take all program specific courses (PTA prefixes). Readmission into the program is competitive, not guaranteed, and is limited by the number of slots available. Students should be aware that no financial aid will be available to pay for re-taking courses in which the student has previously earned a grade of "A", "B", or "C." In addition, students must submit transcripts of work completed in the interim, and submit an updated medical history form. Students should be aware that they may need to update their CPR certification and/or TB test. This should be done before re-application as this information is required for placement in clinical rotations.
3. Students dismissed or withdrawn from the program within the previous 12 months (elapsed time out of program < 12 months) must apply for **RE-ENTRY** to the program. This may be done by notifying the program director in writing of your intent to re-apply, including the reasons for withdrawal or dismissal, reasons for re-application, and detailing the change of circumstances that will lead to a better result this time, and updating the application in the Registrar's Office. Re-entry into the program is competitive, not guaranteed, and is limited by the number of slots available. If selected for re-entry to the program the student will start with the classes in which the withdrawal or academic deficiency occurred and any required remediation of courses taken previously. Remediation of any deficiency, including deficiencies noted by clinical instructors in clinical rotations, must be completed for graduation from



the program. In order to clearly define these requirements a written plan of remediation will be drawn up for the student which may include any of the following: self-directed study, practical examinations, and/or re-taking specific courses. This plan will be signed by the student and the program director and will be kept in the student's program file, with a copy sent to the Registrar's office to be kept in the student's permanent file. Re-entry students who left the program as a result of unsatisfactory academic/clinical performance will re-enter the program if admitted on probation and will remain on probation for the following semester. In addition, students must submit transcripts of work completed in the interim and submit an updated medical history form. Students should be aware that they may need to update their CPR certification and/or TB test. This should be done before re-application as this information is required for placement in clinical rotations.

4. Having met all the pertinent requirements as stated above, the readmission or re-entry student will be scheduled for an interview with the program director. Because of restricted space in the incoming class for each year, the number of readmission or re-entry students will be limited to no more than 10 percent of the students starting each fall.

## SPECIAL CREDIT STUDENTS

Students who anticipate enrolling in only a few courses may be admitted as Special Credit students for up to 18 semester hours. These students need to complete an admission application and provide post-secondary transcripts from all attended institutions. The student must be advised by an advisor. Enrollment must be approved by the Dean of Academic Affairs and Student Services or designee.

If a student wishes to enroll in a course for which there is a prerequisite, the student must show evidence of having met that requirement. This includes testing if the student wishes to enroll in math, English, or reading or any other course requiring either of these as prerequisites.

Students wishing to earn more than 18 hours of credit at Martin Community College must declare a major and complete all forms and procedures for regular admission before registering for additional courses.

## VETERANS AFFAIRS

General regulations in this catalog pertain to all students. Below are special conditions for enrollment of veterans.

**Admission** - The Department of Veteran Affairs requires that no eligible veteran will be certified until all admission requirements are met. To meet admission requirements, the student must provide:

1. Application for admission.
2. Official high school transcript or equivalent.
3. Official college transcripts for all previous education or training.
4. Placement test scores, if required.
5. DD 214 form and certificate of eligibility.

**Repeat of Courses** - Veterans and eligible dependents may not repeat courses for veterans' benefits in which a grade of A, B, C, D, or AR was made.

**Adjustments and Terminations** - It is the veteran's responsibility to notify the certifying official within 10 days of withdrawing from any/all courses.

**Curriculum Change** - A request for change of program must be filed with DVA at the beginning of the semester in which the change is anticipated.

**Address Change** - The DVA must be notified of any change of address to which assistance checks are mailed. Forms for this purpose are available from the NC Dept. of VA.

<b>Credit Hour Enrollment</b>	12 or more = full time	6 - 8 = 1/2 time
	9 - 11 = 3/4 time	less than 6 = tuition only

Students cannot receive VA benefits for Credit by Exam courses (section 30). Credit cannot be given for courses not listed under the student's curriculum outline with the exception of developmental courses (course numbers under 100) that are required to complete the student's chosen program of study. Full-time for summer is 7 hours for veterans. Fall and Spring Semester include 12 hours for full-time enrollment.

## REGISTRATION

Martin Community College operates on the semester system. All students must officially register and pay fees during the early registration period or registration period scheduled at the beginning of each semester. Students are eligible to register after their files are completed with the necessary admission data. Students who apply late and are in the process of completing admission requirements at the time they report for registration will be tested and/or allowed to register for their first semester without meeting all admission requirements. However, it will be necessary for students to meet all admission requirements before registering for the next semester. Early registration and registration dates are listed in the Academic Calendar. Pre-requisites and co-requisites must be met when registering.

### Course Prerequisites and/or Co-requisites

- a. Students must comply with the catalog requirements for all course prerequisites and co-requisites. Students must take and pass (as required by their program) any prerequisites and/or be registered for any co-requisites required for their courses. If a student fails the prerequisite, it must be retaken until a passing grade is achieved before proceeding to the next course. Students enrolled in a course who have not met the prerequisite and/or co-requisite requirements will be removed from the course.
- b. MCC prerequisite and/or co-requisite waivers are granted only in exceptional cases where sufficient justification is presented and supported by ample documentation. This justification/documentation may include, but is not limited to, the student's transcript from another regionally accredited college showing that the student has successfully completed the same course or a course with similar content. The waiver must be approved and signed by the course instructor, student's advisor, and the Dean of Academic Affairs and Student Services. The waiver must then be submitted to the Registrar for his/her signature and filing.

### Course Section Codes

1-9	Traditional Classes
20-29	Directed or Independent Study
30-39	Credit by Exam
50-59	Internet
60-69	Hybrid or Blended
70-79	Web Enhanced
90-94	NCIH offered by another school



B	Bertie Campus/Evenings (B1, B60, B70...)
BC	Bertie Correctional Institute (BC1, BC2...)
E	Evening Class

### Drop/Add

During the Drop/Add period at the beginning of each semester (first five school days or its equivalent in abbreviated session), students may drop and/or add classes prior to finalizing their course schedule. At the end of the Drop/Add period, students will be held accountable for the courses in which they are enrolled. To drop/add classes, students must complete the following steps:

1. Complete a Drop/Add/Withdrawal Form listing each course to be added or dropped in the appropriate section of the form;
2. Sign the Drop/Add/Withdrawal form; then have the advisor make the change; and
3. Report to the Business Office for payment of additional fees, if applicable.

**Note: Additional charge/fees must be paid on the same business day.**

**According to state policy, beginning the first day of classes, the student must drop and add a course at the “same time”; otherwise, he/she will pay 25% tuition for the course dropped in addition to 100% for the added course!**

### Withdrawal from Class(es)

Students’ course enrollments are official at the 10% point. Students will be graded on their performance in all courses in which they are enrolled. During the first 11 weeks of the semester (or its equivalent in abbreviated session), or as set forth in the Academic Calendar, students are allowed to “withdraw” from courses with a “W” placed on their transcript for that course. Choosing to withdraw from school is an important decision and students are urged to discuss their choice with their advisor, the college counselor, and the Financial Aid Director before making the decision to withdraw. Students who are compelled to withdraw due to extenuating circumstances after the 11th week deadline may see the Dean of Academic Affairs and Student Services to see if their case merits special consideration. Students who are enrolled and fail to withdraw and thus overcut their class(es) will receive a grade of “WF” which is used in calculating their GPA. **Students receiving financial aid may be held responsible for repayment of aid.** Please refer to the **Return of Title IV Funds Policy**. Hours will be counted as hours attempted in the time frame limitation. To process a course withdrawal, students should:

1. Complete the Drop/Add/Withdrawal form,
2. Obtain appropriate signatures,
3. Return completed form to Registrar’s office by the course withdrawal deadline.

### Auditing Courses

Students who wish to audit a course must officially register for that course. Auditors do not receive credit. Even though it is not required, auditors are encouraged to attend classes regularly, participate in class discussions, and take all examinations. Tuition for auditors is the same as that for credit students. A grade of “AU” with no credit hours or quality points is recorded on the student’s record. The decision to register as an auditor must be made by the “Last Day to Add Courses” as published in the **Academic Calendar** and clearly noted on the Student Class schedule form or Registration Change form. Audited hours cannot be used in calculating the amount of financial aid (Pell Grants, DVA, etc.) that students receive. **Students may not audit a course more than two (2) times.**

### Work-Based Learning

Work-Based Learning (WBL) provides an opportunity for students enrolled in certain curriculum programs to earn college credit through work experience(s) relevant to their educational program of study. The State Board of Community Colleges and the North Carolina Community College System have adopted policies and procedures to ensure that Work-Based

Learning (WBL) is a viable work experience and will enhance the educational process of the student. The student and his/her advisor will work together in deciding on an approved work experience.

To qualify for Work-Based Learning, the student must:

1. Be at least 18 years of age
2. Be enrolled in a curriculum program that is approved to offer WBL
3. Have a minimum cumulative GPA of 2.0
4. Have completed a minimum of nine (9) semester hours in the appropriate program of study

## TUITION / FEES

### Tuition

**In-State and Out-of-State Tuition Rates are set by the North Carolina General Assembly and may change without notice.** Currently students pay per credit hour to a maximum of 16 credit hours. Hours taken over 16 are not charged. The costs of textbooks and supplies are additional expenses which vary according to the program of study or courses taken. Tuition is waived for students taking curriculum courses in Career & College Promise Pathways and for courses provided to students of Early College High Schools. Home-schooled students may be eligible to enroll in a Career and College Promise program(s).

Students registered for 12 or more credit hours fall and spring semesters are classified full-time. Students enrolled during the summer semester are considered to be full-time if enrolled for 9 or more credit hours (***12 or more credit hours for Financial Aid purposes and 7 or more hours for Veterans***).

**Residency Status:** North Carolina law (G.S. 115-143.1) states ***“To qualify as a resident for tuition purposes, a person must have established legal residence (domicile) in North Carolina and maintained that legal residence for at least 12 months immediately prior to his or her classification as a resident for tuition purposes.”*** This domicile must be a permanent home of indefinite duration as opposed to merely a temporary residence or abode incident to enrollment in an institution of higher education. Please be aware that many factors in addition to the 12-month domicile requirement are considered in determining residency status. Please see Residency section for further information.

### Tuition Refund

1. A 100 percent refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100 percent refund if the class in which the student is officially registered fails to “make” due to insufficient enrollment.
2. A 75 percent refund shall be made if the student officially withdraws from the class(es) after the semester begins and prior to or on the official 10 percent point of the semester. A refund shall not be made if the student withdraws after the 10 percent point of the semester.
3. For classes beginning at times other than the first week (seven calendar days) of the semester, a 100 percent refund shall be made if the student officially withdraws from class prior to the first class meeting. A 75 percent refund shall be made if the student officially withdraws from the class prior to or on the 10 percent point of the class. A refund shall not be made if the student withdraws after the 10 percent point of the class.
4. For contact-hour classes and block classes refer to number 3 of this refund policy except use ten calendar days from the first day of the class(es) as the determination date.
5. To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in this rule. **Please refer to Return of Title IV Funds Policy.**
6. When a student, having paid the required tuition for the semester, dies during that semester (prior to or on the last day of examinations), all tuition and fees for that semester may be refunded to the estate of the deceased.

When a student withdraws from curriculum class(es) within the designated time as specified, a refund check will be mailed to the student unless tuition is paid by a third party. A refund check will be mailed to the student usually within two weeks unless tuition was charged to a third party in which case the refund will be credited to the third party account.

### Accident Insurance

All full and part-time curriculum students are provided accident insurance. The accident insurance covers students during the hours they are in school and while going to and from school. (Note: To be eligible to file a claim for damages or losses resulting from an automobile accident under the policy, a student must be traveling on the most direct route to or from school. **ANY INTERRUPTION** of travel while en route to or from school may disqualify the student from receiving any compensation or benefits for losses suffered, including the loss of a life.)

### Activity Fee

Full-time curriculum students are required to pay an activity fee of \$19 per semester. Part-time curriculum students are required to pay an activity fee in amounts pro-rated to their total credit hours (see table below). No activity fee is charged during the summer. Career and College Promise high school students and senior citizens age 65 or older will not be charged a student activity fee. All curriculum students are eligible to participate in all school-sponsored activities.

The student activity fee paid by the curriculum student is non-refundable except when a course is cancelled by the College. Fees are subject to change.

ACTIVITY FEES			
CREDITS	FEES	CREDITS	FEES
1-3	\$5.50	8	\$13.00
4	\$7.00	9	\$14.50
5	\$8.50	10	\$16.00
6	\$10.00	11	\$17.50
7	\$11.50	12 or more	\$19.00

**Equine Fee:** \$25 per credit hour for each EQU course

**Technology Fee:** \$12 per per student per sememster

**Science Lab Fee:** \$8 per student for each BIO, CHM, or SCI course

**Graduation Fee:** \$30 for first application: \$5 for each additional application (e.g., certificate or diploma): \$5 for cover: \$3 for tassell (Graduation Fees are Non-refundable)

**Placement Testing Fee:** \$5 for each test beyond the maximum of three in one calendar year (MCC Students ONLY): \$5 for each test (Non-MCC Students ONLY Three tests: Reading, Math, and English)

**Student ID Card Fee:** \$2 for Continuing Education Students: \$5 for all replacements (first curriculum student ID card is free)

**Transcript Fee:** \$2 for official curriculum transcripts; unofficial transcripts are free

## GAINFUL EMPLOYMENT

As requested by the Department of Education, information about certain Title IV programs is listed on the College's Web site, [www.martincc.edu](http://www.martincc.edu). Each program is linked to job information on the U.S. Department of Labor's O\*NET Web site. Current information on education/training, earnings, and job opportunities is available. Occupations are listed along with the corresponding Standard Occupation Classification (SOC) Codes. The listing of student's Median Debt incurred for a past academic year may not be included for some programs due to low enrollment in the programs. The listing on On-time Completion Rates is not included for some programs due to low enrollment in the programs. At this time, Martin Community College does not require job placement rates of students completing programs.

## FINANCIAL AID

Martin Community College attempts to assist students in meeting their financial needs to complete their educational goals. Coordination of all financial aid services is handled by the Student Services Division of the College, which also serves as a referral agency for the following:

- ◆ Department of Veterans Affairs (DVA),
- ◆ Workforce Investment Act (WIA),
- ◆ Division of Vocational Rehabilitation,
- ◆ Department of Social Services, and
- ◆ Employment Security Commission (Job Service).

The financial aid program at Martin Community College was established to ensure that qualified students have the opportunity to continue their education. Financial aid is awarded largely on the basis of need, which is defined as the difference between a student's annual cost of education and the amount the student and his or her family can reasonably contribute toward his or her education and is determined by a formula established by the U.S. Congress.

Financial aid is awarded in the form of grants, scholarships, and part-time employment (work-study). Grants and scholarships are gifts that do not have to be repaid. Work-study is money that a student earns by working part-time for the College or a governmental and/or a nonprofit agency. Financial Aid awards are mailed to the address on record in the Registrar's Office. It is the responsibility of the student to keep his or her information current.

**Students who qualify for financial aid must be enrolled in a curriculum program and must meet all academic requirements which includes making satisfactory academic progress as defined by the Satisfactory Academic Progress Policy for Financial Aid.**

**Students wishing to either double major or change their major should see the Financial Aid Director to ensure continuation of their Financial Aid funding.**

### *Satisfactory Academic Progress Policy for Financial Aid*

#### **Financial Aid Academic Eligibility Standard**

The U.S. Department of Education has recently published final regulations with an effective date of July 1, 2011. These regulations make significant changes to how institutions measure satisfactory progress toward program completion for students who receive federal aid. The College monitors satisfactory academic progress (SAP) of financial aid recipients at the end of each term. To maintain eligibility for financial aid, a student must comply with the following standard:

- ◆ must have a cumulative GPA of 2.00
- ◆ must have a cumulative completion rate of 66.67% at the end of each term. The rate is calculated by dividing the total number of hours the student has successfully completed by the total number attempted. Successful completion of a course is defined as earning a grade of A, B, C, or D. Grades of "F", "AU",

“T”, “W”, and “WF” are not considered as successful completion. The rate also includes transfer credit hours that are accepted toward a student’s educational program.

- ◆ must complete a program of study in a time frame not to exceed 150% of the published length of the program. This is measured in credit hours (e.g., if the academic program length requires 60 credit hours, maximum time frame cannot exceed 90 credit hours attempted). Financial aid eligibility is limited to the 150% maximum time frame of a program’s credit length even if the program is not completed. Change of major or program may not be sufficient reason to extend the credit limit. Only a single program of study will be used to determine the amount of financial aid that can be earned in a single semester. Students may not earn financial aid based on two programs of study at one time.

Failure to meet any of the standard requirements may result in denial of federal financial aid at Martin Community College.

If a student fails to meet these eligibility standards, an automatic WARNING status (see below) is enforced. Grades of A, B, C, and D only will be evidence of successful completion of course work for purposes of calculating institutional percentage completion rates.

### **Measurement Point/Times Standard Applied**

The financial aid academic eligibility standard will be evaluated at the end of each term for financial aid applicants. Eligibility for receipt of financial aid can be denied at any measurement point if either standard is not met.

### **Good Standing Status**

Financial aid applicants who meet a cumulative GPA of 2.00 and a cumulative completion rate of 66.67% of their calculated hours at the time of evaluation are considered to be in GOOD STANDING and are otherwise eligible for aid.

### **Warning Status**

When a student in GOOD STANDING fails to meet the eligibility standards for either completion rate and/or GPA, an automatic WARNING status is enforced. The student will be notified in writing of this change in status and the potential impact it may have on aid eligibility. If a student in WARNING status fails to meet the cumulative minimum standards for another term, he/she becomes ineligible for aid. The student has the option to appeal after becoming ineligible (see appeal procedures).

### **Failed Status**

Students who do not meet the cumulative requirements at the end of the warning term will be suspended from financial aid but may appeal their eligibility. If the appeal is approved, students would be on PROBATION status for one more term. At the end of the PROBATION term, students would not be eligible for aid unless they are meeting the cumulative requirements.

The new regulations also give the appeal committee the option to develop an academic plan for students who would not be able to meet cumulative requirements in one semester. Students who are given an academic plan are required to meet SAP cumulative requirements by a certain point in time established by the appeal committee.

### **Reinstatement of Aid Eligibility**

A student may apply for a re-determination of eligibility through the APPEAL process. A student may submit an appeal for reinstatement on the basis of 1) mitigating circumstances or 2) after successfully rehabilitating the cumulative 2.0 GPA or better and completion rate of 66.67%.

### **Appeal Procedures**

Reinstatement of aid is never automatic. A student must apply for re-determination of aid eligibility by completing a Martin

Community College Financial Aid Appeal form. A student may use the appeal process to petition any financial aid action that the law allows. Appeals are made through the Financial Aid Office (Financial Aid Director) on the official form and will require the following: an explanation and documentation regarding why the student failed to make SAP and a statement and documentation as to what has changed in the student's situation that would allow the student to meet SAP in future terms. Appeals are reviewed by the Appeal Committee. Students will be allowed one appeal after failing SAP minimums. If the appeal is approved, the student's transcript will be re-evaluated and they will be given the following: 1) an academic plan of action that allows them adequate time to make Satisfactory Academic Progress, or 2) one semester of financial aid that allows them to make Satisfactory Academic Progress. Appeal eligibility will be reviewed on a case by case basis and it will be determined by the Appeal Committee on what is the best alternative for the student.

### **Probation Status**

Successful appeals will allow a student to be placed in PROBATION status. Students must meet the conditions outlined in the appeal decision. If a student is unable to meet these conditions, the student will be ineligible for aid until the cumulative GPA is at least 2.0 and the cumulative completion is at least 66.67%.

### **Transfer Student Requirements**

Course work taken at another institution that is accepted and officially transcribed as transfer credit by Martin Community College will count toward the 150% maximum time frame calculated hours as well as the cumulative completion rate. If the limit is exceeded, the student must submit an appeal to determine aid eligibility. GPAs from other schools are not considered in Martin Community College's financial aid satisfactory progress policy.

### **Consortium Agreements**

Students enrolled in more than one institution under consortium agreements are subject to the home institution's Satisfactory Academic Progress policy.

### **Developmental Course Work**

Students will be allowed a maximum of 30 credit hours of developmental course work in addition to the credit hour maximum. Developmental course work is defined as course numbers below 100.

## ***Applying for Financial Aid***

Students wishing to apply for financial aid must do so **each year** by completing a Free Application for Federal Student Aid (FAFSA). This application is available online at [www.fafsa.gov](http://www.fafsa.gov) or in the Financial Aid Office at MCC and may also be obtained from other educational institutions. Students should submit an application before May 1, for the following academic year. Approximately four to six weeks after submitting the FAFSA, the student will receive a document called a Student Aid Report (SAR). This document should be checked for accuracy and any necessary changes should be corrected immediately. The Financial Aid Office at MCC can make these changes electronically if MCC's school code is listed on the application. Other documentation may be required and will be requested from the student as necessary. After all documentation has been submitted, the Financial Aid Office will process the financial aid application, verify academic eligibility, and send an award letter to the student indicating the financial aid awarded for the current academic year.

## ***Financial Aid Eligibility Requirements***

Financial aid is awarded primarily on the basis of need. In addition, financial assistance depends on the availability of financial resources. To be considered for financial aid, applicants must meet the following criteria:

1. Be enrolled or accepted for enrollment in an eligible curriculum program at Martin Community College;
2. Be a citizen or an eligible non-citizen of the United States with a valid Social Security Number;
3. Be an undergraduate student who has not previously received a bachelor's degree;
4. Demonstrate financial need;
5. Have a high school diploma or GED certificate;



6. Be making satisfactory progress in the course of study being pursued;
7. Not be in default on a Federal Perkins Loan (formerly NDSL) or a Student Loan (formerly Guaranteed Student Loan) and not owe a refund of federal funds at any institution;
8. Meet any applicable program or degree-specific criteria;
9. Must have resolved any drug conviction issue; and
10. Register with Selective Service if applicable.

If students qualify for financial aid, they will receive an award letter. Students should review the award carefully.

### ***Return of Title IV Funds Policy***

The Higher Education Amendments of 1998, Public Law 105-244, details the way funds paid toward a student's education are handled when a recipient of Title IV funds withdraws from the school. Title IV funds include Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Subsidized and Unsubsidized Stafford Loans, and work study.

If a recipient of Title IV funds **withdraws from school at or before the 60% point** of the payment period or period of enrollment, then the institution (MCC) uses a pro rata schedule to determine the amount of Title IV funds the student has earned at the time of withdrawal. **After the 60% point** in the payment period or period of enrollment, a student has earned 100% of the Title IV funds awarded.

If the amount of Title IV aid disbursed to the student at the time of withdrawal is greater than the amount of aid earned by the student, unearned funds have to be returned to the fund from which the aid came. If the amount of Title IV aid disbursed to the student is less than the amount of aid earned, then the student is eligible to receive a post-withdrawal disbursement of the earned aid that was not received. **The student will be responsible for repaying all Title IV aid that was received but not earned.**

### ***Types of Financial Aid***

**Education Lottery Grant** - The North Carolina Education Lottery Scholarship (ELS) was created by the 2005 General Assembly to provide financial assistance to needy North Carolina resident students attending eligible colleges and universities located within the state of North Carolina. Student must complete the FAFSA, be a North Carolina resident, enroll for at least six credit hours per semester in a curriculum program, and meet Satisfactory Academic Progress.

The value per grant will vary according to information that is generated from the FAFSA. Grants will range from \$100 to \$3,000 for the year.

**Federal Pell Grant** - The Federal Pell Grant program is designed to be the foundation of a financial aid package. The U.S. Department of Education calculates the expected family contribution for each student using a standard formula. The College uses the student's expected family contribution and his or her cost of attendance to make an annual award. All students are encouraged to apply for a Federal Pell Grant each year that they will be enrolled in college.

**Federal Supplemental Educational Opportunity Grant** - The Supplemental Educational Opportunity Grant (SEOG) is a federally-funded program that provides grants for students of exceptional financial need with priority given to Pell Grant recipients. A Federal Supplemental Educational Opportunity Grant does not have to be paid back.

**North Carolina Community College Grant** - The North Carolina Community College Grant is a state grant program that is available to the neediest students whose (a) Federal Pell Grants are less than the "required educational expenses" and (b) estimated income tax liability (according to federal guidelines) is too low for the family to be eligible for the Federal Tax Credit. Students must complete the Free Application for Federal Student Aid (FAFSA) to be considered for this grant.

**Federal Work-Study** - The Federal Work-Study program provides part-time jobs for students with financial need. It allows students to earn money to help pay their educational expenses while enhancing their work experiences. Students who are accepted in this program work approximately 10 - 12 hours per week, earn minimum wage, and are paid on a monthly basis.

**Short-term Loans** - Under Martin Community College's loan program, students may borrow money to pay tuition or book expenses. Monies have been made available from the following sources for short-term loans for students: Martin County Chamber of Commerce, Clarence E. Biggs (Emergency Loan Fund), Trustees/Friends, and the North Carolina Community College Loan Program.

**Scholarships** - Martin Community College has a limited number of institutional scholarships which are generally awarded to students with exceptional academic averages. In selecting recipients, the Financial Aid Director reviews all applications and presents award candidates to the Financial Aid Committee based on the student's academic record, financial need, and other requirements as described for the individual scholarships. The Financial Aid Committee and/or appointed Scholarship Committee makes the final decision on scholarship awards. Scholarship applications and information are available online or in the Financial Aid office.

***Scholarships and/or Endowments:***

A.B. Ayers Endowment	MCC Foundation Adult High School Scholarship
Barbara Mobley Pursuit of Excellence Scholarship	MCC Foundation Equine Scholarship
C. Elton Hardy Endowment	MCC Foundation High School Scholarship
Deborah Kathryn & David Andrew Moore Endowment	NC Refrigeration Examiners Scholarship
E. M. Hunt Endowment	Ormond Family Scholarship
Frances Hardy Scholarship	Rev. Dr. St. Paul and Katherine Epps Endowment
Gene and Jean Rogers Scholarship	Ricks Automotive Scholarship
Golden L.E.A.F. Scholarship	Robert Newell Endowment
H. Leman Barnhill Endowment	State Employees' Credit Union Foundation Scholarship
Jerry Bembridge Memorial Endowment	Targeted Assistance Scholarship
Joe Passell Endowment	The Embarq Scholarship
Z. T. Piephoff Scholarship	The Wells Fargo Technical Merit Scholarship

For additional scholarship opportunities, please go to the Financial Aid Office.

## STUDENT SERVICES

Martin Community College offers a variety of services designed to meet the needs of students. Most of these services are administered by Student Services staff and are available upon request. The Student Services staff are located in Building 1. At least one member of the staff is available from 8:00 a.m. to 7:00 p.m. Monday through Thursday, and 8:00 a.m. to 4:30 p.m. on Friday. Summer hours may vary.

### ***Counseling***

The chief function of counseling at MCC is to assist students who may have a personal or social concern in adapting to the College environment. Necessary resources and referrals are provided, when appropriate, by trained counselors to help students become more self-knowing, reliant, and directive. Students are encouraged to contact the counselor as a need arises.

### ***On-Campus Emergency/Health***

Martin Community College does not provide any direct health services. The College's division of Student Services staff does provide information, educational materials, and various workshops on health topics identified as issues for students.



The College counselor is available for individual counseling sessions with students. Referrals are made to area health care providers and support agencies as necessary.

With the guidance of an advisor from the Student Services staff, the Student Government Association sponsors activities to raise awareness of health and wellness issues and provides support to health-related initiatives. Health and medical needs are referred to Martin General Health Systems, local health care providers, and, when appropriate, local emergency agencies. For non-emergency medical needs, first-aid kits are maintained in each College building and every laboratory area.

Students are encouraged to report to the College Counselor any health condition which may affect their ability to participate in classes or may pose a risk to other individuals. Support groups may be created so that individuals with shared conditions may benefit from their peers as well as receive information and referral services.

### ***Americans with Disabilities Act***

Martin Community College supports the Americans with Disabilities Act and is sensitive to the needs of applicants with documented disabilities. Students requesting classroom accommodations must allow reasonable time for accommodations to be implemented. For additional information, please contact the counseling office.

### ***Tutoring***

Tutoring, as a component of the Academic Skills Center, is committed to responding to the needs of those students wishing to improve their success in a course or program of study. All curriculum students needing help to be successful in a course are encouraged to take advantage of tutoring. Tutoring is provided by peer tutors and is organized by the Academic Skills Coordinator. To request a tutor, a student must complete the **Request for Tutor Form available in the Academic Skills Center**. Peer tutors are needed in various subjects throughout the year. Curriculum students interested in being a tutor must complete a **Tutor Application Form** available in the Academic Skills Center.

### ***Placement Testing***

The placement testing program at Martin Community College is designed to enable the student to enroll in classes at a point that is aligned with the student's achievement level. Using the North Carolina Diagnostic Assessment and Placement Test (NCDAP), students are assessed in math, reading, and English based upon the prerequisite requirements of their certificate, diploma, or degree program. Test results are used for course placement purposes. Sample test items are available for review in Student Services or online at <http://media.collegeboard.com/digitalServices/pdf/accuplacer/nc-sample-questions-v2.pdf>

### ***Faculty Advisor System***

Students are assigned to a faculty advisor depending upon their chosen program of study. Faculty advisors help students with planning their program of study; interpreting placement and other test scores; registering for classes; and dropping, adding, or withdrawing from classes. The student is responsible for following program requirements and meeting Financial Aid policy.

The relationship with an advisor can be very special and personal. Faculty advisors are available during the advisor/adviser conference period and registration period of each semester. They are also available during their posted office hours. Students are encouraged to consult with their advisors throughout the semester as the need arises.

### ***New Student Orientation***

All new students are expected to participate in the orientation program. Topics include college policies and procedures, facility locations, and provide an introduction to selected college staff and an opportunity to meet student leaders. Discussions are used to familiarize the student with all the educational opportunities and resources that are available at MCC. Students registering for Internet Courses can attend an Orientation for Online Courses that will introduce students to distance learning and familiarize students with using the Blackboard system.

### ***Job Placement Services***

Students may access the local Employment Security Commission (ESC) information regarding full-time and part-time employment through computers located in the library and in Building 1, Room 22. Job announcements are posted on the Job Search Information Bulletin Board located between Rooms 21 & 22 in Building 1. Further information regarding job openings may be obtained at the Martin County Joblink Center (ESC).

### ***Career Center***

Information about occupations, educational opportunities, and the world of work are available through the College to students, college alumni, prospective students, and residents of the community. This information is housed in Building 1, Room 22. A counselor is available to assist students and others in finding informative materials on various careers and colleges. Students can also visit ***Bridges Career Planning Tool*** for careers and salaries at [www.cfnc.org](http://www.cfnc.org).

### ***Student Activities / Student Government Association***

On a non-discriminatory basis, Martin Community College offers its students an opportunity to participate in a variety of activities. The Student Government Association (SGA) provides students an opportunity to gain practical experience in the democratic process through participation in a program of self-government. The purpose of the Student Government Association is to provide the means for responsible and effective student participation in the organization and control of student activities. The Student Government Association is composed of all curriculum students. The constitution and activities of the association are subject to approval and sanction by the administration of the College. All curriculum students paying activity fees are eligible to participate in SGA sponsored activities.

### ***Phi Theta Kappa***

Phi Theta Kappa is the international honor society for community and junior colleges. The purpose of Phi Theta Kappa is to recognize and encourage scholarship, leadership, fellowship, and service among two-year college students. Membership in MCC's Alpha Chi Gamma chapter is by invitation only. To be considered for membership, students must be enrolled in a curriculum program at Martin Community College, have maintained a cumulative grade point average of 3.5 or higher for a minimum of 12 semester hours, have established academic excellence as judged by the faculty, be of good moral character, and possess recognized qualities of citizenship.

### ***Alpha Beta Gamma***

Alpha Beta Gamma is an international business honor society established to recognize and encourage scholarship among college students in business curricula. To be eligible for membership in Alpha Beta Gamma, a student must be enrolled in a business curriculum in a junior or community college or a two-year accredited program within a college or university. A student must have completed 12 credit hours with at least 12 hours of his/her work being in courses leading to a degree recognized by his/her institution. Also, a student must also be of good moral character, must possess recognized qualities of citizenship, and must maintain a 3.0 GPA or its equivalent in business courses as well as a 3.0 cumulative average.

### ***Grade Reports and Transcripts***

Immediately following the end of each semester, official grade reports are distributed to curriculum students. Official transcripts will be sent to other educational institutions, prospective employers, subsidizing agencies, etc., when a student requests, in writing, that the College do so. Requests for official transcripts will not be honored if the student has an outstanding debt to the College.

### ***Student Records and Privacy***

Students have access to their academic records at Martin Community College. Academic records for curriculum students are housed in the Registrar's Office and can be viewed by the student by scheduling an appointment with the Dean of Academic Affairs and Student Services. Enclosed in the student's academic record will be the Martin Community College transcript (academic grades), application for admission, copies of letters of correspondences, high school transcript and/

or GED scores, post-secondary college transcript(s), transcript evaluation, and placement test scores, if applicable. Other than individuals qualified under the Family Educational Rights and Privacy Act (FERPA), only institutional personnel may be allowed to view the student's academic record for educational purposes only. A Record of Disclosure Form is filed in each student's academic record noting who, other than Student Services staff, has reviewed the file and for what reason.

In accordance with the Family Educational Rights and Privacy Act, student transcripts will not be released to any other individual or organization in any form without the written consent of the student with the exception of educational institutions or eligible subsidizing agencies. Requests for official transcripts will not be honored if the student has an outstanding debt to the College.

When inquiries are made by other persons or parties, only directory information is released. Such information includes the following: student's name, address, telephone number, date of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees, awards received, and the name of the educational agency or institution most recently attended. This policy is for the convenience of students, parents, institutional personnel, and the general public. **Students must notify the Registrar in writing that they do not want such information released**, and all information concerning their record will be withheld.

In compliance with the Community College Public Records Retention and Disposition Schedule, all information in a student's file is normally destroyed, with the exception of the MCC transcript(s) and high school transcripts, five (5) years after the student leaves the College.

Students who believe that their rights under the Family Educational Rights and Privacy Act have been violated should discuss their concerns with the Dean of Academic Affairs and Student Services and/or the President of the College. However, students, if they wish, may file a complaint directly with the Family Policy Compliance Office, U.S. Dept. of Education, 400 Maryland Ave. S.W., Washington, DC 20202-5920, Phone 1-800-USA-LEARN or 1-800-872-5327, web site: [familypolicy.ed.gov](http://familypolicy.ed.gov).

A complete copy of the Family Educational Rights and Privacy Act as printed and released by the Department of Health, Education, and Welfare is on file in the Student Services Office with the Registrar and the Dean of Academic Affairs and Student Services.

### ***Reverse Transfer***

The Reverse Transfer Program is a collaborative effort between North Carolina's Community Colleges and the University of North Carolina's 16 constituent institutions. Students who transfer to a North Carolina university from one of the 58 North Carolina community colleges are given the opportunity to combine the credits earned at the university with credit already earned at the community college to determine if the associate degree requirements have been met. Eligible students will be asked to participate when they transfer to one of the participating universities through their student services account and must agree to release their university academic records back to the community college for review. There is no cost for awarding of the degree. If a student wishes to receive a printed diploma or to participate in graduation ceremonies, he or she should complete the graduation application form (located in the Registrar's Office) and pay the appropriate graduation fee (s) to the Business Office.

## **ACADEMIC REGULATIONS**

### **Degree, Diploma, and Certificate Requirements**

Martin Community College confers the Associate in Applied Science Degree upon students who satisfactorily complete a two-year technical program and the Associate in Arts Degree to those who successfully complete a two-year college transfer program. An Associate in General Education Degree is awarded to students who successfully complete the two-

year General Education Program. A diploma is awarded to students who satisfactorily complete a vocational program or an approved diploma-level program. A certificate is awarded to students who complete approved certificate-level programs.

All students enrolled in an Associate's degree or diploma program must take ACA 115 Success in Study Skills or ACA 122 College Transfer Success within their first 12 hours attempted.

Students are scholastically eligible for graduation when they have satisfied the specific requirements of the program in which they are enrolled, have paid all outstanding debts to the College, and have a major grade point average of 2.0. Students enrolled in the Dental Assisting program are required to make a "C" or above on all courses to be eligible for graduation. Physical Therapist Assistant and Medical Assisting students must make a "C" or better on all courses including General Education to be eligible for graduation. PTA students should refer to the PTA Handbook for grading of Clinical Evaluation.

No matter how many hours students transfer from another institution, they must complete a minimum of 25 percent of the credit hours required in their program at MCC to be eligible to graduate from that program.

### Grading System

Martin Community College allows the use of a 7-point or a 10-point scale in its grading system. Letter grades are awarded as follows:

<u>Letter Grade</u>	<u>Definition</u>	<u>Quality Points</u>	<u>7-point</u>	<u>10-point</u>
A	Excellent	4 per semester hour	93-100	90-100
B	Above Average	3 per semester hour	85-92	80-89
C	Average	2 per semester hour	77-84	70-79
D	Below Average	1 per semester hour	70-76	60-69
F	Failure	0 per semester hour	69 and below	59 and below
*I	Incomplete	0 per semester hour		
AU	Audit	0 per semester hour		
NA	Never Attended	0 per semester hour		
W	Withdrawal	0 per semester hour		
WF	Administrative Withdrawal	0 per semester hour		
T	Transfer	0 per semester hour		
XA	Credit by Exam	4 per semester hour		
XB	Credit by Exam	3 per semester hour		
XC	Credit by Exam	2 per semester hour		
AP	Advanced Placement	0 per semester hour		
AR	Articulation Agreement.	0 per semester hour		
P	Pass			
R	Repeat			

\* A letter following an "I" (IA, IB, IC, ID, IF) indicates the resolution of the "I" grade and the appropriate quality points have been awarded.

Developmental courses have the following grading scale: A, B, C, AU, WF, I, W, F.

**I (INCOMPLETE)** - A temporary grade of "I" is entered on students' records at the discretion of the instructor if *at least 85% of the course work has been completed*. A grade of "I" is calculated into the overall grade point average in the same

manner as an “F.” Once the “I” grade is satisfactorily removed, the quality points for the grade earned are added to the previous total and the grade point average is recalculated. Students receiving an “I” must make up work required for passing the course by the last day to withdraw without receiving an “F” of the following semester (whether student is enrolled or not), or the “I” will automatically revert to an “F.” Students should not register for a course in which they have received an “I” until the “I” has officially been changed to an “F” or a passing grade. (See policy on Repeat Courses.) Incomplete course forms are sent to students who receive “I’s” at the end of the semester, and it is the student’s responsibility to contact the appropriate instructor(s) and make the necessary arrangements to remove an “I.”

**AU (AUDIT)** - A grade of “AU” is entered on students’ records when they audit a course. Auditors do not receive credit. Auditors must satisfy pre & co-requisite requirements. Even though it is not required, they are encouraged to attend classes regularly, participate in class discussions, and take all examinations. Tuition for auditors is the same as that for credit students. The decision to change from credit to audit must be made by the “Last Day to Add a Course” as published in the Academic Calendar. Audited hours cannot be used in calculating the amount of financial aid (Pell Grants, DVA, etc.) students receive. Students may not audit a course more than two times.

**NA (NEVER ATTENDED)** - An “NA” is entered on students’ records when students never attended a class.

**W (WITHDRAWAL)** - A “W” is entered on students’ records when they officially withdraw between the 10 percent point and the end of the eleventh week of the sixteen-week semester or its equivalent during an abbreviated semester. (See Academic Calendar for specific dates.) Withdrawals beyond the end of the eleventh week may be allowed if extenuating circumstances are approved through the Dean of Academic Affairs and Student Services. Withdrawals must be initiated by students who complete the necessary withdrawal forms. A grade of “W” does not count as hours attempted when computing the GPA for that semester.

**WF (ADMINISTRATIVE WITHDRAWAL)** - A “WF” is entered on students’ records as an administrative withdrawal when students have exceeded the allowable absence rate for the course. This action is initiated by the instructor of the course. Letters will be sent to the students advising them that they have been administratively withdrawn from the course with a grade of “WF.” The “WF” is treated as an “F” in quality point calculation and will affect financial aid as hours attempted.

**T (TRANSFERRED COURSES)** - A “T” is entered on students’ records when credit is given for course work transferred from another institution or CLEP exams.

**X (CREDIT BY EXAM)** - The grade preceded by an “X” (example: XA) is entered on students’ records if they complete a course through proficiency examination with a grade of “C” or better. No more than one-half of the required credits for a degree, diploma, or certificate may be earned through credit by exam.

**AP (ADVANCED PLACEMENT)** - A grade of “AP” is entered on students’ records when they are granted credit for selected courses taken in high school and proof of satisfactory scores on AP test is provided. Hours will be counted toward graduation but not in calculating the grade point average.

**AR - (ARTICULATION AGREEMENT)** - A grade of “AR” is entered on students’ records when they are granted credit for courses taken in high school as outlined in the NC High School to Community College Articulation Agreement. To obtain credit taken for identified courses a grade of “B” or higher must be earned in the high school course, and a raw score of 93 or higher must be made on the standardized VoCats post-assessment. In order to receive articulated credit, students must enroll at the community college within two years of their high school graduation date.

## **Non-Traditional Delivery of Curriculum Classes**

Non-traditional Delivery Classes are not consistent with the definitions of regularly scheduled classes. These Non-traditional Delivery Classes may include courses offered at times other than traditionally scheduled courses or may be taught by non-traditional methods.

### **DIRECTED STUDY - SECTION 20**

Students enrolled in a Directed Study section are able to obtain the same information that is taught in the traditional class, but the Directed Study section is arranged at a time other than the class time posted in the schedule of classes. Directed Study courses have the same requirements and earn the same credit as regular courses. Students interested in Directed Study must obtain permission of the instructor and indicate the Directed Study section on their registration form or add/drop form.

### **CREDIT BY EXAMINATION - SECTION 30**

Credit by examination may be allowed for a given course if students can demonstrate the required level of proficiency as a result of independent study and/or experience. Students who desire to earn credit by examination may do so during the first four (4) days of classes during each semester. Those who wish to add another course after earning credit by examination must do so during the first five (5) class days of the semester. To earn credit by exam, students must register for the course, pay the required fees, and then successfully pass the necessary proficiency test with a grade of “C” or better. The graded exam and the official approval form, properly signed, must be submitted immediately to the Student Services Office. If students make below a “C” on a credit by examination, they must officially withdraw from the course if it is not offered that semester or if they do not wish to take the course at that time. No more than one-half of the required credits for a degree, diploma, or certificate may be earned through credit by examination.

The transfer of credit by exam grades earned at other institutions will be decided on a course-by-course basis in consultation with the appropriate department chairperson/instructor. Martin Community College does not guarantee transferability of credit by examination courses to any other institution. Students are urged to contact the college or university to which they intend to transfer to find out that institution’s policy regarding the acceptance of credit by exam grades. Credit by examination courses are not eligible for Federal Financial Aid.

## **Distance Learning**

In keeping with its mission is to “provide quality, affordable, and accessible learner-centered educational programs and services that are responsive to the needs of the communities we serve,” Martin Community College offers a range of online and distance learning options. Distance learning includes any course or program in which the majority of the instruction occurs when students and instructors are not in the same place. Instruction may be synchronous or asynchronous. Most distance learning courses at MCC are delivered via the Internet or the North Carolina Information Highway, and some courses may be supplemented by videoconferencing technology.

Students may take courses in a variety of delivery formats, including courses that are conducted completely online via the Blackboard Learning Management System, courses that meet wholly on campus (but may have a supplemental Blackboard shell), and courses that combine on-campus and online contact. MCC also offers distance learning classes through the North Carolina Information Highway, where courses may be broadcast from other institutions to the MCC campus and from MCC to other institutions:

### **INTERNET COURSE - SECTION 50**

Internet courses are delivered through personal computers connected to the Internet. Students review lessons, lectures, readings, and related research sites online. They may email homework, communicate with the instructor, or take tests via the Internet.



**HYBRID COURSE - SECTION 60**

Hybrid courses are courses in which 51% or more of the instruction is delivered via the Internet with the remainder of the instruction delivered in a traditional face-to-face setting.

