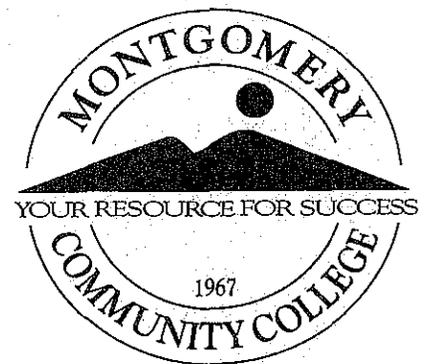


MONTGOMERY

COMMUNITY

COLLEGE



1995-97

CATALOG

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Montgomery Community College

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CATALOG

Montgomery Community College issues this catalog to furnish information about the institution and its programs. MCC makes every effort to meet the needs and desires of its students. However, special circumstances may require the College to cancel classes or programs due to insufficient enrollment or funding. The College reserves the right to make such decisions as warranted. Therefore, the provisions set forth in this publication are not to be regarded as an irrevocable contract between the student and the College. The College also reserves the right, at any time to request that a student withdraw when such action is considered to be in the best interest of the student or the institution.

6000 copies of this public document were printed at a cost of \$1.259 per copy.

ACCREDITATION

Montgomery Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate Degree.

VISITORS

Visitors to the College are welcome during normal operating hours and at other times by appointment. Visitors should check with either the receptionist or the President's office when coming on campus. Either of these locations will provide information and directions.

NON-DISCRIMINATION STATEMENT

Montgomery Community College has filed with the federal government an Assurance of Compliance with all requirements imposed by or pursuant to Title VI of the Civil Rights Act of 1964 and the Regulations issued thereunder. Under the Assurance, Montgomery Community College is committed to no discriminate against any person on the grounds of race, creed, color, sex, age, handicap, or national origin in the admission policies and practices relating to the treatment of students and other individuals, including the provision of services, financial aid, and other benefits, and the utilization of the use of any building, structure, room, space, materials, equipment, facility, or other property.

CHILD CARE SERVICES

Montgomery Community College offers on a space-available basis, day and evening childcare services for children of faculty, staff and students. Child care must be between 3 years of age to kindergarten age for day services and between 3 and 13 years of age for evening services. A nominal fee is charged.

NOTICE OF COLLEGE REGULATIONS

All regulations found in this catalog, the student handbook, or announcements posted on bulletin boards will be followed by all students. Each student is responsible for reading these publications and official announcements.

Message from the President:

Montgomery Community College intends to continue to play an important role within the spectrum of higher education in North Carolina by making opportunities available to the citizens of Montgomery County. One of MCC's most unique assets is its size and the interest taken in each student. Established in 1967, Montgomery Community College has come a long way. The transition from Montgomery Technical Institute to Montgomery Community College led to a renewed emphasis on relevant occupational technology and academic coursework in order to better serve the changing needs of the service area.

As a result of its restructuring process, MCC is addressing the needs of students, as well as business and industry, by helping prepare a quality workforce for the technological era of the 21st century. New initiatives include conversion of vocational curricula to technical programs, the development of a core curriculum for all technical programs, the new five-plus-two college transfer degree which facilitates completion of a four-year bachelors degree at any of the state's four-year institutions.

The faculty, staff and administration eagerly await the construction of new facilities and are committed to making Montgomery Community College a technology transfer vehicle that will meet the needs of the county's population.



Ted Gasper

ACADEMIC CALENDAR

FALL QUARTER

1995-96

1996-97

Orientation/Registration	Aug. 28, 29, 30	Aug. 26, 27, 28
Labor Day Holiday	Sept. 4	Sept. 2
Classes Begin	Sept. 5	Sept. 3
Last day for Tuition Refund	Sept. 19	Sept. 17
Mid-term	Oct. 10	Oct. 8
Last day of Fall Quarter Classes	Nov. 13	Nov. 11
Fall Quarter Grades Due to Registrar	Nov. 14	Nov. 12

