

Martin Community College
NC Career & College Promise
Student Handbook



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Important Phone Numbers

MCC CAREER AND COLLEGE PROMISE

Director of High School Programs & Advising – Michelle Griffin

michelle.griffin@martincc.edu

252-789-0312

Career Coach – Brooke Mann

brooke.mann@martincc.edu

252-789-0269

GENERAL NUMBERS

General Information: 252-792-1521

IT Helpdesk: 252-789-0300

Academic Skills Lab: 252-789-0273

Library: 252-789-0238

Bookstore: 252-789-0242

Campus Security Officer: 252-789-0281

Martin County Sherriff's Office: 252-789-4500 daytime & 252-789-4555 after hours or 911

Student Handbook updated by Michelle Griffin and Brooke Mann, June 2018

Information for Handbook Gathered from the Following Sources:

Martin Community College Career Catalog

State Board of Community Colleges, Career & College Promise Operating Procedures Updated 8/18/17

martincc.edu

NCcommunitycolleges.edu

dpi.state.nc.us

CFNC.org

Mission of Martin Community College



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.

Career & College Promise (CCP)



NC Career & College Promise offers qualified North Carolina students the opportunity to begin their diploma, certificate, two-year degree, or four-year college course work while they are in high school. Those eligible get a tuition-free head start on workplace job skills and college preparation. The goal of Career & College Promise is to offer educational opportunities and seamless dual enrollment in community college courses. This is accomplished through enrollment in College Transfer Pathways (CTP) and/or Career Technical Education Pathways (CTE) that are specifically designed to meet the educational goals of NC public schools, private schools, and homeschool students.

This is a tuition-free program.

Career & College Promise is aligned with the K-12 grade curriculum and career and college ready standards adopted by the NC State Board of Education.

College Transfer – College Transfer Pathways (CTP) provide tuition-free course credits toward the Associate in Arts or Associate in Science that will transfer to public or participating private colleges or universities.

Technical Careers – Career Technical Education Pathways (CTE) allow students to earn tuition-free course credits toward a certificate or diploma in a technical career (aligned with a high school career cluster).

Cooperative Innovative High School Programs – Begin earning tuition-free college credits as a high school student by attending an approved Cooperative Innovative High School; leads to the completion of a high school diploma and associate degree or provides up to two years of college credit within five years (examples include Early and Middle College High Schools).

CCP Program Qualifications

Eligibility for these programs is based on the following:

College Transfer Pathway

- Must be a high school junior or senior
- Have a weighted GPA of 3.0 or higher on high school courses
- Demonstrate college readiness in English, reading, and mathematics on an assessment or placement test or meet provisional status*

*To be considered for provisional status, the following criteria must be met:

- Must have a cumulative weighted GPA of 3.5 or higher
- Must have completed two years of high school English with a grade of "C" or better
- Must have completed high school Algebra II or Math III (or higher level) with a grade of "C" or better
- Obtain written approval of the high school principal or designee
- Obtain written approval of the community college president or designee

In order to no longer be considered provisional, the student must successfully complete ENG 111 and MAT 171 with a grade of "C" or better.

Career Technical Education Pathway (Certificates and Diplomas)

- Must be a high school junior or senior (*see MCC catalog for details regarding freshman & sophomore enrollment)
- Have a weighted GPA of 3.0 or higher on high school courses or have the recommendation of the high school principal (or designee)
- Have received career pathway information outlining program requirements for completion of the certificate or diploma

Cooperative Innovative High School Programs

- Must be enrolled in an approved Cooperative Innovative High School

With approval of the high school principal (or designee) and the community 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.

A student may change his/her program of study major with approval of the high school principal (or designee) and the community college's chief student development administrator. Appropriate change of major form must be filled out by the 10% point of the semester in which the program is to be effective.

***For complete details and requirements of the Career & College Promise Program, please see the MCC Catalog and your MCC Transition Advisor. This Student Handbook does not represent full details and requirements; it is only meant as a guide.**

Maintaining Eligibility

To maintain eligibility for continued enrollment in the Career & College Promise Program, a student must:

- Continue to make progress toward high school graduation
- Maintain a 2.0 GPA in college coursework after completing two college 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

Academic Standing Policy

If a student fails to make satisfactory academic progress for the first time at the end of a term, the student is placed on Academic Warning.

If a student fails to make satisfactory academic progress at the end of a second consecutive term, the student is placed on Academic Probation.

Grades/Transcripts

Students can monitor their grades through their Blackboard account. If you have any questions about grades and/or assignments, it is very important that you contact your instructor as soon as possible.

The grades you receive for your MCC courses will be on your official college transcript. MCC courses may count towards the student's high school GPA as long as the course is taken as part of the Career & College Promise Program.

Attendance

Regular and punctual class attendance is expected of all students. Instructors may drop students for any of the following reasons, including but not limited to:

- Any student with multiple absences
- Any student whose absences begin to affect their performance and the quality of their work or their grades as determined by the class instructor
- Students with online courses must adhere to the attendance/contact policy stated in course syllabus
- Online courses have an initial attendance assignment due within the first few days of the course. Completion of this assignment is required to show that you are enrolled in the course.

The above represents the minimum requirements for attendance. Other guidelines/policies based on the nature of a course may be added by the instructor/curriculum Dean. Each instructor will present his/her attendance requirements.

Please read your course syllabus carefully.

Dropping a Course

If a student wishes to drop a Martin Community College course, it must be done within the first 10 days of the high school schedule so that another class can be added at the high school. If the student does not adhere to this time frame and drops a college course after the 10-day period, it would be without permission; and the student will receive an "F" on their high school transcript.

*Depending on time frame of dropping within that 10 days, MCC transcript may reflect "drop" or "withdrawal". Please see your Transition Advisor for further clarification.

Example of Martin Community College Schedule

Martin Community College
Registration Statement
09/11/17 04:20PM

Name: Ms. College A. Student
ID #: 0123456

Advisor.....: Ms. Kinsey Warren
Advisor Office:

Registration Info	Begin	End	Description	Amount
Term.....: 2017FA	08/18/17	12/18/17	Balance Forward (08/18/17)	0.00
Residency Status.....: IN In State			Current Charges	0.00
Academic Program(s)...: P1012C				
Anticipated Degree(s): None			TOTAL CHARGES	0.00
Anticipated Comp Date: None			Cash, Check & Credit Card Payments	0.00
			Financial Aid Transmitted	0.00
			Amounts Paid by Sponsors	0.00
			Amounts Paid by Deposits	0.00
			Amounts Currently Deferred on Payment Plans	0.00
			Other Payments	0.00
			TOTAL AMOUNT DUE FROM STUDENT	0.00

Mail To:

Ms. College A. Student
9876 Martin Lane
Williamston NC 27892

SCHEDULE	Course/Description	Days	Times	Location	Bldg/Room	Instructor	Start Date	End Date	Cred/CEU's	Stat
	MAT-171-70 Precalculus Algebra	MWF	09:00AM 09:50AM	MC	04 026	D. Price	08/18/17	12/18/17	4.00	New
	HIS-131-55 American History I	TBA	TBA	MC	WEB SITE	J. Edwards	08/18/17	12/18/17	3.00	New
	ENG-111-70 Writing and Inquiry	MWF	10:00AM 10:50AM	MC	04 038B	A. Mabry	08/18/17	12/18/17	3.00	Add

EXPLANATION OF CHARGES

Term	Date	Invoice #	Code	Description	Charges	Due Date
CURRENT CHARGES (08/18/17 through 12/18/17)						
Current Registration Charges						
2017FA	08/18/17		INTUI	In-State Tuition	760.00	
2017FA	08/18/17		WCCPP	Waiver-Career&college Promise	760.00-	
Subtotal Current Registration Charges					0.00	
Current Other Charges					0.00	
TOTAL CURRENT CHARGES					0.00	

Important information about your schedule:

- Make sure that you have your schedule and that your mailing address and other personal information are correct and up-to-date throughout the semester.
- You should have a zero (\$0.00) balance on your account.
- Look at the days of the week and the times that classes meet for seated courses.
- Take note of the start and end date (not all classes start at the beginning of the semester).
- Building/Room numbers are listed for traditional classes. Online courses reflect "Website" in this column.
- Your instructor's name is listed for each course.