**WEB-ENHANCED COURSE - SECTION 70**

Web-enhanced courses are courses in which 50% or less of the instruction is delivered via the Internet with the remainder of the instruction delivered in a traditional face-to-face setting.

**INFORMATION HIGHWAY COURSE - SECTION 90 / 95**

The North Carolina Information Highway provides television-quality interactive video sessions. An Information Highway course is one that originates either at MCC or another community college. The class is taught by a “live” instructor who interacts with the students either in person or through the use of live video and sound. Students from the different sites will also interact through live video and sound.

***Tuition and Fees for Online or Distance Learning Courses***

Tuition for online or distance learning courses is the same as tuition for face-to-face courses (see “Tuition and Fees” in the MCC catalog). Students are not required to pay any additional fees for individual online or distance learning courses, including charges associated with verification of student identity.

***Standards and Learning Goals in Online or Distance Learning Courses***

Online or distance learning courses at Martin Community College are conducted with the same academic rigor as face-to-face courses and comply with the *Principles of Accreditation* of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

- ◆ Students in online or distance learning courses are expected to commit the same amount of time to studying and completing assignments and are assessed on the same learning outcomes as students in equivalent face-to-face courses.
- ◆ Credits awarded for online or distance learning courses are the same as those awarded for equivalent face-to-face courses.
- ◆ Faculty who teach online or distance learning courses hold the same credentials and possess the same subject area expertise as faculty in equivalent face-to-face courses. Faculty members who teach these courses are expected to be proficient in delivering online instruction.

***Requirements for Students in Online or Distance Learning***

While an online or distance learning course can be convenient for a student juggling multiple responsibilities outside of school and can allow flexibility in completing coursework, online or distance learning courses may not be the best option for every student. A student who wishes to succeed in an online or distance learning course should:

- ◆ be comfortable completing assignments and learning independently with minimal face-to-face input from an instructor or classmates.
- ◆ be able to manage his/her time effectively.
- ◆ be comfortable in courses with heavy reading and/or writing assignments.
- ◆ have regular, unimpeded access to a computer with reliable high-speed Internet access.
- ◆ be proficient in using computer programs such as Microsoft Word, using course delivery systems such as Blackboard, and using the Internet for research and learning.

Students who enroll in an online class (whether hybrid or 100% online) are also encouraged to complete a Blackboard training/orientation.



### ***Student Responsibilities in Online or Distance Learning Courses***

While online or distance learning courses allow students flexibility in completing course work, these courses are not self-paced. A student in an online or distance learning course is expected to complete assignments regularly and by assigned due dates, just as in a face-to-face course.

A student in an online or distance learning course is expected to “attend” class regularly. These courses begin on the first day of the semester and run according to the MCC Academic Calendar schedule, just as face-to-face classes do. A student in an online course must complete an Enrollment Assignment (designated by the instructor) during the first ten percent (10%) of a course in order to be considered enrolled in the class. If a student does not complete the Enrollment Assignment by the census date, the student will be dropped from the class.

Attendance in online courses may be based on assignments submitted. A student who does not complete assignments for an online or distance learning course for a specified period of time may be administratively withdrawn from the course. Specific assignment and attendance requirements are outlined in each course syllabus.

A student in an online or distance learning course is responsible for communicating with his or her instructor. The student should check his or her MCC e-mail and the course Blackboard site regularly for messages from the instructor, and the student should contact the instructor immediately with any questions or problems.

### ***Insuring Student Identity in Online or Distance Learning Courses***

Each Martin Community College student is assigned a unique, confidential online user ID and password. The user ID is a combination of the student’s name and MCC student identification number; the password is a combination of the student’s name and birth date. This combination of user ID and password is the only means by which an MCC student can access online courses. This combination allows a student to access only the courses for which he or she is registered. In order to protect student privacy and ensure the identity of a student logged into a course, students are encouraged to keep their login information confidential.

### ***Insuring Security and Privacy in Online or Distance Learning Courses***

Online courses are offered through the Blackboard Learning Management System, a widely recognized online learning platform. Blackboard offers support for security (see <http://www.blackboard.com/Footer/Security-Policy.aspx>) and maintaining online privacy (see <http://www.blackboard.com/Footer/Privacy-Policy.aspx>) in its learning platforms.

In addition, as stated above, Martin Community College insures student security and privacy by encouraging students to keep their login information confidential.

### ***Equality of Access in Online Courses***

Because Martin Community College stresses equivalent rigor and learning outcomes in its online or distance learning courses, students in these courses have equal access to academic resources and services via MCC e-mail, Internet, and telephone. Most resources and services are available in person, online, by phone, or by videoconference.

#### **Technical Support for Online or Distance Learning Courses and Programs**

Students who experience difficulties in Blackboard-based courses can receive round-the-clock assistance by calling Blackboard Assistance/Support at 1-866-833-2953.

Students who experience other technical difficulties can receive assistance by calling the MCC E-mail Support Line at 252-789-0300 or by visiting the College website.

## Computing the Grade Point Average (GPA)

Academic quality must be achieved in order to graduate from any program at Martin Community College. The standard for a student's work is determined by the grade point average (GPA). For the purpose of determining grade point averages, final grades have the following quality points (QP's): A=4, B=3, C=2, D=1, I=0, F=0, and WF=0. Grades of T, AU, NA, W, AR, and AP are not included in the GPA. Total quality points are computed by multiplying the number of credit hours per course by the quality points of the grade earned.

### *Example of Computing Grade Point Average:*

<u>Course</u>	<u>Credit Hrs.</u>	<u>Final Grade</u>		<u>QP'S Earned</u>
ENG 111	3	C	(3 x 2)	6
MAT 115	3	D	(3 x 1)	3
PSY 150	3	B	(3 x 3)	9
SOC 210	3	A	(3 x 4)	12
CIS 111	2	F	(2 x 0)	0
<b>TOTAL</b>	<b>14</b>		<b>TOTAL</b>	<b>30</b>

Divide the total quality points earned (30) by the total credit hours attempted (14)  $30 \div 14 = 2.14$  grade point average (GPA).

## Academic Progress

Students are required to meet the academic standards of both their program of study and the College to remain in good standing. Students who experience academic difficulty may be placed on probation.

### *Probation*

Minimum grade point average of 2.0 is required to remain in good academic standing with the college and financial aid. Students whose grade point average drops below 2.0 GPA will be notified by letter from the college counselor that they have been placed on academic probation.

When the cumulative grade point average drops below 2.0 on hours attempted, students will be placed on probation during the following semester of enrollment. (Note: Students will have hours transferred from other colleges calculated in hours attempted to determine the grade point average necessary to maintain satisfactory progress.) Students who are placed on academic probation will be counseled and may be encouraged to consider enrolling in a program more commensurate with their academic abilities.

If students fail to raise their grade point average to 2.0 at the end of the first semester of probation, they will remain on probation for the following semester and will be required to take a reduced course load not to exceed 9 credit hours. Students on probation who improve or maintain their grade point average will remain on probation for the next semester. The course load will be developed with the approval of the academic advisor and the college counselor as part of a formal academic improvement plan. A reduced course load will be required of students who remain on probation for two or more consecutive semesters. Once students have raised their grade point average above 2.0, they will be permitted to register for a full course load. Students meeting the conditions of their academic improvement plan may be allowed to take more than nine credits if called for by the plan. In the summer, a reduced course load for probation is six semester hours.

### *Financial Aid Warning And Probation*

If a student's cumulative grade point average (GPA) falls below 2.0, the student will be placed on financial aid warning for the next semester. If the student does not meet the minimum GPA standard at the end of the semester, then all Title IV

aid will be withheld until GPA standards are met. State, college, foundation, and other financial aid awards may also be withheld, depending on the requirements of the specific award program.

### ***Dismissal from Program***

Certain programs (PTA and Dental Assisting) enroll students as a “class” and require them to take all courses in a sequential pattern. The courses are offered only once each year, and there is no opportunity for repeating a course or offering a substitution. Accordingly, a student who fails to achieve a satisfactory level of academic performance is dismissed from the program at the end of the semester providing standards are not met. Students enrolled in Dental Assisting, Medical Assisting, and Physical Therapist programs must make a “C” or better in **all** courses including General Education to be eligible to remain in the program.

Students should refer to their respective handbook (PTA, Dental Assisting, or Medical Assisting) for specific guidelines on Academic Standing and Grading.

Students dismissed under this policy may petition the director of the program for enrollment in a later class.

### **Repeat of Courses**

Students may repeat any curriculum course for the purpose of attempting to improve their grades, and this attempt will be counted in determining the overall and major grade point averages. Students may not audit or repeat a completed course more than twice.

1. If students receive a grade of “B,” “C,” “D,” “F,” “W,” “WF,” or “AR,” in a credit course, they will be permitted to repeat that course for credit. Credit hours will be counted in computing the GPA each time a course is attempted. (Note: Veterans and eligible dependents may not repeat courses for veteran’s benefits in which a grade of “B,” “C,” or “D” was made in order to improve their grades. Financial aid will be awarded for one repeat attempt per course in which a student has received a grade of A, B, C, D, XA, XB, or XC.
2. A course in which a grade of “A” has been earned may not be repeated for credit. If students do repeat courses in which a grade of “A” has been earned, they must audit the course and the original grade of “A” is the grade of record.
3. A course in which a grade of “I” (Incomplete) has been made shall not be repeated until the “I” has officially been changed.

### **Change of Major Program/Double Major**

When students decide to change programs, they must complete a Change of Major Form signed by previous and new advisors. The form is returned to the Registrar’s office.

***Change of Major Forms*** must be approved by the appropriate parties and returned by the 10% point of the semester in which the program change is to be effective.

### **Grade Point Average for Program Change**

The Major GPA will be recalculated on the basis of the following guidelines when a program is changed:

1. If students made a grade of “F” in a course which is normally considered to be part of the new program, the students will receive no credit for that course; but the “F” will be included in the new major GPA calculation.
2. Courses which are not applicable to the new program will not be included in recalculating the major GPA.
3. The responsibility for deciding which courses are transferable rests upon the Registrar. The advisor may be consulted in making this decision. (Special Note to Veterans: Because of specific Veterans

Administration policies regulating benefits, questions concerning program changes and the academic probation policy should be referred to the VA Certifying Official.)

### **Attendance Policy**

Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks in a timely manner. Students are expected to attend a minimum of 80 percent of the total hours of a course, which includes classes, labs, and shops. Some courses and programs have stricter attendance requirements of 85, 90, or 95 percent based upon the difficulty and complexity of the subject matter. General Education and Developmental courses require 85 percent attendance. The syllabus for each course will specify the attendance requirement. Attendance is recorded in online classes; attendance is usually recorded through students' submission of assignments.

Students must be present in at least one class during the first ten percent (10%) of a course in order to be considered enrolled in the class. If a student has not attended at least one class by the ten percent census date, the instructor will submit a grade of "NA."

Students who miss more than six contiguous contact hours or fail to attend the required percentage of total hours without a justifiable absence and verifiable contact with the instructor may be administratively withdrawn from the class by the instructor and given a grade of "WF." The "WF" will be equivalent to an "F" when calculated into the student's GPA. The course syllabus will indicate what the instructor considers a justifiable absence and will define "verifiable contact." Students may remove a "WF" by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an "F." The last day to officially withdraw without receiving an "F" is published in the academic calendar for each academic year. The official withdrawal date for mini sessions, block courses, or other non-traditional schedules are available from the registrar and will be included on the course syllabus.

Make-up work may be allowed at the discretion of the instructor, and the instructor's policy on make-up work will be included in the course syllabus. Students in clinical and cooperative educational work experiences must complete 100 percent of the required hours to receive a passing grade. Clinical or cooperative work experience make-up hours require clinical or cooperative educational work site approval and approval of the instructor.

Habitual tardiness and/or early departure in a course may, at the discretion of the instructor, be considered in computing class attendance. The course syllabus will include the instructor's definition of tardiness and early departure.

Students will be counted absent from the date they register for each course.

Note: Under DVA regulations, the enrollment of veterans or dependents will be terminated or adjusted if they are administratively withdrawn or if they officially withdraw.

If an instructor fails to report for a class within 15 minutes of the scheduled beginning time and has not left instructions, those students present should sign a sheet before leaving and should designate a student to submit it to the Dean of Academic Affairs and Student Services.

### **Administrative Withdrawal Policy**

The census date is the date on which 10 percent of the total course hours have met. Students must be present in at least one class during the first 10 percent of the course in order to be considered enrolled in the course.

Instructors may administratively withdraw a student missing six (6) contiguous hours or failing to attend the required percentage of total hours of a course without justifiable absence and verifiable contact with the instructor.

Administrative withdrawals are accepted up to five days prior to the end of class.

Students will receive a grade of “WF” for the administrative withdrawal. The “WF” will be equivalent to an “F” which will be calculated into the student’s GPA.

A student may remove the “WF” grade by submitting appropriate paperwork for an official withdrawal by the last day to officially withdraw without receiving an “F” during the semester to the Registrar’s office. When a student has been administratively withdrawn from a course and he/she wishes to be reinstated, he/she must contact the instructor of the course. If the instructor grants the student’s request to be reinstated to the course, a Course Reinstatement form must be signed by the instructor and submitted to the registrar.

### **Course Substitution**

Under extenuating circumstances, course substitutions may be approved to fulfill graduation requirements provided the substitution is appropriate to the student’s program and comparable courses are offered. Extenuating circumstances may include academic and/or physical limitations, unresolved scheduling conflicts, or course(s) no longer offered. Substitutions cannot be made for core courses.

Requests for course substitution must be approved by the academic advisor and the Dean of Academic Affairs and Student Services. If a course substitution is granted, the completed Course Substitution Request Form must be submitted to the Registrar’s Office.

### **Transfer Credit**

Upon receipt of a student’s official transcripts from all colleges previously attended, the Registrar evaluates courses completed and awards credit accordingly. Credit is given for a “C” or better on applicable courses completed at regionally accredited colleges and universities. Students must complete a minimum of 25 percent of the credit hours required in their program at Martin Community College to be eligible to graduate. The major grade point average brought forward for students who change programs is based on the applicable courses and credit hours that are transferred into the new program. Credits transferred from other institutions will not be calculated in students’ GPAs at Martin Community College.

**College-Level Examination Program (CLEP) Examinations and Advanced Placement (AP) Tests** - The College grants credit for satisfactory scores on CLEP Examinations and AP tests that are applicable to the student’s program of study. Students wishing to have CLEP Examinations and/or AP Tests evaluated for credit should have official score reports sent to the Registrar. Upon receipt of the required score reports, the Registrar will review the scores earned and grant appropriate credit toward the program being pursued at Martin Community College. CLEP and AP credit will not be calculated in a student’s GPA. Questions concerning requirements and credit should be directed to the Registrar.

**Credit for Military Schools** - The College grants credit for military service schools that are applicable to the student’s program of study in accordance with the recommendations of the American Council of Educator’s Guide to the Evaluation of Educational Experiences in the Armed Services. Students wishing to have military schools evaluated for credit should contact the Registrar to determine the required military documents. Upon receipt of the required military documents, the Registrar will evaluate the schools completed and grant appropriate credit toward the program being pursued at Martin Community College. Credit for military schools will not be calculated in a student’s GPA. Questions concerning credit for military schools should be directed to the Registrar.

### **Course Load**

Full-time students are those who are taking a course load of 12 or more credit hours during the fall or spring semesters and 9 or more credit hours during the summer semester (12 or more for Financial Aid purposes). A normal load for an aver-

age student will vary between 16 and 20 credit hours per semester. Students' class schedules and course loads should be carefully planned through consultation with their advisor. Students desiring to take more than 21 credit hours must obtain special permission from their advisors and the Dean of Academic Affairs and Student Services.

### Developmental Classes

Developmental courses are classes designed to improve the academic knowledge, skills, and performance of students who are under-prepared for the level of study required by their curriculum program. Students are placed in developmental courses as a result of scores earned on the college placement test. Courses with numbers below 100 are developmental courses which the student is required to successfully complete.

Regularly enrolled students who are assigned to organized developmental classes to prepare them to enter regular curriculum classes shall be charged tuition for such classes at the regular tuition based on residence status. Grades for developmental courses will be computed in the student's cumulative grade point average but will not count toward the hours required for graduation.

### Evening Curriculum Students

Because of the large number of contact hours in some courses and the student demand for certain courses, it is not always possible to complete the graduation requirements for all programs during evening hours. In programs which do not offer all courses at night, it will be necessary for students to attend certain day classes to complete the requirements for graduation.

### President's List

To qualify for the President's List, students must be enrolled in a minimum of 12 credit hours and earn a grade point average of 4.0 (A) in all courses taken during the semester. A grade of "I" (Incomplete) automatically disqualifies students from the President's List.

### Dean's List

To qualify for the Dean's List, students must be enrolled in a minimum of 12 credit hours and earn a grade point average of 3.5 or better with no grade below "C" for the semester. A grade of "I" (Incomplete) automatically disqualifies students from the Dean's List.

### Graduation Requirements

Curriculum students are scholastically eligible for graduation when they have (1) satisfied the specific requirements of the program in which they are enrolled, (2) have paid all outstanding debts to the College, (3) have a major GPA of 2.0 (C) or better. Developmental courses do not count toward required hours for graduation.

A non-refundable graduation fee is charged to all curriculum graduates. An additional graduation fee will be charged for each additional certificate, diploma, or degree ordered for a given graduation exercise. The graduation fee covers diploma, cover, cap, gown, and tassel. **Candidates should apply for graduation during registration of their last semester of enrollment.** The graduation deadline to guarantee receiving a degree, cap, gown, and including the student's name in the graduation bulletin is indicated on the academic calendar. Late applicants may apply until April 1, but are not guaranteed a cap and gown. Students who will complete program requirements at the end of Summer or Fall Semesters are required to apply for graduation by date indicated on the Academic Calendar.



## Graduation Catalog of Record

Students in continuous attendance (Summer Semester excepted) may graduate under the provisions of the catalog in effect on their date of entry into their current curriculum, or under the requirements of the catalog in effect at the time of graduation, if they have made a change in their Catalog of Record. Students who would like to change their Catalog of Record must notify the Registrar and their Advisor. Students not enrolled for one academic year must graduate under the provisions of the catalog in effect on their **first** date of re-entry into the curriculum or the catalog in effect at the time of graduation. Students who do a program change must graduate under the provisions of the catalog in effect on the date that their program change becomes effective or the catalog in effect at the time of graduation.

## Graduation with Honors

Graduates who have maintained a major grade point average of 3.5 or better are eligible for graduation with honors. Honor graduates wear a gold cord during graduation exercises.

## Awards

During each graduation exercise, special awards are presented to graduates who have distinguished themselves in the areas of service, leadership, and scholastic achievement. To be eligible for such awards, students must have a minimum major grade point average of 3.0.

**Program Award** - Nominees must be candidates for graduation, have demonstrated academic excellence, and possess outstanding qualities in cooperation and initiative.

**Distinguished Graduate Award** - Nominees for this award must be candidates for graduation, have demonstrated academic excellence, possess outstanding qualities of leadership and citizenship, be of good moral character, and have demonstrated active participation in student activities and service to the College.

## Commencement Exercises

Degrees, diplomas, and certificates are awarded to curriculum students who have met requirements for graduation. Commencement exercises are held annually at the end of Spring Semester.

## Marshalls

Six students will be chosen to serve as marshalls during graduation. Faculty will select marshalls based on GPA, academic promise, and other positive qualities and characteristics. Two students from each of the following three program areas will be selected: College Transfer & Allied Health, Public Service & Industrial Technologies, and Business Technologies. Possible candidates will be non-graduating students registered for Spring Semester class(es) with a minimum of 12 and a maximum of 30 completed credit hours, a cumulative GPA of 3.75 or higher, and no financial or administrative restrictions.

## Safety Precautions

For reasons of safety, students are reminded to enter and leave buildings through the main and side doors and not through labs and shops. Students enrolled in lab or shop classes are reminded that they **must** wear goggles and/or other types of personal protective equipment (PPE), as required by law, while working on shop projects or performing lab experiments.



## **Inclement Weather**

In cases of inclement weather, Martin Community College will attempt to announce by 6:15 a.m. for day classes and by 4 p.m. for evening classes the status of opening or closing the College on the College's web page ([www.martincc.edu](http://www.martincc.edu)), local radio, and television stations, including WIAM Radio Station in Williamston, WNCT-TV Station in Greenville, and WITN-TV Station in Washington. It is the policy of the College to make up missed classes. When classes are not cancelled, students are responsible for making their own decisions about traveling to the College based on their judgment of local road conditions. However, if the College is open, absences will be recorded.

## **Lockers**

Student lockers are conveniently located in classroom buildings. Students desiring to use a locker must purchase a lock through the College Bookstore. Locks not purchased through the Bookstore will be removed; the college will attempt to notify the student prior to removal of the lock. Although the contents maintained in a locker are the personal property of students, the College reserves the right to inspect lockers at any time deemed necessary. Students who graduate or stop attending classes should remove the lock and clear the locker before leaving the college campus. At the end of Spring Semester, all locks and locker contents must be removed. The College will remove all locks and locker contents left by students between Spring and Summer Semesters.

## **Dress Code**

Students are expected to dress appropriately for class, lab, or shop. However, instructors may specify the type of clothing they consider to be most appropriate for certain classes. Safety glasses are required in some labs or shops; i.e., automotive.

## **ID Policy**

All Martin Community College faculty, staff, and curriculum students (part-time and full-time) will be issued ID badges. Some Continuing Education students will be issued ID badges, the cost of the first badge issued is \$2. MCC ID badges are required for student services, student activities and events, library use, skills lab, computer labs, and CTE education labs. The cost of replacing a lost or damaged ID badge is \$5. Government issued photo ID must be presented before receiving a college ID badge.

## **Computer Lab Guidelines**

The Computer Lab, located in the Martin Community College Library is for the use of currently enrolled Martin Community College curriculum students as well as the community. All College students must present their MCC issued photo ID when entering the lab and signing in. Students must also sign out when leaving the computer lab. All cell phones and pagers must be turned off when in the lab. No food, beverages, or children are allowed in the lab. The lab is not to be used for socializing. Students should work quietly while in the lab as other students are working, studying, or testing. The lab is primarily for academic-related work and research. Violating these rules may result in suspension from the lab.

## **Internet Policy**

Internet services are provided for Martin Community College staff, faculty, and students to support professional activities and educational needs. All MCC users are responsible for using the Internet in an effective, efficient, ethical, and lawful manner. Internet access is a privilege, not a right, and, as such, students who use it improperly can be suspended or dismissed.

This policy applies to all college-owned and -managed computer systems including hardware, data, software, and the communication networks associated with these computers. In addition, this policy applies to all non-college-owned computers connected to the college's network and to all users of computer resources owned or managed by the college.

### **Lost and Found**

If students lose items on campus, they should check with the Student Services Office. All students are urged to turn in items which have been found to the Student Services Office as soon as possible. Articles which are turned in and not claimed within a reasonable length of time will be given to charity.

### **Religious Observance**

In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a maximum of two excused absences per academic year for religious observances required by a student's faith. The policy limits the excused absences to a maximum of two days per academic year.

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The Request for Excused Absences for Religious Observances can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

### **Smoking**

Smoking is not permitted in College buildings. Smoking is permitted outside and smokers are encouraged to smoke in or near gazebos provided for the smoking public.

### **Telephone Calls**

Except in cases of emergencies, students will not be called from classes to answer the telephone or to be given a message. Cell phones, smartphones, and pagers are to be turned off during class time. Students who use cell phones or smartphones in a manner that interrupts the educational process of others or disrupts the class can be suspended or dismissed.

### **Personal Information Updates**

Students should notify the Registrar's Office promptly of any change in address, phone number, or change in name as a result of marriage or divorce.

### **Parking**

All students who plan to park a vehicle on campus are permitted to park in any area designated for parking. Areas in front of shop doors are NOT for parking. Drivers should not exceed 15 mph and should observe all traffic signs. Special areas have been designated for the HANDICAPPED. These spaces should be used ONLY by handicapped individuals with an official handicapped hang tag or license plate. If ticketed by MCC personnel, a \$25 fine will be charged to those who illegally park in a handicapped space or exceed the posted speed limit. In other cases, a fine of \$5 will be charged to those who park illegally.

### **New Student Organizations/Clubs**

Students are encouraged to initiate new organizations/clubs to meet student needs, provide additional learning experiences, and enhance school spirit. The following steps should be followed in initiating a new organization:

1. Discuss plans and get tentative approval from the Student Government Association advisor;
2. Discover and promote other interested students;
3. Select a faculty sponsor;
4. Develop a statement of purpose and objectives;
5. Have the first organizational meeting and elect officers;
6. Establish a time and place for meetings;
7. Certify that members of the organization are registered students at the College;
8. Develop a budget and present it to the Student Government Association for approval, if applicable;
9. Petition the Student Government Association for recognition;
10. Provide a constitution/bylaws to the SGA Advisor;
11. Obtain approval of College President.

### **Fund Raising**

Solicitation of funds in the name of Martin Community College must be in compliance with the College's mission, in accordance with applicable laws, and is such that the College's good public image in the community is enhanced. This includes grants and all other solicitation activities on behalf of the College by any student, student group, employee, or private, non-profit corporation established to support the College, such as the Martin Community College Foundation. Employees, students, and student organizations/clubs must follow procedures established by the President of the College for any fund-raising activities. The activity must be approved by the President prior to the fund-raising activity commencing.

### **Solicitation on Campus**

Solicitation on the Martin Community College Campus by outside persons or agencies is subject to approval by the President or his or her designee. Solicitation of employees should be kept at a minimum and should not be disruptive of the work schedule.

### **Publications**

Publications printed and circulated by students and financed through the Student Government Association of the College are coordinated under the supervision of an advisor. Students who knowingly print and distribute publications which are not in the interest of the College will be subject to disciplinary action.

### **Bookstore**

The Bookstore is operated by the College for the convenience of students, faculty, and staff. Textbooks and required supplies are available as well as general supplies, bookbags, MCC imprinted clothing and gifts, greeting cards, and novelty items. Hours of normal operation are Monday - Thursday, 8:30 a.m. - 6:30 p.m. and Friday, 8:30 a.m. - 12 noon. During registration, the bookstore hours are extended and are posted. Summer hours may vary. Books may be returned for a full refund within ten (10) days. They must not be defaced in any way, must still be in plastic if purchased in plastic, and must be accompanied by a cash register receipt. **NO EXCEPTIONS WILL BE MADE.** Book buybacks will be held on the last two (2) days of each semester from 8:30 a.m. to 12 noon and from 1 p.m. to 6 p.m.

### **Children and Pets on Campus**

To avoid disruptive behavior and to ensure the safety of all people at MCC, children on campus must at all times be under the direct supervision of an adult or enrolled in the daycare program. Children under the age of 16 are not permitted in classrooms, computer labs, or in the recreational facilities unless given permission by college personnel. Pets are not allowed in any of the buildings on the main or branch campuses. Service/therapy animals are allowed.

### **Student Academic Responsibility**

Students are responsible for the proper completion of their academic program; for familiarity with all requirements of the MCC College Catalog under which they intend to graduate; for maintaining the grade point average required for continued enrollment and at all times knowing their academic standing; and for meeting all other degree, diploma, or certificate requirements. Advisors counsel students, but the final responsibility remains that of the students.

Students are required to have knowledge of and observe all regulations pertaining to campus life and student conduct. Students are also responsible for maintaining communications with Martin Community College by keeping their current address and telephone number on file in the Registrar's Office.

### **Reporting Emergencies**

In the event of an emergency, such as a fire, campus violence, etc., follow the instructions of the Building Coordinator or other staff/faculty member. If you discover a fire and a staff/faculty member is not immediately available, pull the nearest fire alarm and exit the building.

If there is a need for immediate medical/first aid attention, notify the switchboard operator by picking up any red emergency phone or dial "0" on any in-house telephone or (252) 792-1521 from a cell phone or outside line. When calling, stay calm and explain the nature and location of the emergency.

## **STUDENT CONDUCT**

Self-discipline is an essential element of individual growth and development. Accordingly, students are expected to display the qualities of courtesy and integrity which characterize the behavior of mature individuals.

### **Student Governance and Conduct Code**

**ACADEMIC STANDING** - Students' academic standing shall be determined under the rules and regulations proposed by the faculty and approved by the President. However, students may appeal a decision on academic standing by doing so in writing. Such an appeal should be made to the Dean of Academic Affairs & Student Services.

**RIGHTS AND RESPONSIBILITIES** - The rights of students, including the freedom to observe, hear, study, and write are acknowledged by Martin Community College. In exercising their rights of citizenship, students are encouraged to act as responsible citizens and to further the principles of free learning. All students or constituted group of students have the right to express their views and concerns regarding the operation of Martin Community College.

**DISMISSAL, SUSPENSION, OR EXPULSION** - The President or any other authorized college official may dismiss, suspend, or expel any student who disrupts the legal mission, educational processes, or functions of the College.

**DISRUPTION** - Students shall not, by use of violence, force, coercion, threat, intimidation, or any other means, intentionally cause obstruction or disruption of any educational processes or other school-related functions. Students shall not

encourage or urge other students to engage in disruptive activities. Disruptive behavior includes, but is not limited to, the following:

1. Occupying any college building or room with the intent of depriving others of its use;
2. Blocking the entrance or exit of any building or corridor to willfully deprive others of access to or from the building or corridor;
3. Setting fire to or damaging any college building or property;
4. Possessing a firearm or any other weapon on the College premises or threatening the use of explosives. The only exception to this policy is that law enforcement officers, either on duty or on call, may wear a firearm while on campus as part of their prescribed equipment. Basic Law Enforcement Training students may possess a weapon if used in connection with a regularly scheduled educational, recreational, or training program under adequate supervision of an MCC employee;
5. Preventing or attempting to prevent any class, activity, meeting, or assembly on the College campus;
6. Blocking normal pedestrian or vehicular traffic on the campus of Martin Community College;
7. Continuously and/or intentionally making noise or acting in any manner so as to interfere with instructors' ability to conduct their classes or other duties;
8. Stealing or attempting to steal College property or personal property belonging to other students, employees, or visitors while on the campus of Martin Community College;
9. Intentionally causing physical injury or behaving in such a way as to cause physical injury to other students or employees while on campus or while at a college-sponsored activity off campus;
10. Possessing, using, transmitting, or being under the influence of any narcotic, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or any other kind of intoxicant while on campus. Using a drug as prescribed and officially authorized by a physician will not be considered a violation of this regulation;
11. Intentionally and knowingly furnishing false information with intent to exploit or to commit an act of fraud;
12. Deliberately cheating or knowingly and intentionally engaging in acts of plagiarism;
13. Outright refusing to obey or follow the instructions of instructors or any other college officials in a manner which could jeopardize the education or the security of others;
14. Gambling while on campus or at a college-sponsored activity;
15. Intentionally and openly using profanity while on campus or at a college-sponsored activity in such a manner that listeners could be unnecessarily embarrassed, offended, or insulted;
16. Intentionally and openly engaging in obscene activities while on campus or at a college-sponsored event;
17. Using portable radios, cassettes, CDs, portable/cellular telephones, pagers, etc., inside any building on the campus of Martin Community College in a disruptive manner. If these devices disrupt class, instructors have the right to ask students not to bring them; and
18. Bringing food or drinks into classrooms where signage indicates "No Food or Drinks Allowed."

### **Student Grievance Procedure**

The purpose of MCC's Student Grievance Policy is to assure students that their grievances will be considered in a fair and rapid manner and in a non-threatening atmosphere. Students have the right to grieve when they have reason to believe that a condition, situation, or an action affecting them is unjust, inequitable, and/or a hindrance to effective performance. A grievable action is an action that is in violation of written campus policies or procedures or constitutes arbitrary, capricious, or unequal application of written campus policies and procedures.

#### **Procedures**

The procedure is not intended to initiate disciplinary action against a member of the faculty, staff, or administration, or to alter college policy. Students dissatisfied with a financial aid decision must see the Financial Aid Director.

The following outlines the grievance procedure to be followed:

1. Students with concerns should first discuss their problem with the faculty or staff member(s) who are involved. Both parties should attempt to resolve the issue in discussion.
2. If the complaint is not resolved, the student must talk with the faculty/staff member's immediate supervisor who will attempt to resolve the complaint.
3. In the event that the grievance cannot be resolved within the department, students should submit a signed grievance form to the Dean of Academic Affairs and Student Services within five (5) school days after completion of step 2. (Forms are available in the Registrar's Office.) Copies of the complaint will be forwarded to the appropriate dean of the area involved. The complaint should fully specify the time, place, and nature of the incident which resulted in the complaint.
4. Within five (5) school days after receiving a signed grievance form, the Dean of Academic Affairs and Student Services will schedule a meeting of the Hearing Committee to establish facts and recommend action. The student or staff member may have persons appear on his/her behalf provided a list of names is given to the Dean of Academic Affairs and Student Services one (1) calendar day prior to the hearing. If the grievance is related to a clinical issue, a representative with clinical knowledge must serve on the Hearing Committee.
5. Within ten (10) school days, the Hearing Committee shall submit its findings of facts and recommendations to the Dean of Academic Affairs and Student Services with copies going to each party of the grievance and to the college President. This shall serve as a final decision unless changed through the appeal process.
6. The accused, or the grievant, may request in writing an appeal to the President within three (3) school days of receipt of a decision. The President will render a decision within ten (10) school days and transmit it in writing to both concerned parties and to the Hearing Committee. In all cases, the President's decision shall serve as the final governing authority of the College.

### **Drug and Alcohol Policy**

The abuse and use of drugs and alcohol are subjects of immediate concern in our society. These problems are extremely complex and ones for which there are no easy solutions. Illicit drug use and the abuse of alcohol are dangerous to one's health and may result in serious illness or death. From a safety perspective, the users of drugs or alcohol may impair the well-being of all employees, students, and the public at large; drug and alcohol use may also lead to damage of College property.

Each MCC employee shall, as a condition of employment, (\* see definitions - pp 57-58)

- a. Abide by the terms of this Drug and Alcohol Policy, and
- b. Notify the College of any criminal drug statute conviction for a violation occurring within the College workplace, on College premises, or as part of any College sponsored activity no later than five (5) days after such conviction.

Each MCC student shall abide by the terms of this Drug and Alcohol Policy as a condition of enrollment.

### **Lawful Conduct**

Therefore, it is the policy of Martin Community College (MCC) that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance\* or alcoholic beverage\* is prohibited in the College workplace, on College premises, or while participating in or attending any College sponsored activities. MCC does not differentiate between those who manufacture, distribute, dispense, sell, possess, or use controlled substances or alcohol.

Furthermore, it is the policy of MCC that any MCC current employee or currently enrolled student who is convicted of violating any criminal drug statute or alcoholic beverage control statute be subject to the MCC disciplinary action policy, up to and including termination/expulsion.



**Timely Notice**

Each employee or student is required to notify the College within five (5) calendar days after he/she is convicted for a violation of any federal, state, or local criminal drug statute or alcoholic beverage control statute where such violation occurred while in the workplace, on College premises, or as part of any College-sponsored activity. The College shall take appropriate disciplinary action within thirty (30) calendar days from receipt of such notice.

Counseling services are available on a limited basis by the counselor in Student Services. Additional counseling, treatment, and rehabilitative services will be referred by the counselor in Student Services.

**Federal Grants**

Convictions\* of employees working under federal grants for violating any federal, state, or local criminal drug statute where such violation occurred while in the workplace, on College premises, or as part of any College sponsored activity shall be reported to the appropriate federal agency. Each employee engaged in the performance of such a grant shall be given a copy of the policy statements regarding lawful conduct, timely notice, the requirement to abide by the terms of these statements, and actions that might be taken against employees for violating such policies.

The President of MCC shall ensure that the federal agency with which the grant was made is notified within ten (10) days after receiving notice of a conviction for a violation occurring in the College workplace, on College premises, or as part of any College-sponsored activity from an employee or otherwise receiving actual notice of such conviction. The College shall, within thirty (30) calendar days from receipt of such notice, take appropriate disciplinary action.

NOTE: As a condition of further employment on any federal government grant, the law requires all employees to abide by this policy.

**Disciplinary Action**

Any College employee or student violating these policies will be subject to disciplinary action up to and including termination or expulsion and referral for prosecution.

Alternatively, the College may require the MCC employee or student to satisfactorily participate in a drug abuse assistance or rehabilitation program or alcohol rehabilitation program approved for such purpose by a federal, state, or local health agencies, law enforcement, or other appropriate agency.

**Drug-Free Awareness Program**

The College shall establish a Drug-Free Awareness Program to inform employees and students about:

- a. The dangers of drug abuse,
- b. The government policy of maintaining a drug and alcohol-free environment,
- c. Any available drug or alcohol abuse counseling, rehabilitation, and assistance programs, and
- d. The penalties that may be imposed upon employees or students for drug abuse violations.

**\* Definitions**

The term **alcoholic beverage** includes beer, wine, whiskey, and any other beverage listed in Chapter 18B of the General Statutes of North Carolina.

The term **controlled substance** means any drug listed in Title 21 (21 CFR), Section 812, Schedules I-V, and other regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, these are drugs which have a high potential for abuse, including, but not limited to heroin, marijuana, cocaine, PCP, and “crack.” The term also includes “legal drugs” which are not prescribed by a licensed physician.



A **conviction** means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or State criminal drug statutes.

The term **criminal drug statute** means a criminal statute involving manufacture, distribution, dispensation, use, or possession of any controlled substance.

The term **drug-free workplace** means a site for the performance of work done in connection with a specific grant or contract of an entity at which employees of such entity are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance.

**Employee:** Students employed under the College Work Study Program are considered to be employees of Martin Community College.

**Employee:** For Federal grants and contracts the term employee means an MCC employee directly engaged in the performance of work pursuant to the provisions of the grant or contract.

### **Campus Security and Crime Awareness**

Martin Community College (MCC or College) shall comply with the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act* (Title II of Public Law 101-542, amended 1998), also known as the *Clery Act*. It is available online at [http://www.martincc.edu/news/Crime/Annual\\_Security\\_Report.pdf](http://www.martincc.edu/news/Crime/Annual_Security_Report.pdf) or a hard copy is located at the front desk in Building 1.

The following statements of MCC Policy and associated practices shall be provided to the campus community and the public.

#### **Reporting Crimes**

It is the policy of Martin Community College to require all persons to report all known and suspected criminal activities and other emergencies that occur on campus to the Dean of Administrative Services. The MCC switchboard operator shall be available during normal business hours so that reports of an urgent nature may be reported.

The Dean of Administrative Services, having been notified of an incident, shall notify appropriate personnel, including law enforcement personnel, and investigate and document the incident.

Martin Community College encourages anyone who is the victim of or witness to criminal incidents that occur at MCC sponsored off-campus activities to report them to the appropriate law enforcement agency having jurisdiction. If a victim or witness does not wish to pursue action under the MCC system or the criminal justice system, he/she may file a report on the details of the incident with the Dean of Administrative Services without revealing his/her identity. The purpose of a confidential report is to comply with one's wish to keep the matter confidential, while taking steps to ensure the future safety of the campus community. Reports filed in this manner shall be included in the Annual Crime Report.

All criminal activities that occur on any MCC campus or at MCC-sponsored activities, including off-campus activities, shall be reported by the College President, or his/her designee, to the appropriate law enforcement agency.

#### **Security of and Access to Campus Facilities**

Access to MCC facilities (e.g., buildings) shall be provided to the public on weekdays from 7:00 a.m. until 9:00 p.m., except for scheduled holidays or announced periods of closure. Access at other times shall be controlled by the assignment of keys and alarm system access codes.

Access to private offices shall be controlled by the assignment of keys to individuals.

Access to classrooms or sensitive areas (e.g., Maintenance facilities, network server rooms, etc.) shall be controlled by assignment of keys to responsible faculty and/or staff members.

### **Lockdown**

If there is a campus intruder who is armed, the campus will go on lockdown. Students who are on campus should seek cover in a classroom and follow the instructor's directions while the campus is on lockdown. If students are out of doors, they should seek concealment behind cars, dumpsters, or other large objects, using extreme caution to prevent being visible target. Cell phones should be put on vibrate immediately. Students who are off campus will be notified by email to remain off campus until the emergency is resolved.

### **Campus Law Enforcement**

The College receives support from local and State agencies having jurisdiction. These security personnel have complete police authority to apprehend and arrest anyone involved in illegal acts, either on or off campus.

### **Alcohol and Illegal Drugs**

See MCC Policy, Illegal Drugs and Alcohol.

### **Title IX Policy: Discrimination on the Basis of Sex & Sexual Misconduct**

Martin Community College is committed to providing a learning and working environment that promotes personal integrity, civility and mutual respect in an environment free of discrimination on the basis of sex, which includes all forms of sexual misconduct. Sex discrimination violates an individual's fundamental rights and personal dignity. Martin Community College considers sex discrimination in all its forms to be a serious offense. This policy refers to all forms of sex discrimination, including but not limited to: sexual harassment, sexual assault, and sexual violence by employees, students, or third parties. See the complete MCC Title IX Policy and procedures on the MCC website.

### **Firearms and Other Weapons on Campus**

Martin Community College endorses North Carolina General Statute 14-269.2 "*Firearms and Other Weapons on Campus.*" It is therefore prohibited to possess or carry weapons as defined by GS 14-269.2 or powerful explosives as defined by GS 14-284.1 on College premises or to a curricular or extra-curricular activity sponsored by the College. This includes hunting rifles left in vehicles in parking lots.

Students who possess (openly or concealed) or use a Class I Felony Weapon of any kind or powerful explosive (see definitions) on campus or at a campus-related activity sponsored by the College will be suspended from enrollment for a period of not less than one year. For a second offense, the student will be expelled.

Employees who possess (openly or concealed) or use a Class I Felony Weapon of any kind or powerful explosive on campus or at a campus-related activity sponsored by the College will be terminated from employment at the College.

Students who possess (openly or concealed) or use a Class I Misdemeanor Weapon (see definitions) will be suspended from enrollment for a minimum period of at least one semester. For a second offense, the student will be expelled.

NOTE: Certain exceptions are made in GS 14-269.2(g) for weapons used solely for educational purposes or a College approved program conducted under the supervision of an adult whose supervision has been approved by the College (e.g., BLET).

### **Records Collection and Retention (Clery Act)**

The College shall establish and maintain records of crimes reported to the Dean of Administrative Services. Records to be kept include, but are not limited to, copies of crime reports; Daily Crime Logs; records of arrests made on College property and referrals for disciplinary action related to criminal activity; Timely Warning reports; and documentation such as letters to and from local police having to do with *Clery Act* compliance.

The College shall establish and maintain a Daily Crime Log and ensure that it is open to public inspection. This Crime Log shall include all reported crimes, not just *Clery Act* crimes. The Daily Crime Log shall be kept for three years following the publication of the last Annual Crime Report to which they apply (in effect, seven years).

The College shall also make a reasonable good-faith effort to obtain crime statistics from appropriate law enforcement agencies to include in the Annual Crime Report and the web-based report to the U.S. Department of Education's Office of Postsecondary Education (OPE). If local law enforcement agencies having jurisdiction cannot provide a breakdown of statistics specific to *Clery Act* geographic areas, these statistics may be omitted from the Annual Crime Report and OPE data. In this situation, the College shall provide a statement explaining that local law enforcement could not provide a statistical breakdown appropriate for *Clery Act* reporting.

### **Information Dissemination**

To provide campus community members with the information necessary to make informed decisions about their safety, the College shall disseminate information in the following ways:

#### **Timely Warning**

In order to keep the campus community informed about safety and security issues on an ongoing basis, the Dean of Administrative Services shall alert the campus community of any *Clery Act* crimes that are

- ◆ reported to campus security authorities or local police agencies; and
- ◆ considered by the College to represent a serious or continuing threat to students, employees, or visitors.

(See definitions of *Clery Act* crimes in The Handbook for Campus Crime Reporting, published by the U.S. Department of Education Office of Postsecondary Education).

These alerts shall be issued by the Dean of Administrative Services (or his/her designee) to students, faculty, staff, and, where appropriate, visitors by means of the College email system, bulletin boards, including electronic bulletin boards, or circulars. These warnings shall include the nature of the threat, when and where it occurred, and what, if any, action one should take to mitigate the threat to themselves.