WINTER QUARTER

Registration for Current Students	Nov. 13	Nov. 11
Orientation/Registration (New Students)	Nov. 14, 15, 16	Nov. 12, 13, 14
Classes Begin	Nov. 27	Nov. 25
Last Day for Tuition Refund	Dec. 11	Dec. 9
Instruction Ends for Christmas Holidays	Dec. 18	Dec. 20
Instruction Resumes	Jan. 2	Jan. 2
Martin Luther King Holiday	Jan. 15	Jan. 20
Board of Trustees Retreat	Jan. 17	Jan. 15
Mid-term	Jan. 18	Jan. 16
Last Day of Winter Quarter Classes	Feb. 19	Feb. 13
Winter Quarter Grades Due to Registrar	Feb. 20	Feb. 14

SPRING QUARTER

Registration for Current Students	Feb. 19	Feb. 13
Orientation/Registration (New Students)	Feb. 20, 21, 22	Feb. 14, 17, 18
Classes Begin	March 1	March 3
Last Day for Tuition Refund	March 15	March 17
Instruction Ends for Spring Holidays	April 4	March 27
Instruction Resumes	April 15	April 7
Mid-term	April 15	April 15
Last Day of Spring Quarter Classes	May 17	May 19
Spring Quarter Grades Due to Registrar	May 20	May 20

SUMMER QUARTER

Registration for Current Students	May 17	May 19
Orientation/Registration (New Students)	May 20, 21, 22	May 20, 21, 22
Classes Begin	June 3	June 2
Last Day for Tuition Refund	June 17	June 16
Instruction Ends for Independence Holidays	June 28	June 27
Instruction Resumes	July 8	July 7
Mid-term	July 16	July 14
Last Day of Summer Quarter Classes	Aug. 16	Aug. 15
Summer Quarter Grades Due to Registrar	Aug. 16	Aug. 15
Graduation (Saturday Afternoon)	Aug. 17	Aug. 16

NOTE: Schedule changes due to class cancellations are permitted for the first two class days of each quarter.

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GENERAL INFORMATION

HISTORY OF MONTGOMERY COMMUNITY COLLEGE

The State Board of Education issued a charter to Montgomery Technical Institute on September 7, 1967. As directed by law, eight members were appointed to the Board of Trustees.

In November 1967, administrative and teaching personnel were employed. Extension classes were conducted in 1967-68 and full-time curriculum students were accepted in August 1968. The institution's first students were graduated in June 1969.

Adult Basic Education and adult high school diploma programs began in October 1968. In June 1968, the building on Page Street in Troy was occupied as a temporary location of Montgomery Technical Institute.

On June 3, 1971, the State Board of Education approved Montgomery Technical Institute as a chartered technical institution, effective July 1971.

In compliance with law, four additional trustees were appointed by the Governor on December 1, 1971. Local control of the college is the responsibility of the Board of Trustees, and the president of the Student Government Association serves as an ex officio member of the Board.

In October 1975, the citizens of Montgomery County passed a bond issue authorizing the construction of a new campus of 64,000 square feet of space on a 149-acre tract of land. The State Board of Education, Department of Community Colleges accredited Montgomery Technical Institute on December 7, 1978, and on December 19, 1978 Southern Association of Colleges and Schools reaffirmed its accreditation. Montgomery Technical Institute's accreditation was reaffirmed by the Commission on Colleges, Southern Association of Colleges and Schools, December 19, 1983, and Montgomery Community College's accreditation was reaffirmed December 15, 1993.

Montgomery Technical Institute became Montgomery Technical College in January 1983 in accordance with legislative and board approval.

Another change occurred in September 1987 when the Board of Trustees and County Commissioners voted for the official name - Montgomery Community College - as authorized by the N.C. General Assembly.

The Montgomery Community College campus now includes facilities of approximately 73,000 square feet on 153 acres of land, with additional construction underway on a new facility to be known as the Business, Industry, Technology Resource Center. This building is financed by \$2.6 million in-matching funds from the state through a statewide bond referendum passed by local citizens and North Carolina voters in 1992. Montgomery County Board of Commissioners provided a local match of \$2.6 million. Montgomery County School Board voted in 1994 to transfer approximately four acres of land to Montgomery Community College to be used for the new facility and parking.