What is a Syllabus?

A syllabus is typically given to you on the first day of class by your instructor, and you should refer to it as needed throughout the semester. It may contain the following:

- Outline for the course
- Grading policies
- Evaluations
- Other important information

Student/Parent Rights

The Family Educational Rights and Privacy Act (FERPA), is a Federal law that protects the privacy of student education records. It prohibits the access and release of postsecondary institution student education records without the student's written consent. When a student turns 18 years old, or enters a postsecondary institution at any age, the rights under FERPA transfer from the parent to the student. Students can give consent for parents/others to have access to their Martin Community College education records by signing a FERPA Release Form. Please see your Transition Advisor if you wish to sign a FERPA Release Form.

*Parents still maintain their same rights/access with the high school. The above is in regards to the college.

MCC Email

MCC's instructors and staff will use your college issued email account for communication. You should use your MCC issued email to communicate with instructors and staff, not your personal email. If you have problems logging into your email account, call **252-789-0300**.

1. Go to www.martincc.edu and click on the "envelope" icon in the upper right corner
2. Click on the "Student or Adjunct Faculty" icon
3. Log into your email account with your username and password

Email Address/Username = first name initial, last name initial, last 5 digits of student ID @mcc.martincc.edu

Default Password (can be changed after login) = first name initial, last name initial, 6-digit birthday (mmddyy)

EXAMPLE: College A. Student with student ID 0123456 and birthday January 1, 1990 – her login would look like this:

Email Address/Username = cs23456@mcc.martincc.edu and Password = cs010190

MCC Blackboard

You will use Blackboard (Bb) for all your online, hybrid, and some seated courses. If you have problems logging into your Bb account, call **866-833-2953**.

1. Go to www.martincc.edu and click on the "Bb" icon in the upper right corner
2. Log into your Bb account with your username and password

Username = first name initial, last name initial, last 5 digits of student ID

Default Password (can be changed after login) = first name initial, last name initial, 6-digit birthday (mmddyy)

EXAMPLE: Very A. Smart with student ID 0987654 and birthday December 5, 1990 – his login would look like this:

Bb Username = vs87654 and Password = vs120590

Wi-Fi Internet Service

Free Wi-Fi service is available to students campus-wide.

To access Wi-Fi on your device:

- Locate your wireless network options in your device's settings
- Choose **MCC_Guest** in the network options - click the "Connect" button
- No username and password required
- Acknowledge the network usage policy
- For assistance, contact the Helpdesk at 252-789-0300

*Martin Community College encourages students to keep their login information confidential to insure security & privacy.

Student Resources

Academic Skills Center

The Martin Community College Academic Skills Center is a tutorial lab available to help you with your courses, Blackboard, email, technology, and any other questions you may have. Your instructor has to submit a referral form for your use of the lab. If you are needing help, please let your instructor know.

Location: Building 4, Room 41

Lab Hours: M&W 8a-5p, Tu&Th 8a-6p, and F 8a-3p

*Lab hours are subject to change. Please contact your MCC Transition Advisor or your course instructor with questions.

Upswing

MCC offers Upswing, our free online tutoring program that can help you with certain subject areas. Upswing provides students with access to a vast marketplace of highly qualified tutors, along with a number of resources dedicated to helping you reach your academic goals.

- Go to www.martincc.upswing.io and follow login instructions. New users can create an account.
- Select "Meet with a Tutor" to schedule a session with a coach.
- At the time of your scheduled session, click "Go to Room" on the tutoring section of your profile.

*Time on Upswing is limited per student. If you choose to utilize it, please be careful about how you use your time, and use it for important needs/tutoring.

Microsoft Office

If you need Microsoft Office on your computer/laptop at home for doing homework, this link gives free access to students using your MCC student email - <https://products.office.com/en-us/student/office-in-education>.

MCC Library

The MCC Library provides a wealth of resources for students.

- **Computer Lab** (computers with internet, Microsoft Office, and print capability)
- Get your computer and internet questions answered
- Learn how to cite sources for your papers
- Books and other items for research and for fun
- Electronic databases with journals & magazines, e-books, and videos
- Audio books on CD and downloadable to your phone or tablet
- Wireless internet
- Scanner
- Photocopier (\$0.10 cents per page)

Location: Building 2

Website: <http://martincc.libguides.com/library>

Campus Café/Student Lounge

The Campus Café has food service available to students. Check your MCC email account for the latest list of daily specials. There is also a lounge area in the café where students can relax and watch TV between classes.

Located in Building 1, Room 13.

- The Campus Café hours: Monday – Friday, 7:00 am – 2:00 pm
- The Campus Café is closed on Fridays during the summer semester and follows the same holiday schedule as the College

*Vending machines for snacks and soft drinks/water are also located in some buildings on campus.

Textbooks

The cost of textbooks and supplies varies. 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. For other assistance with textbooks, you may contact the MCC Bookstore at 252-789-0242.

Expectations of Students

College level courses require college level work and college level attitude. That means there may be times when a student must choose between going out with friends and attending class. It is expected that the student will choose attending his/her college class and complete all assignments when they are due.

Maturity is very important. MCC is not an extension of the high school. When a student is enrolled in MCC courses, he/she is a college student.

In order to earn college credit, the student **must complete all work and attend class.**

Every student should **read course syllabi carefully and thoroughly.**

Students are required to have knowledge of and observe all regulations pertaining to **campus life and student conduct.**

Students are responsible for **maintaining communication with MCC** by keeping their current address and telephone number on file in the Registrar's Office.

Students are responsible for the **proper completion of their academic program.** Advisors counsel students, but the **final responsibility remains that of the student.**

Career and College Promise

College Transfer Pathways/Career Technical Education Pathways

NC Career & College Promise offers qualified North Carolina students the opportunity to begin their diploma, certificate, two-year, or four-year college course work while they are in high school. Those eligible get a tuition-free head start on workplace and college preparation. The goal of Career & College Promise is to provide seamless dual enrollment educational opportunities for eligible North Carolina high school students. This is accomplished through enrollment in College Transfer Pathways (CTP) and/or Career Technical Education Pathways (CTE) that are specifically designed to meet the educational goals of NC public schools, private schools, and homeschool students.