Exceptions: The College is not required to provide a timely warning for crimes reported to a professional counselor (see definitions p. 55). There are no other exceptions.

### **Access to the Daily Crime Log**

The Daily Crime Log for the most recent 60-day period shall be accessible to the public at MCC's main campus, upon request, during normal business hours. Any portion of the log that is older than 60 days shall be made available within two business days of a request for public inspection.

### **Annual Crime Report**

The Dean of Academic Affairs and Student Services (or designee) shall prepare an Annual Crime Report and distribute it to all current students and employees. The categories of crimes so reported shall comply with the definitions given in the *Clery Act*.

The Annual Crime Report shall be distributed to all current students and employees by giving a copy to individuals via the US Post Office, campus mail, email, or a combination of these methods. This distribution shall take place no later than October 1 of each year. In addition, the Annual Crime Report shall be posted on the MCC web site. The report shall also be provided free of charge to prospective students and employees upon request (see definitions p. 55). The Annual Crime Report shall be made available at the offices of Student Services and Administrative Services.

### **Security [Crime] Awareness and Prevention Programs**

Crime awareness shall be addressed periodically through appropriate media.

**Information about Registered Sex Offenders**

The College shall inform the campus community that an SBI registration list of sex offenders is maintained and available from the NC SBI at the following site: <http://ncfindoffender.com/search.aspx>.

**Submission Crime Statistics to the OPE (ED.gov)**

The Dean of Academic Affairs and Student Services or his/her designee shall participate in the Campus Crime and Security at Postsecondary Education Institutions Survey, conducted by the U.S. Department of Education's Office of Postsecondary Education (OPE). This will be accomplished by entering crime data included in the Annual Crime Report into a database at the URL: <http://surveys.ope.ed.gov/security>

**Access to Pertinent Regulations, Laws, and Statutes**

Copies of or access to regulations, laws, and statutes pertinent to the *Clery Act*, including G.S. 14-269.2 Firearms and Other Weapons on Campus, G.S. 14-2841, and the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Title II of Public Law 101-542, amended 1998) shall be made available at the offices of Administrative Services and Student Services.

**Definitions**

**Class I Felony Weapon:** per GS 14-269.2(b) any gun, rifle, pistol, or other firearm of any kind. (Does not apply to BB guns, stun guns, air rifles, or air pistols).

**Class I Misdemeanor Weapon:** per GS 14-269.2(d) any BB gun, stun gun, air rifle, air pistol, bowie knife, dirk, dagger, slingshot, leaded cane, switchblade knife, blackjack, metallic knuckles, razors and razor blades (except for personal shaving), firework, or any sharp-pointed or edged instrument except instructional supplies, unaltered nail files and clips and tools used solely for the preparation of food, instruction, and maintenance.

**Expelled:** a student who has been expelled is cut off from membership or relations with the College. Expelled students are barred from registering and/or attending classes and official College functions. Appearance on College premises should be limited to official business with the College, such as attendance at a Grievance Hearing or reinstatement proceedings.

**Powerful Explosive:** per GS 14-284.1 includes but is not limited to nitroglycerin, trinitrotoluene, and blasting caps, detonators, and fuses for the explosion thereof.

**Professional Counselor:** a person whose official responsibilities include providing mental health counseling to members of the College's community and who is functioning within the scope of his or her license or certification. This definition applies even to professional counselors who are not employees of the institution, but are under contract to provide counseling at the institution.

**Prospective Employee:** an individual who has contacted the College requesting information concerning employment with the College.

**Prospective Student:** an individual who has contacted the College requesting information about admission to the College.

## INTELLECTUAL PROPERTY

Martin Community College encourages students, faculty, and staff to participate in creating innovative ideas. This includes but is not limited to research, publication, copyrighted protections, and patents. This policy outlines the ownership of intellectual property.

Ownership of intellectual property created by faculty and staff is retained by the creator provided the following conditions are met:

- ◆ There is no direct, significant use of institutional resources including, but not limited to, College supplied equipment, supplies, computer usage, laboratory, shop, office time, or College funds.
- ◆ The development of the intellectual property is neither performed at the College nor while under contract to the College for any purpose such that a conflict of interest would occur.
- ◆ The intellectual property is not created as part of the faculty or staff member's normal job duties or as a special project requested by College administrators.

Students are allowed to retain ownership of all intellectual property created in the course of their education at the College. In order to comply with State and MCC policy (Item #45560 [student test papers]), originals of course work may be retained by the instructor as proof of completion or requirements of a course. These will be destroyed in compliance with policy in order to protect the student's ownership and confidentiality of the material.

Members of the faculty/staff, including full-time and part-time adjunct faculty, are allowed to take course materials created for the College, including distance education courses and any supplemental materials created for the courses, to other institutions of higher education for institutional, educational use. However, Martin Community College retains the rights to continue to use and distribute these course materials, including distance education courses and supplemental materials, created during the faculty/staff member's employment with the College. The College also retains the right to use those materials as it sees fit and to make changes to the course and the materials without notification to the creator of the course or material.

Unless otherwise provided in a written agreement, the College owns all rights to copyright or patentable work created by an employee in the course or scope of employment with College facilities, time, or resources. The College may enter into an agreement with the employee for an equitable arrangement for joint ownership, sharing of royalties, or reimbursement to the College for its costs and support of the employee's creation of intellectual property.

## **SMALL BUSINESS CENTER**

The Martin Community College Small Business Center supports the development of new businesses and the growth of existing businesses by being a community-based provider of training, counseling, and resource information. Training sessions are offered in a wide variety of workshops, seminars, and short courses which include:

- ◆ How to Start a Business
- ◆ How to Write a Business Plan
- ◆ How to Finance a Business
- ◆ How to Research and Market a Business
- ◆ Record Keeping and Taxes for a Small Business

Confidential counseling services and most seminars and workshops are free of charge. Services provided by the Small Business Center can be customized to suit specific business needs.

Contact the Small Business Center for seminar schedules, counseling, and more information on services provided. The Small Business Center is located in Building 4.

**MARTIN COMMUNITY COLLEGE**  
**2016**  
**PERFORMANCE MEASURES FOR STUDENT SUCCESS**

The 2016 Performance Measures for Student Success provide system-wide baselines and goals for each measurement shown below, thus providing a consistent, statistically-defined baseline and goal to promote transparency, simplicity, and objectivity.

Measurement	System Excellence Level	System Baseline	Average College %	System Totals (All Students)	Martin Community College	Met or Exceeded Excellence Level	Below Excellence Level, Above College Average	Below College Average, Above Baseline Level	Below Baseline Level
BASIC SKILLS PROGRESS	68.3%	34.5%	56.1%	55.7%	49.1%	No	No	Yes	No
CREDIT ENGLISH SUC.	55.9%	23.8%	46.9%	48.4%	28.6%	No	No	Yes	No
CREDIT MATH SUC.	32.5%	10.1%	26.9%	27.6%	27.5%	No	Yes	No	No
FIRST YEAR PROGRESS	75.0%	54.1%	68.4%	67.6%	72.6%	No	Yes	No	No
CURR. COMP. RATE	51.9%	35.9%	44.1%	43.7%	42.6%	No	No	Yes	No
LICENSURE-PASSING RATE	90.9%	69.9%	82.3%	84.4%	66.7%	No	No	No	Yes
TRANS. PERF.	87.6%	65.1%	82.7%	82.4%	78.9%	No	No	Yes	No

The full report is available at [http://www.nccommunitycolleges.edu/sites/default/files/data-warehouses/2016\\_performance\\_measures\\_report\\_20160816\\_final.pdf#overlay-context=analytics/stae-and-federal-performance-measures](http://www.nccommunitycolleges.edu/sites/default/files/data-warehouses/2016_performance_measures_report_20160816_final.pdf#overlay-context=analytics/stae-and-federal-performance-measures).





# VOCATIONAL AND TECHNICAL EDUCATION

# ACCOUNTING

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

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

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

## Mission Statement

The Accounting Program’s mission is to prepare students to enter the business world with confidence by providing and ensuring appropriate and consistent academic rigor in the business and accounting programs; encouraging high school guidance counselors to recommend the business and accounting programs to high school students; and working with the community leaders to embrace the Work-Based Learning program, and for community business leaders to seek out and hire Martin Community College business and accounting graduates.

## Program Learning Outcome:

All students in the Accounting Program will earn at least a C average in ACC 120 and ACC 121.

## Student Learning Outcomes:

- ◆ Demonstrate an understanding of the accounting process and functions.
- ◆ Prepare financial statements.
- ◆ Analyze essential information concerning financial operations.

## ACCOUNTING

A.A.S. Degree (A25100)

### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit	Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 1</b>							<b>SPRING SEMESTER 2</b>						
ACA 115	Success and Study Skills <i>or</i>						ACC 150	Accounting Software Applications <i>or</i>					
ACA 122	College Transfer Success	0	2	0	0	1	WBL 112	Work-Based Learning	1	2	0	0	2
ACC 120	Principles of Financial Accounting	3	2	0	0	4	ACC 269	Auditing & Assurances Services	3	0	0	0	3
BUS 110	Introduction to Business	3	0	0	0	3	BUS 225	Business Finance	2	2	0	0	3
BUS 121	Business Math	2	2	0	0	3	BUS 260	Business Communication	3	0	0	0	3
ECO 251	Principles of Microeconomics	3	0	0	0	3		Behavioral/Social Sciences	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3		Humanities/Fine Arts	3	0	0	0	3
	<b>TOTALS</b>	<b>14</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>17</b>		<b>TOTALS</b>	<b>15</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>17</b>
<b>SPRING SEMESTER 1</b>							<b>PROGRAM TOTAL</b>						
ACC 121	Principles of Managerial Accounting	3	2	0	0	4	<b>68</b>						
ACC 129	Individual Income Taxes	2	2	0	0	3							
ACC 140	Payroll Accounting	1	2	0	0	2							
CIS 110	Intro. to Computers	2	2	0	0	3							
ECO 252	Principles of Macroeconomics	3	0	0	0	3							
MAT 110	Math Measurement & Literacy <i>or</i>	2	2	0	0	3							
MAT 171	Precalculus Algebra	3	2	0	0	4							
	<b>TOTALS</b>	<b>14</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>18/19</b>							
<b>FALL SEMESTER 2</b>							<b>MAJOR HOURS ELECTIVES</b>						
ACC 220	Intermediate Accounting I	3	2	0	0	4	Prefix	Course Title					
ACC 225	Cost Accounting	3	0	0	0	3	COE 110	World of Work	1	0	0	0	1
BUS 115	Business Law I	3	0	0	0	3	COE 111	Co-op Work Experience I	0	0	10	0	1
COM 231	Public Speaking <i>or</i>						COE 112	Co-op Work Experience II	0	0	20	0	2
ENG 115	Oral Communications	3	0	0	0	3	BUS 135	Principles of Supervision	3	0	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3	BUS 137	Principles of Management	3	0	0	0	3
	<b>TOTALS</b>	<b>14</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>16</b>	BUS 153	Human Resource Management	3	0	0	0	3
							CTS 230	Advanced Spreadsheets	2	2	0	0	3
							DBA 110	Database Concepts	2	3	0	0	3
							DBA 115	Database Applications	2	2	0	0	3
							OST 136	Word Processing	2	2	0	0	3
							OST 236	Advanced Word	2	2	0	0	3
							OST 286	Professional Development	3	0	0	0	3
							SPA 111	Elementary Spanish	3	0	0	0	3

# AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

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. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems. Diploma graduates should be able to assist in the start-up, preventive maintenance, service, repair, and/or installation of residential and light commercial systems. AAS degree graduates should be able to demonstrate an understanding of system selection and balance and advanced systems.

## Student Learning Outcomes:

- ◆ Install, service, and troubleshoot air conditioning, heating, and refrigeration systems and associated components.
- ◆ Select and properly use a variety of air conditioning, heating, and refrigeration tools and equipment.
- ◆ Prepare and interpret electrical, mechanical, and piping drawings.

## AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

A.A.S. Degree (A35100)

*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 1</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
AHR 110	Introduction to Refrigeration	2	6	0	0	5
AHR 111	HVACR Electricity	2	2	0	0	3
AHR 113	Comfort Cooling	2	4	0	0	4
AHR 220	Commercial Building Codes	2	0	0	0	2
COM 231	Public Speaking <i>or</i>					
ENG 115	Oral Communications	3	0	0	0	3
ELC 125	Diagrams and Schematics	1	2	0	0	2
	<b>TOTALS</b>	<b>12</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>20</b>
<b>SPRING SEMESTER 1</b>						
AHR 112	Heating Technology	2	4	0	0	4
AHR 114	Heat Pump Technology	2	4	0	0	4
AHR 115	Refrigeration Systems	1	3	0	0	2
AHR 160	Refrigeration Certification	1	0	0	0	1
AHR 180	HVAC Customer Relations	1	0	0	0	1
AHR 211	Residential Systems Design	2	2	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	0	3
	<b>TOTALS</b>	<b>11</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>18</b>
<b>FALL SEMESTER 2</b>						
AHR 120	HVAC Maintenance	1	3	0	0	2
AHR 130	HVACR Controls	2	2	0	0	3
AHR 133	HVAC Servicing	2	6	0	0	4
AHR 210	Residential Building Code	1	2	0	0	2
AHR 213	HVACR Building Code	1	2	0	0	2
AHR 215	Commercial HVAC Controls	1	3	0	0	2
	Humanities/Fine Arts	3	0	0	0	3
	<b>TOTALS</b>	<b>11</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>18</b>
<b>SPRING SEMESTER 2</b>						
AHR 140	All-Weather Systems	1	3	0	0	2
AHR 212	Advanced Comfort Systems	2	6	0	0	4
AHR 240	Hydronic Heating	1	3	0	0	2
AHR 245	Chiller Systems	1	3	0	0	2
CIS 111	Basic PC Literacy	1	2	0	0	2
ENG 111	Writing and Inquiry	3	0	0	0	3
	Behavioral/Social Sciences	3	0	0	0	3
	<b>TOTALS</b>	<b>12</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>18</b>
	<b>PROGRAM TOTAL</b>					<b>74</b>

## AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY

Diploma Program (D35100)

*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 1</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
AHR 110	Introduction to Refrigeration	2	6	0	0	5
AHR 111	HVACR Electricity	2	2	0	0	3
AHR 113	Comfort Cooling	2	4	0	0	4
AHR 220	Commercial Building Codes	2	0	0	0	2
ELC 125	Diagrams and Schematics	1	2	0	0	2
ENG 115	Oral Communications	3	0	0	0	3
	<b>TOTALS</b>	<b>12</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>20</b>
<b>SPRING SEMESTER 1</b>						
AHR 112	Heating Technology	2	4	0	0	4
AHR 114	Heat Pump Technology	2	4	0	0	4
AHR 115	Refrigeration Systems	1	3	0	0	2
AHR 160	Refrigeration Certification	1	0	0	0	1
AHR 180	HVAC Customer Relations	1	0	0	0	1
AHR 211	Residential Systems Design	2	2	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	0	3
	<b>TOTALS</b>	<b>11</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>18</b>
	<b>DIPLOMA TOTAL</b>					<b>38</b>

*Gainful Employment information is available at...*

[http://www.martincc.edu/sites/default/files/](http://www.martincc.edu/sites/default/files/AirConditioningHeatingandRefrigerationTechnologyDiploma.html)

[AirConditioningHeatingandRefrigerationTechnologyDiploma.html](http://www.martincc.edu/sites/default/files/AirConditioningHeatingandRefrigerationTechnologyDiploma.html)

**AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY**

**Refrigeration Certificate Program (C35100A)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
AHR 110	Introduction to Refrigeration	2	6	0	0	5
AHR 111	HVACR Electricity	2	2	0	0	3
AHR 115	Refrigeration Systems	1	3	0	0	2
ELC 125	Diagrams & Schematics	1	2	0	0	2
<b>TOTALS</b>		<b>6</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>12</b>
<b>CERTIFICATE TOTAL</b>						<b>12</b>

**AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY**

**Year-Round Comfort Systems Certificate Program (C35100D)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
AHR 111	HVACR Electricity	2	2	0	0	3
AHR 112	Heating Technology	2	4	0	0	4
AHR 113	Comfort Cooling	2	4	0	0	4
AHR 140	All-Weather Systems	1	3	0	0	2
<b>TOTALS</b>		<b>7</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>13</b>
<b>CERTIFICATE TOTAL</b>						<b>13</b>

**AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY**

**Air Conditioning Certificate Program (C35100B)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
AHR 110	Introduction to Refrigeration	2	6	0	0	5
AHR 111	HVACR Electricity	2	2	0	0	3
AHR 113	Comfort Cooling	2	4	0	0	4
<b>TOTALS</b>		<b>6</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>12</b>
<b>CERTIFICATE TOTAL</b>						<b>12</b>

**AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY**

**Career & College Promise Certificate Pathway (C35100P1)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
AHR 110	Intro to Refrigeration	2	6	0	0	5
AHR 111	HVACR Electricity	2	2	0	0	3
AHR 114	Heat Pump Technology	2	4	0	0	4
ISC 112	Industrial Safety	2	0	0	0	2
<b>TOTALS</b>		<b>8</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>14</b>
<b>CCP CERTIFICATE TOTAL</b>						<b>14</b>

**AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY**

**Installation Certificate Program (C35100E)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
AHR 110	Introduction to Refrigeration	2	6	0	0	5
AHR 111	HVACR Electricity	2	2	0	0	3
AHR 113	Comfort Cooling	2	4	0	0	4
AHR 211	Residential System Design	2	2	0	0	3
<b>TOTALS</b>		<b>8</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>15</b>
<b>CERTIFICATE TOTAL</b>						<b>15</b>

**AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY**

**Career & College Promise Certificate Pathway (C35100P2)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
AHR 110	Intro to Refrigeration	2	6	0	0	5
AHR 111	HVACR Electricity	2	2	0	0	3
AHR 115	Refrigeration Systems	1	3	0	0	2
AHR 211	Residential System Design	2	2	0	0	3
ELC 111	Intro to Electricity	2	2	0	0	3
ISC 112	Industrial Safety	2	0	0	0	2
<b>TOTALS</b>		<b>11</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>18</b>
<b>CCP CERTIFICATE TOTAL</b>						<b>18</b>

**AIR CONDITIONING, HEATING, AND REFRIGERATION TECHNOLOGY**

**Heat Pumps Certificate Program (C35100C)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
AHR 110	Introduction to Refrigeration	2	6	0	0	5
AHR 111	HVACR Electricity	2	2	0	0	3
AHR 114	Heat Pump Technology	2	4	0	0	4
<b>TOTALS</b>		<b>6</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>12</b>
<b>CERTIFICATE TOTAL</b>						<b>12</b>

# AUTOMOTIVE SYSTEMS TECHNOLOGY

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

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

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

## Student Learning Outcomes:

- ◆ Inspect, diagnose, disassemble, repair, replace, and service each of the basic systems in various types of vehicles to a NATEF (National Automotive Technician Education Foundation) standard.
- ◆ Inspect, diagnose, disassemble, repair, replace, and service each of the advanced systems in various types of vehicles to a NATEF (National Automotive Technician Education Foundation) standard.
- ◆ Demonstrate knowledge and understanding of automotive systems to a level at, or above that required for ASE (National Institute for Automotive Service Excellence) certification in general automotive service.

## AUTOMOTIVE SYSTEMS TECHNOLOGY

A.A.S. Degree (A60160)

### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit	Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 1</b>							<b>SPRING SEMESTER 2</b>						
ACA 115	Success and Study Skills	0	2	0	0	1	AUT 221	Auto Transmission/Transaxles	2	3	0	0	3
AUT 151	Brake Systems	2	3	0	0	3	AUT 221A	Auto Transmission/Transaxles Lab	0	3	0	0	1
AUT 151A	Brake Systems Lab	0	3	0	0	1	AUT 281	Advanced Engine Performance	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3	HUM 110	Technology and Society	3	0	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	0	3	PSY 118	Interpersonal Psychology	3	0	0	0	3
TRN 110	Intro to Transport Tech	1	2	0	0	2	WLD 212	Inert Gas Welding	1	3	0	0	2
TRN 120	Basic Transport Electricity	4	3	0	0	5	<b>TOTALS</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>15</b>	
	<b>TOTALS</b>	<b>12</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>18</b>							
<b>SPRING SEMESTER 1</b>							<b>PROGRAM TOTAL</b>						
AUT 141	Suspension and Steering Systems	2	3	0	0	3	<b>66</b>						
AUT 141A	Suspension and Steering Systems Lab	0	3	0	0	1							
AUT 181	Engine Performance I	2	3	0	0	3							
CIS 111	Basic PC Literacy	1	2	0	0	2							
TRN 140	Transport Climate Control	1	2	0	0	2							
TRN 140A	Transport Climate Control Lab	1	2	0	0	2							
TRN 145	Adv. Transport Electronics	2	3	0	0	3							
	<b>TOTALS</b>	<b>9</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>16</b>							
<b>FALL SEMESTER 2</b>													
AUT 116	Engine Repair	2	3	0	0	3							
AUT 116A	Engine Repair Lab	0	3	0	0	1							
AUT 183	Engine Performance II	2	6	0	0	4							
AUT 231	Manual Trans/Axles/Drivetrains	2	3	0	0	3							
AUT 231A	Manual Trans/Axles/Drivetrains Lab	0	3	0	0	1							
COM 231	Public Speaking <i>or</i>												
ENG 115	Oral Communications	3	0	0	0	3							
WLD 112	Basic Welding Processes	1	3	0	0	2							
	<b>TOTALS</b>	<b>10</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>17</b>							

## AUTOMOTIVE SYSTEMS TECHNOLOGY

### Diploma Program (D60160)

#### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 1</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
AUT 151	Brake Systems	2	3	0	0	3
AUT 151A	Brake Systems Lab	0	3	0	0	1
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	0	3
TRN 110	Intro to Transport Technology	1	2	0	0	2
TRN 120	Basic Transport Electricity	4	3	0	0	5
<b>TOTALS</b>		<b>12</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>18</b>

#### SPRING SEMESTER 1

AUT 141	Suspension and Steering	2	3	0	0	3
AUT 141A	Suspension and Steering Lab	0	3	0	0	1
AUT 181	Engine Performance I	2	3	0	0	3
TRN 140	Transport Climate Control	1	2	0	0	2
TRN 140A	Transport Climate Control Lab	1	2	0	0	2
TRN 145	Adv. Transport Electronics	2	3	0	0	3
<b>TOTALS</b>		<b>8</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>14</b>

#### FALL SEMESTER 2

AUT 116	Engine Repair	2	3	0	0	3
AUT 116A	Engine Repair Lab	0	3	0	0	1
AUT 183	Engine Performance II	2	6	0	0	4
AUT 231	Man Trans/Axles/Drivetrains	2	3	0	0	3
AUT 231A	Man Trans/Axles/Drivetrains Lab	0	3	0	0	1
<b>TOTALS</b>		<b>6</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>12</b>

**DIPLOMA TOTAL** 44

Gainful Employment information is available at...

<http://www.martincc.edu/sites/default/files/AutomotiveSystemsTechnologyDiploma.html>

## AUTOMOTIVE SYSTEMS TECHNOLOGY

### Career & College Promise Diploma Pathway (D60160P)

#### Required Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
ACA 115	Success & Study Skills	0	2	0	0	1
AUT 116	Engine Repair	2	3	0	0	3
AUT 116A	Engine Repair Lab	0	3	0	0	1
AUT 141	Suspension & Steering Systems	2	3	0	0	3
AUT 141A	Suspension & Steering Systems Lab	0	3	0	0	1
AUT 151	Brake Systems	2	3	0	0	3
AUT 151A	Brake Systems Lab	0	3	0	0	1
AUT 181	Engine Performance I	2	3	0	0	3
AUT 183	Engine Performance II	2	6	0	0	4
AUT 231	Man Trans/Axles/Drivetrains	2	3	0	0	3
AUT 231A	Man Trans/Axles/Drivetrains Lab	0	3	0	0	1
ENG 111	Writing and Inquiry	3	0	0	0	3
MAT 110	Math Measurement & Literacy	2	2	0	0	3
TRN 110	Intro to Transport Technology	1	2	0	0	2
TRN 120	Basic Transport Electricity	4	0	0	0	5
TRN 140	Transport Climate Control	1	2	0	0	2
TRN 140A	Transport Climate Control Lab	1	2	0	0	2
TRN 145	Adv Transport Electronics	2	3	0	0	3
<b>TOTALS</b>		<b>26</b>	<b>49</b>	<b>0</b>	<b>0</b>	<b>44</b>
<b>CCP DIPLOMA TOTAL</b>						<b>44</b>

## AUTOMOTIVE SYSTEMS TECHNOLOGY

### Engine Management, Steering, and HVAC Certificate Program (C60160B)

#### Required Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
AUT 141	Suspension and Steering	2	3	0	0	3
AUT 141A	Suspension and Steering Lab	0	3	0	0	1
AUT 181	Engine Performance I	2	3	0	0	3
AUT 281	Advanced Engine Performance	2	2	0	0	3
TRN 140	Transport Climate Control	1	2	0	0	2
TRN 140A	Transport Climate Control Lab	1	2	0	0	2
<b>TOTALS</b>		<b>8</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>14</b>
<b>CERTIFICATE TOTAL</b>						<b>14</b>

## AUTOMOTIVE SYSTEMS TECHNOLOGY

### Basic Automotive Certificate Program (C60160C)

#### Required Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
AUT 116	Engine Repair	2	3	0	0	3
AUT 116A	Engine Repair Lab	0	3	0	0	1
AUT 151	Brake Systems	2	3	0	0	3
AUT 151A	Brake Systems Lab	0	3	0	0	1
AUT 181	Engine Performance I	2	3	0	0	3
TRN 110	Intro to Transport Technology	1	2	0	0	2
<b>TOTALS</b>		<b>7</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>13</b>
<b>CERTIFICATE TOTAL</b>						<b>13</b>



# BIOTECHNOLOGY

The Biotechnology curriculum, which has emerged from molecular biology and chemical engineering, is designed to meet the increasing demands for skilled laboratory technicians in various fields of biological and chemical technology.

Course work emphasizes biology, chemistry, mathematics, and technical communications. The curriculum objectives are designed to prepare graduates to serve in three distinct capacities: research assistant to a biologist or chemist; laboratory technician/instrumentation technician; and quality control/quality assurance technician.

Graduates may find employment in various areas of industry and government including research and development, manufacturing, sales, and customer service.

## Student Learning Outcomes:

- ◆ Students should be able to apply principles of sound critical thinking to analyze and solve problems and make logical decisions.
- ◆ Students should be able to demonstrate effective speaking, writing, and reading skills.
- ◆ Students should be able to use the appropriate technology required for academic and work-related tasks.
- ◆ Students should be able to demonstrate appropriate mathematical skills required for academic and work-related tasks.

**Note:** Upon completion of all requirements, the AAS in Biotechnology is granted by Pitt Community College. The hours at Martin Community College are listed below.

## BIOTECHNOLOGY (Taught at MCC) (A20100)

### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
BIO 111	General Biology I	3	3	0	0	4
CHM 131	Introduction to Chemistry <i>and</i>	3	0	0	0	3
CHM 131A	Introduction to Chemistry Lab <i>or</i>	3	0	0	0	1
CHM 151	General Chemistry I	3	3	0	0	4
CIS 110	Introduction to Computers	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
	Behavioral/Social Science	3	0	0	0	3
	<b>TOTALS</b>	14	10	0	0	18
<b>SPRING SEMESTER</b>						
BIO 112	General Biology II	3	3	0	0	4
CHM 132	Organic and Biochemistry <i>or</i>					
CHM 152	General Chemistry II	3	3	0	0	4
ENG 112	Writing/Research in the Disc	3	0	0	0	3
MAT 110	Math Measurement and Literacy <i>or</i>	2	2	0	0	3
MAT 171	Precalculus Algebra	3	2	0	0	4
	Humanities/Fine Arts Elective	3	0	0	0	3
	<b>TOTALS</b>	14	8	0	0	17/18
	<b>PROGRAM TOTAL</b>					<b>31/32</b>

**Note:** Students wishing to pursue a Bachelors Degree in Biotechnology should take CHM 132, 151, 152, MAT 171 and should substitute ACA 122 College Success for ACA 115 Success and Study Skills.

**Note:** The remaining hours will be offered through Pitt Community College.

## BIOTECHNOLOGY (Taught at PCC) (A20100)

### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
BIO 275	Microbiology	3	3	0	0	4
BTC 181	Basic Lab Techniques	3	3	0	0	4
BTC 250	Molecular Genetics	3	0	0	0	3
BTC 270	Recombinant DNA Tech	3	3	0	0	4
BTC 281	Bioprocess Techniques	2	6	0	0	4
BTC 285	Cell Culture	2	3	0	0	3
	Science Elective	3	1	0	0	8
	Elective Experience	2	0	0	0	2
	<b>TOTALS</b>	21	19	0	0	32
	<b>PROGRAM TOTAL</b>					<b>32</b>
<b>Humanities/Fine Arts Electives:</b>						
ART 111, HUM 110, HUM 115, HUM 160, MUS 110, PHI 240						
<b>Behavioral/Social Science Electives:</b>						
POL 120, PSY 150, SOC 210						

# BUSINESS ADMINISTRATION

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

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

Through these skills, students will have a sound business education base for lifelong learning. Graduates are prepared for employment opportunities in government agencies, financial institutions, and large to small business or industry.

## Student Learning Outcomes:

- ◆ Demonstrate an understanding of the management process and functions and how these influence effective business practices.
- ◆ Identify appropriate technology, techniques and practices to collect, process, and interpret information for decision making.
- ◆ Demonstrate professional communication skills to process, manage, and communicate information.

## BUSINESS ADMINISTRATION

A.A.S. Degree (A25120)

### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit	Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 1</b>							<b>SPRING SEMESTER 2</b>						
ACA 115	Success and Study Skills <i>or</i>						BUS 152	Human Relations	3	0	0	0	3
ACA 122	College Transfer Success	0	2	0	0	1	BUS 153	Human Resource Management	3	0	0	0	3
ACC 120	Principles of Financial Accounting	3	2	0	0	4	BUS 230	Small Business Management	3	0	0	0	3
BUS 110	Introduction to Business	3	0	0	0	3	BUS 239	Business Applications Seminar <i>or</i>	1	2	0	0	2
BUS 121	Business Math	2	2	0	0	3	WBL 112	Work-Based Learning I	0	0	0	20	2
ECO 251	Principles of Microeconomics	3	0	0	0	3	BUS 260	Business Communications	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3	HUM 115	Critical Thinking	3	0	0	0	3
	<b>TOTALS</b>	<b>14</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>17</b>		<b>TOTALS</b>	<b>16</b>	<b>2</b>	<b>0</b>	<b>20</b>	<b>17</b>
<b>SPRING SEMESTER 1</b>							<b>PROGRAM TOTAL</b>						
ACC 121	Principles of Managerial Accounting	3	2	0	0	4							<b>65/66</b>
CIS 110	Introduction to Computers <i>or</i>												
CIS 111	Basic PC Literacy	2	2	0	0	3							
COM 231	Public Speaking <i>or</i>												
ENG 115	Oral Communications	3	0	0	0	3							
ECO 252	Principles of Macroeconomics	3	0	0	0	3							
MAT 110	Math Measurement & Literacy <i>or</i>	3	0	0	0	3							
MAT 171	Precalculus Algebra	3	2	0	0	4							
	<b>TOTALS</b>	<b>14</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>16/17</b>							
<b>FALL SEMESTER 2</b>													
BUS 115	Business Law I	3	0	0	0	3							
BUS 137	Principles of Management	3	0	0	0	3							
CTS 130	Spreadsheet	2	2	0	0	3							
MKT 120	Principles of Marketing	3	0	0	0	3							
PSY 150	General Psychology	3	0	0	0	3							
	<b>TOTALS</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>15</b>							

**BUSINESS ADMINISTRATION**  
**Diploma Program (D25120)**  
**Career & College Promise Diploma Pathway (D25120P)**  
*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 1</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
ACC 120	Principles of Financial Accounting	3	2	0	0	4
BUS 121	Business Math	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
<b>TOTALS</b>		<b>12</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>11</b>
<b>SPRING SEMESTER 1</b>						
CIS 110	Introduction to Computers	2	2	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3
MAT 110	Math Measurement and Literacy <i>or</i>	3	0	0	0	3
MAT 171	Precalculus Algebra	3	2	0	0	4
<b>TOTALS</b>		<b>7</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>9/10</b>
<b>FALL SEMESTER 2</b>						
BUS 115	Business Law I	3	0	0	0	3
BUS 137	Principles of Management	3	0	0	0	3
CTS 130	Spreadsheet	2	2	0	0	3
MKT 120	Principles of Marketing	3	0	0	0	3
<b>TOTALS</b>		<b>12</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>12</b>
<b>SPRING SEMESTER 2</b>						
BUS 152	Human Relations	3	0	0	0	3
BUS 153	Human Resource Management	3	0	0	0	3
BUS 230	Small Business Management	3	0	0	0	3
<b>TOTALS</b>		<b>8</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>9</b>
<b>PROGRAM TOTAL</b>						<b>41/42</b>

*Gainful Employment information is available at...*  
<http://www.martincc.edu/sites/default/files/BusinessAdministrationDiploma.html>

**BUSINESS ADMINISTRATION**  
**Management/**  
**Supervision Certificate (C25120)**  
*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
BUS 137	Principles of Management	3	0	0	0	3
BUS 152	Human Relations	3	0	0	0	3
BUS 153	Human Resource Management	3	0	0	0	3
BUS 230	Small Business Management	3	0	0	0	3
<b>TOTALS</b>		<b>12</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>12</b>
<b>CERTIFICATE TOTAL</b>						<b>12</b>

# COMMERCIAL REFRIGERATION TECHNOLOGY

The Commercial Refrigeration Technology curriculum is designed to prepare technicians with the knowledge and skills necessary for the installation, troubleshooting, and repair of refrigeration equipment found in commercial environments.

Students will work on commercial refrigeration systems including walk-in units, reach-in refrigerators and freezers, ice machines, and other refrigeration equipment found in restaurants, supermarkets, convenience markets, and food processing plants.

Graduates should be able to assist in the start-up, preventive maintenance, service, repair, and/or installation of commercial refrigeration equipment and systems.

## Student Learning Outcomes:

- ◆ Service, repair, and troubleshoot commercial refrigeration equipment using the appropriate tools.
- ◆ Describe the principle operating functions of commercial refrigeration systems.
- ◆ Describe the installation requirements for commercial refrigeration systems.

## COMMERCIAL REFRIGERATION TECHNOLOGY

### A.A.S. Degree (A35200)

#### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
AHR 110	Introduction to Refrigeration	2	6	0	0	5
AHR 111	HVACR Electricity	2	2	0	0	3
AHR 220	Commercial Building Codes	2	0	0	0	2
ELC 125	Diagrams & Schematics	1	2	0	0	2
ENG 115	Oral Communications	3	0	0	0	3
MAT 110	Math Measurement and Literacy <i>or</i>	2	2	0	0	3
MAT 171	Precalculus Algebra	3	2	0	0	4
<b>TOTALS</b>		<b>12/13</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>19/20</b>
<b>SPRING SEMESTER I</b>						
AHR 114	Heat Pump Technology	2	4	0	0	4
AHR 115	Refrigeration Systems	1	3	0	0	2
AHR 160	Refrigerant Certification	1	0	0	0	1
AHR 180	HVACR Customer Relations	1	0	0	0	1
AHR 211	Residential System Design	2	2	0	0	3
REF 117	Refrigeration Controls	2	6	0	0	4
REF 123	Electrical Devices	2	6	0	0	4
<b>TOTALS</b>		<b>11</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>19</b>
<b>SUMMER SEMESTER</b>						
REF 116	Commercial Systems I	2	6	0	0	4
<b>TOTALS</b>		<b>2</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>FALL SEMESTER 2</b>						
AHR 125	HVAC Electronics	2	2	0	0	3
AHR 235	Refrigeration Design	2	2	0	0	3
AHR 263	Energy Management	1	3	0	0	2
REF 260	Commercial Systems II	2	6	0	0	4
	Behavioral/Social Science Elective	3	0	0	0	3
	Humanities/Fine Arts Elective	3	0	0	0	3
<b>TOTALS</b>		<b>13</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>18</b>
<b>SPRING SEMESTER 2</b>						
CIS 111	Basic PC Literacy	1	2	0	0	2
ENG 111	Writing and Inquiry	3	0	0	0	3
REF 259	Refrigeration Codes	3	0	0	0	3
REF 270	Refrigeration Servicing	3	9	0	0	6
<b>TOTALS</b>		<b>10</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>14</b>
<b>PROGRAM TOTAL</b>						<b>74/75</b>

## COMMERCIAL REFRIGERATION TECHNOLOGY

### Diploma Program (D35200)

#### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
AHR 110	Introduction to Refrigeration	2	6	0	0	5
AHR 111	HVACR Electricity	2	2	0	0	3
AHR 220	Commercial Building Codes	2	0	0	0	2
ELC 125	Diagrams & Schematics	1	2	0	0	2
ENG 115	Oral Communications	3	0	0	0	3
MAT 110	Math Measurement and Literacy <i>or</i>	2	2	0	0	3
MAT 171	Precalculus Algebra	3	2	0	0	4
<b>TOTALS</b>		<b>12/13</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>19/20</b>
<b>SPRING SEMESTER I</b>						
AHR 114	Heat Pump Technology	2	4	0	0	4
AHR 115	Refrigeration Systems	1	3	0	0	2
AHR 160	Refrigerant Certification	1	0	0	0	1
AHR 180	HVACR Customer Relations	1	0	0	0	1
AHR 211	Residential System Design	2	2	0	0	3
REF 117	Refrigeration Controls	2	6	0	0	4
REF 123	Electrical Devices	2	6	0	0	4
<b>TOTALS</b>		<b>11</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>19</b>
<b>SUMMER SEMESTER</b>						
REF 116	Commercial Systems I	2	6	0	0	4
<b>TOTALS</b>		<b>2</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>DIPLOMA TOTAL</b>						<b>42/43</b>

*Gainful Employment information is available at...*

<http://www.martincc.edu/sites/default/files/CommercialRefrigerationTechnologyDiploma.html>

**COMMERCIAL REFRIGERATION  
TECHNOLOGY  
Energy Management Certificate Program (C35200A)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
AHR 111	HVACR Electricity	2	2	0	0	3
AHR 125	HVAC Electronics	2	2	0	0	3
AHR 160	Refrigerant Certification	1	0	0	0	1
AHR 263	Energy Management	1	3	0	0	2
REF 123	Electrical Devices	2	6	0	0	4
	<b>TOTALS</b>	<b>8</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>13</b>
	<b>CERTIFICATE TOTAL</b>					<b>13</b>

**COMMERCIAL REFRIGERATION  
TECHNOLOGY  
Control Systems Certificate Program (C35200D)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
AHR 111	HVACR Electricity	2	2	0	0	3
AHR 125	HVAC Electronics	2	2	0	0	3
REF 117	Refrigeration Controls	2	6	0	0	4
REF 123	Electrical Devices	2	6	0	0	4
	<b>TOTALS</b>	<b>8</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>14</b>
	<b>CERTIFICATE TOTAL</b>					<b>14</b>

# COSMETOLOGY

The Cosmetology curriculum is designed to provide competence-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the cosmetology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional imaging, hair design, chemical processes, skin care, nail care, multicultural practices, business/computer principles, product knowledge, and other selected topics.

Graduates should qualify to sit for the State Board of Cosmetic Arts examination. Upon successful passing of the State Board exam, graduates will be issued a license. Employment is available in beauty salons and related businesses.

To qualify to sit for the State Board Cosmetic Arts examination, each student must have:

- (a) Accumulated the required number of hours of practical and classroom instruction,
- (b) Maintained a minimum 2.0 GPA,
- (c) Met the State Board of Cosmetic Arts minimum salon performances requirements.

Class attendance for cosmetology courses is a necessary part of the educational process because of the program's performance requirements. The maximum number of hours students are permitted to miss and still receive a passing grade has been established at 15 percent. This is a Martin Community College policy and does not reflect requirements for the State Board of Cosmetic Arts. Students must understand that if they are absent 15 percent of the class, they will not meet the minimum requirements for contact hours required by the State Board of Cosmetic Arts for apprentice or operator's license.

A student MUST take a theory class and salon class together the first time, e.g., COS 111 and COS 112. If a student fails or needs to repeat either the theory or the salon, the student ONLY takes the course required to repeat. The student is not required to take both theory and salon AGAIN unless the student fails both.

Students completing all cosmetology courses without absences will earn the 1500 contact hours required to sit for the State Board of Cosmetic Arts examination. In the event a student earns less than 1500 contact hours required by the State Board of Cosmetic Arts in these courses due to absences, he/she may enroll in additional electives to earn the required 1500 contact hours. If students choose COS 117 and COS 118 as electives, the students will earn 1584 hours of instruction.

## Student Learning Outcomes:

- ◆ Apply rules, regulations, and safety principles common to all branches of cosmetology.
- ◆ Identify hair trichology including the structure of hair, types of hair, and hair growth phases.
- ◆ Perform shampoos, styling, haircuts, hair colors, perms, hair straightening and relaxing, manicures, pedicures, and skin care services using proper techniques.

## COSMETOLOGY A.A.S. Degree (A55140)

### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit	Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 1</b>							<b>FALL SEMESTER 2</b>						
ACA 115	Success and Study Skills	0	2	0	0	1	COS 117	Cosmetology Concepts IV	23	0	0	0	2
CIS 111	Basic PC Literacy	1	2	0	0	2	COS 118	Salon IV	0	21	0	0	7
COS 111	Cosmetology Concepts I	4	0	0	0	4		Major Hours Elective	8	18	0	0	7
COS 112	Salon I	0	24	0	0	8		<b>TOTALS</b>	<b>31</b>	<b>39</b>	<b>0</b>	<b>0</b>	<b>16</b>
	<b>TOTALS</b>	<b>5</b>	<b>28</b>	<b>0</b>	<b>0</b>	<b>15</b>							
<b>SPRING SEMESTER 1</b>							<b>SPRING SEMESTER 2</b>						
COS 113	Cosmetology Concepts II	4	0	0	0	4	BUS 230	Small Business Management	3	0	0	0	3
COS 114	Salon II	0	24	0	0	8	ENG 111	Writing & Inquiry	3	0	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	0	3	ENG 115	Oral Communication	3	0	0	0	3
	<b>TOTALS</b>	<b>7</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>15</b>	HUM 121	The Nature of America	3	0	0	0	3
							MAT 110	Math Measurement & Literacy	2	2	0	0	3
								<b>TOTALS</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>15</b>
<b>SUMMER SEMESTER</b>							<b>PROGRAM TOTAL</b>						
COS 115	Cosmetology Concepts III	4	0	0	0	4							<b>71</b>
COS 116	Salon III	0	12	0	0	4							
COS 224	Trichology & Chemistry	1	3	0	0	2							
	<b>TOTALS</b>	<b>5</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>10</b>							



### Major Hours Electives

		Class	Lab	Clinic	Work	Credit
BUS 121	Business Math	2	2	0	0	3
COS 119	Esthetics Concepts I	2	0	0	0	2
COS 120	Esthetics: Salon I	0	18	0	0	6
COS 121	Manicure/Nail Technology I	4	6	0	0	6
COS 125	Esthetics Concepts II	2	0	0	0	2
COS 126	Esthetics Salon II	0	18	0	0	6
COS 222	Manicure/Nail Technology II	4	6	0	0	6
COS 223	Contemporary Hair Coloring	1	3	0	0	2
COS 240	Contemporary Design	1	3	0	0	2
COS 250	Computerized Salon Options	1	0	0	0	1
COS 260	Design Applications	1	3	0	0	2

### COSMETOLOGY Diploma Program (D55140)

#### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
COS 111	Cosmetology Concepts I	4	0	0	0	4
COS 112	Salon I	0	24	0	0	8
	<b>TOTALS</b>	<b>4</b>	<b>26</b>	<b>0</b>	<b>0</b>	<b>13</b>
<b>SPRING SEMESTER</b>						
COS 113	Cosmetology Concepts II	4	0	0	0	4
COS 114	Salon II	0	24	0	0	8
PSY 118	Interpersonal Psychology	3	0	0	0	3
	<b>TOTALS</b>	<b>7</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>15</b>
<b>SUMMER SEMESTER</b>						
COS 115	Cosmetology Concepts III	4	0	0	0	4
COS 116	Salon III	0	12	0	0	4
COS 224	Trichology & Chemistry	1	3	0	0	2
	<b>TOTALS</b>	<b>5</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>10</b>
<b>FALL SEMESTER 2</b>						
ENG 115	Oral Communication	3	0	0	0	3
	Major Hours Elective	8	18	0	0	7
	<b>TOTALS</b>	<b>11</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>10</b>
	<b>DIPLOMA TOTAL</b>					<b>48</b>

Gainful Employment information is available at...

<http://www.martincc.edu/sites/default/files/CosmetologyDiploma.html>

		Class	Lab	Clinic	Work	Credit
<b>Major Hours Electives</b>						
COS 117	Cosmetology Concepts IV	2	0	0	0	2
COS 118	Salon IV	0	21	0	0	7
COS 119	Esthetics Concepts I	2	0	0	0	2
COS 120	Esthetics: Salon I	0	18	0	0	6
COS 121	Manicure/Nail Technology I	4	6	0	0	6
COS 125	Esthetics Concepts II	2	0	0	0	2
COS 126	Esthetics Salon II	0	18	0	0	6
COS 222	Manicure/Nail Technology II	4	6	0	0	6
COS 223	Contemporary Hair Coloring	1	3	0	0	2
COS 240	Contemporary Design	1	3	0	0	2
COS 250	Computerized Salon Options	1	0	0	0	1
COS 260	Design Applications	1	3	0	0	2

### COSMETOLOGY Career & College Promise Diploma Pathway (D55140P)

#### Required Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
ACA 115	Success and Study Skills	0	2	0	0	1
COS 111	Cosmetology Concepts I	4	0	0	0	4
COS 112	Salon I	0	24	0	0	8
COS 113	Cosmetology Concepts II	4	0	0	0	4
COS 114	Salon II	0	24	0	0	8
COS 115	Cosmetology Concepts III	4	0	0	0	4
COS 116	Salon III	0	12	0	0	4
COS 224	Trichology & Chemistry	1	3	0	0	2
ENG 115	Oral Communication	3	0	0	0	3
PSY 118	Interpersonal Psychology	3	0	0	0	3
	<b>TOTALS</b>	<b>19</b>	<b>65</b>	<b>0</b>	<b>0</b>	<b>41</b>

CCP DIPLOMA TOTAL 41

### COSMETOLOGY Chemical Assistant Certificate Program (C55140CA)

#### Required Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
COS 113	Cosmetology Concepts II	4	0	0	0	4
COS 114	Salon II	0	24	0	0	8
	<b>TOTALS</b>	<b>4</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>12</b>

CERTIFICATE TOTAL 12

### COSMETOLOGY Salon Mangement Certificate Program (C55140B)

#### Required Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
BUS 121	Business Math	2	2	0	0	3
BUS 230	Small Business Management	3	0	0	0	3
COS 223	Contemp Hair Coloring	1	3	0	0	2
COS 240	Contemporary Design	1	3	0	0	2
COS 260	Design Applications	1	3	0	0	2
	<b>TOTALS</b>	<b>8</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>12</b>

CERTIFICATE TOTAL 12

**COSMETOLOGY**  
**Shampoo Assistant Certificate Program (C55140SA)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
COS 111	Cosmetology Concepts I	4	0	0	0	4
COS 112	Salon I	0	24	0	0	8
<b>TOTALS</b>		<b>4</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>12</b>
<b>CERTIFICATE TOTAL</b>						<b>12</b>

**MANICURING/NAIL TECHNOLOGY**  
**Certificate Program (C55400)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
COS 121	Manicure/Nail Technology I	4	6	0	0	6
COS 222	Manicure/Nail Technology II	4	6	0	0	6
<b>TOTALS</b>		<b>8</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>12</b>
<b>CERTIFICATE TOTAL</b>						<b>12</b>

**ESTHETICS TECHNOLOGY**  
**Certificate Program (C55230)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
COS 119	Esthetics Concepts I	2	0	0	0	2
COS 120	Esthetics Salon I	0	18	0	0	6
COS 125	Esthetics Concepts II	2	0	0	0	2
COS 126	Esthetics Salon II	0	18	0	0	6
<b>TOTALS</b>		<b>4</b>	<b>36</b>	<b>0</b>	<b>0</b>	<b>16</b>
<b>CERTIFICATE TOTAL</b>						<b>16</b>

## 1200-HOUR COSMETOLOGY CERTIFICATE

This program leads to a Certificate. To be eligible for graduation, the student must have satisfactorily completed the course requirements as outlined below. Graduates qualify to sit for State Board of Cosmetic Arts Apprenticeship License examination upon completion of this program and are encouraged to continue their education to earn an additional 300 hours as required for the Operator's License.

A student completing all of the courses below without any absences will earn 1216 contact hours. In the event a student earns less than 1200 contact hours in these courses due to absences, he/she may enroll in COS 117 and COS 118 to earn the 1200 contact hours required to sit for the Cosmetic Board of Arts Apprenticeship License examination.

**1200-HOUR COSMETOLOGY CERTIFICATE**  
**Certificate Program (C55140A)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit	Prefix	Course Title	Class	Lab	Clinic	Work	Credit						
<b>FALL SEMESTER 1</b>							<b>SUMMER SEMESTER 1</b>												
COS 111	Cosmetology Concepts I	4	0	0	0	4	COS 115	Cosmetology Concepts III	4	0	0	0	4						
COS 112	Salon I	0	24	0	0	8	COS 116	Salon III	0	12	0	0	4						
<b>TOTALS</b>		<b>4</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>12</b>	COS 224	Trichology and Chemistry	1	3	0	0	2						
<b>SPRING SEMESTER 1</b>							<b>TOTALS</b>												
COS 113	Cosmetology Concepts II	4	0	0	0	4							<b>5</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>10</b>		
COS 114	Salon II	0	24	0	0	8	<b>CERTIFICATE TOTAL</b>										<b>34</b>		
<b>TOTALS</b>		<b>4</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>12</b>													

*Gainful Employment information is available at...*  
<http://www.martincc.edu/sites/default/files/1200-HourCosmetologyCertificate.html>

# COSMETOLOGY INSTRUCTOR

The Cosmetology Instructor curriculum provides a course of study for learning the skills needed to teach the theory and practice of cosmetology as required by the North Carolina Board of Cosmetic Arts.

Course work includes requirements for becoming an instructor, introduction to teaching theory, methods, and aids, practice teaching, and development of evaluation instruments.

Graduates of the program may be employed as cosmetology instructors in public or private education and business.

## COSMETOLOGY INSTRUCTOR Certificate Program (C55160)

### Required Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
COS 271	Instructor Concepts I	5	0	0	0	5
COS 272	Instructor Practicum I	0	21	0	0	7
COS 273	Instructor Concepts II	5	0	0	0	5
COS 274	Instructor Practicum II	0	21	0	0	7
<b>TOTALS</b>		<b>10</b>	<b>42</b>	<b>0</b>	<b>0</b>	<b>24</b>
<b>CERTIFICATE TOTAL</b>						<b>24</b>

## MANICURING INSTRUCTOR Certificate Program (C55380)

### Required Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
COS 251	Manicure Instructor Concepts	8	0	0	0	8
COS 252	Manicure Instructor Practicum	0	15	0	0	5
<b>TOTALS</b>		<b>8</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>13</b>
<b>CERTIFICATE TOTAL</b>						<b>13</b>

## ESTHETICS INSTRUCTOR Certificate Program (C55270)

### Required Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
COS 253	Esthetician Instructor Concepts I	6	15	0	0	11
COS 254	Esthetician Instructor Concepts II	6	15	0	0	11
<b>TOTALS</b>		<b>12</b>	<b>30</b>	<b>0</b>	<b>0</b>	<b>22</b>
<b>CERTIFICATE TOTAL</b>						<b>22</b>

# DENTAL ASSISTING

The Dental Assisting curriculum prepares individuals to assist the dentist in the delivery of dental treatment and to function as integral members of the dental team while performing chair side and related office and laboratory procedures.

Course work includes instruction in general studies, biomedical sciences, dental sciences, clinical sciences, and clinical practice. A combination of lecture, laboratory, and clinical experiences provide students with knowledge in infection/hazard control, radiography, dental materials, preventive dentistry, and clinical procedures.

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

The Program is a full-time curriculum with entry in the fall semester only. Students should complete the program in three consecutive semesters. A diploma is granted upon completion of the one-year program.

Students entering clinical externships (usually in their last two semesters) may be required by the clinical site to provide a criminal background check and a drug screening test before or during each rotation. A criminal history or positive drug screen may preclude the student from being placed for clinical rotation and therefore prevent the student from finishing the degree or diploma. A positive drug screen during the rotation will result in a failing grade for that clinical and will prevent the student from continuing in the program.

**NOTE:** The Dental Assisting Diploma Program uses clock/credit hour conversion for awarding Financial Aid.

**The mission of the Dental Assisting program is to prepare graduates for employment as assistants in the dental field.**

## Program Learning Outcome:

Dental Assisting students will successfully complete clinical practice in at least three different dental settings.

## Student Learning Outcomes:

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

## DENTAL ASSISTING Diploma Program (D45240)

### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit	Prefix	Course Title	Class	Lab	Clinic	Work	Credit
							ENG 102	Applied Communications II <i>or</i>	3	0	0	0	3
							ENG 111	Writing and Inquiry &					
							ENG 114	Prof Research & Reporting <i>or</i>	3	0	0	0	3
							ENG 111	Writing and Inquiry &					
							ENG 115	Oral Communication	3	0	0	0	3
							PSY 118	Interpersonal Psychology <i>or</i>					
							PSY 150	General Psychology	3	0	0	0	3
							<b>TOTALS</b>		<b>14</b>	<b>6</b>	<b>12</b>	<b>0</b>	<b>21/22</b>
							<b>SUMMER SEMESTER</b>						
							DEN 105	Practice Management	2	0	0	0	2
							DEN 107	Clinical Practice II	1	0	12	0	5
							<b>TOTALS</b>		<b>3</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>7</b>
							<b>DIPLOMA TOTAL</b>						<b>48/49</b>
							<i>Gainful Employment information is available at...</i>						
							<a href="http://www.martincc.edu/sites/default/files/DentalAssistingDiploma.html">http://www.martincc.edu/sites/default/files/DentalAssistingDiploma.html</a>						

### FALL SEMESTER

ACA 115	Success and Study Skills	0	2	0	0	1
DEN 100	Basic Orofacial Anatomy	2	0	0	0	2
DEN 101	Preclinical Procedures	4	6	0	0	7
DEN 102	Dental Materials	3	4	0	0	5
DEN 111	Infection/Hazard Control	2	0	0	0	2
DEN 112	Dental Radiography	2	3	0	0	3
	<b>TOTALS</b>	<b>13</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>20</b>

### SPRING SEMESTER

BIO 106	Introduction to Anatomy/Physiology/ Microbiology	2	2	0	0	3
CIS 110	Introduction to Computers <i>or</i>	2	2	0	0	3
CIS 111	Basic PC Literacy	2	2	0	0	2
DEN 103	Dental Sciences	2	0	0	0	2
DEN 104	Dental Health Education	2	2	0	0	3
DEN 106	Clinical Practice I	1	0	12	0	5

# EARLY CHILDHOOD EDUCATION

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 parents and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

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

## Mission Statement

The mission of the Early Childhood Education department is to prepare students for a career in early childhood education by the time they graduate by educating them in all areas of child development.

## Program Learning Outcome:

All students enrolled in Early Childhood Education's Associates program will successfully complete (with a passing grade) an internship; thereby preparing them for the workforce.

## Student Learning Outcomes:

- ◆ Demonstrate professional traits expected in early childhood education (ECE).
- ◆ Plan and implement developmentally/culturally appropriate (DCAP) environments and curriculum in early childhood education.
- ◆ Create and use authentic assessment to guide planning and decision-making in early childhood education.

## EARLY CHILDHOOD EDUCATION

### A.A.S. Degree (A55220)

#### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit	Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>							<b>SPRING SEMESTER 2</b>						
ACA 115	Success and Study Skills <i>or</i>						EDU 234	Infants, Toddlers, & Twos	3	0	0	0	3
ACA 122	College Transfer Success	0	2	0	0	1	EDU 261	Early Childhood Administration I	3	0	0	0	3
CIS 110	Introduction to Computers	2	2	0	0	3	EDU 262	Early Childhood Administration II	3	0	0	0	3
EDU 131	Children, Family, & Community	3	0	0	0	3	EDU 271	Educational Technology	2	2	0	0	3
EDU 144	Child Development I	3	0	0	0	3	EDU 280	Language & Literacy Experiences	3	0	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	0	3		Humanities Elective	3	0	0	0	3
ENG 115	Oral Communication <i>or</i>						<b>TOTALS</b>		<b>17</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>18</b>
COM 231	Public Speaking	3	0	0	0	3							
SCI 110	Principles of Science <i>or</i>						<b>PROGRAM TOTAL</b>						<b>70</b>
BIO 110	Principles of Biology	3	2	0	0	4							
	<b>TOTALS</b>	<b>17</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>20</b>							
<b>SPRING SEMESTER I</b>													
BUS 121	Business Math	2	2	0	0	3							
EDU 119	Introduction to Early Child Education	4	0	0	0	4							
EDU 145	Child Development II	3	0	0	0	3							
EDU 146	Child Guidance	3	0	0	0	3							
PSY 150	General Psychology	3	0	0	0	3							
	<b>TOTALS</b>	<b>15</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>							
<b>FALL SEMESTER 2</b>													
EDU 151	Creative Activities	3	0	0	0	3							
EDU 221	Children with Exceptionalities	3	0	0	0	3							
EDU 259	Curriculum Planning	3	0	0	0	3							
EDU 284	Early Child Capstone Prac.	1	9	0	0	4							
ENG 111	Writing and Inquiry	3	0	0	0	3							
	<b>TOTALS</b>	<b>13</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>16</b>							

## EARLY CHILDHOOD EDUCATION Diploma Program (D55220)

### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>						
ACA 115	Success and Study Skills <i>or</i>					
ACA 122	College Transfer Success	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
EDU 131	Children, Family, & Community	3	0	0	0	3
EDU 144	Child Development I	3	0	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	0	3
SCI 110	Principles of Science	3	2	0	0	4
<b>TOTALS</b>		<b>14</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>17</b>

### SPRING SEMESTER I

EDU 119	Introduction to Early Child Education	4	0	0	0	4
EDU 145	Child Development II	3	0	0	0	3
EDU 146	Child Guidance	3	0	0	0	3
EDU 280	Language & Literacy Experiences	3	0	0	0	3
<b>TOTALS</b>		<b>13</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>13</b>

### FALL SEMESTER 2

EDU 151	Creative Activities	3	0	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	0	3
EDU 284	Early Child Capstone Prac	1	9	0	0	4
ENG 111	Writing and Inquiry	3	0	0	0	3
<b>TOTALS</b>		<b>10</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>13</b>

**DIPLOMA TOTAL** 43

### Gainful Employment information is available at...

<http://www.martincc.edu/sites/default/files/EarlyChildhoodEducationDiploma.html>

## EARLY CHILDHOOD EDUCATION Certificate Program (C55220)

### Required Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
EDU 119	Intro to Early Childhood Education	4	0	0	0	4
EDU 144	Child Development I	3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3
EDU 146	Child Guidance	3	0	0	0	3
EDU 151	Creative Activities	3	0	0	0	3
<b>TOTALS</b>		<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>

**CERTIFICATE TOTAL** 16

### Gainful Employment information is available at...

<http://www.martincc.edu/sites/default/files/EarlyChildhoodEducationCertificate.html>

An Articulation Agreement between Mount Olive College and Martin Community College towards a Bachelor of Science Degree in Early Childhood Education (B-K) Curriculum is available, See your advisor for more information.

## EARLY CHILDHOOD EDUCATION Career & College Promise Diploma Pathway (D55220P)

### Required Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
ACA 115	Success and Study Skills	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
EDU 119	Introduction to Early Child Education	4	0	0	0	4
EDU 131	Children, Family, & Community	3	0	0	0	3
EDU 144	Child Development I	3	0	0	0	3
EDU 145	Child Development II	3	0	0	0	3
EDU 146	Child Guidance	3	0	0	0	3
EDU 151	Creative Activities	3	0	0	0	3
EDU 153	Health, Safety, & Nutrition	3	0	0	0	3
EDU 221	Children with Exceptionalities	3	0	0	0	3
EDU 259	Curriculum Planning	3	0	0	0	3
EDU 280	Language & Literacy Experiences	3	0	0	0	3
ENG 115	Oral Communication	3	0	0	0	3
SCI 110	Principles of Science	3	2	0	0	4
<b>TOTALS</b>		<b>39</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>42</b>

**CCP DIPLOMA TOTAL** 42



# ELECTRICAL SYSTEMS TECHNOLOGY

The Electrical Systems Technology curriculum is designed to provide training for persons interested in the installation and maintenance of electrical systems found in residential, commercial, and industrial facilities.

Coursework, most of which is hands-on, will include such topics as AC/DC theory, basic wiring practices, programmable logic controllers, industrial motor controls, applications of the National Electric Code, and other subjects as local needs require.

Graduates should qualify for a variety of jobs in the electrical field as an on-the-job trainee or apprentice assisting in the layout, installation, and maintenance of electrical systems.

## **Student Learning Outcomes:**

- ◆ Use electrical test equipment including voltmeters, ohm meters, and amp meters to measure voltage, trouble-shoot, analyze and repair electrical apparatus found in residences such as receptacles, light switches, circuit breakers, special purpose outlets.
- ◆ Install and maintain equipment which consists of conduit, service and lighting panels found in commercial related businesses such as schools, malls, stores, theaters, restaurants, and churches.
- ◆ Select, install, and maintain equipment found in industrial settings such as motors, motor starters, transformers, and PLCs. Interpret, write and modify ladder logic diagrams used by control equipment and PLCs in industrial manufacturing processes.

## **ELECTRICAL SYSTEMS TECHNOLOGY**

### **A.A.S. Degree (A35130)**

#### *Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit	Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>							<b>SPRING SEMESTER 2</b>						
ACA 115	Success and Study Skills	0	2	0	0	1	ELC 114	Commercial Wiring	2	6	0	0	4
ELC 112	DC/AC Electricity	3	6	0	0	5	ELC 229	Applications Project	1	3	0	0	2
ELC 117	Motors and Controls	2	6	0	0	4	ELN 131	Analog Electronics I	3	3	0	0	4
ELC 118	National Electrical Code	1	2	0	0	2	PSY 150	General Psychology	3	0	0	0	3
ELC 125	Diagrams and Schematics	1	2	0	0	2		Humanities/Fine Arts	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3	<b>TOTALS</b>		<b>12</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>16</b>
	<b>TOTALS</b>	<b>10</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>PROGRAM TOTAL</b>						<b>65</b>
<b>SPRING SEMESTER I</b>													
ELC 115	Industrial Wiring	2	6	0	0	4							
ELC 128	Introduction to Programmable Logic Controller (PLC)	2	3	0	0	3							
ELC 228	PLC Applications	2	6	0	0	4							
MAT 110	Math Measurement and Literacy <i>or</i>												
MAT 120	Geometry and Trigonometry	2	2	0	0	3							
	<b>TOTALS</b>	<b>8</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>14</b>							
<b>FALL SEMESTER 2</b>													
BUS 230	Small Business Management	3	0	0	0	3							
CIS 111	Basic PC Literacy	1	2	0	0	2							
COM 231	Public Speaking	3	0	0	0	3							
ELC 113	Residential Wiring	2	6	0	0	4							
ELC 127	Software for Technicians	1	3	0	0	2							
ELN 260	Prog Logic Controllers	3	3	0	0	4							
	<b>TOTALS</b>	<b>13</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>18</b>							

## ELECTRICAL SYSTEMS TECHNOLOGY

### Diploma Program (D35130)

*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 1</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
ELC 112	DC/AC Electricity	3	6	0	0	5
ELC 117	Motors and Controls	2	6	0	0	4
ELC 118	National Electrical Code	1	2	0	0	2
ELC 125	Diagrams and Schematics	1	2	0	0	2
ENG 111	Writing and Inquiry	3	0	0	0	3
<b>TOTALS</b>		<b>10</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>17</b>

### SPRING SEMESTER 2

CIS 111	Basic PC Literacy	1	2	0	0	2
ELC 115	Industrial Wiring	2	6	0	0	4
ELC 128	Introduction to Programmable Logic Controller (PLC)	2	3	0	0	3
ELC 228	PLC Applications	2	6	0	0	4
MAT 110	Math Measurement and Literacy <i>or</i>					
MAT 120	Geometry and Trigonometry	2	2	0	0	3
<b>TOTALS</b>		<b>19</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>16</b>

### FALL SEMESTER 2

ELC 113	Residential Wiring	2	6	0	0	4
ELC 127	Software for Technicians	1	3	0	0	2
<b>TOTALS</b>		<b>3</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>6</b>

### SPRING SEMESTER 2

ELC 114	Commercial Wiring	2	6	0	0	4
<b>TOTALS</b>		<b>2</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>4</b>

**DIPLOMA TOTAL** 43

*Gainful Employment information is available at...*

<http://www.martincc.edu/sites/default/files/ElectricalSystemsTechnologyDiploma/gedt.html>

## ELECTRICAL SYSTEMS TECHNOLOGY

### Basic Industrial Electrical Technician I Certificate Program (C35130A)

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
ELC 112	DC/AC Electricity	3	6	0	0	5
ELC 113	Residential Wiring	2	6	0	0	4
ELC 118	National Electrical Code	1	2	0	0	2
ELC 125	Diagrams and Schematics	1	2	0	0	2
<b>TOTALS</b>		<b>7</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>13</b>

**CERTIFICATE TOTAL** 13

## ELECTRICAL SYSTEMS TECHNOLOGY

### Basic Industrial Electrical Technician I Certificate Program (C35130B)

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
ELC 114	Commercial Wiring	2	6	0	0	4
ELC 117	Motors and Controls	2	6	0	0	4
ELC 127	Software for Technicians	1	3	0	0	2
ELC 128	Introduction to Programmable Logic Controller (PLC)	2	3	0	0	3
<b>TOTALS</b>		<b>7</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>13</b>

**CERTIFICATE TOTAL** 13

## ELECTRICAL SYSTEMS TECHNOLOGY

### Industrial Electrical Technician I Certificate Program (C35130C)

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
ELC 112	DC/AC Electricity	3	6	0	0	5
ELC 117	Motors and Controls	2	6	0	0	4
ELC 118	National Electrical Code	1	2	0	0	2
ELC 125	Diagrams and Schematics	1	2	0	0	2
<b>TOTALS</b>		<b>7</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>13</b>

**CERTIFICATE TOTAL** 13

## ELECTRICAL SYSTEMS TECHNOLOGY

### Industrial Electrical Technician II Certificate Program (C35130D)

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
ELC 115	Industrial Wiring	2	6	0	0	4
ELC 128	Introduction to Programmable Logic Controller (PLC)	2	3	0	0	3
ELC 228	PLC Applications	2	6	0	0	4
ELC 229	Applications Project	1	3	0	0	2
<b>TOTALS</b>		<b>7</b>	<b>18</b>	<b>0</b>	<b>0</b>	<b>13</b>

**CERTIFICATE TOTAL** 13

# EQUINE BUSINESS TECHNOLOGY

The Equine Business Technology curriculum is designed to prepare students for positions within the horse industry. The curriculum is management oriented, preparing graduates for the widest range of available equine jobs; areas of specialization may be pursued during the internship.

Course work includes farm management, breeding, nutrition, selection/judging, and health. Training, teaching, and riding are also included. Students are assigned a horse and practice day-to-day management at an equine facility.

Graduates should qualify for jobs with many different types of equine operations: grooms to assistant managers; private to recreational and racing barns; breed to discipline-oriented farms.

A program that prepares individuals to manage the selection, breeding, care, and maintenance of work, athletic, and show horses; and to manage horse farms, stables, tracks and related equipment and operations. Potential course work includes instruction in applicable principles of animal science, care, and health; stable and track management; design and operation of facilities and equipment; and related issues such as regulations, business management; and logistics.

## Student Learning Outcomes:

- ◆ Demonstrate the level of responsibility and work ethic necessary to be effective and successful in the Equine Industry.
- ◆ Assess equine injuries and apply first aid while utilizing proper safety techniques.
- ◆ Demonstrate a balanced seat, and the proper use of natural and artificial aids while applying basic riding and training techniques to green and broke horses.

## EQUINE BUSINESS TECHNOLOGY

### A.A.S. Degree (A15170)

#### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit	Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 1</b>							<b>FALL SEMESTER 2</b>						
ACA 115	Success and Study Skills	0	2	0	0	1	BUS 137	Principles of Management	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3	EQU 211	Horse Farm Management I	3	9	0	0	6
EQU 111	Horse Science I	2	9	0	0	5	EQU 280	Principles of Riding Instruction	1	2	0	0	2
EQU 120	Horsemanship	1	6	0	0	3	MAT 110	Math Measurement and Literacy <i>or</i>	2	2	0	0	3
EQU 130	Equine Anatomy & Physiology	2	2	0	0	3	MAT 171	Precalculus Algebra	3	2	0	0	4
EQU 140	Equine Evaluation I	1	3	0	0	2		Humanities/Fine Arts Elective	3	0	0	0	3
<b>TOTALS</b>		<b>9</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>TOTALS</b>		<b>12/13</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>17/18</b>
<b>SPRING SEMESTER 1</b>							<b>SPRING SEMESTER 2</b>						
BUS 230	Small Business Management	3	0	0	0	3	EQU 212	Horse Farm Management II	3	9	0	0	6
CIS 111	Basic PC Literacy <i>or</i>	1	2	0	0	2	EQU 241	Equine Reproduction & Genetics	3	2	0	0	4
CIS 110	Introduction to Computers	2	2	0	0	3	EQU 270	Equine Business Law	1	0	0	0	1
ENG 115	Oral Communication <i>or</i>						MKT 120	Principles of Marketing	3	0	0	0	3
COM 231	Public Speaking	3	0	0	0	3	PSY 118	Interpersonal Psychology <i>or</i>					
EQU 112	Horse Science II	2	9	0	0	5	PSY 150	General Psychology	3	0	0	0	3
EQU 150	Equine Nutrition	2	0	0	0	2	<b>TOTALS</b>		<b>13</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>17</b>
EQU 240	Equine Evaluation II	1	3	0	0	2	<b>PROGRAM TOTAL</b>						<b>70/72</b>
<b>TOTALS</b>		<b>12/13</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>17/18</b>							
<b>SUMMER SEMESTER</b>													
WBL 112	Work-Based Learning I	0	0	0	20	2							
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>2</b>							

**EQUINE BUSINESS TECHNOLOGY  
Diploma Program (D15170)**

*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
BUS 137	Principles of Management	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
EQU 111	Horse Science I	2	9	0	0	5
EQU 120	Horsemanship	1	6	0	0	3
EQU 130	Equine Anatomy & Physiology	2	2	0	0	3
EQU 140	Equine Evaluation I	1	3	0	0	2
<b>TOTALS</b>		<b>12</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>20</b>
<b>SPRING SEMESTER I</b>						
ENG 115	Oral Communication <i>or</i>					
COM 231	Public Speaking	3	0	0	0	3
EQU 112	Horse Science II	2	9	0	0	5
EQU 150	Equine Nutrition	2	0	0	0	2
EQU 240	Equine Evaluation II	1	3	0	0	2
EQU 270	Equine Business Law	1	0	0	0	1
MAT 110	Math Measurement and Literacy <i>or</i>	2	2	0	0	3
MAT 171	Precalculus Algebra	3	2	0	0	4
<b>TOTALS</b>		<b>14/15</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>19/20</b>
<b>SUMMER SEMESTER</b>						
WBL 112	Work-Based Learning I	0	0	0	20	2
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>2</b>
<b>DIPLOMA TOTAL</b>					<b>39/40</b>	

*Gainful Employment information is available at...*

<http://www.martincc.edu/sites/default/files/EquineBusinessTechnologyDiploma.html>

# EQUINE TRAINING TECHNOLOGY

The Equine Training Technology curriculum is designed to prepare students for positions within the horse industry. The curriculum is management oriented, preparing graduates for the widest range of available equine jobs; areas of specialization may be pursued during the internship.

Course work includes farm management, breeding, nutrition, selection/judging, and health. Training, teaching, and riding are also included. Students are assigned a horse and practice day-to-day management at an equine facility.

Graduates should qualify for jobs with many different types of equine operations: grooms to assistant managers; private to recreational and racing barns; breed to discipline-oriented farms.

A program that focuses on the horse, horsemanship, and related subjects and prepares individuals to care for horses and horse equipment; ride and drive horses for leisure, sport, show, and professional purposes; and manage the training of horses and riders. Potential course work includes instruction in horse breeding, nutrition, health, and safety; history of the horse and horsemanship; horse development and training; riding and equestrian technique; stable, paddock, and track management; and equipment maintenance and repair.

## Student Learning Outcomes:

- ◆ Demonstrate the level of responsibility and work ethic necessary to be effective and successful in the Equine Industry.
- ◆ Assess equine injuries and apply first aid while utilizing proper safety techniques.
- ◆ Demonstrate a balanced seat, and the proper use of natural and artificial aids while applying basic riding and training techniques to green and broke horses.

## EQUINE TRAINING TECHNOLOGY

### A.A.S. Degree (A15190)

#### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit	Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>							<b>SPRING SEMESTER 2</b>						
ACA 115	Success and Study Skills	0	2	0	0	1	EQU 212	Horse Farm Management II	3	9	0	0	6
ENG 111	Writing and Inquiry	3	0	0	0	3	EQU 221	Horse Training II	0	6	0	0	2
EQU 111	Horse Science I	2	9	0	0	5	EQU 241	Equine Reproduction & Genetics	3	2	0	0	4
EQU 120	Horsemanship I	1	6	0	0	3	EQU 260	Basic Colt Training Principles	0	4	0	0	2
EQU 130	Equine Anatomy & Physiology	2	2	0	0	3	EQU 270	Equine Business Law	1	0	0	0	1
EQU 140	Equine Evaluation I	1	3	0	0	2	<b>TOTALS</b>	<b>TOTALS</b>	<b>7</b>	<b>21</b>	<b>0</b>	<b>0</b>	<b>15</b>
	<b>TOTALS</b>	<b>9</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>17</b>		<b>PROGRAM TOTAL</b>					<b>69/71</b>
<b>SPRING SEMESTER I</b>													
CIS 111	Basic PC Literacy <i>or</i>	1	2	0	0	2							
CIS 110	Introduction to Computers	2	2	0	0	3							
ENG 115	Oral Communication <i>or</i>												
COM 231	Public Speaking	3	0	0	0	3							
EQU 112	Horse Science II	2	9	0	0	5							
EQU 121	Horsemanship II	0	6	0	0	2							
EQU 150	Equine Nutrition	2	0	0	0	2							
EQU 240	Equine Evaluation II	1	3	0	0	2							
	<b>TOTALS</b>	<b>9/10</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>16/17</b>							
<b>SUMMER SEMESTER</b>													
WBL 112	Work-Based Learning I	0	0	0	20	2							
	<b>TOTALS</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>2</b>							
<b>FALL SEMESTER 2</b>													
EQU 211	Horse Farm Management	3	9	0	0	6							
EQU 220	Horse Training I	0	6	0	0	2							
EQU 280	Principles of Riding Instruction	1	2	0	0	2							
MAT 110	Math Measurement and Literacy <i>or</i>	2	2	0	0	3							
MAT 171	Precalculus Algebra	3	2	0	0	4							
PSY 118	Interpersonal Psychology <i>or</i>												
PSY 150	General Psychology	3	0	0	0	3							
	Humanities/Fine Arts Elective	3	0	0	0	3							
	<b>TOTALS</b>	<b>12/13</b>	<b>19</b>	<b>0</b>	<b>0</b>	<b>19/20</b>							

**EQUINE TRAINING TECHNOLOGY  
Diploma Program (D15190)  
Career & College Promise Diploma Pathway (D15190P)**

*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
ENG 111	Writing and Inquiry	3	0	0	0	3
EQU 111	Horse Science I	2	9	0	0	5
EQU 120	Horsemanship I	1	6	0	0	3
EQU 130	Equine Anatomy & Physiology	2	2	0	0	3
EQU 140	Equine Evaluation I	1	3	0	0	2
<b>TOTALS</b>		<b>9</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER**

ENG 115	Oral Communication <i>or</i>					
COM 231	Public Speaking	3	0	0	0	3
EQU 112	Horse Science II	2	9	0	0	5
EQU 121	Horsemanship II	0	6	0	0	2
EQU 150	Equine Nutrition	2	0	0	0	2
EQU 240	Equine Evaluation II	1	3	0	0	2
EQU 270	Equine Business Law	1	0	0	0	1
MAT110	Math Measurement and Literacy <i>or</i>	2	2	0	0	3
MAT 171	Precalculus Algebra	3	2	0	0	4
<b>TOTALS</b>		<b>11/12</b>	<b>20</b>	<b>0</b>	<b>0</b>	<b>18/19</b>

**SUMMER SEMESTER**

WBL 112	Work-Based Learning	0	0	0	20	2
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>20</b>	<b>2</b>

**DIPLOMA TOTAL** 37/38

**EQUINE TRAINING TECHNOLOGY  
Certificate Program (C15190)**

*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
EQU 111	Horse Science I	2	9	0	0	5
EQU 112	Horse Science II	2	9	0	0	5
EQU 120	Horsemanship I	1	6	0	0	3
EQU 150	Equine Nutrition	2	0	0	0	2
<b>TOTALS</b>		<b>7</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>15</b>
<b>CERTIFICATE TOTAL</b>						<b>15</b>

*Gainful Employment information is available at...*

<http://www.martincc.edu/sites/default/files>

EquineTrainingTechnologyDiploma.html



# GENERAL OCCUPATIONAL TECHNOLOGY

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree, diploma, and/or certificate by taking courses suited for their 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 associate degree level courses offered by the College.

Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

- I. General Education.** Degree programs must contain a minimum of 15 semester hours including at least one course for each of the following areas: humanities/fine arts, behavioral/social sciences; natural sciences/mathematics and a minimum of six semester hours of communications. Diploma programs must contain a minimum of 6 semester hours of general education; 3 semester hours must be in communications. General education is optional in certificate programs.
- II. Major Hours:** A.A.S., diploma, and certificate programs must include courses which offer specific job knowledge and skills. Work experience, including cooperative education, practicums, and internships, may be included in associate in applied science degrees up to a maximum of eight semester hours of credit; in diploma programs up to a maximum of four semester hours of credit; and in certificate programs up to a maximum of two semester hours of credit.
- III. Other Required Hours.** A college may include courses to meet graduation or local employer requirements in a certificate, diploma, or associate in applied sciences program. These curriculum courses shall be selected from the Combined Course Library and must be approved by the System Office prior to implementation. Restricted, unique, or free elective courses may not be included as other required hours.

**GOT students must apply for graduation one semester prior to completing the program.**

### *Student Learning Outcomes:*

- ◆ Demonstrate appropriate mathematical skills required for academic and work-related tasks.
- ◆ Apply principles of sound critical thinking to analyze and solve problems and make logical decisions.
- ◆ Demonstrate effective speaking, writing, and reading skills.

	A.A.S.	DIPLOMA	CERTIFICATE
Minimum General Education Hours	15	6	0
Minimum Major Hours	49	30	12
Other Required Hours	0-7	0-4	0-1
<b>Total Semester Hours Credit in Program</b>	<b>64-76</b>	<b>36-48</b>	<b>12-18</b>

### *Gainful Employment information is available at...*

<http://www.martincc.edu/sites/default/files/GeneralOccupationalTechnologyDiploma.html>

<http://www.martincc.edu/sites/default/files/GeneralOccupationalTechnologyCertificate.html>



**Other Major Hours - Select 50 Hours**

Required Course: ACA 115 (1)

Electives: (*Select 49 hours*):

ACC 120 (4)	BIO 163 (5)	COS 273 (5)	ELC 125 (2)	MNT 110 (2)	PLU 111 (2)
ACC 121 (4)	BIO 168 (4)	COS 274 (7)	ELC 127 (2)	MNT 150 (2)	PLU 211 (3)
ACC 129 (3)	BIO 169 (4)		ELC 128 (3)	MNT 222 (2)	
ACC 140 (2)		CTS 120 (3)	ELC 228 (4)	MNT 240 (2)	PSY 243 (3)
ACC 150 (2)	BPR 130 (2)	CTS 130 (3)	ELC 229 (2)		
ACC 220 (4)		CTS 230 (3)		NET 125 (3)	REF 116 (4)
ACC 225 (3)	BUS 110 (3)	CTS 285 (3)	ELN 131 (4)	NET 126 (3)	REF 117 (4)
ACC 269 (3)	BUS 115 (3)	CTS 287 (3)	ELN 260 (4)	NET 175 (3)	REF 123 (4)
	BUS 121 (3)	CTS 289 (3)		NET 225 (3)	REF 259 (3)
AHR 110 (5)	BUS 135 (3)		EQU 111 (5)	NET 226 (3)	REF 260 (4)
AHR 111 (3)	BUS 137 (3)	DBA 110 (3)	EQU 112 (5)		REF 270 (6)
AHR 112 (4)	BUS 153 (3)	DBA 115 (3)	EQU 120 (3)	NOS 110 (3)	REF 275 (4)
AHR 113 (4)	BUS 225 (3)		EQU 121 (2)	NOS 130 (3)	
AHR 114 (4)	BUS 228 (3)	ECO 251 (3)	EQU 130 (3)	NOS 230 (3)	SEC 110 (3)
AHR 115 (2)	BUS 230 (3)	ECO 252 (3)	EQU 140 (2)		
AHR 120 (2)	BUS 260 (3)		EQU 150 (2)	OST 130 (2)	SPA 120 (3)
AHR 125 (2)		EDU 119 (4)	EQU 211 (6)	OST 134 (3)	
AHR 130 (3)	CIS 110 (3)	EDU 131 (3)	EQU 212 (6)	OST 135 (4)	TRN 110 (2)
AHR 133 (4)	CIS 111 (2)	EDU 144 (3)	EQU 220 (2)	OST 136 (3)	TRN 120 (5)
AHR 140 (2)	CIS 115 (3)	EDU 145 (3)	EQU 221 (2)	OST 143 (3)	TRN 140 (2)
AHR 160 (1)		EDU 146 (3)	EQU 240 (2)	OST 147 (3)	TRN 140A (2)
AHR 180 (1)	COS 111 (4)	EDU 151 (3)	EQU 241 (4)	OST 148 (3)	TRN 145 (3)
AHR 210 (2)	COS 112 (8)	EDU 152 (3)	EQU 260 (2)	OST 149 (3)	
AHR 211 (3)	COS 113 (4)	EDU 153 (3)	EQU 270 (1)	OST 153 (2)	WBL 110 (1)
AHR 212 (4)	COS 114 (8)	EDU 163 (3)	EQU 280 (2)	OST 164 (3)	WBL 111 (1)
AHR 215 (2)	COS 115 (4)	EDU 216 (4)		OST 184 (3)	WBL 112 (2)
AHR 220 (2)	COS 116 (4)	EDU 221 (3)	HEA 112 (2)	OST 223 (3)	
AHR 235 (3)	COS 117 (2)	EDU 234 (3)		OST 224 (2)	WEB 140 (3)
AHR 240 (2)	COS 118 (7)	EDU 235 (2)	HYD 110 (3)	OST 233 (3)	
AHR 245 (2)	COS 119 (2)	EDU 243 (3)		OST 236 (3)	WLD 110 (2)
AHR 263 (2)	COS 120 (6)	EDU 244 (3)	ISC 112 (2)	OST 241 (2)	WLD 111 (2)
	COS 121 (6)	EDU 245 (3)	MEC 111 (3)	OST 242 (2)	WLD 112 (2)
AUT 116 (3)	COS 125 (2)	EDU 252 (3)		OST 243 (3)	WLD 143 (2)
AUT 116A (1)	COS 126 (6)	EDU 257 (3)	MED 110 (1)	OST 247 (3)	WLD 212 (2)
AUT 141 (3)	COS 222 (6)	EDU 259 (3)	MED 118 (2)	OST 248 (2)	
AUT 141A (1)	COS 223 (2)	EDU 261 (3)	MED 121 (3)	OST 286 (3)	
AUT 151 (3)	COS 224 (2)	EDU 262 (3)	MED 122 (3)	OST 289 (3)	
AUT 151A (1)	COS 240 (2)	EDU 271 (3)	MED 130 (2)		
AUT 181 (3)	COS 250 (1)	EDU 275 (2)	MED 138 (2)	PED 175 (1)	
AUT 183 (4)	COS 251 (8)	EDU 280 (3)	MED 232 (2)	PED 176 (1)	
AUT 221 (3)	COS 252 (5)	ELC 112 (5)			
AUT 221A (1)	COS 253 (11)	ELC 113 (4)	MKT 120 (3)		
AUT 231 (3)	COS 254 (11)	ELC 114 (4)			
AUT 231A (1)	COS 260 (2)	ELC 115 (4)			
AUT 281 (3)	COS 271 (5)	ELC 117 (4)			
AUT 285 (3)	COS 272 (7)	ELC 118 (2)			

# INDUSTRIAL SYSTEMS TECHNOLOGY

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to service, maintain, repair, or install equipment for a wide range of industries. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial equipment and physical facilities.

Students will learn technical skills in blueprint reading, electricity, hydraulics/pneumatics, machining, welding, and various maintenance procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of any of the various levels of this curriculum, graduates should gain the necessary practical skills and related technical information to qualify for employment or advancement in the various areas of industrial systems technology.

## Student Learning Outcomes:

- ◆ Utilize tools and equipment to service and maintain mechanical systems, plumbing systems, hydraulic and pneumatic systems, and electrical and electronic systems.
- ◆ Create, interpret, and modify industrial blueprints and schematics.
- ◆ Perform preventive maintenance and troubleshoot a variety of industrial systems.
- ◆ Perform various welding and cutting processes used in current industry.