College Transfer Pathways

Associate in Arts Transfer Pathway	P1012C	*for traditional high school students
Associate in Science Transfer Pathway	P1042C	*for traditional high school students

Associate in Arts	A10100	*for innovative/early college high school students
Associate in Science	A10400	*for innovative/early college high school students

Career Technical Education Pathways

Accounting & Finance Certificate Pathway	C25800P
Air Conditioning, Heating, & Refrigeration Technology – Heat Pump Certificate Pathway	C35100P1
Air Conditioning, Heating, & Refrigeration Technology – Refrigeration Certificate Pathway	C35100P2
Automotive Systems Technology Certificate Pathway	C60160P
Business Administration Diploma Pathway	D25120P
Cosmetology Certificate Pathway	C55140P
Criminal Justice Technology – Public Safety Cadet Program Pathway	C55180P
Early Childhood Education Certificate Pathway	C55220P
Electrical Systems Technology—Residential/Commercial Electrical Tech. I	C35130P1
Electrical Systems Technology—Industrial Electrical Tech. I	C35130P2
Equine Training Technology Diploma Pathway	D15190P
Industrial Systems Technology Diploma Pathway	D50240P
Industrial Systems Technology – Welding Technology Certificate Pathway	C50240P1
Industrial Systems Technology – Facility Maintenance Technology Certificate Pathway	C50240P2
Information Technology Diploma Pathway	D25590P
Information Technology – IT Foundations Certificate Pathway	C25590P1
Information Technology – Windows OS Certificate Pathway	C25590P2
Medical Assisting Certificate Pathway	C45400P
Medical Office Administration Certificate Pathway	C25310P
Office Administration Certificate Pathway	C25370P
School-Age Education Certificate Pathway	C55440P

Career & College Promise
College Transfer Pathway
Associate in Arts Transfer Pathway
P1012C
For traditional high school students

The Associate in Arts Transfer Pathway is designed for high school juniors and seniors who wish to begin study toward the Associate in Arts degree and a baccalaureate degree in a non-STEM major.

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

General Education Requirements = 32 SHC

The following two English courses are required – 6 SHC

English Composition

ENG 111	Writing & Inquiry	3 SHC	Preq – appropriate score on placement test
ENG 112	Writing/Research in the Disciplines	3 SHC	Preq - ENG 111

Select three courses from the following from at least two different disciplines – 9 SHC

Communications/Humanities/Fine Arts

ART 111	Art Appreciation	3 SHC	Preq – none
COM 231	Public Speaking	3 SHC	Preq – ENG 111
ENG 231	American Literature I	3 SHC	Preq – ENG 112
ENG 232	American Literature II	3 SHC	Preq – ENG 112
MUS 110	Music Appreciation	3 SHC	Preq – none
PHI 215	Philosophical Issues	3 SHC	Preq – ENG 111
PHI 240	Introduction to Ethics	3 SHC	Preq – ENG 111

Select three courses from the following from at least two different disciplines – 9 SHC

Social/Behavioral Sciences

ECO 251	Principles of Microeconomics	3 SHC	Preq – none
ECO 252	Principles of Macroeconomics	3 SHC	Preq – none
HIS 111	World Civilizations I	3 SHC	Preq – none
HIS 112	World Civilizations II	3 SHC	Preq – none
HIS 131	American History I	3 SHC	Preq – none
HIS 132	American History II	3 SHC	Preq – none
POL 120	American Government	3 SHC	Preq – none
PSY 150	General Psychology	3 SHC	Preq – appropriate score on placement test
SOC 210	Introduction to Sociology	3 SHC	Preq – appropriate score on placement test

Select one course from the following – 3-4 SHC

Math

MAT 143	Quantitative Literacy	3 SHC	Preq – appropriate score on placement test
MAT 171	Precalculus Algebra	4 SHC	Preq – appropriate score on placement test

Select 4 SHC from the following – 4 SHC

Natural Sciences

BIO 111	General Biology I	4 SHC	Preq – none
CHM 151	General Chemistry I	4 SHC	Preq – none

The following course is required – 1 SHC

Academic Transition

ACA 122	College Transfer Success	1 SHC	Preq – none
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CCP CTP Program Total = 32-33 SHC

***Optional General Education Hours (0-8 SHC)** – A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the Comprehensive Articulation Agreement (CAA) as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of “C” or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit. (Total SHC in Program = 32-41*)

****High school students in the CCP Associate in Arts Transfer Pathway must complete the entire pathway before taking additional courses in the Associate in Arts degree (with the exception of mathematics courses beyond MAT 171).**

Career & College Promise
College Transfer Pathway
Associate in Science Transfer Pathway
P1042C
For traditional high school students

The Associate in Science Transfer Pathway is designed for high school juniors and seniors who wish to begin study toward the Associate in Science degree and a baccalaureate degree in a STEM or technical major.

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

General Education Requirements = 34 SHC

The following two English courses are required – 6 SHC

English Composition

ENG 111	Writing & Inquiry	3 SHC	Preq – appropriate score on placement test
ENG 112	Writing/Research in the Disciplines	3 SHC	Preq - ENG 111

Select two courses from the following from at least two different disciplines – 6 SHC

Communications/Humanities/Fine Arts

ART 111	Art Appreciation	3 SHC	Preq – none
COM 231	Public Speaking	3 SHC	Preq – ENG 111
ENG 231	American Literature I	3 SHC	Preq – ENG 112
ENG 232	American Literature II	3 SHC	Preq – ENG 112
MUS 110	Music Appreciation	3 SHC	Preq – none
PHI 215	Philosophical Issues	3 SHC	Preq – ENG 111
PHI 240	Introduction to Ethics	3 SHC	Preq – ENG 111

Select two courses from the following from at least two different disciplines – 6 SHC

Social/Behavioral Sciences

ECO 251	Principles of Microeconomics	3 SHC	Preq – none
ECO 252	Principles of Macroeconomics	3 SHC	Preq – none
HIS 111	World Civilizations I	3 SHC	Preq – none
HIS 112	World Civilizations II	3 SHC	Preq – none
HIS 131	American History I	3 SHC	Preq – none
HIS 132	American History II	3 SHC	Preq – none
POL 120	American Government	3 SHC	Preq – none
PSY 150	General Psychology	3 SHC	Preq – appropriate score on placement test
SOC 210	Introduction to Sociology	3 SHC	Preq – appropriate score on placement test

Select two courses from the following – 8 SHC

Math

MAT 171	Precalculus Algebra	4 SHC	Preq – appropriate score on placement test
MAT 172	Precalculus Trigonometry	4 SHC	Preq – MAT 171
MAT 263	Brief Calculus	4 SHC	Preq – MAT 171
MAT 271	Calculus I	4 SHC	Preq – MAT 172

Select 8 SHC from the following – 8 SHC

Natural Sciences

BIO 111	General Biology I	4 SHC	Preq – none <u>AND</u>
BIO 112	General Biology II	4 SHC	Preq – BIO 111
<u>OR</u>			
CHM 151	General Chemistry I	4 SHC	Preq – none <u>AND</u>
CHM 152	General Chemistry II	4 SHC	Preq – CHM 151

The following course is required – 1 SHC

Academic Transition

ACA 122	College Transfer Success	1 SHC	Preq – none
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CCP CTP Program Total = 35 SHC

***Optional General Education Hours (0-8 SHC)** - A student may take up to 8 SHC of foreign language courses and accompanying labs, in a single language, designated as General Education in the Comprehensive Articulation Agreement (CAA) as a part of this pathway. These courses are not a part of the Universal General Education Transfer Component. Students who complete these courses with a grade of "C" or better will receive transfer credit. The receiving university will determine whether the courses will count as general education, pre-major, or elective credit. (Total SHC in Pathway = 35-43*)

****High school students in the CCP Associate in Science Transfer Pathway must complete the entire pathway before taking additional courses in the Associate in Science degree (with the exception of mathematics courses beyond MAT 271).**

Career & College Promise

Associate in Arts

A10100

For innovative/early college high school students

The Career & College Promise Associate in Arts is designed for innovative/early college high school students who wish to begin study toward the Associate in Arts degree. Most students will be able to obtain their Associate degree along with their high school diploma at the end of their 5th year of high school. Courses in the Associate in Arts 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 degree and have an overall GPA of at least a 2.0 and a grade of “C” or better in all CAA courses.