## INDUSTRIAL SYSTEMS TECHNOLOGY

### A.A.S. Degree (A50240)

#### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit	Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 1</b>							<b>SPRING SEMESTER 2</b>						
ACA 115	Success and Study Skills	0	2	0	0	1	ELC 128	Introduction to Programmable Logic Controller (PLC)	2	3	0	0	3
BPR 111	Print Reading	1	2	0	0	2	HYD 110	Hydraulics/Pneumatics I	2	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3	MNT 165	Mechanical Industrial Systems	1	3	0	0	2
ISC 112	Industrial Safety	2	0	0	0	2	MNT 240	Industrial Equipment Troubleshooting	1	3	0	0	2
MEC 111	Machine Processes I	1	4	0	0	3	PSY 118	Interpersonal Psychology	3	0	0	0	3
MNT 110	Introduction to Maintenance Procedures	1	3	0	0	2		Humanities/Fine Arts	3	0	0	0	3
WLD 111	Oxy-Fuel Welding	1	3	0	0	2	<b>TOTALS</b>		<b>12</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>16</b>
WLD 212	Inert Gas Welding	1	3	0	0	2							
<b>TOTALS</b>		<b>10</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>17</b>	<b>PROGRAM TOTAL</b>						<b>65</b>
<b>SPRING SEMESTER 1</b>													
DFT 151	CAD I	2	3	0	0	3							
COM 231	Public Speaking	3	0	0	0	3							
MAT 110	Math Measurement and Literacy	2	2	0	0	3							
MNT 160	Industrial Fabrication	1	3	0	0	2							
WLD 110	Cutting Processes	1	3	0	0	2							
WLD 112	Basic Welding Processes	1	3	0	0	2							
<b>TOTALS</b>		<b>10</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>15</b>							
<b>FALL SEMESTER 2</b>													
ELC 117	DC/AC Electricity	3	6	0	0	5							
ELC 117	Motors & Controls	2	6	0	0	4							
ELC 125	Diagrams & Schematics	1	2	0	0	2							
CIS 110	Introduction to Computers	2	2	0	0	3							
ISC 170	Problem Solving Skills	3	0	0	0	3							
<b>TOTALS</b>		<b>11</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>17</b>							

**INDUSTRIAL SYSTEMS TECHNOLOGY  
Diploma Program (D50240)  
Career & College Promise Diploma Pathway (D50240P)**  
*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
BPR 111	Print Reading	1	2	0	0	2
ISC 112	Industrial Safety	2	0	0	0	2
MEC 111	Machine Processes I	1	4	0	0	3
MNT 110	Introduction to Maintenance Procedures	1	3	0	0	2
PSY 118	Interpersonal Psychology	3	0	0	0	3
WLD 111	Oxy-Fuel Welding	1	3	0	0	2
WLD 212	Inert Gas Welding	1	3	0	0	2
<b>TOTALS</b>		<b>10</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>17</b>

**SPRING SEMESTER I**

DFT 151	CAD	2	3	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HYD 110	Hydraulics/Pneumatics I	2	3	0	0	3
MNT 160	Industrial Fabrication	1	3	0	0	2
WLD 110	Cutting Processes	1	3	0	0	2
WLD 112	Basic Welding Processes	1	3	0	0	2
<b>TOTALS</b>		<b>10</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>15</b>

**FALL SEMESTER II**

ELC 112	DC/AC Electricity	3	6	0	0	5
<b>TOTALS</b>		<b>3</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>5</b>

**DIPLoma TOTAL** 37

*Gainful Employment information is available at...*

<http://www.martincc.edu/sites/default/files/IndustrialSystemsTechnologyDiploma.html>

**INDUSTRIAL SYSTEMS TECHNOLOGY  
Mechanical Installation Certificate Program (C50240)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
BPR 111	Print Reading	1	2	0	0	2
HYD 110	Hydraulics/Pneumatics I	2	3	0	0	3
ISC 112	Industrial Safety	2	0	0	0	2
MEC 111	Machine Processes I	1	4	0	0	3
MNT 110	Intro to Maintenance Procedures	1	3	0	0	2
MNT 165	Mechanical Industrial Systems	1	3	0	0	2
<b>TOTALS</b>		<b>8</b>	<b>15</b>	<b>0</b>	<b>0</b>	<b>14</b>
<b>CERTIFICATE TOTAL</b>						<b>14</b>

*Gainful Employment information is available at...*

<http://www.martincc.edu/sites/default/files/IndustrialSystemsTechnology-MechanicalInstallationCertificate.html>

**INDUSTRIAL SYSTEMS TECHNOLOGY  
Facility Maintenance Technology Certificate Program  
(C50240B)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
ELC 111	Introduction to Electricity	2	2	0	0	3
HYD 110	Hydraulics & Pneumatics	2	3	0	0	3
MNT 110	Intro to Maintenance Procedures	1	3	0	0	2
MNT 165	Mechanical Industrial Systems	1	3	0	0	2
MNT 240	Industrial Equipment Troubleshooting	1	3	0	0	2
<b>TOTALS</b>		<b>7</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>12</b>

**CERTIFICATE TOTAL** 12

**INDUSTRIAL SYSTEMS TECHNOLOGY  
WELDING TECHNOLOGY  
Certificate Program (C50240C)  
Career & College Promise Certificate Pathway  
(C50240P)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
BPR 111	Print Reading	1	2	0	0	2
ISC 112	Industrial Safety	2	0	0	0	2
WLD 110	Cutting Processes	1	3	0	0	2
WLD 111	Oxy-Fuel Welding	1	3	0	0	2
WLD 112	Basic Welding Processes	1	3	0	0	2
WLD 212	Inert Gas Welding	1	3	0	0	2
<b>TOTALS</b>		<b>7</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>12</b>

**CERTIFICATE TOTAL** 12

**INDUSTRIAL SYSTEMS TECHNOLOGY  
CONSTRUCTION TECHNOLOGY  
Certificate Program (C50240D)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
AHR 111	HVACR Electricity	2	2	0	0	3
BPR 111	Print Reading	1	2	0	0	2
ISC 112	Industrial Safety	2	0	0	0	2
MNT 110	Intro to Maintenance Procedures	1	3	0	0	2
MNT 160	Industrial Fabrication	1	3	0	0	2
WLD 212	Basic Welding Processes	1	3	0	0	2
<b>TOTALS</b>		<b>8</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>13</b>

**CERTIFICATE TOTAL** 13

# INFORMATION TECHNOLOGY

The Information Technology (IT) curriculum prepares graduates for employment in the technology sector as designers, testers, support technicians, system administrators, developers, or programmers who use computer software and/or hardware to design, process, implement and manage information systems in specialties such as database services, security, business intelligence, healthcare informatics and others depending on the technical path selected within this curriculum.

Course work includes development of a student's ability to create, store, communicate, exchange and use information to solve technical issues related to information support and services, interactive media, network systems, programming and software development, information security and other emerging technologies based on the selected area of study.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies which rely on computer systems to design and manage information. The program will incorporate the competencies of industry-recognized certification exams.

### **Program Learning Outcomes:**

- ◆ Identify appropriate computer equipment, operating systems, and software based on organizational needs.
- ◆ Identify security risks to a networked information system and identify methods for troubleshooting.
- ◆ Build a small local area network, using network devices.
- ◆ Demonstrate the ability to utilize operating systems, hardware and software to plan, design and/or create various application tasks as needed to input, process and manipulate data specifically within one of the core areas of concentration.

## **INFORMATION TECHNOLOGY - NETWORK MANAGEMENT**

### **A.A.S. Degree (A25590D)**

#### *Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>						
ACA 115	Success and Study Skills <i>or</i>					
ACA 122	College Transfer Success	0	2	0	0	1
CTI 110	Web, Program, & DB Foundation	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
NET 125	Networking Basics	1	4	0	0	3
NOS 110	Operating System Concepts	2	3	0	0	3
SEC 110	Security Concepts	3	0	0	0	3
<b>TOTALS</b>		<b>11</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>16</b>

#### **SPRING SEMESTER I**

CTI 120	Network & Security Foundation	2	2	0	0	3
CTS 115	Information Systems Business Concept	3	0	0	0	3
HUM 115	Critical Thinking	3	0	0	0	3
NET 126	Routing Basics	1	4	0	0	3
NOS 120	Linux/UNIX Single-User	2	2	0	0	3
	Major Elective	0	0	0	0	3
<b>TOTALS</b>		<b>11</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>18</b>

#### **FALL SEMESTER 2**

CCT 110	Intro to Cyber Crime	3	0	0	0	3
DBA 120	Database Programming I	2	2	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
NET 225	Routing & Switching I	1	4	0	0	3
NOS 130	Windows Single-User	2	2	0	0	3
	Major Elective	0	0	0	0	3
<b>TOTALS</b>		<b>10</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>18</b>

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>SPRING SEMESTER 2</b>						
COM 231	Public Speaking	3	0	0	0	3
CTS 120	Hardware / Software Support	2	3	0	0	3
NET 226	Routing & Switching II	1	4	0	0	3
NOS 230	Window Admin I	2	2	0	0	3
PSY 150	General Psychology	3	0	0	0	3
	Major Elective	0	0	0	0	3
<b>TOTALS</b>		<b>11</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>18</b>
<b>PROGRAM TOTAL</b>						<b>70</b>

#### **Major Electives**

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
CTI 140	Virtualization Concepts (FA2)	1	4	0	0	3
CTI 141	Cloud & Storage Concepts (SP2)	1	4	0	0	3
SEC 150	Secure Communications (SP1)	2	2	0	0	3

**INFORMATION TECHNOLOGY -  
NETWORK MANAGEMENT  
Diploma Program (D25590E)**

*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>						
ACA 115	Success and Study Skills <i>or</i>					
ACA 122	College Transfer Success	0	2	0	0	1
CTI 110	Web, Program, & DB Foundation	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
NET 125	Networking Basics	1	4	0	0	3
NOS 110	Operating System Concepts	2	3	0	0	3
SEC 110	Security Concepts	3	0	0	0	3
	<b>TOTALS</b>	<b>11</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>16</b>
<b>SPRING SEMESTER I</b>						
CTI 140	Virtualization Concepts	1	4	0	0	3
CTI 120	Network & Security Foundation	2	2	0	0	3
CTS 115	Information Systems Business Concept	3	0	0	0	3
NET 126	Routing Basics	1	4	0	0	3
	<b>TOTALS</b>	<b>7</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>12</b>
<b>FALL SEMESTER 2</b>						
CCT 110	Intro to Cyber Crime	3	0	0	0	3
NET 225	Routing & Switching I	1	4	0	0	3
NOS 130	Windows Single-User	2	2	0	0	3
	<b>TOTALS</b>	<b>6</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>9</b>
<b>SPRING SEMESTER 2</b>						
CTS 120	Hardware/Software Support	2	3	0	0	3
NET 226	Routing & Switching II	1	4	0	0	3
NOS 230	Windows Admin I	2	2	0	0	3
	<b>TOTALS</b>	<b>5</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>9</b>
	<b>DIPLOMA TOTAL</b>					<b>46</b>

*Gainful Employment information is available at...*

<http://www.martincc.edu/sites/default/files/InformationTechnology-NetworkManagementDiploma.html>

**INFORMATION TECHNOLOGY -  
CISCO CCNA PREP  
Certificate (C25590F)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
NET 125	Networking Basic	1	4	0	0	3
NET 126	Routing Basics	1	4	0	0	3
NET 225	Routing & Switching I	1	4	0	0	3
NET 226	Routing & Switching II	1	4	0	0	3
	<b>TOTALS</b>	<b>4</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>12</b>
	<b>CERTIFICATE TOTAL</b>					<b>12</b>

*Gainful Employment information is available at...*

[http://www.martincc.edu/sites/default/files/InformationTechnology-CISCO CCNA Prep Certificate](http://www.martincc.edu/sites/default/files/InformationTechnology-CISCO%20CCNA%20Prep%20Certificate).

**INFORMATION TECHNOLOGY -  
WINDOWS OS  
Certificate (C25590G)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
CTI 120	Network & Security Foundation	2	2	0	0	3
NOS 110	Operating System Concepts	2	3	0	0	3
NOS 130	Windows Single-User	2	2	0	0	3
NOS 230	Windows Admin I	2	2	0	0	3
	<b>TOTALS</b>	<b>8</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>12</b>
	<b>CERTIFICATE TOTAL</b>					<b>12</b>

*Gainful Employment information is available at...*

<http://www.martincc.edu/sites/default/files/ComputerInformationTechnology-WindowsOSCertificate.html>



**INFORMATION TECHNOLOGY -  
SUPPORT and SERVICES  
A.A.S. Degree (A25590A)**

*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>						
ACA 115	Success and Study Skills <i>or</i>					
ACA 122	College Transfer Success	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
CTI 110	Web, Program, & DB Foundation	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
NET 125	Networking Basics	1	4	0	0	3
NOS 110	Operating System Concepts	2	3	0	0	3
SEC 110	Security Concepts	3	0	0	0	3
<b>TOTALS</b>		<b>13</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>19</b>

**SPRING SEMESTER I**

CIS 115	Intro to Programming and Logic	2	3	0	0	3
CTI 120	Network & Security Foundation	2	2	0	0	3
CTS 115	Information Systems Business Concept	3	0	0	0	3
DBA 110	Database Concepts	3	2	0	0	3
HUM 115	Critical Thinking	3	0	0	0	3
	Major Elective	0	0	0	0	3
<b>TOTALS</b>		<b>13</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>18</b>

**FALL SEMESTER 2**

CCT 110	Intro to Cyber Crime	3	0	0	0	3
CTS 155	Tech Support Functions	2	2	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
NOS 130	Windows Single-User	2	2	0	0	3
WEB 110	Internet/Web Fundamentals	2	2	0	0	3
	Major Elective	0	0	0	0	3
<b>TOTALS</b>		<b>11</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>18</b>

**SPRING SEMESTER 2**

COM 231	Public Speaking	3	0	0	0	3
CTS 120	Hardware / Software Support	2	3	0	0	3
CTS 250	User Support & Software Evaluation	2	2	0	0	3
NOS 230	Window Admin I	2	2	0	0	3
PSY 150	General Psychology	3	0	0	0	3
<b>TOTALS</b>		<b>12</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>15</b>

**PROGRAM TOTAL** 70

**Major Electives**

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
CTS 210	Computer Ethics (FA2)	3	0	0	0	3
CTS 272	Desktop Support Apps (SP2)	2	2	0	0	3

**INFORMATION TECHNOLOGY -  
SUPPORT and SERVICES  
Diploma Program (D25590B)**

*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>						
ACA 115	Success and Study Skills <i>or</i>					
ACA 122	College Transfer Success	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
CTI 110	Web, Program, & DB Foundation	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
NET 125	Networking Basics	1	4	0	0	3
NOS 110	Operating System Concepts	2	3	0	0	3
SEC 110	Security Concepts	3	0	0	0	3
<b>TOTALS</b>		<b>13</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>19</b>

**SPRING SEMESTER I**

CTI 120	Network & Security Foundation	2	2	0	0	3
DBA 110	Database Concepts	2	2	0	0	3
<b>TOTALS</b>		<b>4</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>6</b>

**FALL SEMESTER 2**

CCT 110	Intro to Cyber Crime	3	0	0	0	3
CTS 155	Tech Support Functions	2	2	0	0	3
<b>TOTALS</b>		<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>6</b>

**SPRING SEMESTER 2**

COM 231	Public Speaking	3	0	0	0	3
CTS 250	User Support & Software Evaluation	2	2	0	0	3
<b>TOTALS</b>		<b>5</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>6</b>

**DIPLOMA TOTAL** 37

*Gainful Employment information is available at...*

<http://www.martincc.edu/sites/default/files/InformationTechnology-SupportandServicesDiploma.html>

**INFORMATION TECHNOLOGY  
SUPPORT and SERVICES  
Certificate (C25590C)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
CTI 110	Web, Program, & DB Foundation	2	2	0	0	3
CTI 120	Network & Security Foundation	2	2	0	0	3
NOS 110	Operating System Concepts	2	3	0	0	3
NOS 130	Windows Single-User	2	2	0	0	3
SEC 110	Security Concepts	3	0	0	0	3
<b>TOTALS</b>		<b>11</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>15</b>

**CERTIFICATE TOTAL** 15

*Gainful Employment information is available at...*

<http://www.martincc.edu/sites/default/files/InformationTechnology-SupportandServicesCertificate.html>

**INFORMATION TECHNOLOGY -  
SYSTEMS SECURITY  
A.A.S. Degree (A25590H)**

*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>						
ACA 115	Success and Study Skills <i>or</i>					
ACA 122	College Transfer Success	0	2	0	0	1
CTI 110	Web, Program, & DB Foundation	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
NET 125	Networking Basics	1	4	0	0	3
NOS 110	Operating System Concepts	2	3	0	0	3
SEC 110	Security Concepts	3	0	0	0	3
<b>TOTALS</b>		<b>11</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>16</b>

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>SPRING SEMESTER 1</b>						
CTI 120	Network & Security Foundation	2	2	0	0	3
CTS 115	Information Systems Business Concepts	3	0	0	0	3
HUM 115	Critical Thinking	3	0	0	0	3
NET 126	Routing Basics	1	4	0	0	3
NOS 120	Linux/UNIX Single-User	2	2	0	0	3
	Major Elective	0	0	0	0	3
<b>TOTALS</b>		<b>11</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>18</b>

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 2</b>						
CCT 110	Intro to Cyber Crime	3	0	0	0	3
CCT 121	Computer Crime Investigation	3	2	0	0	4
CCT 285	Trends in Cyber Crime	2	2	0	0	3
DBA 120	Database Programming I	2	2	0	0	3
NOS 130	Windows Single-User	2	2	0	0	3
PSY 150	General Psychology	3	0	0	0	3
<b>TOTALS</b>		<b>14</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>19</b>

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>SPRING SEMESTER 2</b>						
COM 231	Public Speaking	3	0	0	0	3
CTS 120	Hardware / Software Support	2	3	0	0	3
CTS 287	Emerging Technology	3	0	0	0	3
MAT 143	Quantitative Literacy	2	2	0	0	3
NOS 230	Window Admin I	2	2	0	0	3
	Major Elective	0	0	0	0	3
<b>TOTALS</b>		<b>12</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>18</b>

**PROGRAM TOTAL** 71

**Major Electives**

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
SEC 150	Secure Communications (SP1)	2	2	0	0	3
SEC 160	Security Administration I (SP2)	2	2	0	0	3

**INFORMATION TECHNOLOGY -  
SYSTEMS SECURITY  
Diploma Program (D25590I)**

*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>						
ACA 115	Success and Study Skills <i>or</i>					
ACA 122	College Transfer Success	0	2	0	0	1
CTI 110	Web, Program, & DB Foundation	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
NET 125	Networking Basics	1	4	0	0	3
NOS 110	Operating System Concepts	2	3	0	0	3
SEC 110	Security Concepts	3	0	0	0	3
<b>TOTALS</b>		<b>11</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>16</b>

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>SPRING SEMESTER 1</b>						
CTI 120	Network & Security Foundation	2	2	0	0	3
CTS 115	Information Systems Business Concepts	3	0	0	0	3
NOS 120	Linux/UNIX Single-User	2	2	0	0	3
SEC 150	Secure Communications	2	2	0	0	3
<b>TOTALS</b>		<b>9</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>12</b>

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 2</b>						
CCT 110	Intro to Cyber Crime	3	0	0	0	3
DBA 120	Database Programming I	2	2	0	0	3
NOS 130	Windows Single-User	2	2	0	0	3
<b>TOTALS</b>		<b>7</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>9</b>

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>SPRING SEMESTER 2</b>						
COM 231	Public Speaking	3	0	0	0	3
CTS 120	Hardware / Software Support	2	3	0	0	3
NOS 230	Window Admin I	2	2	0	0	3
<b>TOTALS</b>		<b>7</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>9</b>

**DIPLOMA TOTAL** 46

*Gainful Employment information is available at...*  
<http://www.martincc.edu/sites/default/files/InformationTechnology-SystemsSecurityDiploma.html>

**INFORMATION TECHNOLOGY  
SYSTEMS SECURITY CONCEPTS  
Certificate (C25590J)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
CTI 120	Network & Security Foundation	2	2	0	0	3
CTS 115	Information Systems Business Concepts	3	0	0	0	3
NET 125	Networking Basics	1	4	0	0	3
NOS 110	Operating System Concepts	2	3	0	0	3
SEC 110	Security Concepts	3	0	0	0	3
<b>TOTALS</b>		<b>11</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>15</b>

**CERTIFICATE TOTAL** 15

*Gainful Employment information is available at...*  
<http://www.martincc.edu/sites/default/files/InformationTechnology-SystemSecurityConceptsCertificate.html>

**INFORMATION TECHNOLOGY  
SYSTEMS SECURITY ADMINISTRATION  
Certificate (C25590K)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
CTI 120	Network & Security Foundation	2	2	0	0	3
NET 125	Networking Basics	1	4	0	0	3
SEC 110	Security Concepts	3	0	0	0	3
SEC 150	Secure Communications	2	2	0	0	3
SEC 160	Security Administration I	2	2	0	0	3
<b>TOTALS</b>		<b>10</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>15</b>

**CERTIFICATE TOTAL** 15

*Gainful Employment information is available at...*  
<http://www.martincc.edu/sites/default/files/InformationTechnology-SystemSecurityAdministrationCertificate.html>

# MEDICAL ASSISTING

The Medical Assisting curriculum prepares multi-skilled health care professionals to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, 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 physician's offices, health maintenance organizations, health departments, and hospitals.

Additional requirements that must be met following admittance to the program are as follows:

1. Before beginning the clinical practicum portion of the program, students are required to have a current Healthcare Provider level First Aid/CPR certification effective throughout the entire two-semester externship rotations. Evidence of physical health must be provided by submitting a completed Student Medical Form to Martin Community College and a current immunization record. Failure to provide the listed materials in a timely manner will prevent progress through the program by making the student ineligible for placement in externship.
2. Students accepted into the Medical Assisting Program will be required to meet the safety standards for health care workers' exposure to blood borne pathogens including, but not limited to, HBV immunizations as printed in the *Medical Assisting Student Handbook*. Evidence of HBV immunization must be provided to be eligible for externship.
3. Additional Medical Assisting policies and procedures are outlined in the Medical Assisting Student Handbook.
4. Students entering clinical practicums (usually in their last two semesters) may be required by the clinical site to provide a criminal background check and a drug screening test before or during each rotation. A criminal history or positive drug screen may preclude the student from being placed for clinical rotation and therefore prevent the student from finishing the degree or diploma. A positive drug screen during the rotation will result in a failing grade for that clinical and will prevent the student from continuing in the program.

### ***Student Learning Outcomes:***

- ◆ Identify and apply medical terminology.
- ◆ Demonstrate administering patient care and assisting the physician.
- ◆ Convey and teach health related information for patient education.

**MEDICAL ASSISTING**  
**A.A.S. Degree (A45400)**  
*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 1</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
BIO 163	Basic Anatomy & Physiology	4	2	0	0	5
MED 110	Orientation to Medical Assisting	1	0	0	0	1
MED 118	Medical Law and Ethics	2	0	0	0	2
MED 121	Medical Terminology I	3	0	0	0	3
MED 130	Administrative Office Procedures I	1	2	0	0	2
MED 140	Examination Room Procedures I	3	4	0	0	5
<b>TOTALS</b>		<b>14</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>19</b>
<b>SPRING SEMESTER 1</b>						
MAT 110	Math Measurement & Literacy	2	2	0	0	3
MED 122	Medical Terminology II	3	0	0	0	3
MED 131	Administrative Office Procedures II	1	2	0	0	2
MED 150	Laboratory Procedures I	3	4	0	0	5
MED 240	Examination Room Procedures II	3	4	0	0	5
<b>TOTALS</b>		<b>12</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>18</b>
<b>SUMMER SEMESTER 1</b>						
CIS 110	Introduction to Computers <i>or</i>	2	2	0	0	3
OST 136	Word Processing	2	2	0	0	2
MED 138	Infection/Hazard Control	2	0	0	0	2
MED 272	Drug Therapy	3	0	0	0	3
<b>TOTALS</b>		<b>7</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>7/8</b>

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 2</b>						
ENG 111	Writing and Inquiry	3	0	0	0	3
MED 113	Orientation to Clinic Setting II	0	0	6	0	2
MED 114	Prof Interactions in Health Care	1	0	0	0	1
MED 232	Medical Insurance Coding	1	3	0	0	2
MED 270	Symptomatology	2	2	0	0	3
MED 276	Patient Education	1	2	0	0	2
PSY 150	General Psychology	3	0	0	0	3
<b>TOTALS</b>		<b>11</b>	<b>7</b>	<b>6</b>	<b>0</b>	<b>16</b>
<b>SPRING SEMESTER 2</b>						
ENG 115	Oral Communication	3	0	0	0	3
HUM 115	Critical Thinking	3	0	0	0	3
MED 260	Medical Clinical Externship	0	0	15	0	5
MED 262	Clinical Perspectives	1	0	0	0	1
MED 264	Medical Assisting Overview	2	0	0	0	2
<b>TOTALS</b>		<b>9</b>	<b>0</b>	<b>15</b>	<b>0</b>	<b>14</b>
<b>PROGRAM TOTAL</b>						<b>74/75</b>

# MEDICAL OFFICE ADMINISTRATION

This curriculum prepares individuals for employment in medical and other health-care related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other health-care related organizations.

## Student Learning Outcomes:

- ◆ Demonstrate an understanding of the administrative support process and functions and how these influence effective business practices in a medical office or medical setting.
- ◆ Utilize appropriate technology, techniques, and practices to collect, process, and interpret information for decision making and administrative support in a medical office or medical setting.
- ◆ Demonstrate professional communication skills to process, manage, and communicate information in a medical office or medical setting.

## MEDICAL OFFICE ADMINISTRATION

### A.A.S. Degree (A25310)

#### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
CIS 111	Basic PC Literacy <i>or</i>	1	2	0	0	2
CIS 110	Introduction to Computers	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
MED 121	Medical Terminology I	3	0	0	0	3
OST 130	Comprehensive Keyboarding	2	2	0	0	3
OST 149	Medical Legal Issues	3	0	0	0	3
OST 286	Professional Development	3	0	0	0	3
<b>TOTALS</b>		<b>17</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>18/19</b>

#### SPRING SEMESTER I

ENG 115	Oral Communication <i>or</i>					
COM 231	Public Speaking	3	0	0	0	3
MED 122	Medical Terminology II	3	0	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 148	Med Coding Billing & Insurance	3	0	0	0	3
OST 164	Text Editing Applications	3	0	0	0	3
	Behavioral/Social Science Elective	3	0	0	0	3
<b>TOTALS</b>		<b>17</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>18</b>

#### FALL SEMESTER 2

BUS 121	Business Math	2	2	0	0	3
OST 184	Records Management	2	2	0	0	3
OST 236	Advanced Word/Information Processing	2	2	0	0	3
OST 241	Medical Office Transcription I	1	2	0	0	2
	Humanities/Fine Arts Elective	3	0	0	0	3
	Major Elective Hours	3	0	0-20	0	3
<b>TOTALS</b>		<b>13</b>	<b>8</b>	<b>0-20</b>	<b>0</b>	<b>17</b>

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>SPRING SEMESTER 2</b>						
BUS 260	Business Communication	3	0	0	0	3
MAT 110	Math Measurement and Literacy	2	2	0	0	3
OST 242	Medical Office Transcription II	1	2	0	0	2
OST 243	Medical Office Simulation	2	2	0	0	3
OST 289	Office Systems Management	2	2	0	0	3
	Major Elective Hours	3	0	0-20	0	3
<b>TOTALS</b>		<b>13</b>	<b>8</b>	<b>0-20</b>	<b>0</b>	<b>17</b>
<b>PROGRAM TOTAL</b>						<b>70/71</b>

Program requirements may change periodically.

#### Other Elective Hours

##### Take 1 Set

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>Set 1</b>						
OST 143	Dental Office Terminology	3	0	0	0	3
OST 147	Dental Billing and Coding	3	0	0	0	3

##### Set 2

OST 247	Procedural Coding	1	2	0	0	2
OST 248	Diagnostic Coding	1	2	0	0	2
WBL 112	Work-Based Learning	0	0	0	20	2

##### Set 3

BUS 153	Human Resource Management	3	0	0	0	3
OST 247	Procedural Coding	1	2	0	0	2
OST 248	Diagnostic Coding	1	2	0	0	2

## MEDICAL OFFICE ADMINISTRATION

### Diploma Program (D25310)

#### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 1</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
CIS 111	Basic PC Literacy <i>or</i>	1	2	0	0	2
CIS 110	Introduction to Computers	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
MED 121	Medical Terminology I	3	0	0	0	3
OST 130	Comprehensive Keyboarding	2	2	0	0	3
OST 149	Professional Development	3	0	0	0	3
<b>TOTALS</b>		<b>12/13</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>15/16</b>

#### SPRING SEMESTER

MED 122	Medical Terminology II	3	0	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 148	Medical Coding, Billing and Insurance	3	0	0	0	3
OST 164	Text Editing	3	0	0	0	3
<b>TOTALS</b>		<b>11</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>12</b>

#### FALL SEMESTER 2

BUS 121	Business Math	2	2	0	0	3
ENG 115	Oral Communication <i>or</i>					
COM 231	Public Speaking	3	0	0	0	3
OST 241	Medical Office Transcription I	1	2	0	0	2
OST 243	Medical Office Simulation	2	2	0	0	3
OST 289	Office Systems Management	2	2	0	0	3
<b>TOTALS</b>		<b>10</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>14</b>

**DIPLOMA TOTAL** 41/42

Gainful Employment information is available at...

<http://www.martincc.edu/sites/default/files/MedicalOfficeAdministrationDiploma.html>

## MEDICAL OFFICE ADMINISTRATION Career & College Promise Certificate Pathway (C25310P)

#### Required Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
ACA 115	Success and Study Skills	0	2	0	0	1
CIS 111	Basic PC Literacy	1	2	0	0	2
MED 121	Medical Terminology I	3	0	0	0	3
MED 122	Medical Terminology II	3	0	0	0	3
OST 130	Comprehensive Keyboarding	2	2	0	0	3
OST 148	Medical Coding, Billing and Insurance	3	0	0	0	3
OST 149	Professional Development	3	0	0	0	3
<b>TOTALS</b>		<b>15</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>18</b>
<b>CCP CERTIFICATE TOTAL</b>						<b>18</b>

## MEDICAL OFFICE ADMINISTRATION Dental Office Support Certificate Program (C25310D)

#### Required Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
CIS 111	Basic PC Literacy	1	2	0	0	2
OST 130	Comprehensive Keyboarding	2	2	0	0	3
OST 143	Dental Office Terminology	3	0	0	0	3
OST 147	Dental Billing and Coding	3	0	0	0	3
OST 149	Medical Legal Issues	3	0	0	0	3
<b>TOTALS</b>		<b>12</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>14</b>
<b>CERTIFICATE TOTAL</b>						<b>14</b>

## MEDICAL OFFICE ADMINISTRATION

### Medical Information Technology Certificate Program (C25310A)

#### Required Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
CIS 111	Basic PC Literacy <i>or</i>	1	2	0	0	2
CIS 110	Introduction to Computers	2	2	0	0	3
MED 121	Medical Terminology I	3	0	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 148	Medical Coding, Billing and Insurance	3	0	0	0	3
OST 149	Medical Legal Issues	3	0	0	0	3
<b>TOTALS</b>		<b>12/13</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>14/15</b>
<b>CERTIFICATE TOTAL</b>						<b>14/15</b>

## MEDICAL OFFICE ADMINISTRATION Medical Word Processing Specialist Certificate Program (C25310B)

#### Required Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
MED 121	Medical Terminology I	3	0	0	0	3
MED 122	Medical Terminology II	3	0	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 236	Advanced Word/Information Processing	2	2	0	0	3
OST 241	Medical Office Transcription I	1	2	0	0	2
<b>TOTALS</b>		<b>11</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>14</b>
<b>CERTIFICATE TOTAL</b>						<b>14</b>

Gainful Employment information is available at...

<http://www.martincc.edu/sites/default/files/MedicalOfficeAdministration-MedicalWordProcessingSpecialistCertificate.html>

## MEDICAL OFFICE ADMINISTRATION Medical Insurance Coding Certificate Program (C25310C)

#### Required Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
MED 121	Medical Terminology I	3	0	0	0	3
MED 122	Medical Terminology II	3	0	0	0	3
OST 148	Medical Coding, Billing and Insurance	3	0	0	0	3
OST 149	Medical Legal Issues	3	0	0	0	3
OST 247	Procedural Coding	1	2	0	0	2
OST 248	Diagnostic Coding	1	2	0	0	2
<b>TOTALS</b>		<b>14</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>16</b>
<b>CERTIFICATE TOTAL</b>						<b>16</b>

Gainful Employment information is available at...

<http://www.martincc.edu/sites/default/files/MedicalOfficeAdministration-MedicalInsuranceCodingCertificate.html>



# OFFICE ADMINISTRATION

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

## Student Learning Outcomes:

- ◆ Demonstrate an understanding of the administrative support process and functions and how these influence effective business practices in an office or business setting.
- ◆ Utilize appropriate technology, techniques, and practices to collect, process, and interpret information for decision making and administrative support in an office or business setting.
- ◆ Demonstrate professional communication skills to process, manage, and communicate information in an office or business

## OFFICE ADMINISTRATION A.A.S. Degree (A25370)

### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit	Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>							<b>SPRING SEMESTER 2</b>						
ACA 115	Success and Study Skills	0	2	0	0	1	BUS 260	Business Communication	3	0	0	0	3
CIS 110	Introduction to Computers <i>or</i>	2	2	0	0	3	CTS 287	Emerging Technologies	3	0	0	0	3
CIS 111	Basic PC Literacy	1	2	0	0	2	OST 233	Office Publications Design	2	2	0	0	3
DBA 110	Database Concepts	2	3	0	0	3	OST 289	Office Systems Management	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3	WBL 112	Work-Based Learning	0	0	0	20	2
OST 130	Comprehensive Keyboarding	2	2	0	0	3	<b>TOTALS</b>		<b>10</b>	<b>4</b>	<b>0</b>	<b>20</b>	<b>14</b>
OST 286	Professional Development	3	0	0	0	3	<b>PROGRAM TOTAL</b>						<b>67/68</b>
	Humanities/Fine Arts	3	0	0	0	3							
	<b>TOTALS</b>	<b>14/15</b>	<b>9</b>	<b>0</b>	<b>0</b>	<b>18/19</b>							
<b>SPRING SEMESTER I</b>													
BUS 121	Business Math	2	2	0	0	3							
CTS 130	Spreadsheet	2	2	0	0	3							
ENG 115	Oral Communication <i>or</i>												
COM 231	Public Speaking	3	0	0	0	3							
OST 136	Word Processing	2	2	0	0	3							
OST 164	Text Editing Applications	3	0	0	0	3							
	Social/Behavioral Science	3	0	0	0	3							
	<b>TOTALS</b>	<b>15</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>18</b>							
<b>FALL SEMESTER 2</b>													
BUS 153	Human Resource Management	3	0	0	0	3							
CTS 230	Advanced Spreadsheet	2	2	0	0	3							
MAT 110	Math Measurement and Literacy	2	2	0	0	3							
OST 153	Office Finance Solutions	1	2	0	0	2							
OST 184	Records Management	2	2	0	0	3							
OST 236	Advanced Word/Information Processing	2	2	0	0	3							
	<b>TOTALS</b>	<b>12</b>	<b>10</b>	<b>0</b>	<b>0</b>	<b>17</b>							



**OFFICE ADMINISTRATION  
Diploma Program (D25370)**

*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 1</b>						
ACA 115	Success and Study Skills	0	2	0	0	1
CIS 110	Introduction to Computers <i>or</i>	2	2	0	0	3
CIS 111	Basic PC Literacy	1	2	0	0	2
OST 130	Comprehensive Keyboarding	2	2	0	0	3
OST 184	Records Management	2	2	0	0	3
OST 286	Professional Development	3	0	0	0	3
<b>TOTALS</b>		<b>9/10</b>	<b>8</b>	<b>0</b>	<b>0</b>	<b>12/13</b>

**SPRING SEMESTER**

BUS 260	Business Communication	3	0	0	0	3
CTS 287	Emerging Technologies	3	0	0	0	3
MAT 110	MathMeasurement and Literacy	2	2	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 164	Text Editing Applications	3	0	0	0	3
<b>TOTALS</b>		<b>13</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>15</b>

**FALL SEMESTER 2**

BUS 153	Human Resources Management	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
OST 153	Office Finance Solutions	1	2	0	0	2
OST 236	Advanced Word/Information Processing	2	2	0	0	3
OST 289	Admin Office Management	2	2	0	0	3
<b>TOTALS</b>		<b>11</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>14</b>

**DIPLOMA TOTAL**

**41/42**

*Gainful Employment information is available at...*

<http://www.martincc.edu/sites/default/files/OfficeAdministrationDiploma.html>

**OFFICE ADMINISTRATION  
Word Processing Specialist Certificate  
(C25370A)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
OST 130	Comprehensive Keyboarding	2	2	0	0	3
OST 136	Word Processing	2	2	0	0	3
OST 164	Text Editing Applications	3	0	0	0	3
OST 236	Advanced Word/Information Processing	2	2	0	0	3
<b>TOTALS</b>		<b>9</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>12</b>
<b>CERTIFICATE TOTAL</b>						<b>12</b>

*Gainful Employment information is available at...*

<http://www.martincc.edu/sites/default/files/OfficeAdministration-WordProcessingSpecialistCertificate.html>

# PHYSICAL THERAPIST ASSISTANT

The Physical Therapist Assistant curriculum prepares graduates to work in direct patient care settings under supervision of physical therapists. Assistants work to improve or restore function by alleviation or prevention of physical impairment and perform other essential activities in a physical therapy department.

Course work includes normal human anatomy and physiology, the consequences of disease or injury, and physical therapy treatment of a variety of patient conditions affecting humans throughout the life-span.

Graduates may be eligible to take the licensure examination administered by the NC Board of Physical Therapy Examiners. Employment is available in general hospitals, rehabilitation centers, extended care facilities, specialty hospitals, home health agencies, private clinics, and public school systems.

Students entering clinical externships (usually in their last two semesters) may be required by the clinical site to provide a criminal background check and a drug screening test before or during each rotation. A criminal history or positive drug screen may preclude the student from being placed for clinical rotation and therefore prevent the student from finishing the degree or diploma. A positive drug screen during the rotation will result in a failing grade for that clinical and will prevent the student from continuing in the program.

## Student Learning Outcomes:

- ◆ Perform duties and patient care activities appropriate for a skilled PTA.
- ◆ Apply the knowledge, skills and techniques learned in the PTA didactic courses to safe and effective patient care.
- ◆ Recognize the needs of the patient, family and caregivers as well as document changes in the patient's condition and communicate these changes to the PT.
- ◆ Effectively and accurately communicate information relevant to patient status, progress, and safety in the patient's record, to the supervising physical therapist and with the patient's health care team.
- ◆ Demonstrate ethical, legal, safe and professional conduct appropriate in a health care setting.

## PHYSICAL THERAPIST ASSISTANT A.A.S. Degree (A45620)

### Suggested Sequence of Courses

Prefix	Course Title	Class	Lab	Clinic	Work	Credit	Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>							<b>FALL SEMESTER 2</b>						
ACA 115	Success and Study Skills	0	2	0	0	1	PTA 182	PTA Clinical Education I	0	0	6	0	2
BIO 168	Anatomy and Physiology I	3	3	0	0	4	PTA 210	PTA Clinical Education II	0	0	6	0	2
MAT 110	MathMeasurement and Literacy <i>or</i>	2	2	0	0	3	PTA 222	Professional Interactions	2	0	0	0	2
MAT 171	Precalculus Algebra	3	0	0	0	4	PTA 240	Physical Therapy Procedures IV	3	6	0	0	5
PTA 110	Introduction to Physical Therapy	2	3	0	0	3	PTA 280	PTA Issues I	1	0	0	0	1
PTA 130	Physical Therapy Procedures I	1	6	0	0	3	<b>TOTALS</b>	<b>6</b>	<b>6</b>	<b>12</b>	<b>0</b>	<b>12</b>	
PTA 150	Physical Therapy Procedures II	1	6	0	0	3	<b>SPRING SEMESTER 2</b>						
	Humanities/Fine Arts	3	0	0	0	3	PTA 212	Health Care/Resources	2	0	0	0	2
<b>TOTALS</b>		<b>12/13</b>	<b>22</b>	<b>0</b>	<b>0</b>	<b>20/21</b>	PTA 254	Pediatrics for the PTA	0	3	0	0	1
<b>SPRING SEMESTER I</b>							PTA 260	Advanced Clinical Education	0	0	30	0	10
BIO 169	Anatomy and Physiology II	3	3	0	0	4	PTA 270	PTA Topics	1	0	0	0	1
CIS 111	Basic PC Literacy <i>or</i>	1	2	0	0	2	<b>TOTALS</b>	<b>3</b>	<b>3</b>	<b>30</b>	<b>0</b>	<b>14</b>	
CIS 110	Introduction to Computers	2	2	0	0	3	<b>PROGRAM TOTAL</b>						
COM 231	Public Speaking <i>or</i>												<b>74/75</b>
ENG 115	Oral Communication	3	0	0	0	3							
PTA 120	Functional Anatomy	1	6	0	0	3							
PTA 140	Therapeutic Exercise	2	6	0	0	4							
PTA 170	Pathophysiology	3	0	0	0	3							
<b>TOTALS</b>		<b>13/14</b>	<b>17</b>	<b>0</b>	<b>0</b>	<b>19/20</b>							
<b>SUMMER SEMESTER</b>													
ENG 111	Writing and Inquiry	3	0	0	0	3							
PTA 160	Physical Therapy Procedures III	2	3	0	0	3							
	Social/Behavioral Sciences	3	0	0	0	3							
<b>TOTALS</b>		<b>8</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>9</b>							

# SCHOOL-AGE EDUCATION

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers.

Course work includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations.

Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/private schools, recreational centers, and other programs that work with school-age populations.

## **Student Learning Outcomes:**

- ◆ Demonstrate professional traits expected in school-age education.
- ◆ Plan, develop, and implement a developmentally/culturally appropriate (DCAP) lesson plan which includes an activity for school-age children.
- ◆ Develop a rubric, checklist, and/or rating scale for use with an activity for school-age children.

## **SCHOOL-AGE EDUCATION**

### **A.A.S. Degree (A55440)**

#### *Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit	Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>							<b>SPRING SEMESTER 2</b>						
ACA 115	Success and Study Skills <i>or</i>						EDU 285	Internship Exp-School Age	1	9	0	0	4
ACA 122	College Transfer Success	0	2	0	0	1	EDU 289	Adv Issues/School Age	2	0	0	0	2
CIS 110	Introduction to Computers	2	2	0	0	3	SCI 110	Principles of Science	3	2	0	0	4
EDU 131	Children, Family & Community	3	0	0	0	3		Humanities/Fine Arts	3	0	0	0	3
EDU 144	Child Development I	3	0	0	0	3	<b>TOTALS</b>		<b>9</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>13</b>
EDU 151	Creative Activities	3	0	0	0	3	<b>PROGRAM TOTAL</b>						<b>66</b>
EDU 153	Health, Safety & Nutrition	3	0	0	0	3							
ENG 115	Oral Communication <i>or</i>												
COM 231	Public Speaking	3	0	0	0	3							
<b>TOTALS</b>		<b>17</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>19</b>							
<b>SPRING SEMESTER I</b>													
EDU 145	Child Development II	3	0	0	0	3							
EDU 163	Classroom Mgt & Instruct	3	0	0	0	3							
EDU 216	Foundations in Education	4	0	0	0	4							
EDU 271	Educational Technology	2	2	0	0	3							
ENG 111	Writing and Inquiry	3	0	0	0	3							
PSY 150	General Psychology	3	0	0	0	3							
<b>TOTALS</b>		<b>18</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>19</b>							
<b>FALL SEMESTER 2</b>													
EDU 221	Children with Exceptional	3	0	0	0	3							
EDU 235	School-Age Dev & Program	3	0	0	0	3							
EDU 256	Inst Strat/Social Studies	2	2	0	0	3							
EDU 257	Instructional Strat/Math	2	2	0	0	3							
EDU 281	Instruc Strat/Read & Write	2	2	0	0	3							
<b>TOTALS</b>		<b>12</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>15</b>							

**SCHOOL-AGE EDUCATION  
Diploma Program (D55440)**

*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER I</b>						
ACA 115	Success and Study Skills <i>or</i>					
ACA 122	College Transfer Success	0	2	0	0	1
CIS 110	Introduction to Computers	2	2	0	0	3
EDU 144	Child Development I	3	0	0	0	3
EDU 151	Creative Activities	3	0	0	0	3
EDU 153	Health, Safety & Nutrition	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
<b>TOTALS</b>		<b>14</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>16</b>

**SPRING SEMESTER I**

EDU 145	Child Development II	3	0	0	0	3
EDU 163	Classroom Mgt & Instruct	3	0	0	0	3
EDU 216	Foundations in Education	4	0	0	0	4
EDU 271	Educational Technology	2	2	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
<b>TOTALS</b>		<b>15</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>

**FALL SEMESTER 2**

EDU 221	Children with Exceptional	3	0	0	0	3
EDU 235	School-Age Dev & Program	3	0	0	0	3
EDU 257	Instructional Strategies/Math	2	2	0	0	3
EDU 281	Instructional Strat/Read & Write	2	2	0	0	3
EDU 285	Internship Exp-School Age	1	9	0	0	4
<b>TOTALS</b>		<b>11</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>16</b>

**DIPLOMA TOTAL** 48

*Gainful Employment information is available at...*

<http://www.martincc.edu/sites/default/files/School-AgeEducationDiploma.html>

**SCHOOL-AGE EDUCATION  
Certificate Program (C55440)**

*Required Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
EDU 145	Child Development II	3	0	0	0	3
EDU 163	Classroom Mgt & Instruct	3	0	0	0	3
EDU 216	Foundations in Education	4	0	0	0	4
EDU 257	Instructional Strategies/Math	2	2	0	0	3
EDU 281	Instructional Strat/Read & Write	2	2	0	0	3
<b>TOTALS</b>		<b>14</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>16</b>
<b>DIPLOMA TOTAL</b>						<b>16</b>

# COLLEGE TRANSFER

## ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCE DEGREE

The Associate in Arts (AA) degree or Associate in Science (AS) degree is granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of college transfer courses. Within the degree program, Martin Community College includes opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

Courses are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year associate in arts programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.

To be eligible for the transfer of credits under the CAA, the student must graduate with an AA or AS degree and have an overall Grade Point Average (GPA) of at least 2.0 on a 4.0 scale and a grade of “C” or better in all CAA courses. Students who do not complete the degree are eligible to transfer credits on a course-by course basis.

### ***Mission Statement:***

The mission of the College Transfer Program at Martin Community College is to allow traditional, nontraditional, and college eligible high school students to earn affordable, transferrable college-level course credits. Students who successfully complete this program acquire valuable academic skills necessary to enter and effectively navigate senior institutions.

### ***Program Learning Outcome:***

Eighty percent of the students in the Martin Community College College Transfer Program who transfer to a senior institution with at least 30 credit hours will earn a GPA of at least 2.0 in their first year.

### ***Student Learning Outcomes:***

- Demonstrate effective critical thinking skills by utilizing applicable procedures for problem solving.
- Demonstrate appropriate use of technology and information literacy.
- Demonstrate effective written communication skills by producing texts that exhibit college level fluency and reasoning.
- Demonstrate effective oral communication skills by delivering organized, concise and audience appropriate presentations.
- Demonstrate and understanding of the scientific method and its application by interpreting and analyzing scientific data, forming appropriate hypotheses, and drawing appropriate conclusions from data.

### **The AA and AS degree program of study is structured to include two components:**

–*Universal General Education Transfer Component* comprises a minimum of 30 semester hours of credit, and  
–*Additional general education, pre-major, and elective courses* that prepare students for successful transfer into selected majors at UNC institutions and bring the total number of hours in the degree programs to 60-61 semester hours.

To ensure maximum transfer ability of credits, students should select a transfer major and preferred transfer university before completing 30 semester hours of credit. Additional general education, pre-major, and elective courses should be selected based on a student’s intended major and transfer institution.

### **Transfer of Associate in Arts**

- a. The CAA enables North Carolina community college graduates of two-year AA and AS degree programs who are admitted to constituent institutions of The University of North Carolina to transfer with junior status.
- b. Universities cannot place requirements on students transferring under the CAA that are not required of their native students.
- c. A student who completes the AA or AS degree prior to transfer to a UNC institution will have fulfilled the UNC institution’s lower-division general education requirements.

- d. Due to degree requirements in some majors, additional courses at the UNC institution may be required beyond the general education courses and pre-major courses taken at the community college.
- e. Community college graduates of the AA or AS degree program who have earned 60 semester hours in approved transfer courses with a grade of “C” or better and an overall GPA of at least 2.0 on a 4.0 scale will receive at least 60 semester hours of academic credit upon admission to a UNC institution.
- f. Requirements for admission to some major programs may require additional pre-specialty courses beyond the pre-major taken at the community college. Students entering such programs may need more than two academic years of course work to complete the baccalaureate degree, depending on requirements of the program.
- g. All courses approved for transfer in the CAA are designated as fulfilling general education or pre-major/elective requirements. While general education and pre-major courses may also be used as electives, elective courses may not be used to fulfill general education requirements.
- h. CAA courses taken beyond the 60-61 SHC of credit in which the student received less than a “C” will not negate the provisions of the CAA.

### ***ASSOCIATE IN ARTS (A10100)***

**The same course hours may be counted only once to fulfill degree requirements. Course and credit requirements are shown below.**

#### **UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT.**

<b>English Composition - 6 Credits</b>	ENG 111 (3)	ENG 112 (3)		
<b>Humanities/Fine Arts - 9 Credits</b>	ART 111 (3)	ENG 231 (3)	MUS 110 (3)	PHI 240 (3)
	COM 231 (3)	ENG 232 (3)	PHI 215 (3)	
<b>Social/Behav. Sciences - 9 Credits</b>	ECO 251 (3)	HIS 131 (3)	POL 120 (3)	SOC 210 (3)
	ECO 252 (3)	HIS 132 (3)	PSY 150 (3)	
<b>Math - 3 - 4 Credits</b>	MAT 143 (3)	MAT 152 (3)	MAT 171 (4)	
<b>Natural Sciences - 4 Credits</b>	BIO 110 (4)	BIO 111 (4)	CHM 151 (4)	

#### **ADDITIONAL GENERAL EDUCATION HOURS. 13 - 14 SHC. (45 Hours of General Education Required)**

ART 111 (3)	CIS 110 (3)	ENG 241 (3)	HIS 132 (3)	MAT 141 (3)	PSY 241 (3)
BIO 110 (4)	CIS 115 (3)	ENG 242 (3)	HUM 110 (3)	MAT 142 (3)	REL 110 (3)
BIO 111 (4)	ECO 251 (3)	ENG 243 (3)	HUM 115 (3)	MAT 143 (3)	REL 211 (3)
BIO 112 (4)	ECO 252 (3)	GEO 111 (3)	HUM 120 (3)	MAT 171 (4)	REL 212 (3)
BIO 140 (3)	ENG 113 (3)	HIS 111 (3)	HUM 121 (3)	MUS 110 (3)	SOC 210 (3)
BIO 140A (1)	ENG 114 (3)	HIS 112 (3)	HUM 122 (3)	PHI 215 (3)	SOC 213 (3)
CHM 131 (3)	ENG 231 (3)	HIS 121 (3)	HUM 160 (3)	PHI 240 (3)	SOC 220 (3)
CHM 131A (1)	ENG 232 (3)	HIS 122 (3)	HUM 211 (3)	POL 120 (3)	SPA 111 (3)
CHM 132 (4)	ENG 233 (3)	HIS 131 (3)	HUM 212 (3)	PSY 150 (3)	SPA 112 (3)



**OTHER REQUIRED HOURS. 15 SHC.**

ACA 122 (1) Required

ACC 120 (4)	BUS 115 (3)	ENG 114 (3)	HIS 112 (3)	HUM 212 (3)	POL 120 (3)
ACC 121 (4)	BUS 137 (3)	ENG 231 (3)	HIS 121 (3)	MAT 141 (3)	PSY 150 (3)
ART 111 (3)	BUS 228 (3)	ENG 232 (3)	HIS 122 (3)	MAT 142 (3)	PSY 241 (3)
BIO 110 (4)	CHM 131 (3)	ENG 233 (3)	HIS 131 (3)	MAT 143 (3)	PSY 243 (3)
BIO 111 (4)	CHM 131A (1)	ENG 241 (3)	HIS 132 (3)	MAT 171 (4)	REL 110 (3)
BIO 112 (4)	CHM 132 (4)	ENG 242 (3)	HUM 110 (3)	MAT 172 (4)	REL 211 (3)
BIO 140 (3)	CIS 110 (3)	ENG 243 (3)	HUM 115 (3)	MAT 263 (4)	REL 212 (3)
BIO 140A (1)	CIS 115 (3)	GEO 110 (3)	HUM 120 (3)	MAT 271 (4)	SOC 210 (3)
BIO 163 (5)	ECO 251 (3)	GEO 111 (3)	HUM 121 (3)	MUS 110 (3)	SOC 213 (3)
BIO 168 (4)	ECO 252 (3)	HEA 110 (3)	HUM 122 (3)	PED 110 (2)	SOC 220 (3)
BIO 169 (4)	EDU 216 (4)	HEA 112 (2)	HUM 160 (3)	PED 187 (1)	SPA 111 (3)
BUS 110 (3)	ENG 113 (3)	HIS 111 (3)	HUM 211 (3)	PHI 215 (3)	SPA 112 (3)
				PHI 240 (3)	

**TOTAL HOURS: 60-61 SHC**

**ASSOCIATE IN ARTS  
A.A. Degree (A10100)**

*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 1</b>						
ACA 122	College Transfer Success	0	2	0	0	1
ECO 251	Principles of Microeconomics	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HIS 131	American History I	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	0	3
	<b>TOTALS</b>	<b>15</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>
<b>SPRING SEMESTER 1</b>						
CIS 110	Introduction to Computers	2	2	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3
ENG 112	Writing/Research in the Disciplines	3	0	0	0	3
HIS 132	American History II	3	0	0	0	3
SOC 220	Social Problems	3	0	0	0	3
	<b>TOTALS</b>	<b>14</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>15</b>
<b>FALL SEMESTER 2</b>						
BIO 111	General Biology I	3	3	0	0	4
ENG 231	American Literature I	3	0	0	0	3
MAT 143	Quantitative Literacy	3	0	0	0	3
MUS 110	Music Appreciation	3	0	0	0	3
SPA 111	Elementary Spanish I	3	0	0	0	3
	<b>TOTALS</b>	<b>15</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>16</b>
<b>SPRING SEMESTER 2</b>						
COM 231	Public Speaking	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
HEA 112	First Aid & CPR	1	2	0	0	2
POL 120	American Government	3	0	0	0	3
SPA 112	Elementary Spanish II	3	0	0	0	3
	<b>TOTALS</b>	<b>13</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>14</b>
	<b>PROGRAM TOTAL</b>					<b>61</b>

**ASSOCIATE IN ARTS**

**Career and College Promise College Transfer Pathway (P1012P)**

	Class	Lab	Clinic	Work	Credit
<b>General Education Requirements - 32 Credits</b>					
<b>English Composition - 6 Credits</b>					
ENG 111	Writing and Inquiry	3	0	0	3
ENG 112	Writing/Research in the Disciplines	3	0	0	3
<b>Humanities/Fine Arts/ Communications - 9 Credits</b>					
<i>Choose a minimum of 2 subjects</i>					
ART 111	Art Appreciation	3	0	0	3
COM 231	Public Speaking	3	0	0	3
ENG 231	American Literature I	3	0	0	3
ENG 232	American Literature II	3	0	0	3
MUS 110	Music Appreciation	3	0	0	3
PHI 215	Philosophical Issues	3	0	0	3
PHI 240	Introduction to Ethics	3	0	0	3
<b>Social/Behavioral Sciences - 9 Credits</b>					
<i>Choose a minimum of 2 subjects</i>					
ECO 251	Principles of Microeconomics	3	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	3
HIS 111	World Civilization I	3	0	0	3
HIS 112	World Civilization II	3	0	0	3
HIS 131	American History I	3	0	0	3
HIS 132	American History II	3	0	0	3
POL 120	American Government	3	0	0	3
PSY 150	General Psychology	3	0	0	3
SOC 210	Introduction to Sociology	3	0	0	3
<b>Math - 3 Credits</b>					
MAT 143	Quantitative Literacy	2	2	0	3
MAT 171	Precalculus Algebra	3	2	0	4
<b>Natural Sciences - 4 Credits</b>					
BIO 111	General Biology I	3	3	0	4
CHM 151	General Chemistry I	3	3	0	4
<b>Other Required Hours - 1 Credit</b>					
ACA 122	College Transfer Success	0	2	0	1
<b>CCP PROGRAM TOTAL</b>					<b>32-33</b>

## **ASSOCIATE IN SCIENCE (A10400)**

The same course hours may be counted only once to fulfill degree requirements. Course and credit requirements are shown below.

### **UNIVERSAL GENERAL EDUCATION TRANSFER COMPONENT.**

<b>English Composition - 6 Credits</b>	ENG 111 (3)	ENG 112 (3)		
<b>Humanities/Fine Arts - 6 Credits</b>	ART 111 (3) COM 231 (3)	ENG 231 (3) ENG 232 (3)	MUS 110 (3) PHI 215 (3)	PHI 240 (3)
<b>Social/Behav. Sciences - 6 Credits</b>	ECO 251 (3) ECO 252 (3) HIS 111 (3)	HIS 112 (3) HIS 131 (3) HIS 132 (3)	POL 120 (3) PSY 150 (3) SOC 210 (3)	
<b>Math - 8 Credits</b>	MAT 171 (4)	MAT 172 (4)	MAT 263 (4)	MAT 271 (4)
<b>Natural Sciences - 8 Credits</b>	BIO 111 (4) and BIO 112 (4) or CHM 151 (4) and CHM 152 (4)			

### **ADDITIONAL GENERAL EDUCATION HOURS. 11 SHC.** (45 Hours of General Education Required)

ART 111 (3)	CHM 152 (4)	ENG 241 (3)	HUM 110 (3)	MAT 143 (3)	PSY 241 (3)
BIO 110 (4)	CIS 110 (3)	ENG 242 (3)	HUM 115 (3)	MAT 171 (4)	REL 110 (3)
BIO 111 (4)	CIS 115 (3)	ENG 243 (3)	HUM 120 (3)	MAT 263 (4)	REL 211 (3)
BIO 112 (4)	ECO 251 (3)	GEO 111 (3)	HUM 121 (3)	MAT 271 (4)	REL 212 (3)
BIO 140 (3)	ECO 252 (3)	HIS 111 (3)	HUM 122 (3)	MUS 110 (3)	SOC 210 (3)
BIO 140A (1)	ENG 113 (3)	HIS 112 (3)	HUM 160 (3)	PHI 215 (3)	SOC 213 (3)
CHM 131 (3)	ENG 114 (3)	HIS 121 (3)	HUM 211 (3)	PHI 240 (3)	SOC 220 (3)
CHM 131A (1)	ENG 231 (3)	HIS 122 (3)	HUM 212 (3)	POL 120 (3)	SPA 111 (3)
CHM 132 (4)	ENG 232 (3)	HIS 131 (3)	MAT 141 (3)	PSY 150 (3)	SPA 112 (3)
CHM 151 (4)	ENG 233 (3)	HIS 132 (3)	MAT 142 (3)		

### **OTHER REQUIRED HOURS. 15 SHC.**

ACA 122 (1) Required

ACC 120 (4)	BUS 137 (3)	ENG 231 (3)	HIS 122 (3)	MAT 143 (3)	PSY 241 (3)
ACC 121 (4)	BUS 228 (3)	ENG 232 (3)	HIS 131 (3)	MAT 171 (4)	PSY 243 (3)
ART 111 (3)	CHM 131 (3)	ENG 233 (3)	HIS 132 (3)	MAT 172 (4)	REL 110 (3)
BIO 110 (4)	CHM 131A (3)	ENG 241 (3)	HUM 110 (3)	MAT 263 (4)	REL 211 (3)
BIO 111 (4)	CHM 132 (1)	ENG 242 (3)	HUM 115 (3)	MAT 271 (4)	REL 212 (3)
BIO 112 (4)	CHM 151 (4)	ENG 243 (3)	HUM 120 (3)	MUS 110 (3)	SOC 210 (3)
BIO 140 (3)	CHM 152 (3)	GEO 110 (3)	HUM 121 (3)	PED 110 (2)	SOC 213 (3)
BIO 140A (1)	CIS 110 (3)	GEO 111 (3)	HUM 122 (3)	PED 187 (1)	SOC 220 (3)
BIO 163 (5)	CIS 115 (3)	HEA 110 (3)	HUM 160 (3)	PHI 215 (3)	SPA 111 (3)
BIO 168 (4)	ECO 251 (3)	HEA 112 (3)	HUM 211 (3)	PHI 240 (3)	SPA 112 (3)
BIO 169 (4)	ECO 252 (3)	HIS 111 (3)	HUM 212 (3)	POL 120 (3)	
BUS 110 (3)	ENG 113 (3)	HIS 112 (3)	MAT 141 (3)	PSY 150 (3)	
BUS 115(3)	ENG 114 (3)	HIS 121 (3)	MAT 142 (3)		

**TOTAL HOURS: 60 - 61 SHC**

**ASSOCIATE IN SCIENCE**  
**A.S. Degree (A10400)**  
*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 1</b>						
ACA 122	College Transfer Success	0	2	0	0	1
ECO 251	Principles of Microeconomics	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3
HIS 131	American History I	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	0	3
<b>TOTALS</b>		<b>15</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>
<b>SPRING SEMESTER 1</b>						
CIS 110	Introduction to Computers	2	2	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3
ENG 112	Writing/Research in the Disciplines	3	0	0	0	3
HIS 132	American History II	3	0	0	0	3
SOC 220	Social Problems	3	0	0	0	3
<b>TOTALS</b>		<b>14</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>15</b>
<b>FALL SEMESTER 2</b>						
BIO 111	General Biology I	3	3	0	0	4
ENG 231	American Literature I	3	0	0	0	3
MAT 171	Precalculus Algebra	3	2	0	0	4
PED 110	Fit and Well for Life	1	2	0	0	2
SPA 111	Elementary Spanish I	3	0	0	0	3
<b>TOTALS</b>		<b>13</b>	<b>7</b>	<b>0</b>	<b>0</b>	<b>16</b>
<b>SPRING SEMESTER 2</b>						
BIO 112	General Biology II	3	3	0	0	4
ENG 232	American Literature II	3	0	0	0	3
MAT 172	Precalculus Trigonometry	3	2	0	0	4
SPA 112	Elementary Spanish II	3	0	0	0	3
<b>TOTALS</b>		<b>12</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>14</b>
<b>PROGRAM TOTAL</b>						<b>61</b>

**ASSOCIATE IN SCIENCE**  
**Career and College Promise College Transfer Pathway**  
**(P1042C)**

		Class	Lab	Clinic	Work	Credit
<b>General Education Requirements - 34 Credits</b>						
<b>English Composition - 6 Credits</b>						
ENG 111	Writing and Inquiry	3	0	0	0	3
ENG 112	Writing/Research in the Disciplines	3	0	0	0	3
<b>Humanities/Fine Arts/ Communications - 6 Credits</b>						
<i>Choose a minimum of 2 subjects</i>						
ART 111	Art Appreciation	3	0	0	3	3
COM 231	Public Speaking	3	0	0	0	3
ENG 231	American Literature I	3	0	0	0	3
ENG 232	American Literature II	3	0	0	0	3
MUS 110	Music Appreciation	3	0	0	0	3
PHI 215	Philosophical Issues	3	0	0	0	3
PHI 240	Introduction to Ethics	3	0	0	0	3
<b>Social/Behavioral Sciences - 6 Credits</b>						
<i>Choose a minimum of 2 subjects</i>						
ECO 251	Principles of Microeconomics	3	0	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3
HIS 111	World Civilization I	3	0	0	0	3
HIS 112	World Civilization II	3	0	0	0	3
HIS 131	American History I	3	0	0	0	3
HIS 132	American History II	3	0	0	0	3
POL 120	American Government	3	0	0	0	3
PSY 150	General Psychology	3	0	0	0	3
SOC 210	Introduction to Sociology	3	0	0	0	3
<b>Math - 8 Credits</b>						
MAT 171	Precalculus Algebra	3	2	0	0	4
MAT 172	Precalculus Trigonometry	3	2	0	0	4
MAT 263	Brief Calculus	3	2	0	0	4
MAT 271	Calculus I	3	2	0	0	4
<b>Natural Sciences - 8 Credits</b>						
BIO 111	General Biology I	3	3	0	0	4
BIO 112	General Biology II	3	3	0	0	4
or						
CHM 151	General Chemistry I	3	3	0	0	4
CHM 152	General Chemistry II	3	3	0	0	4
<b>Other Required Hours - 1 Credit</b>						
ACA 122	College Transfer Success	0	2	0	0	1
<b>CCP PROGRAM TOTAL</b>						<b>35</b>

COLLEGE TRANSFER

# GENERAL EDUCATION

## ASSOCIATE IN GENERAL EDUCATION DEGREE

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

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

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

An Associate in General Education degree will be granted to students completing the following requirements.

### I. GENERAL GRADUATION REQUIREMENTS

- A. The satisfactory completion of a minimum of 64 semester hours credit (SHC) and a maximum of 65 semester hours credit (SHC).
- B. The completion of no fewer than 25% of the above hours while in attendance at Martin Community College. Students must have a GPA of 2.00 on all work required for graduation within their chosen curriculum.
- C. Placement tests may indicate a need for enrollment in developmental courses in any or all of the subject areas of English, mathematics, and reading.
- D. ACA 122 is required of all students in the first semester.

### *ASSOCIATE IN GENERAL EDUCATION (A10300)*

The same course hours may be counted only once to fulfill degree requirements. Course and hour requirements are shown below.

#### GENERAL EDUCATION REQUIREMENTS. Select 15 SHC.

<b>Communications - 6 Hours Required</b>	ENG 111 (3)	ENG 112 (3)		
<b>Humanities/Fine Arts - 3 Hours Required</b>	ART 111 (3)	ENG 242 (3)	HUM 122 (3)	PHI 240 (3)
	COM 231 (3)	ENG 243 (3)	HUM 160 (3)	REL 110 (3)
	ENG 231 (3)	HUM 110 (3)	HUM 211 (3)	REL 211 (3)
	ENG 232 (3)	HUM 115 (3)	HUM 212 (3)	REL 212 (3)
	ENG 233 (3)	HUM 120 (3)	MUS 110 (3)	SPA 111 (3)
	ENG 241 (3)	HUM 121(3)	PHI 215 (3)	SPA 112 (3)
<b>Social/Behav. Sciences - 3 Hours Required</b>	ECO 251 (3)	HIS 112 (3)	HIS 132 (3)	SOC 210 (3)
	ECO 252 (3)	HIS 121 (3)	POL 120 (3)	SOC 213 (3)
	GEO 111 (3)	HIS 122 (3)	PSY 150 (3)	SOC 220 (3)
	HIS 111 (3)	HIS 131 (3)	PSY 241 (3)	
<b>Natural Science/Math - 3 Hours Required</b>	BIO 110 (4)	CHM 131 (3)	CIS 115 (3)	MAT 161 (3)
	BIO 111 (4)	CHM 131A (1)	MAT 141 (3)	MAT 171 (4)
	BIO 112 (4)	CHM 132 (4)	MAT 142 (3)	MAT 172 (4)
	BIO 140 (3)	CHM 151 (3)	MAT 143 (3)	MAT 263 (4)
	BIO 140A (1)	CIS 110 (3)	MAT 151 (3)	MAT 271 (4)

**OTHER MAJOR HOURS - Select 50 SHC.** A maximum of 7 SHC in health, physical education, college orientation, and/or study skills. Selected topics or seminar courses may not exceed 3 SHC.

ACA 122 (1) Required

Electives (*Select 49 hours*):

ACC 120 (4)	CHM 131A (1)	ENG 243 (3)	HUM 122 (3)	OST 136 (3)
ACC 121 (4)	CHM 132 (4)	GEO 110 (3)	HUM 160 (3)	OST 184 (3)
ART 111 (3)	CIS 110 (3)	GEO 111 (3)	HUM 211 (3)	PED 110 (2)
BIO 110 (4)	CIS 115 (3)	HEA 110 (3)	HUM 212 (3)	PED 120 (3)
BIO 111 (4)	COM 231 (3)	HEA 112 (2)	MAT 141 (3)	PED 187 (1)
BIO 112 (4)	ECO 251 (3)	HIS 111 (3)	MAT 142 (3)	POL 120 (3)
BIO 140 (3)	ECO 252 (3)	HIS 112 (3)	MAT 151 (3)	PSY 150 (3)
BIO 140A (1)	EDU 216 (4)	HIS 121 (3)	MAT 161 (3)	PSY 241 (3)
BIO 163 (5)	EDU 221 (3)	HIS 122 (3)	MAT 263 (3)	PSY 243 (3)
BIO 168 (4)	ENG 113 (3)	HIS 131 (3)	MED 118 (2)	REL 110 (3)
BIO 169 (4)	ENG 114 (3)	HIS 132 (3)	MED 121 (3)	REL 211 (3)
BUS 110 (3)	ENG 231 (3)	HIS 221 (3)	MED 122 (3)	REL 212 (3)
BUS 115 (3)	ENG 232 (3)	HUM 110 (3)	MED 130 (2)	SOC 210 (3)
BUS 137 (3)	ENG 233 (3)	HUM 115 (3)	MED 138 (2)	SOC 213 (3)
BUS 228 (3)	ENG 241 (3)	HUM 120 (3)	MED 232 (2)	SOC 220 (3)
CHM 131 (3)	ENG 242 (3)	HUM 121 (3)	MUS 110 (3)	SPA 111 (3)
				SPA 112 (3)

**TOTAL HOURS: 65 SHC**

## ASSOCIATE IN GENERAL EDUCATION

### A.G.E. Degree (A10300)

*Suggested Sequence of Courses*

Prefix	Course Title	Class	Lab	Clinic	Work	Credit	Prefix	Course Title	Class	Lab	Clinic	Work	Credit
<b>FALL SEMESTER 1</b>							<b>FALL SEMESTER 2</b>						
ACA 122	College Transfer Success	0	2	0	0	1	BIO 111	General Biology I	3	3	0	0	4
ECO 251	Principles of Microeconomics	3	0	0	0	3	ENG 231	American Literature I	3	0	0	0	3
ENG 111	Writing and Inquiry	3	0	0	0	3	MAT 143	Quantitative Literacy	2	2	0	0	3
HIS 131	American History I	3	0	0	0	3		Electives	6	0	0	0	6
PSY 150	General Psychology	3	0	0	0	3	<b>TOTALS</b>		<b>14</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>16</b>
	Elective	3	0	0	0	3							
<b>TOTALS</b>		<b>15</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>16</b>							
<b>SPRING SEMESTER 1</b>							<b>SPRING SEMESTER 2</b>						
CIS 110	Introduction to Computers	2	2	0	0	3	POL 120	American Government	3	0	0	0	3
ECO 252	Principles of Macroeconomics	3	0	0	0	3	ENG 232	American Literature II	3	0	0	0	3
ENG 112	Writing/Research in the Disc.	3	0	0	0	3		Electives	9	0	0	0	9
HIS 132	American History II	3	0	0	0	3	<b>TOTALS</b>		<b>15</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>15</b>
	Elective	6	0	0	0	6							
<b>TOTALS</b>		<b>17</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>18</b>							
<b>PROGRAM TOTAL</b>												<b>65</b>	





# CONTINUING EDUCATION

## DIVISION OF CONTINUING EDUCATION

The underlying philosophy of the Division of Continuing Education is that learning is a lifelong process. Education does not stop with the completion of formal schooling, but continues throughout life. The Division of Continuing Education offers classes to address the lifelong learning needs of the adult population in the service area.

In keeping with the Philosophy, Mission, and Goals of the College, the Division of Continuing Education delivers non-credit classes to the general public, government agencies, and business and industry. The Division of Continuing Education strives to meet the needs of the community at large by offering both professional and personal interest classes and may design or develop classes to meet specific needs.

Any adult 18 years of age or older, a high school graduate, or an individual between the ages of 16 and 18 who has officially withdrawn from high school is eligible to enroll in continuing education classes. High school students, 16 or older, are permitted to enroll under the dual enrollment policy with approval from the appropriate school officials.

The Division of Continuing Education provides learning opportunities in the following areas:

- \* **BASIC SKILLS**
  - ~ Adult Basic Education (ABE)
  - ~ High School Equivalency (HSE)
  - ~ Basic Life Skills
  
- \* **SPECIAL CLASSES**
  - ~ Workforce Education
  - ~ English as a Second Language (ESL)
  
- \* **HUMAN RESOURCES DEVELOPMENT (HRD)**
  
- \* **EXTENSION COURSES**
  - ~ Occupational Courses
  - ~ Community Service Courses
  - ~ Self-Supporting Courses
  
- \* **SPECIAL SERVICES**
  - ~ Fire/Rescue Training
  - ~ Emergency Medical Services Training
  - ~ Law Enforcement Training
  - ~ Specialized Training for Business and Industry
  - ~ Business and Industry Customized Training Program
  - ~ Community Services

Courses are offered on campus at Martin Community College and at the MCC/Bertie Campus, and other community sites in Martin and Bertie Counties.

Schedules are published before each semester. Some courses and services are offered on a continuing basis because of demand. However, the division has the flexibility to offer courses on request that are customized to meet the needs of individuals, groups, industry, or other community service agencies. Visit our website at [www.martincc.edu](http://www.martincc.edu).

Express your interest by contacting the Division of Continuing Education at (252) 789-0248. For classes at the Bertie Campus call (252) 794-4861.

## GENERAL INFORMATION

### ADMISSION

Any adult 18 years of age or older or an individual between the ages of 16 and 18 who has officially withdrawn from high school is eligible to enroll in Continuing Education courses.

High school students, 16 or older, are permitted to enroll under the dual enrollment policy with approval from the appropriate school officials. Contact your local school counselor for additional information.

### FEES

Fees for Occupational classes vary according to the length of the class (1-24 hours, \$70.00; 25-50 hours, \$125.00; 50+ hours, \$180.00). Fees for self-supporting classes are determined by the content, number of students, and length of each class.

HRD classes are under the same fee structure as Occupational classes. However, some individuals enrolling in HRD classes may qualify for a fee waiver.

No fees are required for Basic Skills classes. Students may register to take the GED® and pay any required fees directly through the GED® Testing Service website, rather than through the college.

Volunteer firemen, local fire department personnel, volunteer and local rescue and lifesaving department personnel, and local law enforcement officers are exempt from paying a registration fee when enrolling in work-related training programs.

Elementary and secondary school employees are exempt from paying a registration fee when enrolling in First-Aid or CPR courses.

Fees are subject to change.

### REFUND POLICY FOR OCCUPATIONAL CLASSES

To comply with Title 23 of the North Carolina Administrative Code 2D.0203 (d) and to enhance uniformity of the Occupational Extension Refund Policy, a refund will not be made except under the following circumstances:

1. A 75% refund shall be made upon the request of the student if the student officially withdraws from the class(es) prior to or at the official 10% point of the class(es). Requests for refunds will not be considered after the 10% point.
2. For classes beginning at times other than at the beginning of the semester, applicable provisions as noted in Subparagraphs (d) (1) and (2) of this rule apply. For contact hour classes, ten calendar days from the first day of the class(es) is the determination date.
3. At the time of official withdrawal under this policy, the College shall notify the student of the right to receive a refund.

To officially withdraw and to determine eligibility for a refund, the student should contact the Continuing Education Office.

### BOOKS AND SUPPLIES

Books and supplies are generally available through the College Bookstore. When classes meet at community centers, the College Bookstore makes it possible for books to be purchased at the community center. Minimal supply fees are required for certain classes. Healthcare students and BLET students must purchase required uniforms.

**Note:** Textbooks and prices are subject to change based on instructor and publishers' adjustment or substitutions. To contact the MCC Bookstore, call (252) 789-0242.

### ATTENDANCE

Students are encouraged to attend all classes. Generally, for a student to be presented an attendance certificate, he/she must attend a minimum of 75 percent of the classes as well as successfully complete the course. Certain classes may exceed this requirement.

### CANCELLATION

Martin Community College reserves the right to cancel any course which has insufficient enrollment.

### INSURANCE

An accident policy is available to all Continuing Education students at a nominal fee.

## CONTINUING EDUCATION UNITS (CEUs)

Continuing Education courses may carry CEU credit. The Continuing Education Unit is a uniform standard of measurement for participation in non-credit Continuing Education courses. One CEU is defined as ten (10) contact hours of participation in an organized Continuing Education experience under appropriate sponsorship, capable direction, and qualified instruction.

Continuing Education Units may be used by individuals who need to verify participation in non-curriculum courses for purposes of required professional certification or recognition for job advancement.

The Division of Continuing Education maintains a permanent record on each student who takes a Continuing Education course. The records are available to students upon request.

## BASIC SKILLS

The purpose of the Basic Skills Program at MCC is to provide educational opportunities to individuals 16 years of age or older who are not in school and demonstrate a need to improve their math, reading, English, and/or life skills in order to further their education, earn their (HSE) High School Equivalency Diploma, or to function effectively in society. The Basic Skills Program is offered free of charge to students at all 58 community colleges in North Carolina.

Basic Skills classes are offered in Martin and Bertie Counties. Currently classes in Martin County are held on the MCC campus, Willow Acres, and at the Robersonville Senior Center site. Bertie County classes are held at the Bertie Campus in Windsor.

### ◆ **Adult Basic Education (ABE)**

The Adult Basic Education program provides instruction in reading, writing, and math for adults who need to learn or refresh skills. The instructional plan is a foundation for additional studies.

### ◆ **High School Equivalency (HSE)**

The High School Equivalency Diploma program is designed for persons preparing to take the HSE tests to qualify for a state-issued High School Diploma Equivalency. Individualized study in the areas of reading, science, social studies, writing, and math precedes a pre-test in each area to determine readiness for taking the HSE test battery. Graduates may participate in the annual graduation in May.

### ◆ **Basic Life Skills**

The Basic Life Skills program serves adults 18 years of age and older who have been diagnosed as having intellectual disabilities. Classes focus on seven areas of study: language, math, social studies, community living, consumer economics, health, and vocational education and enables students to develop to their ultimate potential and to achieve some level of independence. The program is offered at the MCC Bertie Campus in Windsor.

### ◆ **English as a Second Language (ESL)**

English as a Second Language is designed for adults who want to learn English language skills necessary to function effectively in an English-speaking environment.

## SPECIAL CLASSES

### ◆ **Workforce Education**

Basic Skills classes are customized for specific industry requests. The purpose of the on-site classes is to assist employees in upgrading competencies relating to job performance or personal development.

## MCC LEARNING CENTER

The MCC Learning Center located on the Main Campus in Williamston provides classes for those who demonstrate a need for improvement in math, reading, and/or English, and life skills in order to achieve a HSE, further education, or function in society.

## HUMAN RESOURCES DEVELOPMENT

The Human Resources Development (HRD) program mission is to educate and train people in transition and the emerging workforce for success in the workplace. The goal of the HRD program is three pronged in its purpose: to enhance and develop the student's employability skills; to assist the student in accessing meaningful training and/or employment opportunities and to develop and promote the individual's ability to acquire economic self-sufficiency. HRD core services include instructional training, skill and self assessments and career development activities.

## EXTENSION COURSES

### ◆ Occupational Courses

Occupational classes consist of single courses, each complete in itself, designed for the specific purpose of training an individual for employment, upgrading the skills of persons presently employed, and retraining others for employment in a new or different field. Examples of occupational classes are Nurse Aide I and II, Auto Mechanics, Basic Law Enforcement Training (BLET), Emergency Medical Technician (EMT), Effective Substitute Teacher Training, Real Estate, Insurance Pre-licensing, Spanish for Professionals, CFC Certification, Vehicle Safety Inspection, and a variety of computer classes.

### ◆ Self-Supporting Courses

Self-Supporting courses consist of single courses, each complete in itself, in the academic, practical skills, and designed to appeal to the personal interests of the students who take those classes. Examples of self-supporting classes include Line Dancing, Art, Guitar, Floral Design, and Cake Decorating. **Fees for Self-Supporting Courses:** Fees for Self-Supporting courses are determined by the content, number of students, and length of each class and are paid by all students. No exemptions.

## SPECIAL SERVICES

### ◆ Fire and Rescue Training

The Fire Service Training program provides training to fire service personnel in the latest techniques and methods of firefighting and rescue. Training sessions may be held in the local communities or on campus.

### ◆ Emergency Medical Services Training

The Division of Continuing Education has an important function in providing Emergency Medical Services training to EMS personnel in the area. The College is committed to the concept of Emergency Medical Services and is active on the regional Emergency Medical Services Council and also the Training Committee. In order to assist local rescue squads and hospitals to meet and maintain qualified and proficient manpower, the College offers a variety of specially designed courses.

### ◆ Law Enforcement Training

The Division of Continuing Education offers the Basic Law Enforcement Training (BLET) program accredited by the North Carolina Criminal Justice Training and Standards Commission. This course is mandated as a requirement for potential law enforcement officers. Anyone seeking to become a sworn officer with a law enforcement agency in

North Carolina must complete the course in its entirety and pass the state examination. The course is approximately 620 hours in length.

In-service Law Enforcement Training is provided to law enforcement agencies. Courses are specially designed for those engaged in law enforcement activities.

Additional Law Enforcement Training will be provided to law enforcement agencies as scheduled. Training will be at Martin and Bertie Campuses.

◆ **Special Training Services to Business and Industry**

Extension classes may be developed by Martin Community College to meet the needs of business and industry and to provide training needed by employed individuals of the area. Because of the flexibility of these programs, courses are tailored to specific group needs.

◆ **Business and Industry Customized Training Program**

The Customized Training Program is available to businesses and industries upon request. The College, in cooperation with the North Carolina Community College System, will design and administer these special training programs for new and existing local businesses and industries.

◆ **Community Services**

Martin Community College sponsors and promotes a number of community services. These services contribute to the cultural, economic, and civic development of the community. The College may also be host to local, state, or national groups that will conduct seminars and conferences on campus. Lodging facilities and restaurants are located nearby for out-of-town participants.

◆ **Career Readiness Certificate (CRC):** The CRC is a portable nationally recognized credential that demonstrates achievement at a certain level of workplace employability skills in Applied Mathematics, Locating Information, and Reading for Information. The CRC uses the Workkeys system to assess skills in Applied Math, Locating Information, and Reading for Information; an individual may earn:

- ◆ A Bronze level which signifies that a recipient scored at least a level 3 in each of the three core areas and has the necessary foundational skills for 16% of the jobs in the WorkKeys database.
- ◆ A Silver level which signifies that a recipient scored at least a level 4 in each of the three core areas and has the necessary foundational skills for 67% of the jobs in the WorkKeys database.
- ◆ A Gold level which signifies that a recipient scored at least a level 5 in each of the three core areas and has the necessary foundational skills for 93% of the jobs in the WorkKeys database.
- ◆ A Platinum level which signifies that a recipient scored at least a level 6 in each of the three core areas and has the necessary foundational skills for 99% of the jobs in the WorkKeys database.

Martin Community College offers training, using Career Ready 101, for individuals to develop or improve their skills in Applied Mathematics, Locating Information, Reading for Information, and other WorkKeys assessments.

# COURSE DESCRIPTIONS



	Class	Lab	Clinic	Work	Credit
<p><b>ACA 115 Success &amp; Study Skills</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals. Topics include active reading strategies, time management, note taking, test taking, technology, career education, and other strategies for effective learning.</p>	0	2	0	0	1
<p><b>ACA 122 College Transfer Success</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking, and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.</i></p>	0	2	0	0	1
<p><b>ACC 120 Principles of Financial Accounting</b></p> <p>Prerequisites: Take All DMA 010, DMA 020, DMA 030, DRE 098</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.</i></p>	3	2	0	0	4
<p><b>ACC 121 Principles of Managerial Accounting</b></p> <p>Prerequisites: ACC 120</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.</i></p>	3	2	0	0	4
<p><b>ACC 129 Individual Income Taxes</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.</p>	2	2	0	0	3

	Class	Lab	Clinic	Work	Credit
<p><b>ACC 140 Payroll Accounting</b>                      Prerequisites: ACC 115 or ACC 120                      Corequisites: None                      This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.</p>	1	2	0	0	2
<p><b>ACC 150 Accounting Software Applications</b>                      Prerequisites: ACC 115 or ACC 120                      Corequisites: None                      This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.</p>	1	2	0	0	2
<p><b>ACC 220 Intermediate Accounting I</b>                      Prerequisites: ACC 120                      Corequisites: None                      This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and an extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.</p>	3	2	0	0	4
<p><b>ACC 225 Cost Accounting</b>                      Prerequisites: ACC 121                      Corequisites: None                      This course introduces the nature and purposes of cost accounting as an information system for planning and control. Topics include direct materials, direct labor, factory overhead, process, job order, and standard cost systems. Upon completion, students should be able to demonstrate an understanding of the principles involved and display an analytical problem-solving ability for the topics covered.</p>	3	0	0	0	3
<p><b>ACC 269 Audit &amp; Assurance Services</b>                      Prerequisites: ACC 220                      Corequisites: None                      This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance, services. Topics include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.</p>	3	0	0	0	3
<p><b>AHR 110 Introduction to Refrigeration</b>                      Prerequisites: None                      Corequisites: None                      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</p>	2	6	0	0	5

Class	Lab	Clinic	Work	Credit
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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.

**AHR 111 HVACR Electricity** 2 2 0 0 3

Prerequisites: None

Corequisites: None

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.

**AHR 112 Heating Technology** 2 4 0 0 4

Prerequisites: None

Corequisites: None

This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

**AHR 113 Comfort Cooling** 2 4 0 0 4

Prerequisites: None

Corequisites: None

This course covers the installation procedures, system operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

**AHR 114 Heat Pump Technology** 2 4 0 0 4

Prerequisites: AHR 110 or AHR 113

Corequisites: None

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.

**AHR 115 Refrigeration Systems** 1 3 0 0 2

Prerequisites: AHR 110

Corequisites: None

This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

**AHR 120 HVACR Maintenance** 1 3 0 0 2

Prerequisites: None

Corequisites: None

This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive

	Class	Lab	Clinic	Work	Credit
<p>maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.</p>					
<p><b>AHR 125 HVAC Electronics</b></p> <p>Prerequisites: Take One: AHR 111, ELC 111, or ELC 112</p> <p>Corequisites: None</p> <p>This course introduces the common electronic control components in HVAC systems. Emphasis is placed on identifying electronic components and their functions in HVAC systems and motor-driven control circuits. Upon completion, students should be able to identify components, describe control circuitry and functions, and use test instruments to measure electronic circuit values and identify malfunctions.</p>	2	2	0	0	3
<p><b>AHR 130 HVAC Controls</b></p> <p>Prerequisites: Take One: AHR 111, ELC 111, or ELC 112</p> <p>Corequisites: None</p> <p>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.</p>	2	2	0	0	3
<p><b>AHR 133 HVAC Servicing</b></p> <p>Prerequisites: None</p> <p>Corequisites: AHR 112 or AHR 113</p> <p>This course covers the maintenance and servicing of HVAC equipment. Topics include testing, adjusting, maintaining, and troubleshooting HVAC equipment and record keeping. Upon completion, students should be able to adjust, maintain, and service HVAC equipment.</p>	2	6	0	0	4
<p><b>AHR 140 All-Weather Systems</b></p> <p>Prerequisites: AHR 112 or AHR 113</p> <p>Corequisites: None</p> <p>This course covers the principles of combination heating and cooling systems including gas-electric, all-electric, and oil-electric systems. Topics include PTACs and package and split-system units. Upon completion, students should be able to understand the systems performance and perform routine maintenance procedures.</p>	1	3	0	0	2
<p><b>AHR 160 Refrigerant Certification</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>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.</p>	1	0	0	0	1
<p><b>AHR 180 HVACR Customer Relations</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces common business and customer relation practices that may be encountered in HVACR. Topics include business practices, appearance of self and vehicle, ways of handling customer complaints, invoices, telephone communications,</p>	1	0	0	0	1

Class	Lab	Clinic	Work	Credit
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and warranties. Upon completion, students should be able to present themselves to customers in a professional manner, understand how the business operates, complete invoices, and handle complaints.

**AHR 210 Residential Building Code** 1 2 0 0 2

Prerequisites: None

Corequisites: None

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade.

**AHR 211 Residential System Design** 2 2 0 0 3

Prerequisites: None

Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

**AHR 212 Advanced Comfort Systems** 2 6 0 0 4

Prerequisites: AHR 114

Corequisites: None

This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps.

**AHR 213 HVACR Building Code** 1 2 0 0 2

Prerequisites: None

Corequisites: None

This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.

**AHR 215 Commercial HVAC Controls** 1 3 0 0 2

Prerequisites: AHR 111, ELC 111, or ELC 112

Corequisites: None

This course introduces HVAC control systems used in commercial applications. Topics include electric/electronic control systems, pneumatic control systems, DDC temperature sensors, humidity sensors, pressure sensors, wiring, controllers, actuators, and controlled devices. Upon completion, students should be able to verify or correct the performance of common control systems with regard to sequence of operation and safety.