The AA degree program of study is structured into:

- *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 program to 60-61 semester hours.

*To ensure maximum transferability of credits, students should select a transfer major and preferred transfer university before completing 30 semester hours of credit. Additional general education, pre-major, and elective courses should be selected based on a student’s intended major and transfer institution.

*Please see MCC Catalog for complete details/further requirements.

*See MCC Catalog for [prerequisite requirements](#).

Associate in Arts

Universal General Education Transfer Component: 31-32 SHC

English Composition – 6 SHC

ENG 111 (3 SHC) ENG 112 (3 SHC)

Humanities/Fine Arts – 9 SHC

ART 111 (3 SHC) ENG 231 (3 SHC) MUS 110 (3 SHC) PHI 240 (3 SHC)
COM 231 (3 SHC) ENG 232 (3 SHC) PHI 215 (3 SHC)

Social/Behavioral Sciences – 9 SHC

ECO 251 (3 SHC) HIS 131 (3 SHC) POL 120 (3 SHC) SOC 210 (3 SHC)
ECO 252 (3 SHC) HIS 132 (3 SHC) PSY 150 (3 SHC)

Math – 3-4 SHC

MAT 143 (3 SHC) MAT 152 (4 SHC) MAT 171 (4 SHC)

Natural Sciences – 4 SHC

BIO 110 (4 SHC) BIO 111 (4 SHC) CHM 151 (4 SHC)

Additional General Education Component: 13-14 SHC

ART 111 (3 SHC)	ENG 113 (3 SHC)	HIS 131 (3 SHC)	MAT 171 (4 SHC)	SPA 111 (3 SHC)
BIO 110 (4 SHC)	ENG 114 (3 SHC)	HIS 132 (3 SHC)	MUS 110 (3 SHC)	SPA 112 (3 SHC)
BIO 111 (4 SHC)	ENG 231 (3 SHC)	HUM 110 (3 SHC)	PHI 215 (3 SHC)	
BIO 112 (4 SHC)	ENG 232 (3 SHC)	HUM 115 (3 SHC)	PHI 240 (3 SHC)	
BIO 140 (3 SHC)	ENG 233 (3 SHC)	HUM 120 (3 SHC)	POL 120 (3 SHC)	
BIO 140A (1 SHC)	ENG 241 (3 SHC)	HUM 121 (3 SHC)	PSY 150 (3 SHC)	
CHM 131 (3 SHC)	ENG 242 (3 SHC)	HUM 122 (3 SHC)	PSY 241 (3 SHC)	
CHM 131A (1 SHC)	ENG 243 (3 SHC)	HUM 160 (3 SHC)	REL 110 (3 SHC)	
CHM 132 (4 SHC)	GEO 111 (3 SHC)	HUM 211 (3 SHC)	REL 211 (3 SHC)	
CIS 110 (3 SHC)	HIS 111 (3 SHC)	HUM 212 (3 SHC)	REL 212 (3 SHC)	
CIS 115 (3 SHC)	HIS 112 (3 SHC)	MAT 141 (3 SHC)	SOC 210 (3 SHC)	
ECO 251 (3 SHC)	HIS 121 (3 SHC)	MAT 142 (3 SHC)	SOC 213 (3 SHC)	
ECO 252 (3 SHC)	HIS 122 (3 SHC)	MAT 143 (3 SHC)	SOC 220 (3 SHC)	

****Must have 45 SHC between the two General Education Components above.***

Other Required Hours: 15 SHC

ACA 122 (1 SHC) *this course is required*

ACC 120 (4 SHC)	CHM 131 (3 SHC)	ENG 243 (3 SHC)	HUM 122 (3 SHC)	PHI 240 (3 SHC)
ACC 121 (4 SHC)	CHM 131A (1 SHC)	GEO 110 (3 SHC)	HUM 160 (3 SHC)	POL 120 (3 SHC)
ART 111 (3 SHC)	CHM 132 (4 SHC)	GEO 111 (3 SHC)	HUM 211 (3 SHC)	PSY 150 (3 SHC)
BIO 110 (4 SHC)	CIS 110 (3 SHC)	HEA 110 (3 SHC)	HUM 212 (3 SHC)	PSY 241 (3 SHC)
BIO 111 (4 SHC)	CIS 115 (3 SHC)	HEA 112 (2 SHC)	MAT 141 (3 SHC)	PSY 243 (3 SHC)
BIO 112 (4 SHC)	ECO 251 (3 SHC)	HIS 111 (3 SHC)	MAT 142 (3 SHC)	REL 110 (3 SHC)
BIO 140 (3 SHC)	ECO 252 (3 SHC)	HIS 112 (3 SHC)	MAT 143 (3 SHC)	REL 211 (3 SHC)
BIO 140A (1 SHC)	EDU 216 (4 SHC)	HIS 121 (3 SHC)	MAT 171 (4 SHC)	REL 212 (3 SHC)
BIO 163 (5 SHC)	ENG 113 (3 SHC)	HIS 122 (3 SHC)	MAT 172 (4 SHC)	SOC 210 (3 SHC)
BIO 168 (4 SHC)	ENG 114 (3 SHC)	HIS 131 (3 SHC)	MAT 263 (4 SHC)	SOC 213 (3 SHC)
BIO 169 (4 SHC)	ENG 231 (3 SHC)	HIS 132 (3 SHC)	MAT 271 (4 SHC)	SOC 220 (3 SHC)
BIO 275 (4 SHC)	ENG 232 (3 SHC)	HUM 110 (3 SHC)	MAT 272 (4 SHC)	SPA 111 (3 SHC)
BIO 280 (3 SHC)	ENG 233 (3 SHC)	HUM 115 (3 SHC)	MUS 110 (3 SHC)	SPA 112 (3 SHC)
BUS 110 (3 SHC)	ENG 241 (3 SHC)	HUM 120 (3 SHC)	PED 110 (2 SHC)	
BUS 115 (3 SHC)	ENG 242 (3 SHC)	HUM 121 (3 SHC)	PED 187 (1 SHC)	
BUS 137 (3 SHC)			PHI 215 (3 SHC)	
BUS 228 (3 SHC)				

TOTAL HOURS IN ASSOCIATE IN ARTS PROGRAM: 60-61 SHC

***See MCC Catalog & your MCC Transition Advisor for courses offered and suggested sequence of courses.**

15.

Career & College Promise

Associate in Science

A10400

For innovative/early college high school students

The Career & College Promise Associate in Science is designed for innovative/early college high school students who wish to begin study toward the Associate in Science degree. Most students will be able to obtain their Associate degree along with their high school diploma at the end of their 5th year of high school. Courses in the Associate in Science are approved for transfer through the Comprehensive Articulation Agreement (CAA). The CAA enables North Carolina community college graduates of two-year Associate in Science 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 AS degree and have an overall GPA of at least a 2.0 and a grade of "C" or better in all CAA courses.

The AS degree program of study is structured into:

- *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 program to 60-61 semester hours.

*To ensure maximum transferability of credits, students should select a transfer major and preferred transfer university before completing 30 semester hours of credit. Additional general education, pre-major, and elective courses should be selected based on a student's intended major and transfer institution.

*Please see MCC Catalog for complete details/further requirements.

*See MCC Catalog for [prerequisite requirements](#).

Associate in Science

Universal General Education Transfer Component: 34 SHC

English Composition – 6 SHC

ENG 111 (3 SHC) ENG 112 (3 SHC)

Humanities/Fine Arts – 6 SHC

ART 111 (3 SHC) ENG 231 (3 SHC) MUS 110 (3 SHC) PHI 240 (3 SHC)
COM 231 (3 SHC) ENG 232 (3 SHC) PHI 215 (3 SHC)

Social/Behavioral Sciences – 6 SHC

ECO 251 (3 SHC) HIS 111 (3 SHC) HIS 131 (3 SHC) POL 120 (3 SHC) SOC 210 (3 SHC)
ECO 252 (3 SHC) HIS 112 (3 SHC) HIS 132 (3 SHC) PSY 150 (3 SHC)

Math – 8 SHC

MAT 171 (4 SHC) MAT 172 (4 SHC) MAT 263 (4 SHC) MAT 271 (4 SHC) MAT 272 (4 SHC)

Natural Sciences – 8 SHC

BIO 111 (4 SHC) **AND**

BIO 112 (4 SHC)

OR

CHM 151 (4 SHC) **AND**

CHM 152 (4 SHC)

16.

Additional General Education Component: 11 SHC

ART 111 (3 SHC)	ECO 251 (3 SHC)	HIS 121 (3 SHC)	MAT 142 (3 SHC)	REL 212 (3 SHC)
BIO 110 (4 SHC)	ECO 252 (3 SHC)	HIS 122 (3 SHC)	MAT 143 (3 SHC)	SOC 210 (3 SHC)
BIO 111 (4 SHC)	ENG 113 (3 SHC)	HIS 131 (3 SHC)	MAT 171 (4 SHC)	SOC 213 (3 SHC)
BIO 112 (4 SHC)	ENG 114 (3 SHC)	HIS 132 (3 SHC)	MAT 263 (4 SHC)	SOC 220 (3 SHC)
BIO 140 (3 SHC)	ENG 231 (3 SHC)	HUM 110 (3 SHC)	MAT 271 (4 SHC)	SPA 111 (3 SHC)
BIO 140A (1 SHC)	ENG 232 (3 SHC)	HUM 115 (3 SHC)	MAT 272 (4 SHC)	SPA 112 (3 SHC)
CHM 131 (3 SHC)	ENG 233 (3 SHC)	HUM 120 (3 SHC)	MAT 273 (4 SHC)	
CHM 131A (1 SHC)	ENG 241 (3 SHC)	HUM 121 (3 SHC)	MUS 110 (3 SHC)	
CHM 132 (4 SHC)	ENG 242 (3 SHC)	HUM 122 (3 SHC)	PHI 215 (3 SHC)	
CHM 151 (4 SHC)	ENG 243 (3 SHC)	HUM 160 (3 SHC)	PHI 240 (3 SHC)	
CHM 152 (4 SHC)	GEO 111 (3 SHC)	HUM 211 (3 SHC)	POL 120 (3 SHC)	
CIS 110 (3 SHC)	HIS 111 (3 SHC)	HUM 212 (3 SHC)	PSY 150 (3 SHC)	
CIS 115 (3 SHC)	HIS 112 (3 SHC)	MAT 141 (3 SHC)	PSY 241 (3 SHC)	
			REL 110 (3 SHC)	
			REL 211 (3 SHC)	

****Must have 45 SHC between the two General Education Components above.***

Other Required Hours: 15 SHC

ACA 122 (1 SHC) *this course is required*

ACC 120 (4 SHC)	CHM 131 (3 SHC)	ENG 242 (3 SHC)	HUM 121 (3 SHC)	PHI 215 (3 SHC)
ACC 121 (4 SHC)	CHM 131A (1 SHC)	ENG 243 (3 SHC)	HUM 122 (3 SHC)	PHI 240 (3 SHC)
ART 111 (3 SHC)	CHM 132 (4 SHC)	GEO 110 (3 SHC)	HUM 160 (3 SHC)	POL 120 (3 SHC)
BIO 110 (4 SHC)	CHM 151 (4 SHC)	GEO 111 (3 SHC)	HUM 211 (3 SHC)	PSY 150 (3 SHC)
BIO 111 (4 SHC)	CHM 152 (4 SHC)	HEA 110 (3 SHC)	HUM 212 (3 SHC)	PSY 241 (3 SHC)
BIO 112 (4 SHC)	CIS 110 (3 SHC)	HEA 112 (2 SHC)	MAT 141 (3 SHC)	PSY 243 (3 SHC)
BIO 140 (3 SHC)	CIS 115 (3 SHC)	HIS 111 (3 SHC)	MAT 142 (3 SHC)	REL 110 (3 SHC)
BIO 140A (1 SHC)	ECO 251 (3 SHC)	HIS 112 (3 SHC)	MAT 143 (3 SHC)	REL 211 (3 SHC)
BIO 163 (5 SHC)	ECO 252 (3 SHC)	HIS 121 (3 SHC)	MAT 171 (4 SHC)	REL 212 (3 SHC)
BIO 168 (4 SHC)	ENG 113 (3 SHC)	HIS 122 (3 SHC)	MAT 172 (4 SHC)	SOC 210 (3 SHC)
BIO 169 (4 SHC)	ENG 114 (3 SHC)	HIS 131 (3 SHC)	MAT 263 (4 SHC)	SOC 213 (3 SHC)
BIO 275 (4 SHC)	ENG 231 (3 SHC)	HIS 132 (3 SHC)	MAT 271 (4 SHC)	SOC 220 (3 SHC)
BIO 280 (3 SHC)	ENG 232 (3 SHC)	HUM 110 (3 SHC)	MAT 272 (4 SHC)	SPA 111 (3 SHC)
BUS 110 (3 SHC)	ENG 233 (3 SHC)	HUM 115 (3 SHC)	MAT 273 (4 SHC)	SPA 112 (3 SHC)
BUS 115 (3 SHC)	ENG 241 (3 SHC)	HUM 120 (3 SHC)	MUS 110 (3 SHC)	
BUS 137 (3 SHC)			PED 110 (2 SHC)	
BUS 228 (3 SHC)			PED 187 (1 SHC)	

TOTAL HOURS IN ASSOCIATE IN SCIENCE PROGRAM: 60-61 SHC

***See MCC Catalog & your MCC Transition Advisor for courses offered and suggested sequence of courses.**

17.