**AHR 220 Commercial Building Codes** 2 0 0 0 2

Prerequisites: None

Corequisites: None

	Class	Lab	Clinic	Work	Credit
<p>This course covers the appropriate sections of the North Carolina State Building Code that govern the installation of commercial comfort, refrigeration, and mechanical systems. Emphasis is placed on using and understanding applications sections of the North Carolina State Building Code. Upon completion, students should be able to use the North Carolina State Building Code to locate information regarding the installation of commercial systems.</p>					
<p><b>AHR 235 Refrigeration Design</b></p> <p>Prerequisites: AHR 110</p> <p>Corequisites: None</p> <p>This course covers the principles of commercial refrigeration system operation and design. Topics include walk-in coolers, walk-in freezers, system components, load calculations, equipment selection, defrost systems, refrigerant line sizing, and electric controls. Upon completion, students should be able to design, adjust, and perform routine service procedures on a commercial refrigeration system.</p>	2	2	0	0	3
<p><b>AHR 240 Hydronic Heating</b></p> <p>Prerequisites: AHR 112</p> <p>Corequisites: None</p> <p>This course covers the accepted procedures for proper design, installation, and balance of hydronic heating systems for residential or commercial buildings. Topics include heating equipment; pump, terminal unit, and accessory selection; piping system selection and design; and pipe sizing and troubleshooting. Upon completion, students should be able to assist with the proper design, installation, and balance of typical hydronic systems.</p>	1	3	0	0	2
<p><b>AHR 245 Chiller Systems</b></p> <p>Prerequisites: AHR 110</p> <p>Corequisites: None</p> <p>This course introduces the fundamentals of liquid chilling equipment. Topics include characteristics of water, principles of water chilling, the chiller, the refrigerant, water and piping circuits, freeze prevention, purging, and equipment flexibility. Upon completion, students should be able to describe the components, controls, and overall operation of liquid chilling equipment and perform basic maintenance tasks.</p>	1	3	0	0	2
<p><b>AHR 263 Energy Management</b></p> <p>Prerequisites: AHR 125 or AHR 215</p> <p>Corequisites: None</p> <p>This course covers building automation computer programming as currently used in energy management. Topics include night setback, duty cycling, synchronization, schedule optimization, and anticipatory temperature control. Upon completion, students should be able to write programs utilizing the above topics and connect computer systems to HVAC systems.</p>	1	3	0	0	2
<p><b>ART 111 Art Appreciation</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.</i></p>	3	0	0	0	3

	Class	Lab	Clinic	Work	Credit
<b>AUT 116 Engine Repair</b>	2	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.					
<b>AUT 116A Engine Repair Lab</b>	0	3	0	0	1
Prerequisites: None					
Corequisites: AUT 116					
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement and repair of automotive engines using appropriate tools, equipment, procedures, and service information.					
<b>AUT 141 Suspension &amp; Steering Systems</b>	2	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust various alignment angles, repair tires, and balance wheels.					
<b>AUT 141A Suspension &amp; Steering Lab</b>	0	3	0	0	1
Prerequisites: None					
Corequisites: AUT 141					
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.					
<b>AUT 151 Brake Systems</b>	2	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers principles of operation, types, and diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.					
<b>AUT 151A Brake Systems Lab</b>	0	3	0	0	1
Prerequisites: None					
Corequisites: AUT 151					
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems and emerging brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.					



	Class	Lab	Clinic	Work	Credit
<b>AUT 181 Engine Performance I</b>	2	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include and overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion, students should be able to describe operation and diagnose/repair basic ignition, fuel and emission related driveability problems using appropriate test equipment/service information.					
<b>AUT 183 Engine Performance II</b>	2	6	0	0	4
Prerequisites: AUT 181					
Corequisites: None					
This course covers study of the electronic engine control systems, the diagnostic process used to locate engine performance concerns, and procedures used to restore normal operation. Topics will include currently used fuels and fuel systems, exhaust gas analysis, emission control components and systems, OBD II (on-board diagnostics) and inter-related electrical/electronic systems. Upon completion, students should be able to diagnose and repair complex engine performance concerns using appropriate test equipment and service information.					
<b>AUT 221 Automatic Transm/Transaxles</b>	2	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.					
<b>AUT 221A Automatic Transm/Transaxles Lab</b>	0	3	0	0	1
Prerequisites: None					
Corequisites: Take AUT 221					
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.					
<b>AUT 231 Manual Trans/Axles/Drtrains</b>	2	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, driveshafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.					
<b>AUT 231A Manual Trans/Axles/Drtrains Lab</b>	0	3	0	0	1
Prerequisites: None					
Corequisites: AUT 231					
This course is an optional lab for the program that needs to meet NATEF hour standards but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.					

		Class	Lab	Clinic	Work	Credit
<b>AUT 281</b>	<b>Advanced Engine Performance</b>	2	2	0	0	3
Prerequisites: None						
Corequisites: None						
This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.						
<b>BIO 106</b>	<b>Introduction to Anatomy/Physiology/Microbiology</b>	2	2	0	0	3
Prerequisites: Take All DMA 010, DMA 020, DMA 030, and DRE 097						
Corequisites: None						
This course covers the fundamentals and principle concepts of human anatomy and physiology and microbiology. Topics include an introduction to the structure and function of cells, tissues, and human organ systems, and an overview of microbiology, epidemiology, and control of microorganisms. Upon completion, students should be able to identify structures and functions of the human body and describe microorganisms and their significance in health and disease. <i>This is a diploma-level course.</i>						
<b>BIO 110</b>	<b>Principles of Biology</b>	3	3	0	0	4
Prerequisites: None						
Corequisites: None						
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology at it applies to everyday life. <i>Under the CAA, this course satisfies the general education Natural Science requirement for the AA and AFA Degrees. It does not satisfy the general education Natural Science requirement for the AS degree.</i>						
<b>BIO 111</b>	<b>General Biology I</b>	3	3	0	0	4
Prerequisites: None						
Corequisites: None						
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Natural Sciences.</i>						
<b>BIO 112</b>	<b>General Biology II</b>	3	3	0	0	4
Prerequisites: BIO 111						
Corequisites: None						
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Natural Sciences.</i>						
<b>BIO 140</b>	<b>Environmental Biology</b>	3	0	0	0	3
Prerequisites: None						
Corequisites: None						
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able demonstrate an understanding of environmental interrelation-						

	Class	Lab	Clinic	Work	Credit
ships of contemporary environmental issues. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Natural Sciences.</i>					
<b>BIO 140A Environmental Biology Lab</b>	0	3	0	0	1
Prerequisites: None					
Corequisites: BIO 140					
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Natural Sciences.</i>					
<b>BIO 163 Basic Anatomy and Physiology</b>	4	2	0	0	5
Prerequisites: None					
Corequisites: None					
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.</i>					
<b>BIO 168 Anatomy and Physiology I</b>	3	3	0	0	4
Prerequisites: CHM 90 or high school chemistry with "C" or better. DRE 098 or the consent of the instructor. or BIO 106 with "C" of better, or BIO 163 with "C" or better.					
Corequisites: None					
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.</i>					
<b>BIO 169 Anatomy and Physiology II</b>	3	3	0	0	4
Prerequisites: BIO 168					
Corequisites: None					
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.</i>					
<b>BPR 111 Print Reading</b>	1	2	0	0	2
Prerequisites: None					
Corequisites: None					
This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system.					

	Class	Lab	Clinic	Work	Credit
<p><b>BUS 110 Introduction to Business</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.</i></p>	3	0	0	0	3
<p><b>BUS 115 Business Law I</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces the ethics and legal framework of business. Emphasis is placed on contracts, negotiable instruments, Uniform Commercial Code, and the working of the court systems. Upon completion, students should be able to apply ethical issues and laws covered to selected business decision-making situations. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.</i></p>	3	0	0	0	3
<p><b>BUS 121 Business Math</b></p> <p>Prerequisites: Take All DMA 010, DMA 020, and DMA 030 or appropriate score on placement test.</p> <p>Corequisites: None</p> <p>This course covers fundamental mathematical operations and their application to business problems. Topics include payroll, pricing, interest and discount, commission, taxes, and other pertinent uses of mathematics in the field of business. Upon completion, students should be able to apply mathematical concepts to business.</p>	2	2	0	0	3
<p><b>BUS 135 Principles of Supervision</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the workplace.</p>	3	0	0	0	3
<p><b>BUS 137 Principles of Management</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.</i></p>	3	0	0	0	3
<p><b>BUS 152 Human Relations</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces the concepts of effective human interaction in the business work environment. Topics include effective communication techniques, motivation, ego states, stress, and conflict. Upon completion, students should be able to explain the importance of human relations, apply motivational techniques, and implement strategies for resolving work-related conflicts.</p>	3	0	0	0	3

	Class	Lab	Clinic	Work	Credit
<b>BUS 153     Human Resource Management</b>	3	0	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.					
<b>BUS 225     Business Finance</b>	2	2	0	0	3
Prerequisites: ACC 120					
Corequisites: None					
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.					
<b>BUS 228     Business Statistics</b>	2	2	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the use of statistical methods and tools in evaluating research data for business applications. Emphasis is placed on basic probability, measures of spread and dispersion, central tendency, sampling, regression analysis, and inductive inference. Upon completion, students should be able to apply statistical problem solving to business.					
<b>BUS 230     Small Business Management</b>	3	0	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the challenges of entrepreneurship including the start-up and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.					
<b>BUS 239     Business Applications Seminar</b>	1	2	0	0	2
Prerequisites: Take one set:					
Set 1: ACC 120, BUS 115, BUS 137, MKT 120, and ECO 151					
Set 2: ACC 120, BUS 115, BUS 137, MKT 120, and ECO 251					
Set 3: ACC 120, BUS 115, BUS 137, MKT 120, and ECO 252					
Corequisites: None					
This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply techniques, processes, and vital professional skills needed in the work place.					
<b>BUS 260     Business Communication</b>	3	0	0	0	3
Prerequisites: ENG 111					
Corequisites: None					
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place.					

	Class	Lab	Clinic	Work	Credit
<b>CCT 110 Intro to Cyber Crime</b>	3	0	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces and explains the various types of offenses that qualify as cyber crime activity. Emphasis is placed on identifying cyber crime activity and the response to these problems from both the private and public domains. Upon completion, students should be able to accurately describe and define cyber crime activities and select an appropriate response to deal with the problem.					
<b>CCT 121 Computer Crime Investigation</b>	3	2	0	0	4
Prerequisites: None					
Corequisites: None					
This course introduces the fundamental principles of computer crime investigation processes. Topics include crime scene/incident processing, information gathering techniques, data retrieval, collection and preservation of evidence, preparation of reports and court presentations. Upon completion, students should be able to identify cyber crime activity and demonstrate proper investigative techniques to process the scene and assist in case prosecution.					
<b>CCT 285 Trends in Cyber Crime</b>	2	2	0	0	3
Prerequisites: CCT 110					
Corequisites: None					
This course covers and explores advances and developments in cyber crime technologies. Emphasis is placed on computer forensics tools, information protection and security, threat response, and professional development. Upon completion, students should be able to articulate understanding of the current state of the industry as well as emerging technologies for cyber crime technology.					
<b>CHM 090 Chemistry Concepts</b>	4	0	0	0	4
Prerequisites: None					
Corequisites: None					
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.					
<b>CHM 131 Introduction to Chemistry</b>	3	0	0	0	3
Prerequisites: CHM 90 or high school chemistry with a grade of C or higher.					
Corequisites: None					
This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Natural Science.</i>					
<b>CHM 131A Introduction to Chemistry Laboratory</b>	0	3	0	0	1
Prerequisites: None					
Corequisites: CHM 131					
This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical					

	Class	Lab	Clinic	Work	Credit
principles presented in CHM 131. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Natural Science.</i>					
<b>CHM 132     Organic and Biochemistry</b>	3	3	0	0	4
Prerequisites: CHM 131 and CHM 131A or CHM 151 Corequisites: None					
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Natural Science.</i>					
<b>CHM 151     General Chemistry I</b>	3	3	0	0	4
Prerequisites: None Corequisites: None					
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Natural Science.</i>					
<b>CHM 152     General Chemistry II</b>	3	3	0	0	4
Prerequisites: CHM 151 Corequisites: None					
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and 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. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Natural Science.</i>					
<b>CIS 110     Introduction to Computers</b>	2	2	0	0	3
Prerequisites: None Corequisites: None					
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Mathematics (Quantitative).</i>					
<b>CIS 111     Basic PC Literacy</b>	1	2	0	0	2
Prerequisites: None Corequisites: None					
This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.					



	Class	Lab	Clinic	Work	Credit
<p><b>CIS 115      Introduction to Programming &amp; Logic</b></p> <p>Prerequisites: Take one set:            Set 1: DMA 010, DMA 020, DMA 030, and DMA 040            Set 2: MAT 121            Set 3: MAT 171</p> <p>Corequisites: None</p> <p>This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language.</p>	2	3	0	0	3
<p><b>COM 231      Public Speaking</b></p> <p>Prerequisites: ENG 111</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in Humanities/Fine Arts (substitute).</i></p>	3	0	0	0	3
<p><b>COS 111      Cosmetology Concepts I</b></p> <p>Prerequisites: None</p> <p>Corequisites: COS 112</p> <p>This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.</p>	4	0	0	0	4
<p><b>COS 112      Salon I</b></p> <p>Prerequisites: None</p> <p>Corequisites: COS 111</p> <p>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.</p>	0	24	0	0	8
<p><b>COS 113      Cosmetology Concepts II</b></p> <p>Prerequisites: None</p> <p>Corequisites: COS 114</p> <p>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.</p>	4	0	0	0	4
<p><b>COS 114      Salon II</b></p> <p>Prerequisites: None</p> <p>Corequisites: COS 113</p> <p>This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp</p>	0	24	0	0	8

	Class	Lab	Clinic	Work	Credit
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.					
<b>COS 115      Cosmetology Concepts III</b>	4	0	0	0	4
Prerequisites: None					
Corequisites: COS 116					
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.					
<b>COS 116      Salon III</b>	0	12	0	0	4
Prerequisites: None					
Corequisites: COS 115					
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.					
<b>COS 117      Cosmetology Concepts IV</b>	2	0	0	0	2
Prerequisites: None					
Corequisites: COS 118					
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.					
<b>COS 118      Salon IV</b>	0	21	0	0	7
Prerequisites: None					
Corequisites: COS 117					
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.					
<b>COS 119      Esthetics Concepts I</b>	2	0	0	0	2
Prerequisites: None					
Corequisites: None					
This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.					
<b>COS 120      Esthetics Salon I</b>	0	18	0	0	6
Prerequisites: None					
Corequisites: None					
This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.					

	Class	Lab	Clinic	Work	Credit
<p><b>COS 121 Manicure/Nail Technology I</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating and artificial applications in a salon setting.</p>	4	6	0	0	6
<p><b>COS 125 Esthetics Concepts II</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.</p>	2	0	0	0	2
<p><b>COS 126 Esthetics Salon II</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course provides experience in a simulated esthetics setting. Topics include machine facials, aroma therapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.</p>	0	18	0	0	6
<p><b>COS 222 Manicure/Nail Technology II</b></p> <p>Prerequisites: COS 121</p> <p>Corequisites: None</p> <p>This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.</p>	4	6	0	0	6
<p><b>COS 223 Contemporary Hair Coloring</b></p> <p>Prerequisites: COS 111 and COS 112</p> <p>Corequisites: None</p> <p>This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.</p>	1	3	0	0	2
<p><b>COS 224 Trichology &amp; Chemistry</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair.</p>	1	3	0	0	2

	Class	Lab	Clinic	Work	Credit
<p><b>COS 240 Contemporary Design</b>            Prerequisites: COS 111 and COS 112            Corequisites: None            This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design.</p>	1	3	0	0	2
<p><b>COS 250 Computerized Salon Options</b>            Prerequisites: None            Corequisites: None            This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting.</p>	1	0	0	0	1
<p><b>COS 251 Manicure Instructor Concepts</b>            Prerequisites: None            Corequisites: None            This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance.</p>	8	0	0	0	8
<p><b>COS 252 Manicure Instructor Practicum</b>            Prerequisites: None            Corequisites: COS 251            This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements.</p>	0	15	0	0	5
<p><b>COS 253 Esthetics Instructor Concepts I</b>            Prerequisites: None            Corequisites: None            This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting.</p>	6	15	0	0	11
<p><b>COS 254 Esthetics Instructor Concepts II</b>            Prerequisites: None            Corequisites: None            This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping and other related topics. Upon completion, students should be able to demonstrate competencies in the areas covered by the Esthetics Licensing Examination and meet program requirements.</p>	6	15	0	0	11

	Class	Lab	Clinic	Work	Credit
<p><b>COS 260 Design Applications</b>            Prerequisites: COS 111 and COS 112            Corequisites: None            This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts.</p>	1	3	0	0	2
<p><b>COS 271 Instructor Concepts I</b>            Prerequisites: None            Corequisites: COS 272            This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.</p>	5	0	0	0	5
<p><b>COS 272 Instructor Practicum I</b>            Prerequisites: None            Corequisites: COS 271            This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.</p>	0	21	0	0	7
<p><b>COS 273 Instructor Concepts II</b>            Prerequisites: COS 271 and COS 272            Corequisites: COS 274            This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.</p>	5	0	0	0	5
<p><b>COS 274 Instructor Practicum II</b>            Prerequisites: COS 271 and COS 272            Corequisites: COS 273            This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. <i>This is a certificate-level course.</i></p>	0	21	0	0	7
<p><b>CTI 110 Web, Programing &amp; Database Foundation</b>            Prerequisites: None            Corequisites: None            This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion, students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.</p>	2	2	0	0	3

	Class	Lab	Clinic	Work	Credit
<p><b>CTI 120      Network &amp; Security Foundation</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.</p>	2	2	0	0	3
<p><b>CTI 140      Virtualization Concepts</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces operating system virtualization. Emphasis is placed on virtualization terminology, virtual machine storage, virtual networking and access control. Upon completion, students should be able to perform tasks related to installation, configuration and management of virtual machines.</p>	1	4	0	0	3
<p><b>CTI 141      Cloud &amp; Storage Concepts</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces cloud computing and storage concepts. Emphasis is placed on cloud terminology 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.</p>	1	4	0	0	3
<p><b>CTS 115      Information Systems Business Concepts</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This 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.</p>	3	0	0	0	3
<p><b>CTS 120      Hardware/Software Support</b></p> <p>Prerequisites: CIS 110 or CIS 111</p> <p>Corequisites: None</p> <p>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.</p>	2	3	0	0	3
<p><b>CTS 130      Spreadsheet</b></p> <p>Prerequisites: CIS 110 or CIS 111 or OST 137</p> <p>Corequisites: None</p> <p>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.</p>	2	2	0	0	3

	Class	Lab	Clinic	Work	Credit
<p><b>CTS 155 Technologies Support Functions</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces a variety of diagnostic and instructional tools that are used to evaluate the performance of technical support technologies. Emphasis is placed on technical support management techniques and support technologies. Upon completion, students should be able to determine the best technologies to support and solve actual technical support problems.</p>	2	2	0	0	3
<p><b>CTS 210 Computer Ethics</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces the student to current legal and ethical issues in the computer/engineering field. Topics include moral reasoning, ethical standards, intellectual property, social issues, encryption, software piracy, constitutional issues, and public policy in related matters. Upon completion, students should be able to demonstrate an understanding of the moral and social responsibilities and public policy issues facing an industry.</p>	3	0	0	0	3
<p><b>CTS 230 Advanced Spreadsheet</b></p> <p>Prerequisites: CTS 130</p> <p>Corequisites: None</p> <p>This course covers advanced spreadsheet design and development. Topics include advanced functions and statistics, charting, macros, databases, and linking. Upon completion, students should be able to demonstrate competence in designing complex spreadsheets.</p>	2	2	0	0	3
<p><b>CTS 250 User Support &amp; Software Evaluation</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course provides provides an opportunity to evaluate software and hardware and make recommendations to meet end-user needs. Emphasis is placed on software and hardware evaluation, installation, training, and support. Upon completion, students should be able to present proposals and make hardware and software recommendations based on their evaluations.</p>	2	2	0	0	3
<p><b>CTS 272 Desktop Support: Applications</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course is designed to prepare students for a foundation in Desktop Support certification in office productivity applications. Emphasis is placed on developing proficiency in the end-user support skills, processes, and procedures necessary to correctly support office productivity products. Upon completion, students should be able to prepare for industry-level certification and utilize advanced support tools toward resolving office productivity end-user problems.</p>	2	2	0	0	3
<p><b>CTS 285 Systems Analysis &amp; Design</b></p> <p>Prerequisites: CIS 115</p> <p>Corequisites: None</p> <p>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.</p>	3	0	0	0	3



	Class	Lab	Clinic	Work	Credit
<b>CTS 287      Emerging Technologies</b>	3	0	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces emerging information technologies. Emphasis is placed on evolving technologies and trends in business and industry. Upon completion, students should be able to articulate an understanding of the current trends and issues in emerging technologies for information systems.					
<b>CTS 289      System Support Project</b>	1	4	0	0	3
Prerequisites: CTS 285					
Corequisites: None					
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.					
<b>DBA 110      Database Concepts</b>	2	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms.					
<b>DBA 115      Database Applications</b>	2	2	0	0	3
Prerequisites: DBA 110					
Corequisites: None					
This course applies concepts learned in DBA 110 to a specific DBMS. Topics include manipulating multiple tables, advanced queries, screens and reports, linking, and command files. Upon completion, students should be able to create multiple table systems that demonstrate updates, screens, and reports representative of industry requirements.					
<b>DBA 120      Database Programming I</b>	2	2	0	0	3
Prerequisites: None					
Corequisites: None					
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.					
<b>DEN 100      Basic Orofacial Anatomy</b>	2	0	0	0	2
Prerequisites: Take All DMA 010, DMA 020, and DMA 030, DRE 098					
Corequisites: None					
This course provides a basic introduction to the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to demonstrate knowledge of normal structures and development and how they relate to the practice of dental assisting. <i>This is a diploma-level course.</i>					
<b>DEN 101      Preclinical Procedures</b>	4	6	0	0	7
Prerequisites: Take All DMA 010, DMA 020, and DMA 030, DRE 098					
Corequisites: None					
This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice					

Class	Lab	Clinic	Work	Credit
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Act. Emphasis is placed on orientation to the profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures. *This is a diploma-level course.*

**DEN 102 Dental Materials** 3 4 0 0 5

Prerequisites: Take All DMA 010, DMA 020, and DMA 030, DRE 098  
 Corequisites: None

This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. *This is a diploma-level course.*

**DEN 103 Dental Sciences** 2 0 0 0 2

Prerequisites: Take All DMA 010, DMA 020, and DMA 030, DRE 098  
 Corequisites: None

This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. *This is a diploma-level course.*

**DEN 104 Dental Health Education** 2 2 0 0 3

Prerequisites: DEN 101, DEN 111, DMA 010, DMA 020, and DMA 030, DRE 098  
 Corequisites: DEN 106

This course covers the study of preventive dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventive procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. *This is a diploma-level course.*

**DEN 105 Practice Management** 2 0 0 0 2

Prerequisites: Take All DMA 010, DMA 020, and DMA 030, DRE 098  
 Corequisites: None

This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. *This is a diploma-level course.*

**DEN 106 Clinical Practice I** 1 0 12 0 5

Prerequisites: DEN 101 and DEN 111 (Must show proof of valid CPR and Hep B Vaccination)  
 Corequisites: DEN 102, DEN 104, and DEN 112

This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory and laboratory and clinical skills in a dental setting. *This is a diploma-level course.*

**DEN 107 Clinical Practice II** 1 0 12 0 5

Prerequisites: DEN 106 (Must show proof of valid CPR and Hep B Vaccination)  
 Corequisites: None

This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application

of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. *This is a diploma-level course.*

<b>DEN 111      Infection/Hazard Control</b>	2	0	0	0	2
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Prerequisites: Take All DMA 010, DMA 020, and DMA 030, DRE 098

Corequisites: None

This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.

<b>DEN 112      Dental Radiography</b>	2	3	0	0	3
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Prerequisites: Take All DMA 010, DMA 020, and DMA 030, DRE 098

Corequisites: DEN 100 and DEN 111

This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

<b>DFT 151      CAD I</b>	2	3	0	0	3
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Prerequisites: None

Corequisites: None

This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

<b>DMA 010      Operations With Integers</b>	.75	0.5	0	0	1
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Prerequisites: None

Corequisites: None

This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures. Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

<b>DMA 020      Fractions and Decimals</b>	.75	0.5	0	0	1
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Prerequisites: DMA 010

Corequisites: None

This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concepts of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

<b>DMA 030      Propor/Ration/Rate/Percent</b>	.75	0.5	0	0	1
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Prerequisites: DMA 010 and DMA 020

Corequisites: None

Class	Lab	Clinic	Work	Credit
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This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversation of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

**DMA 040 Express/Lin Equat/Inequal** .75 0.5 0 0 1

Prerequisites: Take One Set:  
 Set 1: DMA 010, DMA 020 and DMA 030  
 Set 2: MAT 060

Corequisites: None

This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

**DMA 050 Graphs/Equations of Lines** .75 0.5 0 0 1

Prerequisites: Take One Set:  
 Set 1: DMA 010, DMA 020, DMA 030 and DMA 040  
 Set 2: DMA 040 and MAT 060

Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

**DMA 060 Polynomial/Quadratic Appl** .75 0.5 0 0 1

Prerequisites: Take One Set:  
 Set 1: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050  
 Set 2: DMA 040, DMA 050 and MAT 060  
 Set 3: MAT 060 and MAT 070

Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

**DMA 070 Rational Express/Equation** .75 0.5 0 0 1

Prerequisites: Take One Set:  
 Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DMA 060  
 Set 2: DMA 040, DMA 050, DMA 060 and MAT 060  
 Set 3: DMA 060, MAT 060 and MAT 070  
 Set 4: DMA 010, DMA 020, DMA 030, DMA 060 and MAT 070

Corequisites: None

This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

	Class	Lab	Clinic	Work	Credit
<p><b>DMA 080     Radical Express/Equations</b></p> <p>Prerequisites: Take One Set:            Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060 and DMA 070            Set 2: DMA 060, DMA 070, MAT 060 and MAT 070            Set 3: DMA 040, DMA 050, DMA 060, DMA 070 and MAT 060            Set 4: DMA 010, DMA 020, DMA 030, DMA 060, DMA 070 and MAT 070</p> <p>Corequisites: None</p> <p>This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.</p>	.75	0.5	0	0	1
<p><b>DRE 096     Integrated Reading and Writing</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile (TM) range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs. <i>Please note:</i> (TM) stands for registered trademark.</p>	2.50	1	0	0	3
<p><b>DRE 097     Integrated Reading and Writing II</b></p> <p>Prerequisites: DRE 096</p> <p>Corequisites: None</p> <p>This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught at a reinforcement level using texts primarily in a Lexile (TM) range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence. <i>Please note:</i> (TM) stands for registered trademark.</p>	2.50	1	0	0	3
<p><b>DRE 098     Integrated Reading and Writing III</b></p> <p>Prerequisites: DRE 097</p> <p>Corequisites: None</p> <p>This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in a Lexile (TM) range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. <i>Please note:</i> (TM) stands for registered trademark.</p>	2.50	1	0	0	3
<p><b>ECO 251     Principles of Microeconomics</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>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,</p>	3	0	0	0	3

Class	Lab	Clinic	Work	Credit
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income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences.*

**ECO 252 Principles of Macroeconomics** 3 0 0 0 3

Prerequisites: None

Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences.*

**EDU 119 Introduction to Early Childhood Education** 4 0 0 0 4

Prerequisites: None

Corequisites: None

This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism, and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments, and activity plans appropriate for all children.

**EDU 131 Children, Family, and Community** 3 0 0 0 3

Prerequisites: None

Corequisites: DRE 097

This course covers the development of partnerships between culturally and linguistically diverse families, children, schools, and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

**EDU 144 Child Development I** 3 0 0 0 3

Prerequisites: None

Corequisites: DRE 097

This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

**EDU 145 Child Development II** 3 0 0 0 3

Prerequisites: None

Corequisites: DRE 097

This course includes the theories of child development, needs, milestones, and factors that influence development, from pre-school through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students

	Class	Lab	Clinic	Work	Credit
should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.					

<b>EDU 146 Child Guidance</b>	3	0	0	0	3
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Prerequisites: None

Corequisites: DRE 097

This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits, and recognizing at risk behaviors.

<b>EDU 151 Creative Activities</b>	3	0	0	0	3
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Prerequisites: None

Corequisites: DRE 097

This course covers planning, creation, and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices, and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement, and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences, and environments.

<b>EDU 153 Health, Safety, and Nutrition</b>	3	0	0	0	3
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Prerequisites: None

Corequisites: DRE 097

This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

<b>EDU 163 Classroom Mgt &amp; Instruct</b>	3	0	0	0	3
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Prerequisites: None

Corequisites: DRE 097

This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success.

<b>EDU 216 Foundations in Education</b>	4	0	0	0	4
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Prerequisites: None

Corequisites: DRE 098

This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education.



	Class	Lab	Clinic	Work	Credit
<b>EDU 221 Children with Exceptionalities</b>	3	0	0	0	3
Prerequisites: Take one set: Set 1: EDU 144, EDU 145 Set 2: PSY 244, PSY 245					
Corequisites: DRE 098					
This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice.					
<b>EDU 234 Infants, Toddlers, and Twos</b>	3	0	0	0	3
Prerequisites: EDU 119					
Corequisites: DRE 098					
This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care, and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.					
<b>EDU 235 School-Age Dev &amp; Program</b>	3	0	0	0	3
Prerequisites: None					
Corequisites: DRE 098					
This course includes developmentally appropriate practices in group settings for school-age children. Emphasis is placed on principles of development, environmental planning, and positive guidance techniques. Upon completion, students should be able to discuss developmental principles for all children ages five to twelve and plan and implement developmentally-appropriate activities.					
<b>EDU 256 Inst Strat/Social Studies</b>	2	2	0	0	3
Prerequisites: None					
Corequisites: DRE 098					
This course covers objectives, content, materials, and instructional approaches to social studies. Topics include the integration of history, geography, economics, and government materials; research/study techniques; and critical thinking. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate experiences as it relates to the NC Standard Course of Study.					
<b>EDU 257 Inst Strat/Math</b>	2	2	0	0	3
Prerequisites: Take all DMA 010, DMA 020, and DMA 030					
Corequisites: DRE 098					
This course covers concepts, activities, methods, and materials for teaching mathematics in elementary through middle school grades. Topics include individual instruction, developmental skill building, manipulatives, problem solving, critical thinking, and numerical concepts. Upon completion, students should be able to assess, plan, implement, and evaluate developmentally appropriate math experiences relating to the NC Standard Course of Study.					

	Class	Lab	Clinic	Work	Credit
<p><b>EDU 259 Curriculum Planning</b></p> <p>Prerequisites: EDU 119</p> <p>Corequisites: DRE 098</p> <p>This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children’s development, critique curriculum, plan for individual and group needs, and assess and create quality environments.</p>	3	0	0	0	3
<p><b>EDU 261 Early Childhood Administration I</b></p> <p>Prerequisites: None</p> <p>Corequisites: Take All DRE 098 and EDU 119</p> <p>This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards.</p>	3	0	0	0	3
<p><b>EDU 262 Early Childhood Administration II</b></p> <p>Prerequisites: EDU 261</p> <p>Corequisites: Take All DRE 098 and EDU 119</p> <p>This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement, and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs.</p>	3	0	0	0	3
<p><b>EDU 271 Educational Technology</b></p> <p>Prerequisites: None</p> <p>Corequisites: DRE 098</p> <p>This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.</p>	2	2	0	0	3
<p><b>EDU 280 Language &amp; Literacy Exp</b></p> <p>Prerequisites: None</p> <p>Corequisites: DRE 098</p> <p>This course is designed to expand students’ understanding of children’s language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments, and inclusive practices. Upon completion, students should be able to select, plan, implement, and evaluate developmentally appropriate and diverse language/literacy experiences.</p>	3	0	0	0	3

	Class	Lab	Clinic	Work	Credit
<p><b>EDU 281     Instruct Strat/Reading &amp; Writing</b></p> <p>Prerequisites: None</p> <p>Corequisites: DRE 098</p> <p>This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement, and evaluate school-age literacy experiences as related to the NC Standard Course of Study.</p>	2	2	0	0	3
<p><b>EDU 284     Early Child Capstone Prac</b></p> <p>Prerequisites: Take one set:            Set 1: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151            Set 2: EDU 119, EDU 146, PSY 244, PSY 245, and EDU 151            Set 3: EDU 119, EDU 144, EDU 146, PSY 245, and EDU 151            Set 4: EDU 119, EDU 145, EDU 146, PSY 244, and EDU 151</p> <p>Corequisites: DRE 098</p> <p>This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques, and ethical/professional behaviors as indicated by assignments and onsite faculty visits.</p>	1	9	0	0	4
<p><b>EDU 285     Internship Exp-School Age</b></p> <p>Prerequisites: Take one set:            Set 1: EDU 118, EDU 144, EDU 145, EDU 163            Set 2: EDU 118, EDU 163, PSY 244, PSY 245            Set 3: EDU 118, EDU 163, PSY 244, EDU 145            Set 4: EDU 118, EDU 144, EDU 163, PSY 245            Set 5: EDU 163, EDU 216, PSY 244, PSY 245            Set 6: EDU 144, EDU 145, EDU 163, EDU 216            Set 7: EDU 144, EDU 163, EDU 216, PSY 245            Set 8: EDU 163, EDU 216, PSY 244</p> <p>Corequisites: DRE 098</p> <p>This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and onsite faculty visits.</p>	1	9	0	0	4
<p><b>EDU 289     Adv Issues/School-Age</b></p> <p>Prerequisites: None</p> <p>Corequisites: DRE 098</p> <p>This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations.</p>	2	0	0	0	2

	Class	Lab	Clinic	Work	Credit
<b>ELC 111     Intro to Electricity</b>	2	2	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the fundamental concepts of electricity and test equipment to nonelectrical/electronics majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.					
<b>ELC 112     DC/AC Electricity</b>	3	6	0	0	5
Prerequisites: None					
Corequisites: None					
This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and troubleshoot, and repair simple DC/AC circuits.					
<b>ELC 113     Basic Wiring I</b>	2	6	0	0	4
Prerequisites: None					
Corequisites: None					
This course introduces the care/usage of tools and materials used in electrical installations and the requirements of the National Electrical Code (NEC). Topics include the NEC, electrical safety, and electrical blueprint 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 basic electrical installations.					
<b>ELC 114     Basic Wiring II</b>	2	6	0	0	4
Prerequisites: None					
Corequisites: None					
This course provides additional instruction in the application of electrical tools, materials, and test equipment associated with 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 electrical installations.					
<b>ELC 115     Industrial Wiring</b>	2	6	0	0	4
Prerequisites: ELC 128 or approval of instructor					
Corequisites: None					
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.					
<b>ELC 117     Motors and Controls</b>	2	6	0	0	4
Prerequisites: None					
Corequisites: None					
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, conductors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.					

	Class	Lab	Clinic	Work	Credit
<p><b>ELC 118 National Electrical Code</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>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.</p>	1	2	0	0	2
<p><b>ELC 125 Diagrams and Schematics</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>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.</p>	1	2	0	0	2
<p><b>ELC 127 Software for Technicians</b></p> <p>Prerequisites: ELC 117 or approval of instructor</p> <p>Corequisites: None</p> <p>This course introduces computer software which can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations and applications. Upon completion, students should be able to utilize a personal computer for electrical/electronics related applications.</p>	1	3	0	0	2
<p><b>ELC 128 Introduction to Programmable Logic Controller (PLC)</b></p> <p>Prerequisites: ELC 117 or approval of instructor</p> <p>Corequisites: None</p> <p>This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.</p>	2	3	0	0	3
<p><b>ELC 228 PLC Applications</b></p> <p>Prerequisites: ELC 128 or approval of instructor</p> <p>Corequisites: None</p> <p>This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to program specify, implement, and maintain complex PLC controlled systems.</p>	2	6	0	0	4
<p><b>ELC 229 Applications Project</b></p> <p>Prerequisites: ELC 128 or approval of instructor</p> <p>Corequisites: None</p> <p>This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project.</p>	1	3	0	0	2
<p><b>ELN 131 Analog Electronics I</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify and troubleshoot discrete component circuits using appropriate techniques and test equipment.</p>	3	3	0	0	4

	Class	Lab	Clinic	Work	Credit
<b>ELN 260     Prog Logic Contollers</b>	3	3	0	0	4
Prerequisites: ELC 128 or approval of instructor					
Corequisites: None					
This course provides a detailed study of PLC applications, with a focus on design of industrial controls using the PLC. Topics include PLC components, memory organization, math instructions, documentation, input/output devices, and applying PLCs in industrial control systems. Upon completion, students should be able to select and program a PLC system to perform a wide variety of industrial control functions.					
<b>ENG 102     Applied Communications II</b>	3	0	0	0	3
Prerequisites: None					
Corequisites: None					
This course is designed to enhance writing and speaking skills for the workplace. Emphasis is placed on generating short writings such as job application documents, memoranda, and reports and developing interpersonal communication skills with employees and the public. Upon completion, students should be able to prepare effective, short, and job-related written and oral communications. <i>This is a diploma-level course.</i>					
<b>ENG 111     Writing and Inquiry</b>	3	0	0	0	3
Prerequisites: DRE 098 or appropriate score on placement test.					
Corequisites: None					
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. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in English Composition.</i>					
<b>ENG 112     Writing/Research in the Disc</b>	3	0	0	0	3
Prerequisites: ENG 111					
Corequisites: None					
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analysing 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. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in English Composition.</i>					
<b>ENG 113     Literature-Based Research</b>	3	0	0	0	3
Prerequisites: ENG 111					
Corequisites: None					
This course, the second in a series of two, expands the concepts developed in ENG 111 by focusing on writing that involves literature-based research and documentation. Emphasis is placed on critical reading and thinking and the analysis and interpretation of prose, poetry, and drama: plot, characterization, theme, culture context, etc. Upon completion, students should be able to construct mechanically-sound, documented essays and research papers that analyze and respond to literary works. A focus on critical thinking skills prepares the student for more advanced research-based courses. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in English Composition.</i>					

	Class	Lab	Clinic	Work	Credit
<p><b>ENG 114 Professional Research and Reporting</b></p> <p>Prerequisites: ENG 111</p> <p>Corequisites: None</p> <p>This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in English Composition.</i></p>	3	0	0	0	3
<p><b>ENG 115 Oral Communication</b></p> <p>Prerequisites: DRE 097</p> <p>Corequisites: None</p> <p>This course introduces the basic principles of oral communication in both small group and public settings. Emphasis is placed on the components of the communication process, group decision-making, and public address. Upon completion, students should be able to demonstrate the principles of effective oral communication in small group and public settings.</p>	3	0	0	0	3
<p><b>ENG 231 American Literature I</b></p> <p>Prerequisites: ENG 112, ENG 113, or ENG 114</p> <p>Corequisites: None</p> <p>This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.</i></p>	3	0	0	0	3
<p><b>ENG 232 American Literature II</b></p> <p>Prerequisites: ENG 112, ENG 113, or ENG 114</p> <p>Corequisites: None</p> <p>This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.</i></p>	3	0	0	0	3
<p><b>ENG 233 Major American Writers</b></p> <p>Prerequisites: ENG 112 or ENG 113 or ENG 114</p> <p>Corequisites: None</p> <p>This course provides an intensive study of the works of several major American authors. Emphasis is placed on American history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.</i></p>	3	0	0	0	3
<p><b>ENG 241 British Literature I</b></p> <p>Prerequisites: ENG 112 or ENG 113 or ENG 114</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved</i></p>	3	0	0	0	3



	Class	Lab	Clinic	Work	Credit
<i>for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.</i>					
<b>ENG 242</b> <b>British Literature II</b>	3	0	0	0	3
Prerequisites: ENG 112 or ENG 113 or ENG 114					
Corequisites: None					
This course covers selected works in British literature from its beginnings to 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. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.</i>					
<b>ENG 243</b> <b>Major British Writers</b>	3	0	0	0	3
Prerequisites: ENG 112 or ENG 113 or ENG 114					
Corequisites: None					
This course provides an intensive study of the works of several major British authors. Emphasis is placed on British history, culture, and the literary merits. Upon completion, students should be able to interpret, analyze, and evaluate the works studied. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.</i>					
<b>EQU 111</b> <b>Horse Science I</b>	2	9	0	0	5
Prerequisites: None					
Corequisites: None					
This course introduces the horse industry and emphasizes basic horse husbandry and stable management practices. Topics include breeds, disciplines, colors and markings, gaits, hoof care, anatomy, bandaging and wrapping, show turnout, restraints, trailering, elementary health topics, and career opportunities. Upon completion, students should be able to perform basic horse husbandry and stable management practices and explain theory that is basic to the horse industry.					
<b>EQU 112</b> <b>Horse Science II</b>	2	9	0	0	5
Prerequisites: EQU 111					
Corequisites: None					
This course continues horse industry theory and practices and emphasizes basic horse husbandry and stable management practices. Topics continue from EQU 111 and include prevention, identification and treatment of diseases, injuries and treatments, lameness, parasites, and common medications. Upon completion, students should be able to further perform horse husbandry and stable management practices and explain related theory.					
<b>EQU 120</b> <b>Horsemanship I</b>	1	6	0	0	3
Prerequisites: None					
Corequisites: EQU 111					
This course concentrates on the rider: a balanced seat, a feel for and influence of the horse's movements and reactions, and communication with the horse. Emphasis is placed on horse care, equipment, position development and strengthening, and riding theory. Upon completion, students should be able to efficiently care for horse and tack, demonstrate balanced position, coordinate aids to perform maneuvers, and discuss riding theory.					
<b>EQU 121</b> <b>Horsemanship II</b>	0	6	0	0	2
Prerequisites: EQU 120					
Corequisites: EQU 112					

Class	Lab	Clinic	Work	Credit
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This course concentrates on the rider and horse working together. Emphasis is placed on balance and communication of the rider and horse team. Upon completion, students should be able to influence the horse to change his balance and produce more complex movements.

**EQU 130 Equine Anatomy and Physiology** 2 2 0 0 3

Prerequisites: None

Corequisites: EQU 140

This course covers the anatomy and physiology of various systems of the equine body. Emphasis is placed on practical application of class topics. Upon completion, students should be able to demonstrate a working understanding of equine anatomy and physiology and be able to communicate effectively with veterinarians.

**EQU 140 Equine Evaluation I** 1 3 0 0 2

Prerequisites: None

Corequisites: EQU 130

This course evaluates conformation and movement, covers related anatomy, identifies characteristics of major breeds, and introduces judging. Topics include the relationship of form to function and ideals and terminology for breed, halter, and performance specialties. Upon completion, students should be able to demonstrate correct technique in judging halter and performance classes and justify reasons for judging decisions.

**EQU 150 Equine Nutrition** 2 0 0 0 2

Prerequisites: None

Corequisites: None

This course studies equine nutrition and its application, including concentrates, hays, forages, and supplements. Topics include basic digestive anatomy and physiology, common feeds and supplements, nutritional needs in specific situations, and ration balancing. Upon completion, students should be able to explain feeding practices and critique rations for classifications of horses.

**EQU 211 Horse Farm Management I** 3 9 0 0 6

Prerequisites: EQU 112 and EQU 150

Corequisites: None

This course covers horse farm management practices. Topics include facility planning, marketing, record keeping, safety, labor (advertising, hiring, résumé, interviewing), problem solving, and teamwork skills. Upon completion, students should be able to design a facility on paper and assist in the management of selected aspects of an equine facility, including supervision.

**EQU 212 Horse Farm Management II** 3 9 0 0 6

Prerequisites: EQU 211

Corequisites: None

This course continues the study of horse farm management practices. Topics include insurance, liability, contracts, finances and bookkeeping, and other related topics. Upon completion, students should be able to assist in the management of selected aspects of an equine facility, including supervision.

**EQU 220 Horse Training I** 0 6 0 0 2

Prerequisites: EQU 121

Corequisites: EQU 211

This course provides an opportunity to polish the rider's skills as if for competition. Emphasis is placed on communication with and influence of the horse by a balanced and knowledgeable rider in order for the horse and rider to perform to their potential. Upon completion, students should be able to demonstrate polished equitation while riding a variety of show-type patterns.