Career & College Promise
Career Technical Education Pathway
Accounting & Finance Certificate Pathway
C25800P

The Accounting curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth in the accounting profession. Using the “language of business”, accountants assemble and analyze, process, and communicate essential information about financial operations. In addition to coursework in accounting principles, theories, and practice, students will study business law, finance, management, and economics. Related skills are developed through the study of communications, computer applications, financial analysis, critical thinking skills, and ethics.

Student Learning Outcomes:

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

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ACC 120	Principles of Financial Accounting	4 credits	Preq – appropriate score on placement test
ACC 121	Principles of Managerial Accounting	4 credits	Preq – ACC 120
CIS 110	Introduction to Computers	3 credits	Preq – none
BUS 115	Business Law I	3 credits	Preq – none
CCP Certificate Total		14 credits	

Career & College Promise
Career Technical Education Pathway
Air Conditioning, Heating, & Refrigeration Technology - Heat Pump Certificate Pathway
C35100P1

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge needed to develop skills necessary to work with residential and light commercial 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

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

AHR 110	Intro to Refrigeration	5 credits	Preq – none
AHR 111	HVACR Electricity	3 credits	Preq – none
AHR 114	Heat Pump Technology	4 credits	Preq – AHR 110
ISC 112	Industrial Safety	2 credits	Preq - none
CCP Certificate Total		14 credits	

18.

Career & College Promise
Career Technical Education Pathway
Air Conditioning, Heating, & Refrigeration Technology - Refrigeration Certificate Pathway
C35100P2

The Air Conditioning, Heating, and Refrigeration Technology curriculum provides the basic knowledge needed to develop skills necessary to work with residential and light commercial 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

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

AHR 110	Intro to Refrigeration	5 credits	Preq – none
AHR 111	HVACR Electricity	3 credits	Preq – none
AHR 115	Refrigeration Systems	2 credits	Preq – AHR 110
AHR 211	Residential System Design	3 credits	Preq – none
ELC 111	Intro to Electricity	3 credits	Preq – none
ISC 112	Industrial Safety	2 credits	Preq – none
CCP Certificate Total		18 credits	

Career & College Promise
Career Technical Education Pathway
Automotive Systems Technology Certificate Pathway
C60160P

The Automotive Systems Technology curriculum prepares individuals for employment as Automotive Service Technicians.

Student Learning Outcomes:

- Inspect, diagnose, disassemble, repair, replace, and service each of the basic and 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

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Coreq = corequisite required

Required Courses:

ACA 115	Success & Study Skills	1 credit	Preq – none
AUT 181	Engine Performance I	3 credits	Preq – none
TRN 110	Intro to Transport Technology	2 credits	Preq – none
TRN 111	Chassis Maint./Light Repair	4 credits	Preq – none
TRN 120	Basic Transport Electricity	5 credits	Preq – none
CCP Certificate Total		15 credits	

Career & College Promise
Career Technical Education Pathway
Business Administration Diploma Pathway
D25120P

The Business Administration curriculum is designed to introduce students to the various aspects of the free enterprise system.

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

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

(Suggested Sequence of Courses)

Fall Semester 1

ACA 115	Success & Study Skills	1 credit	Preq – none
ACC 120	Principles of Financial Accounting	4 credits	Preq – appropriate score on placement test
BUS 121	Business Math	3 credits	Preq – appropriate score on placement test
ENG 111	Writing & Inquiry	3 credits	Preq – appropriate score on placement test

Spring Semester 1

CIS 110	Introduction to Computers	3 credits	Preq – none
ECO 252	Principles of Macroeconomics	3 credits	Preq – none
MAT 110	Math Measurement & Literacy	3 credits	Preq – appropriate score on placement test

Fall Semester 2

BUS 115	Business Law I	3 credits	Preq – none
BUS 137	Principles of Management	3 credits	Preq – none
CTS 130	Spreadsheet	3 credits	Preq – CIS 110
MKT 120	Principles of Marketing	3 credits	Preq – none

Spring Semester 2

BUS 152	Human Relations	3 credits	Preq – none
BUS 153	Human Resource Management	3 credits	Preq – none
BUS 230	Small Business Management	3 credits	Preq – none

CCP Diploma Total **41 credits**

Career & College Promise
Career Technical Education Pathway
Cosmetology Certificate Pathway
C55140P

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

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

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Coreq = corequisite required

Required Courses:

COS 111	Cosmetology Concepts I	4 credits	Preq – none; Coreq – COS 112
COS 112	Salon I	8 credits	Preq – none; Coreq – COS 111
COS 113	Cosmetology Concepts II	4 credits	Preq – none; Coreq – COS 114
COS 114	Salon II	8 credits	Preq – none; Coreq – COS 113
COS 115	Cosmetology Concepts III	4 credits	Preq – none; Coreq – COS 116
COS 116	Salon III	4 credits	Preq – none; Coreq – COS 115
COS 224	Trichology & Chemistry	2 credits	Preq—none
CCP Certificate Total		34 credits	

Career & College Promise
Career Technical Education Pathway
Criminal Justice Technology-Public Safety Cadet Program Certificate Pathway
C55180P

This program is an introduction to Criminal Justice Technology. This curriculum is designed to provide knowledge of criminal justice systems and operations. Study will focus on local, state, and federal law enforcement, judicial processes, corrections, and security services. The criminal justice system’s role within society will be explored.

Student Learning Outcomes:

- Students will describe the evolution of criminal justice topics.
- Students will demonstrate how crime and criminal justice systems and processes interact and intersect to provide coordinated justice administration.
-

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Coreq = corequisite required

Required Courses:

CJC 111	Intro to Criminal Justice	3 credits	Preq – none
CJC 112	Criminology	3 credits	Preq – none
CJC 221	Investigative Principles	4 credits	Preq – none
CJC 231	Constitutional Law	3 credits	Preq – none
CCP Certificate Total		13 credits	

Career & College Promise
Career Technical Education Pathway
Early Childhood Education Certificate Pathway
C55220P

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments.

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

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Coreq = corequisite required

Required Courses:

EDU 119	Intro to Early Child Education	4 credits	Preq – none
EDU 131	Child, Family, & Community	3 credits	Preq/Coreq – appropriate score on placement test
EDU 144	Child Development I	3 credits	Preq/Coreq – appropriate score on placement test
EDU 153	Health, Safety, & Nutrition	3 credits	Preq/Coreq – appropriate score on placement test
EDU 234	Infants, Toddler, & Twos	3 credits	Prereq—EDU 119, appropriate score on placement test
CCP Certificate Total		16 credits	

Career & College Promise
Career Technical Education Pathway
Electrical Systems Technology—Residential/Commercial Electrical Tech I
C35130P1

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.

Student Learning Outcomes:

- Use electrical test equipment including volt meters, ohm meters, and amp meters to measure voltage, troubleshoot, analyze and repair electric 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.

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ELC 112	DC/AC Electricity	5 credits	Preq – none
ELC 113	Residential Wiring	4 credits	Preq – none
ELC 118	National Electrical Code	2 credits	Preq – none
ELC 220	Photovoltaic Systems Tech.	3 credits	Preq – none
CCP Certificate Total		14 credits	

Career & College Promise
Career Technical Education Pathway
Electrical Systems Technology—Industrial Electrical Tech I
C35130P2

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.

Student Learning Outcomes:

- Use electrical test equipment including volt meters, ohm meters, and amp meters to measure voltage, troubleshoot, analyze and repair electric 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.

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ELC 112	DC/AC Electricity	5 credits	Preq – none
ELC 113	Residential Wiring	4 credits	Preq – none
ELC 117	Motors and Controls	4 credits	Preq – none
ELC 118	National Electrical Code	2 credits	Preq – none
CCP Certificate Total		15 credits	

Career & College Promise
Career Technical Education Pathway
Equine Training Technology Diploma Pathway
D15190P

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.

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

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Coreq = corequisite required

Required Courses:

(Suggested Sequence of Courses)

Fall Semester 1

ACA 115	Success & Study Skills	1 credit	Preq – none
ENG 111	Writing & Inquiry	3 credits	Preq – appropriate score on placement test
EQU 111	Horse Science I	5 credits	Preq – none
EQU 120	Horsemanship I	3 credits	Preq – none; Coreq – EQU 111
EQU 130	Equine Anatomy & Physio	3 credits	Preq – none; Coreq – EQU 140
EQU 140	Equine Evaluation I	2 credits	Preq – none; Coreq – EQU 130

Spring Semester 1

CIS 110	Intro. to Computers	3 credits	Preq—none
ENG 115	Oral Communication	3 credits	Preq – appropriate score on placement test
EQU 112	Horse Science II	5 credits	Preq – EQU 111
EQU 121	Horsemanship II	2 credits	Preq – EQU 120; Coreq – EQU 112
EQU 150	Equine Nutrition	2 credits	Preq – none
EQU 240	Equine Evaluation II	2 credits	Preq – EQU 140
EQU 270	Equine Business Law	1 credit	Preq – EQU 111
MAT 110	Math Meas. & Literacy	3 credits	Preq – appropriate score on placement test

Summer Semester

WBL 112	Work-Based Learning I	2 credits	Preq – none
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CCP Diploma Total **40 credits**

Career & College Promise
Career Technical Education Pathway
Industrial Systems Technology Diploma Pathway
D50240P

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.

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

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

(Suggested Sequence of Courses)

Fall Semester 1

ACA 115	Success & Study Skills	1 credit	Preq – none
BPR 111	Print Reading	2 credits	Preq – none
ISC 112	Industrial Safety	2 credits	Preq – none
MEC 111	Machine Processes I	3 credits	Preq – none
MNT 110	Intro to Maintenance Proced.	2 credits	Preq – none
PSY 118	Interpersonal Psychology	3 credits	Preq – none
WLD 111	Oxy-Fuel Welding	2 credits	Preq – none
WLD 212	Inert Gas Welding	2 credits	Preq – none

Spring Semester 1

DFT 151	CAD I	3 credits	Preq – none
ENG 111	Writing & Inquiry	3 credits	Preq – appropriate score on placement test
HYD 110	Hydraulics/Pneumatics I	3 credits	Preq – none
MNT 160	Industrial Fabrication	2 credits	Preq – none
WLD 110	Cutting Processes	2 credits	Preq – none
WLD 112	Basic Welding Processes	2 credits	Preq – none

Fall Semester 2

ELC 112	DC/AC Electricity	5 credits	Preq – none
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CCP Diploma Total **37 credits**

Career & College Promise
Career Technical Education Pathway
Industrial Systems Technology - Welding Technology Certificate Pathway
C50240P1

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.

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

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

BPR 111	Print Reading	2 credits	Preq – none
ISC 112	Industrial Safety	2 credits	Preq – none
WLD 110	Cutting Processes	2 credits	Preq – none
WLD 111	Oxy-Fuel Welding	2 credits	Preq – none
WLD 112	Basic Welding Processes	2 credits	Preq – none
WLD 212	Inert Gas Welding	2 credits	Preq – none
CCP Certificate Total		12 credits	

Career & College Promise
Career Technical Education Pathway
Industrial Systems Technology - Facility Maintenance Technology Certificate Pathway
C50240P2

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.

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

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ELC 112	DC/AC Electricity	5 credits	Preq – none
HYD 110	Hydraulics & Pneumatics	3 credits	Preq – none
MEC 111	Machine Processes I	3 credits	Preq – none
MNT 110	Intro to Maintenance Proced.	2 credits	Preq – none
MNT 160	Industrial Fabrication	2 credits	Preq – none
CCP Certificate Total		15 credits	

Career & College Promise
Career Technical Education Pathway
Information Technology Diploma Pathway
D25590P

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.

Student Learning Outcomes:

- Identify and troubleshoot appropriate computer equipment, operating systems, software, security risks
- 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

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ACA 115	Success & Study Skills	1 credit	Preq – none
CCT 110	Intro to Cyber Crime	3 credits	Preq – none
CIS 110	Introduction to Computers	3 credits	Preq – none
CIS 115	Intro to Program & Logic	3 credits	Preq – appropriate score on placement test
COM 231	Public Speaking	3 credits	Preq – ENG 111
CTI 110	Web, Pgm, & DB Foundation	3 credits	Preq – none
CTS 115	Info Sys Business Concepts	3 credits	Preq – none
CTS 120	Hardware/Software Support	3 credits	Preq – CIS 110
DBA 110	Database Concepts	3 credits	Preq – none
ENG 111	Writing & Inquiry	3 credits	Preq – appropriate score on placement test
NOS 110	Operating Systems Concepts	3 credits	Preq – none
NOS 130	Windows Single User	3 credits	Preq – NOS 110
NOS 230	Windows Admin I	3 credits	Preq – none
SEC 110	Security Concepts	3 credits	Preq – none
SEC 150	Secure Communications	3 credits	Preq – none
CCP Diploma Total		43 credits	

Career & College Promise
Career Technical Education Pathway
Information Technology - IT Foundations Certificate Pathway
C25590P1

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.

Student Learning Outcomes:

- Identify and troubleshoot appropriate computer equipment, operating systems, software, security risks
- 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

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ACA 115	Success & Study Skills	1 credit	Preq – none
CIS 110	Introduction to Computers	3 credits	Preq – none
CTI 110	Web, Pgm, & DB Foundation	3 credits	Preq – none
CTS 115	Info Sys Business Concepts	3 credits	Preq – none
CTS 120	Hardware/Software Support	3 credits	Preq – CIS 110
CCP Certificate Total		13 credits	

Career & College Promise
Career Technical Education Pathway
Information Technology - Windows OS Certificate Pathway
C25590P2

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.

Student Learning Outcomes:

- Identify and troubleshoot appropriate computer equipment, operating systems, software, security risks
- 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

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ACA 122	College Transfer Success	1 credit	Preq – none
CTI 120	Network & Security Foundation	3 credits	Preq – none
NOS 110	Operating Systems Concepts	3 credits	Preq – none
NOS 130	Windows Single User	3 credits	Preq – NOS 110
NOS 230	Windows Admin I	3 credits	Preq – none
CCP Certificate Total		13 credits	

Career & College Promise
Career Technical Education Pathway
Medical Assisting Certificate Pathway
C45400P

The Medical Assisting curriculum prepares multi-skilled healthcare professionals to perform administrative, clinical, and laboratory procedures. Employment opportunities include physician’s offices, health maintenance organizations, health departments, and hospitals.