	Class	Lab	Clinic	Work	Credit
<b>EQU 221 Horse Training II</b>	0	6	0	0	2
Prerequisites: EQU 220					
Corequisites: EQU 212					
This course culminates the study of horse and rider as a team. Emphasis is placed on complex movements done with correct equitation with the intent of showing and/or schooling/reschooling horses. Upon completion, students should be able to demonstrate polished equitation in maneuvers that require complex changes in the horse's direction, balance, frame, and pace.					
<b>EQU 240 Equine Evaluation II</b>	1	3	0	0	2
Prerequisites: EQU 140					
Corequisites: None					
This course continues the evaluation of conformation and movement and advances judging and oral presentation techniques. Topics include further development of the relationship of form to function and terminology for breed, halter, and performance specialties. Upon completion, students should be able to demonstrate correct technique in judging and placing halter and performance classes and giving oral reasons.					
<b>EQU 241 Equine Reproduction</b>	3	2	0	0	4
Prerequisites: EQU 112					
Corequisites: EQU 212					
This course covers the theory and practices associated with efficient reproduction, including mare and stallion care and basic principles of genetic selection. Topics include anatomy and physiology, cycles, fertility, heat detection, breeding methods, semen evaluation, gestation, parturition, diseases, embryo transfer, and genetics of desirable and undesirable traits. Upon completion, students should be able to demonstrate laboratory competencies in aspects of breeding and explain reproduction theories.					
<b>EQU 260 Basic Colt Training</b>	0	4	0	0	2
Prerequisites: EQU 220					
Corequisites: EQU 221					
This course covers starting of young or untrained/difficult older horses from first contact through riding and basic training. Topics include early handling, halter breaking, groundwork, lunging, long lining, and saddling and bridling through riding; different training methods will be covered with a focus on natural horsemanship. Upon completion, students should be able to explain and demonstrate various training theories and practices of colt strating or retraining an older horse under saddle.					
<b>EQU 270 Equine Business Law</b>	1	0	0	0	1
Prerequisites: EQU 111					
Corequisites: None					
This course presents the legal options and responsibilities of horse businesses and equine professionals. Topics include liability, lawsuits and relevant precedents, insurance, contracts, taxes, debt collection, purchase of property, estate planning, trailering laws, and abuse and neglect. Upon completion, students should be able to discuss legal options and responsibilities and make choices based on legal options and responsibilities.					
<b>EQU 280 Principles of Riding Instruction</b>	1	2	0	0	2
Prerequisites: EQU 120					
Corequisites: None					
This course covers principles of teaching beginning and intermediate horsemanship, stressing riding theory and safety practices. Topics include riding theory, position, exercises, rein and leg aids, lesson plans, activities, psychology of horse and rider, horse selection, conducting lessons, and safety considerations. Upon completion, students should be able to develop and present lessons and assist with classes, providing appropriate feedback to student and instructor.					

	Class	Lab	Clinic	Work	Credit
<p><b>GEO 110 Introduction to Geography</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces map reading skills and the physical and cultural features of different areas of the earth. Topics include spatial association, the importance of location, physical characteristics of the earth, and the impact of humans on the environment. Upon completion, students should be able to demonstrate an ability to read a map and describe physical and cultural features of different regions. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.</i></p>	3	0	0	0	3
<p><b>GEO 111 World Regional Geography</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences.</i></p>	3	0	0	0	3
<p><b>HEA 110 Personal Health/Wellness</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.</i></p>	3	0	0	0	3
<p><b>HEA 112 First Aid and CPR</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.</i></p>	1	2	0	0	2
<p><b>HIS 111 World Civilizations I</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences.</i></p>	3	0	0	0	3
<p><b>HIS 112 World Civilizations II</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p>	3	0	0	0	3

	Class	Lab	Clinic	Work	Credit
<p>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. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences.</i></p>					

<p><b>HIS 121      Western Civilization I</b></p>	3	0	0	0	3
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Prerequisites: None

Corequisites: None

This course introduces western civilization from pre-history to the early modern era. Topics include ancient Greece, Rome, and Christian institutions of the Middle Ages and the emergence of national monarchies in western Europe. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early western civilization. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences.*

<p><b>HIS 122      Western Civilization II</b></p>	3	0	0	0	3
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Prerequisites: None

Corequisites: None

This course introduces western civilization from the early modern era to the present. Topics include the religious wars, the Industrial Revolution, World Wars I and II, and the Cold War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern western civilization. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences.*

<p><b>HIS 131      American History I</b></p>	3	0	0	0	3
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Prerequisites: None

Corequisites: None

This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences.*

<p><b>HIS 132      American History II</b></p>	3	0	0	0	3
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Prerequisites: None

Corequisites: None

This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences.*

<p><b>HIS 221      African-American History</b></p>	3	0	0	0	3
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Prerequisites: None

Corequisites: None

This course covers African-American history from the Colonial period to the present. Topics include African origins, the slave trade, the Civil War, Reconstruction, the Jim Crow era, the civil rights movement, and contributions of African-Americans. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in the history of

Class	Lab	Clinic	Work	Credit
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African-Americans. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.*

**HUM 110 Technology and Society** 3 0 0 0 3

Prerequisites: None

Corequisites: None

This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.*

**HUM 115 Critical Thinking** 3 0 0 0 3

Prerequisites: DRE 098

Corequisites: None

This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on information, problem-solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.*

**HUM 120 Cultural Studies** 3 0 0 0 3

Prerequisites: DRE 098

Corequisites: None

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

**HUM 121 The Nature of America** 3 0 0 0 3

Prerequisites: DRE 098

Corequisites: None

This course provides an interdisciplinary survey of the American cultural, social, and political experience. Emphasis is placed on the multicultural character of American society, distinctive qualities of various regions, and the American political system. Upon completion, students should be able to analyze significant cultural, social, and political aspects of American life. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.*

**HUM 122 Southern Culture** 3 0 0 0 3

Prerequisites: DRE 098

Corequisites: None

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.*

	Class	Lab	Clinic	Work	Credit
<b>HUM 160 Introduction to Film</b>	2	2	0	0	3
Prerequisites: DRE 098					
Corequisites: None					
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.</i>					
<b>HUM 211 Humanities I</b>	3	0	0	0	3
Prerequisites: ENG 111					
Corequisites: None					
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.</i>					
<b>HUM 212 Humanities II</b>	3	0	0	0	3
Prerequisites: ENG 111					
Corequisites: None					
This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.</i>					
<b>HYD 110 Hydraulics/Pneumatics I</b>	2	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.					
<b>ISC 112 Industrial Safety</b>	2	0	0	0	2
Prerequisites: None					
Corequisites: None					
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.					
<b>ISC 170 Problem-Solving Skills</b>	3	0	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers basic concepts of interpersonal and problem-solving skills. Topics include leadership development, constructive feedback, building relationships, and winning support from others. Upon completion, students should be able to use interpersonal skills effectively and lead others.					



	Class	Lab	Clinic	Work	Credit
<p><b>ISC 261      Methods Improvement</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces the principles of methods improvement. Topics include the analysis, development, and installation of new methods and/or equipment in the manufacturing operation. Upon completion, students should be able to analyze operations for methods improvements and recommend process modifications. Methods improvements will also cover energy efficiency and ways to improve energy conservation in a business/industry/manufacturing operation.</p>	2	3	0	0	3
<p><b>MAT 110      Math Measurement and Literacy</b></p> <p>Prerequisites: Take All DMA 010, DMA 020, and DMA 030</p> <p>Corequisites: None</p> <p>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 apply to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.</p>	2	2	0	0	3
<p><b>MAT 120      Geometry and Trigonometry</b></p> <p>Prerequisites: DMA 050 or appropriate score on placement test</p> <p>Corequisites: None</p> <p>This course introduces the concepts of plane trigonometry and geometry with emphasis on applications to problem solving. Topics include the basic definitions and properties of plane and solid geometry, area and volume, right triangle trigonometry, and oblique triangles. Upon completion, students should be able to solve applied problems both independently and collaboratively using technology.</p>	2	2	0	0	3
<p><b>MAT 141      Mathematical Concepts I</b></p> <p>Prerequisites: Take One Set: Set 1: DMA 010, DMA 020, DMA 030, and DMA 040 Set 2: MAT 121 Set 3: MAT 171</p> <p>Corequisites: None</p> <p>This course is the first of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on sets, logic, number bases, elementary number theory, introductory algebra, measurement including metrics, and problem solving. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts. <i>Under the CAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.</i></p>	3	0	0	0	3
<p><b>MAT 142      Mathematical Concepts II</b></p> <p>Prerequisites: MAT 141</p> <p>Corequisites: None</p> <p>This course is the second of a two-course sequence that develops a deeper understanding and appreciation of the basic concepts of mathematics. Emphasis is placed on probability, statistics, functions, introductory geometry, and mathematics of finance. Upon completion, students should be able to communicate orally and in writing these basic mathematical concepts and utilize technology as a mathematical tool. <i>Under the CAA, this course satisfies the general education Mathematics requirement for the AA and AFA degrees. It does not satisfy the general education Mathematics requirement for the AS degree.</i></p>	3	0	0	0	3

	Class	Lab	Clinic	Work	Credit
<b>MAT 143     Quantitative Literacy</b>	2	2	0	0	3
Prerequisites: Take All DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098					
Corequisites: None					
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. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Mathematics (Quantitative).</i>					
<b>MAT 152     Statistical Methods I</b>	3	2	0	0	4
Prerequisites: Take all: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098					
Corequisites: None					
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.					
<b>MAT 171     Precalculus Algebra</b>	3	2	0	0	4
Prerequisites: Take One Set					
Set 1: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060, DMA 070, and DMA 080					
Set 2: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DMA 065					
Set 3: MAT 121					
Corequisites: None					
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. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Mathematics.</i>					
<b>MAT 172     Precalculus Trigonometry</b>	3	2	0	0	4
Prerequisites: MAT 171					
Corequisites: None					
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology.					
<b>MAT 263     Brief Calculus</b>	3	2	0	0	4
Prerequisites: MAT 171					
Corequisites: None					
This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics					

Class	Lab	Clinic	Work	Credit
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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 communicate results. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Mathematics.*

**MAT 271      Calculus I** 3    2    0    0    4

Prerequisites: MAT 172

Corequisites: None

This course is designed to develop the topics of differential and integral calculus Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Mathematics.*

**MEC 111      Machine Processes I** 1    4    0    0    3

Prerequisites: None

Corequisites: None

This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to manufacture a simple parts to specified tolerance.

**MED 110      Orientation to Medical Assisting** 1    0    0    0    1

Prerequisites: None

Corequisites: None

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

**MED 113      Orientation to Clinic Setting II** 0    0    6    0    2

Prerequisites: Enrollment in MA Program, MED 140, MED 150, MED 240, MED 272

Corequisites: MED 114

This course provides an opportunity to observe and/or perform in the medical setting. Emphasis is placed on administrative and clinical medical assisting. Upon completion, students should be able to identify administrative and clinical procedures in the health care environment.

**MED 114      Professional Interactions in Health Care** 1    0    0    0    1

Prerequisites: Enrollment in MA Program, MED 140, MED 150, MED 240, MED 272

Corequisites: MED 113

This course is designed to identify various patient behaviors encountered in the medical setting. Emphasis is placed on stressors related to illness, cultural influences, death and dying, and needs specific to patients. Upon completion, students should be able to utilize appropriate methods of verbal and nonverbal communication with empathy and impartiality.

**MED 118      Medical Law and Ethics** 2    0    0    0    2

Prerequisites: None

Corequisites: None

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice,

	Class	Lab	Clinic	Work	Credit
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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.

<b>MED 121</b>	<b>Medical Terminology I</b>	3	0	0	0	3
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Prerequisites: None

Corequisites: None

This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

<b>MED 122</b>	<b>Medical Terminology II</b>	3	0	0	0	3
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Prerequisites: MED 121

Corequisites: None

This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

<b>MED 130</b>	<b>Administrative Office Procedures I</b>	1	2	0	0	2
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Prerequisites: Take All DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098

Corequisites: None

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.

<b>MED 131</b>	<b>Administrative Office Procedures II</b>	1	2	0	0	2
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Prerequisites: MED 130 - Enrollment in MA Program

Corequisites: None

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.

<b>MED 138</b>	<b>Infection/Hazard Control</b>	2	0	0	0	2
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Prerequisites: None

Corequisites: None

This course introduces the student to infection and hazard control procedures necessary for the healthcare worker. Topics include introduction to Microbiology, Practical Infection control, Sterilization and Monitoring, Chemical Disinfectants, Aseptic Techniques, Infectious Diseases, and Applicable North Carolina Laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA Standards, and applicable North Carolina laws.

<b>MED 140</b>	<b>Examination Room Procedures I</b>	3	4	0	0	5
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Prerequisites: Take All DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DRE 098 - Enrollment in MA Program

Corequisites: None

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with

exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

**MED 150    Laboratory Procedures I** 3    4    0    0    5

Prerequisites: Take All DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DRE 098 - Enrollment in MA Program  
 Corequisites: None

This course provides instruction in basic lab techniques by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

**MED 232    Medical Insurance Coding** 1    3    0    0    2

Prerequisites: None  
 Corequisites: None

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

**MED 240    Examination Room Procedures II** 3    4    0    0    5

Prerequisites: MED 140  
 Corequisites: None

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate competence in selected exam room procedures.

**MED 260    MED Clinical Practicum** 0    0    15    0    5

Prerequisites: All MED courses required in Program of study & MAT 110, except corequisites  
 Enrollment in MA Program

Corequisites: MED 262, MED 264

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

**MED 262    Clinical Perspectives** 1    0    0    0    1

Prerequisites: All MED courses required in Program of study & MAT 110, except corequisites  
 Enrollment in MA Program

Corequisites: MED 260, MED 264

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

**MED 264    Medical Assisting Overview** 2    0    0    0    2

Prerequisites: All MED courses required in Program of study & MAT 110, except corequisites  
 Enrollment in MA Program

Corequisites: MED 260, MED 262

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,

	Class	Lab	Clinic	Work	Credit
students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.					
<b>MED 270     Symptomatology</b>	2	2	0	0	3
Prerequisites: BIO 163, MED 122 - Enrollment in MA Program					
Corequisites: MED 276					
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills, and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.					
<b>MED 272     Drug Therapy</b>	3	0	0	0	3
Prerequisites: BIO 163, MED 122 - Enrollment in MA Program					
Corequisites: None					
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.					
<b>MED 276     Patient Education</b>	1	2	0	0	2
Prerequisites: BIO 163, MED 122 - Enrollment in MA Program					
Corequisites: MED 270					
This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.					
<b>MKT 120     Principles of Marketing</b>	3	0	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.					
<b>MNT 110     Introduction to Maintenance Procedures</b>	1	3	0	0	2
Prerequisites: None					
Corequisites: None					
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment, inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.					
<b>MNT 160     Industrial Fabrication</b>	1	3	0	0	2
Prerequisites: None					
Corequisites: None					
This course covers the necessary techniques to fabricate and assemble basic items common in industrial environments. Emphasis is placed on students being able to create basic items such as frames, guards, supports, and other components commonly used in industry. Upon completion, students should be able to safely fabricate and assemble selected items within specifications.					

	Class	Lab	Clinic	Work	Credit
<p><b>MNT 165 Mechanical Industrial Systems</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course covers mechanical components used in industrial machine operations. Emphasis is placed on mechanical drives, belts, gears, couplings, electrical drives, and other related topics. Upon completion, students should be able to demonstrate an understanding of industrial machines and be able to maintain this equipment.</p>	1	3	0	0	2
<p><b>MNT 222 Industrial Systems Schematics</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course covers the reading and drawing of schematics and diagrams. Emphasis is placed on water and gas plumbing, hydraulic and pneumatic circuits, electrical circuits, and welding diagrams. Upon completion, students should be able to interpret and construct industrial schematics and diagrams.</p>	1	2	0	0	2
<p><b>MNT 240 Industrial Equipment Troubleshoot</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.</p>	1	3	0	0	2
<p><b>MUS 110 Music Appreciation</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.</i></p>	3	0	0	0	3
<p><b>NET 125 Networking Basics</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces the networking field. Emphasis is placed on networking 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.</p>	1	4	0	0	3
<p><b>NET 126 Routing Basics</b></p> <p>Prerequisites: NET 125</p> <p>Corequisites: None</p> <p>This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocols, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs.</p>	1	4	0	0	3



	Class	Lab	Clinic	Work	Credit
<b>NET 225     Routing &amp; Switching I</b>	1	4	0	0	3
Prerequisites: NET 126					
Corequisites: None					
This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in pre-requisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP.					
<b>NET 226     Routing &amp; Switching II</b>	1	4	0	0	3
Prerequisites: NET 225					
Corequisites: None					
This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol.					
<b>NOS 110     Operating System Concepts</b>	2	3	0	0	3
Prerequisites: None					
Corequisites: None					
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems.					
<b>NOS 120     Linux/UNIX Single-User</b>	2	2	0	0	3
Prerequisites: Take One: CET 211, CTI 130, or NOS 110					
Corequisites: None					
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.					
<b>NOS 130     Windows Single User</b>	2	2	0	0	3
Prerequisites: NOS 110					
Corequisites: None					
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.					
<b>NOS 230     Windows Administration I</b>	2	2	0	0	3
Prerequisites: None					
Corequisites: None					
This course covers the installation and administration of a Windows Server network 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.					

	Class	Lab	Clinic	Work	Credit
<p><b>OST 130 Comprehensive Keyboarding</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace.</p>	2	2	0	0	3
<p><b>OST 136 Word Processing</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>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.</p>	2	2	0	0	3
<p><b>OST 143 Dental Office Terminology</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces prefixes, suffixes, and word roots used in the dental office. Topics include dental anatomy and oral structures, tooth origin and formation, examination and prevention, tooth restorations, radiography, pain management and pharmacology. Upon completion, students should be able to pronounce, spell, and define dental terms as related to a dental practice.</p>	3	0	0	0	3
<p><b>OST 147 Dental Billing and Coding</b></p> <p>Prerequisites: OST 143</p> <p>Corequisites: None</p> <p>This course introduces Current Procedural Terminology, International Classification of Diseases, and Healthcare Common Procedural Coding System coding as they apply to dental insurance and billing. Topics include Current Dental Terminology-2 Dental Codes, office collections, American Dental Association Dental Claim form, and insurance coverage. Upon completion, students should be able to describe the steps of the total billing/collections cycle for a dental office.</p>	3	0	0	0	3
<p><b>OST 148 Medical Coding, Billing and Insurance</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.</p>	3	0	0	0	3
<p><b>OST 149 Medical Legal Issues</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces the complex legal, moral, and ethical issues involved in providing health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.</p>	3	0	0	0	3

	Class	Lab	Clinic	Work	Credit
<b>OST 153 Office Finance Solutions</b>	1	2	0	0	2
Prerequisites: None					
Corequisites: None					
This course introduces basic bookkeeping concepts. Topics include entering data in accounts payable and receivable, keeping petty cash records, maintaining inventory, reconciling bank statements, running payroll, and generating simple financial reports. Upon completion, students should be able to demonstrate competence in the entry and manipulation of data to provide financial solutions for the office.					
<b>OST 164 Text Editing Applications</b>	3	0	0	0	3
Prerequisites: None					
Corequisites: None					
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.					
<b>OST 184 Records Management</b>	2	2	0	0	3
Prerequisites: None					
Corequisites: None					
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.					
<b>OST 233 Office Publications Design</b>	2	2	0	0	3
Prerequisites: OST 136					
Corequisites: None					
This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.					
<b>OST 236 Advanced Word/Information Processing</b>	2	2	0	0	3
Prerequisites: OST 136					
Corequisites: None					
This course develops proficiency in the utilization of advanced word/information processing functions. Emphasis is placed on advanced word processing features. Upon completion, students should be able to produce a variety of complex business documents.					
<b>OST 241 Medical Office Transcription I</b>	1	2	0	0	2
Prerequisites: MED 121 or OST 141					
Corequisites: None					
This course introduces machine transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription, proofreading, and use of reference materials as well as vocabulary building. Upon completion, students should be able to prepare accurate and usable transcripts of voice recordings in the covered specialties.					
<b>OST 242 Medical Office Transcription II</b>	1	2	0	0	2
Prerequisites: OST 241					
Corequisites: None					

Class	Lab	Clinic	Work	Credit
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This course continues building transcription techniques as applied to medical documents. Emphasis is placed on accurate transcription and text editing, efficient use of reference materials, increasing transcription speed and accuracy, and improving understanding of medical terminology. Upon completion, students should be able to display competency in accurately transcribing medical documents.

**OST 243 Med Office Simulation** 2 2 0 0 3  
 Prerequisites: OST 148  
 Corequisites: None

This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

**OST 247 Procedure Coding** 1 2 0 0 2  
 Prerequisites: MED 121 or OST 141  
 Corequisites: None

This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

**OST 248 Diagnostic Coding** 1 2 0 0 2  
 Prerequisites: MED 121 or OST 141  
 Corequisites: None

This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

**OST 286 Professional Development** 3 0 0 0 3  
 Prerequisites: None  
 Corequisites: None

This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, health life-styles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

**OST 289 Administrative Office Management** 2 2 0 0 3  
 Prerequisites: OST 164 and OST 134 or OST 164 and OST 136  
 Corequisites: None

This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

**PED 110 Fit and Well for Life** 1 2 0 0 2  
 Prerequisites: None  
 Corequisites: None

This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.*

	Class	Lab	Clinic	Work	Credit
<b>PED 120     Walking for Fitness</b>	0	3	0	0	1
Prerequisites: None					
Corequisites: None					
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid need and injury prevention. Upon completion, students should be able to participate in a recreational walking program. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.</i>					
<b>PED 175     Horseback Riding I</b>	0	2	0	0	1
Prerequisites: None					
Corequisites: None					
This course introduces beginning and non-riders to recreational horseback riding. Topics include riding skills, equipment, handling of horses, mounting, care of the horses, and coordinated horse-rider balance. Upon completion, students should be able to demonstrate riding, safety, and horse management skills.					
<b>PED 176     Horseback Riding II</b>	0	2	0	0	1
Prerequisites: PED 175					
Corequisites: None					
This course is designed to give advanced riding experiences in a variety of specialized situations. Emphasis is placed on the development of skills such as jumping, rodeo games, and trail riding. Upon completion, students should be able to demonstrate control and management of the horse and perform various riding techniques.					
<b>PED 187     Social Dance - Beginning ( for NERSBA Only)</b>	0	2	0	0	1
Prerequisites: None					
Corequisites: None					
This course introduces the fundamentals of popular social dance. Emphasis is placed on basic dance techniques, dances, and a brief history of social dance. Upon completion, students should be able to demonstrate specific dance skills and perform some dances. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a premajor and/or elective course requirement.</i>					
<b>PLU 111     Intro to Basic Plumbing</b>	1	3	0	0	2
Prerequisites: None					
Corequisites: None					
This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system.					
<b>POL 120     American Government</b>	3	0	0	0	3
Prerequisites: None					
Corequisites: None					
This course is a study of the origins, development, structure, and functions of American national government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy formation. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences.</i>					

	Class	Lab	Clinic	Work	Credit
<p><b>PHI 215 Philosophical Issues</b>            Prerequisites: ENG 111            Corequisites: None            This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.</i></p>	3	0	0	0	3
<p><b>PHI 240 Introduction to Ethics</b>            Prerequisites: ENG 111            Corequisites: None            This course introduces theories about the nature and foundations of moral judgements and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.</i></p>	3	0	0	0	3
<p><b>PSY 118 Interpersonal Psychology</b>            Prerequisites: None            Corequisites: None            This course introduces the basic principles of psychology as they relate to personal and professional development. Emphasis is placed on personality traits, communication/leadership styles, effective problem solving, and cultural diversity as they apply to personal and work environments. Upon completion, students should be able to demonstrate an understanding of these principles of psychology as they apply to personal and professional development.</p>	3	0	0	0	3
<p><b>PSY 150 General Psychology</b>            Prerequisites: DRE 098            Corequisites: None            This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences.</i></p>	3	0	0	0	3
<p><b>PSY 241 Developmental Psychology</b>            Prerequisites: PSY 150            Corequisites: None            This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences.</i></p>	3	0	0	0	3
<p><b>PSY 243 Child Psychology</b>            Prerequisites: PSY 150            Corequisites: None</p>	3	0	0	0	3

	Class	Lab	Clinic	Work	Credit
This course provides an overview of physical, cognitive, and psychosocial development from conception through adolescence. Topics include theories and research, interaction of biological and environmental factors, language development, learning and cognitive processes, social relations, and moral development. Upon completion, students should be able to identify typical and atypical childhood behavior patterns as well as appropriate strategies for interacting with children. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a pre-major and/or elective course requirement.</i>					

<b>PTA 110 Introduction to Physical Therapy</b>	2	3	0	0	3
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Prerequisites: Take All DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, and DRE 098

Corequisites: PTA 130, PTA 150

This course introduces the field of physical therapy including the history and standards of practice for the physical therapist assistant and basic treatment techniques. Emphasis is placed on ethical and legal considerations, universal precautions, vital signs, documentation, basic patient preparation and treatment skills, and architectural barrier screening. Upon completion, students should be able to explain the role of the physical therapist assistant and demonstrate competence in basic techniques of patient care.

<b>PTA 120 Functional Anatomy</b>	1	6	0	0	3
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Prerequisites: PTA 110, PTA 150

Corequisites: PTA 140, PTA 170,

This course provides an organized study of anatomy and kinesiology. Emphasis is placed on the integration of structure and function of the skeletal, articular, muscular, nervous, and circulatory systems to include gait analysis. Upon completion, students should be able to describe the components and demonstrate function of these systems as applied to physical therapy.

<b>PTA 130 Physical Therapy Procedures I</b>	1	6	0	0	3
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Prerequisites: Enrollment in the Physical Therapist Assistant program.

Corequisites: PTA 110

This course includes concepts of injury and repair and documentation methods. Emphasis is placed on physiological effects, indications, contraindications, and skilled applications of selected therapeutic modalities. Upon completion, students should be able to safely, correctly, and effectively apply the emphasized techniques and procedures with understanding of correct documentation.

<b>PTA 140 Therapeutic Exercise</b>	2	6	0	0	4
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Prerequisites: PTA 110, PTA 150

Corequisites: PTA 120, PTA 170

This course covers muscle physiology, exercise, concepts, testing, and applications to the spine and extremities. Topics include strength, endurance, flexibility, and exercise protocols and progressions. Upon completion, students should be able to demonstrate skill in applying therapeutic exercise principles for non-neurological conditions in a safe and appropriate manner.

<b>PTA 150 Physical Therapy Procedures II</b>	1	6	0	0	3
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Prerequisites: PTA 130

Corequisites: PTA 110

This course is designed to include the theory and practice of additional therapeutic interventions. Topics include but are not limited to electrotherapy, burn and wound care, biofeedback, and selected data collection methods. Upon completion, students should be able to apply these modalities and treatment techniques effectively and safely and demonstrate knowledge of physiological principles involved.



	Class	Lab	Clinic	Work	Credit
<p><b>PTA 160      Physical Therapy Procedures III</b></p> <p>Prerequisites: PTA 120, PTA 140, PTA 170</p> <p>Corequisites: None</p> <p>This course introduces treatment and measurement techniques and discusses treatment programs for selected neuromusculoskeletal dysfunction and injuries. Topics include soft tissue and joint dysfunction, selected assessment techniques, and various exercise programs. Upon completion, students should be able to demonstrate the application of selected data collection methods and functional interventions.</p>	2	3	0	0	3
<p><b>PTA 170      Pathophysiology</b></p> <p>Prerequisites: PTA 110, PTA 150</p> <p>Corequisites: PTA 120, PTA 140</p> <p>This course is a survey of basic pathology with emphasis on conditions most frequently observed and treated in physical therapy. Topics include etiology, pathology, manifestation, treatment, and prognosis. Upon completion, students should be able to explain repair processes, categorize diseases, define pathology, identify organ/body systems involved, and discuss treatment and prognosis.</p>	3	0	0	0	3
<p><b>PTA 182      PTA Clinical Education I</b></p> <p>Prerequisites: PTA 240, PTA 280</p> <p>Corequisites: PTA 222</p> <p>This course provides a short-term affiliation for planned learning experiences and practice under supervision. Emphasis is placed on basic skills including patient transfers, elementary exercise programs, and other learned skills. Upon completion, students should be able to demonstrate satisfactory performance as an introductory-level physical therapist assistant student.</p>	0	0	6	0	2
<p><b>PTA 210      PTA Clinical Education II</b></p> <p>Prerequisites: PTA 182</p> <p>Corequisites: PTA 222</p> <p>This course provides a short-term affiliation for planned learning experiences and practice under supervision. Emphasis is placed on goniometric analysis, intermediate-level exercise regimens, medications, and pathological conditions. Upon completion, students should be able to demonstrate satisfactory performance as an intermediate-level physical therapist assistant student.</p>	0	0	6	0	2
<p><b>PTA 212      Health Care/Resources</b></p> <p>Prerequisites: PTA 222, PTA 210</p> <p>Corequisites: PTA 254, PTA 260, PTA 270</p> <p>This course provides an overview of various aspects of health care delivery systems and the interrelationships of health care team members. Topics include health agencies and their functions, health care team member roles, management, and other health care issues. Upon completion, students should be able to discuss the functions of health organizations and team members and aspects of health care affecting physical therapy delivery.</p>	2	0	0	0	2
<p><b>PTA 222      Professional Interactions</b></p> <p>Prerequisites: PTA 260</p> <p>Corequisites: PTA 182, PTA 210, PTA 240, PTA 280</p> <p>This course is designed to assist in the development of effective interpersonal skills in the physical therapist assistant setting. Topics include reactions to disability, the grieving process, methods of communication, motivation, health promotion, disease prevention, and aging. Upon completion, students should be able to discuss and demonstrate methods for achieving effective interaction with patients, families, the public, and other health care providers.</p>	2	0	0	0	2

	Class	Lab	Clinic	Work	Credit
<p><b>PTA 240      Physical Therapy Procedures IV</b></p> <p>Prerequisites: PTA 160</p> <p>Corequisites: PTA 222, PTA 280</p> <p>This course covers normal development, adult and pediatric/CNS dysfunction, spinal cord injuries, amputee rehabilitation techniques, and cardiopulmonary rehabilitation. Topics include neurology review, selected rehabilitation techniques, ADL and functional training, prosthetic and orthotic training, and environmental access. Upon completion, students should be able to demonstrate safe and correct application of selected rehabilitation techniques for neurological dysfunction, cardiopulmonary conditions, and amputations.</p>	3	6	0	0	5
<p><b>PTA 254      Pediatrics for the PTA</b></p> <p>Prerequisites: PTA 210, PTA 222</p> <p>Corequisites: PTA 212</p> <p>This course provides an in-depth study of pediatric dysfunction and rehabilitation techniques. Topics include severe and profound attention deficit disorder, sensory integration, and rehabilitation in the school setting. Upon completion, students should be able to discuss selected pediatric dysfunctions and demonstrate specialized rehabilitation techniques.</p>	0	3	0	0	1
<p><b>PTA 260      Advanced PTA Clinical Education</b></p> <p>10</p> <p>Prerequisites: Take One Set: Set 1: PTA 180 Set 2: PTA 182 and PTA 210</p> <p>Corequisites: PTA 212</p> <p>This course provides full-time clinical affiliations for planned learning experiences and practice under supervision. Emphasis is placed on reinforcement of learned skills in direct patient care, communications, and professional behaviors. Upon completion, students should be able to demonstrate satisfactory performance as an entry-level physical therapist assistant and as a member of the physical therapy team.</p>	0	0	30	0	
<p><b>PTA 270      PTA Topics</b></p> <p>Prerequisites: PTA 260</p> <p>Corequisites: PTA 212</p> <p>This course covers the physical therapist assistant profession in preparation for the state licensure exam. Topics include developing time management skills and practicing for the competency examinations. Upon completion, students should be able to identify individual academic strengths and weaknesses and utilize this information to continue self-study for the licensure exam.</p>	1	0	0	0	1
<p><b>PTA 280      PTA Issues I</b></p> <p>Prerequisites: PTA 160</p> <p>Corequisites: PTA 222, PTA 240</p> <p>This course consists of reports, discussions, and guest lectures on the latest physical therapy techniques, equipment, and health sciences specialties. Topics include reports on extra-department experiences, case studies, and literature reviews. Upon completion, students should be able to discuss specialized physical therapy equipment and/or related fields and display competent writing skills</p>	1	0	0	0	1
<p><b>REF 116      Commercial Systems I</b></p> <p>Prerequisites: AHR 115</p> <p>Corequisites: None</p> <p>This course introduces and compares various commercial refrigeration systems. Topics include service, repair, and diagnostic</p>	2	6	0	0	4

procedures for commercial systems and components, as well as evacuation, charging, start up, and evaluation. Upon completion, students should be able to use appropriate tools, instruments, and procedures to service and install basic refrigeration systems or components.

**REF 117 Refrigeration Controls** 2 6 0 0 4

Prerequisites: AHR 110, AHR 111, or ELC 111

Corequisites: None

This course covers the design, operation, function, and schematics of basic control systems used in the refrigeration industry. Topics include proper control application, selection, and use of test instruments; simple control wiring; and the use of schematics as a troubleshooting tool. Upon completion, students should be able to identify, diagnose, and repair electrical and mechanical malfunctioning components.

**REF 123 Electrical Devices** 2 6 0 0 4

Prerequisites: AHR 111 or ELC 111

Corequisites: None

This course introduces the electrical and electronic components and test instruments commonly found in commercial refrigeration. Emphasis is placed on troubleshooting electrical and electronic devices, including motors, starting devices, switches, transformers, programmable controls, defrost controls, thermostats, and wiring systems. Upon completion, students should be able to use test equipment appropriately and safely to troubleshoot, test, and repair electrical devices.

**REF 259 Refrigeration Codes** 3 0 0 0 3

Prerequisites: None

Corequisites: None

This course covers the current commercial refrigeration codes, including applicable North Carolina laws and codes. Emphasis is placed on the application of the codes in respect to systems installation, operation, recovery, and repair. Upon completion, students should be able to demonstrate knowledge of codes, accepted standards, and recommended practices as related to commercial refrigeration.

**REF 260 Commercial Systems II** 2 6 0 0 4

Prerequisites: AHR 115 or ELC 111

Corequisites: None

This course covers the installation and start up of common commercial refrigeration systems. Topics include the installation of display/storage boxes or cases, walk-in systems, dispensing machines, ice-making equipment, and refrigerated laboratory equipment. Upon completion, students should be able to safely install and start up common commercial refrigeration systems.

**REF 270 Refrigeration Servicing** 3 9 0 0 6

Prerequisites: AHR 115 and REF 117

Corequisites: None

This course provides an in-depth study of the servicing methods for the standard components found in modern refrigeration systems. Topics include compressors, condensers, evaporators, fan motors, metering devices, oil separators, accumulators, receivers, pressure regulators, heat exchangers, and electrical control components. Upon completion, students should be able to utilize proper test equipment to safely locate, analyze, and repair malfunctioning components.

**REL 110 World Religion** 3 0 0 0 3

Prerequisites: DRE 098

Corequisites: None

Class	Lab	Clinic	Work	Credit
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This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.*

**REL 211      Intro to Old Testament** 3    0    0    0    3

Prerequisites: DRE 098

Corequisites: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.*

**REL 212      Intro to New Testament** 3    0    0    0    3

Prerequisites: DRE 098

Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.*

**SCI 110      Principles of Science** 3    2    0    0    4

Prerequisites: None

Corequisites: None

This course introduces basic principles of chemistry, physics, and biology. Emphasis is placed on chemical reactions, energy forms, and ecological studies. Upon completion, students should be able to demonstrate mastery of the scientific method of thought and a basic understanding of chemistry, physics, and biology.

**SEC 110      Security Concepts** 2    2    0    0    3

Prerequisites: None

Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy.

**SEC 150      Secure Communications** 2    2    0    0    3

Prerequisites: None

Corequisites: None

This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies.

	Class	Lab	Clinic	Work	Credit
<p><b>SEC 160 Security Administration I</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal traffic using network analysis tools and design basic security defenses.</p>	2	2	0	0	3
<p><b>SOC 210 Introduction to Sociology</b></p> <p>Prerequisites: DRE 098</p> <p>Corequisites: None</p> <p>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. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences.</i></p>	3	0	0	0	3
<p><b>SOC 213 Sociology of the Family</b></p> <p>Prerequisites: DRE 098</p> <p>Corequisites: None</p> <p>This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences.</i></p>	3	0	0	0	3
<p><b>SOC 220 Social Problems</b></p> <p>Prerequisites: DRE 098</p> <p>Corequisites: None</p> <p>This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Social/Behavioral Sciences.</i></p>	3	0	0	0	3
<p><b>SPA 111 Elementary Spanish I</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>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 to demonstrate cultural awareness. <i>This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.</i></p>	3	0	0	0	3
<p><b>SPA 112 Elementary Spanish II</b></p> <p>Prerequisites: SPA 111</p> <p>Corequisites: None</p>	3	0	0	0	3

	Class	Lab	Clinic	Work	Credit
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This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish, and demonstrate further cultural awareness. *This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Humanities/Fine Arts.*

<b>SPA 120</b>	<b>Spanish for the Workplace</b>	3	0	0	0	3
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Prerequisites: None

Corequisites: None

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

<b>TRN 110</b>	<b>Intro to Transport Tech</b>	1	2	0	0	2
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Prerequisites: None

Corequisites: None

This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

<b>TRN 120</b>	<b>Basic Transp Electricity</b>	4	3	0	0	5
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Prerequisites: None

Corequisites: None

This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

<b>TRN 140</b>	<b>Transp Climate Control</b>	1	2	0	0	2
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Prerequisites: None

Corequisites: None

This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

<b>TRN 140A</b>	<b>Transp Climate Control Lab</b>	1	2	0	0	2
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Prerequisites: None

Corequisites: TRN 140

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

	Class	Lab	Clinic	Work	Credit
<p><b>TRN 145     Adv Transp Electronics</b></p> <p>Prerequisites: TRN 120</p> <p>Corequisites: None</p> <p>This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLCs, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLCs, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.</p>	2	3	0	0	3
<p><b>WBL 110     World of Work</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethics, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work.</p>	1	0	0	0	1
<p><b>WBL 111     Work-Based Learning I</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>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.</p>	0	0	0	10	1
<p><b>WBL 112     Work-Based Learning II</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>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.</p>	0	0	0	20	2
<p><b>WEB 110     Internet/Web Fundamentals</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines.</p>	2	2	0	0	3
<p><b>WEB 140     Web Development Tools</b></p> <p>Prerequisites: None</p> <p>Corequisites: None</p> <p>This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.</p>	2	2	0	0	3



	Class	Lab	Clinic	Work	Credit
<b>WLD 110     Cutting Processes</b>	1	3	0	0	2
Prerequisites: None					
Corequisites: None					
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve, and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metal of varying thickness.					
<b>WLD 111     Oxy-Fuel Welding</b>	1	3	0	0	2
Prerequisites: None					
Corequisites: None					
This course introduces the oxy-fuel welding process. Topics include safety, proper equipment setup, and operation of oxy-fuel welding equipment with emphasis on bead application, profile, and discontinuities. Upon completion, students should be able to oxy-fuel weld fillets and grooves on plate and pipe in various positions.					
<b>WLD 112     Basic Welding Processes</b>	1	3	0	0	2
Prerequisites: None					
Corequisites: None					
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.					
<b>WLD 143     Welding Metallurgy</b>	1	2	0	0	2
Prerequisites: None					
Corequisites: None					
This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding.					
<b>WLD 212     Inert Gas Welding</b>	1	3	0	0	2
Prerequisites: None					
Corequisites: None					
This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions.					



# PERSONNEL

## ADMINISTRATIVE STAFF

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B.S., East Carolina University

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Ed.D., North Carolina State University

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M. Div., Ph.D., Southern Baptist Theological Seminary

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Vacant ..... Registrar

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Martha Williams ..... Administrative Secretary

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Nancy M. Haislip ..... Custodian

Jeff Lewis ..... Maintenance  
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Robert West ..... Maintenance

Walter Wheeler ..... Interim Maintenance Director  
 B.S., East Carolina University

Allen Wiggins ..... Groundskeeper

Jerry Wilson ..... Maintenance

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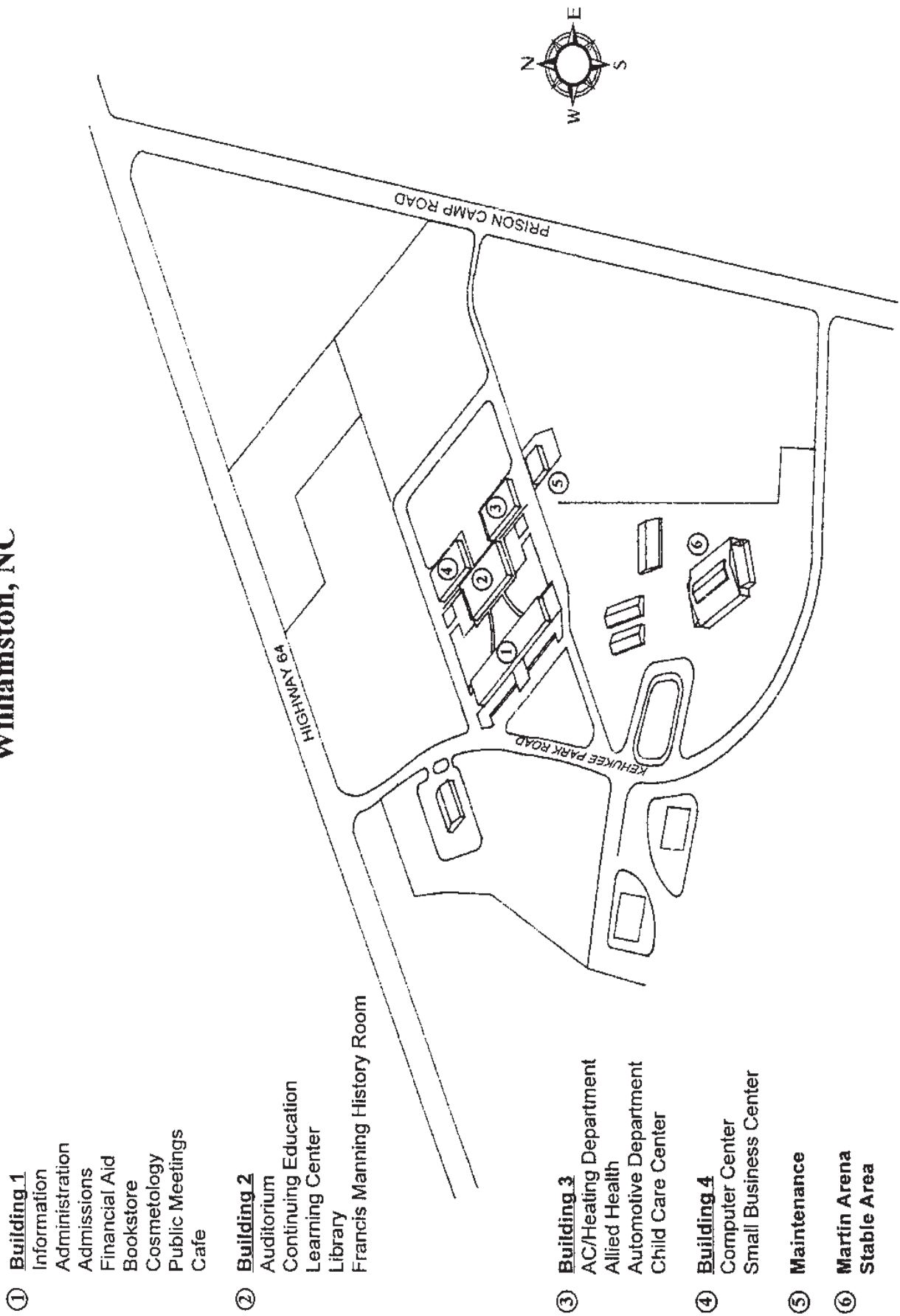
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# MARTIN COMMUNITY COLLEGE

## Williamston, NC



① **Building 1**

- Information
- Administration
- Admissions
- Financial Aid
- Bookstore
- Cosmetology
- Public Meetings
- Cafe

② **Building 2**

- Auditorium
- Continuing Education
- Learning Center
- Library
- Francis Manning History Room

③ **Building 3**

- AC/Heating Department
- Allied Health
- Automotive Department
- Child Care Center

④ **Building 4**

- Computer Center
- Small Business Center

⑤ **Maintenance**

⑥ **Martin Arena Stable Area**



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