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

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ACA 115	Success & Study Skills	1 credit	Preq – none
MED 110	Orientation to Med Assist	1 credit	Preq – none
MED 118	Medical Law & Ethics	2 credits	Preq – none
MED 121	Medical Terminology I	3 credits	Preq – none
MED 122	Medical Terminology II	3 credits	Preq – MED 121
MED 130	Admin Office Procedures I	2 credits	Preq – none
MED 131	Admin Office Procedures II	2 credits	Preq – MED 130
CCP Certificate Total		14 credits	

Career & College Promise
Career Technical Education Pathway
Medical Office Administration Certificate Pathway
C25310P

The Medical Office Administration curriculum teaches students administrative and support functions to prepare them for employment in medical and other healthcare-related offices.

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

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ACA 115	Success & Study Skills	1 credit	Preq – none
CIS 111	Basic PC Literacy	2 credits	Preq – none
MED 121	Medical Terminology I	3 credits	Preq – none
MED 122	Medical Terminology II	3 credits	Preq – MED 121
OST 130	Comprehensive Keyboarding	3 credits	Preq – none
OST 148	Medical Insurance & Billing	3 credits	Preq – none
OST 149	Medical Legal Issues	3 credits	Preq – none
CCP Certificate Total		18 credits	

Career & College Promise
Career Technical Education Pathway
Office Administration Certificate Pathway
C25370P

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.

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 setting.

*Please see MCC Catalog for complete details/further requirements.

Preq = prerequisite required

Required Courses:

ACA 115	Success & Study Skills	1 credit	Preq – none
CIS 110	Intro. to Computers	3 credits	Preq – none
OST 136	Word Processing	3 credits	Preq – none
OST 164	Office Editing	3 credits	Preq – none
OST 184	Records Management	3 credits	Preq – none
CCP Certificate Total		13 credits	

Career & College Promise
Career Technical Education Pathway
School-Age Education Certificate Pathway
C55440P

This curriculum prepares individuals to work with children 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.

Student Learning Outcomes:

- Demonstrate professional traits expected in school-age education.
- Plan, develop, and implement 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.

*Please see MCC Catalog for complete details/further requirements.

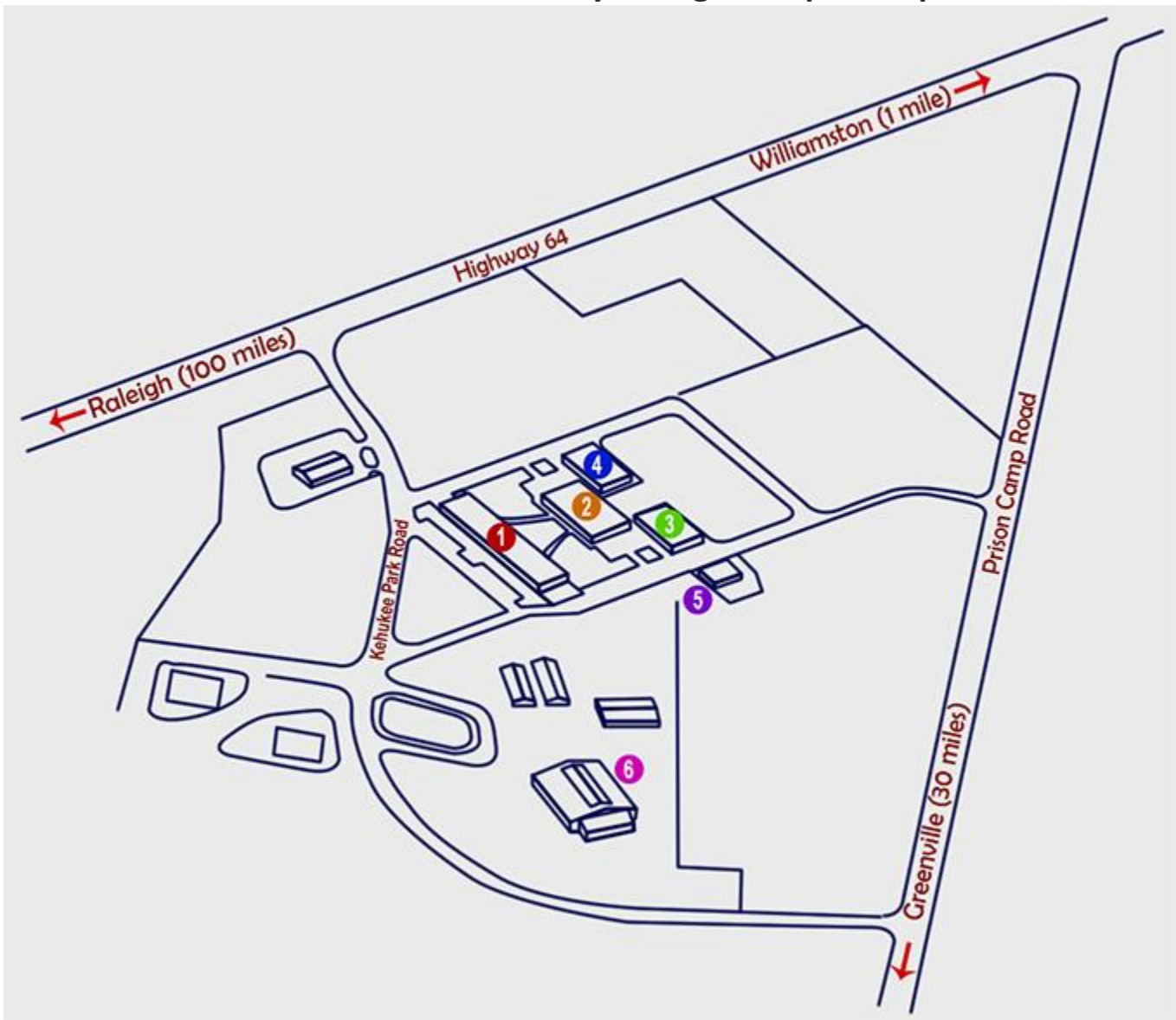
Preq = prerequisite required

Coreq = corequisite required

Required Courses:

ACA 115	Success & Study Skills	1 credit	Preq – none
EDU 131	Child, Family, & Community	3 credits	Preq/Coreq – appropriate score on placement test
EDU 145	Child Development II	3 credits	Preq/Coreq – appropriate score on placement test
EDU 163	Classroom Manag. & Instruct.	3 credits	Preq/Coreq – appropriate score on placement test
EDU 216	Foundations of Education	3 credits	Prereq—appropriate score on placement test
EDU 289	Adv. Issues/School-age	2 credits	Prereq—appropriate score on placement test
CCP Certificate Total		15 credits	

Martin Community College Campus Map



Building 1

Information
Admissions/Counselors
Registrar
Financial Aid
Business Offices
Bookstore
Basic Law Enforcement Training
Cosmetology
Public Meetings
Café
CRC Lab
Information Highway Room
Telecommunications Center
Electrical Systems Technology
Industrial Systems Technology

Building 2

Auditorium
Continuing Education
Library
GED Learning Center

Building 3

A/C Heating Technology
Allied Health (PTA & MA)
Automotive Technology
Childcare Center
Refrigeration
Early Childhood

Building 4

Computer Lab
Small Business Center
College Center
Dental Assisting
Academic Skills Center

Building 5

Maintenance & Facilities

Building 6

Equine Technology
Equine Business Technology
Horse Stables