The new half-million dollar facility will contain 44,800 square feet of floor space utilized for an electronic library, a totally interactive classroom to transmit and receive real-time voice, video, and data on the North Carolina Information Highway (NCIH), and twelve classrooms/laboratories. Building occupancy is scheduled for late summer, 1996.



MISSION

The mission of Montgomery Community College is to provide opportunities for individuals seeking postsecondary education, workforce training and retraining, basic skills and support for economic development, as well as community services.

INSTITUTIONAL GOALS

- Goal #1 - To develop academic programs that are consistent with assessed needs of constituent groups in the college's service area and with state and national standards.
- Goal #2 - To maintain a consensus model for administrative management of the institution that makes use of available information services and is consistent with the expectations of governing and accrediting agencies.
- Goal #3 - To maintain overall fiscal stability.
- Goal #4 - To upgrade training and retraining of the workforce in keeping with the developing curriculum and continuing education programs.
- Goal #5 - To promote the development of basic skills and continuing education programs for individuals.
- Goal #6 - To insure services are provided to small businesses to facilitate economic growth.
- Goal #7 - To maintain an on-going program which insures institutional effectiveness.

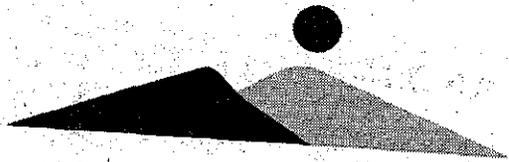
LIBRARY AND INFORMATION SERVICES

The overall purpose of Library and Information Services is to support the curriculum offered at Montgomery Community College. The function of the library is to support and enrich classroom instruction through a collection of carefully selected materials based on courses and programs offered at the college.

The library, a multi-media, information services center, has a carefully selected and growing collection of more than 16,000 volumes, subscriptions to 150 current periodicals, and a variety of non-print information sources. Non-print formats including films, videos, slides, CD-ROM data bases, as well as new computer-based technologies are added when appropriate, to provide a wide range of information in various forms for library patrons. In Summer 1996, the library will have fiber-optic and electronic capabilities in a new facility located on the MCC campus.

Through the North Carolina State Library System, the library participates in an inter-library loan program and a film/video program. All circulating materials belonging to the State Library collection or to any post-secondary institutions in the State are available through inter-library loan to MCC patrons.

Library patrons are encouraged to use the library for study, research, browsing, and self-improvement. Professional staff are on duty to assist with reference, research, and reading guidance. The staff provides assistance and orientation in the use of the information center and its resources. The library is open 8:00 a.m. - 9:00 p.m. Monday through Thursday and 8:00 a.m. - 1:00 p.m. Friday.



CONTINUING EDUCATION AND COMMUNITY SERVICES

PURPOSE

Education is a process that continues throughout an individual's life. The recent rapid developments in technology have made it imperative that individuals make purposeful plans in order that they might keep abreast of these developments. It is the College's aim to afford every individual in Montgomery County the opportunity to develop to his/her fullest potential in whatever areas of vocational and cultural endeavor that he/she desires.

GENERAL INFORMATION

Admission

Any adult who has reached the age of eighteen (18) and is not enrolled in public school is eligible to enroll in Adult Continuing Education classes.

Fees

A small fee is charged for adult education classes. Such fees, when charged, are due and payable upon entry. Books and supplies are available through the College bookstore. When classes meet at community centers, the College's bookstore makes it possible for books to be purchased at the community center. North Carolina residents who are over the age of 65 do not have to pay registration fees except in the case of self-supporting courses.

Certificates

Certificates may be awarded students meeting requirements for any of the classes and programs for adults.

Class Locations

A number of adult classes are held on the College campus. Classes are also conducted in any community of the Montgomery Community College service area whenever a sufficient number of students have indicated an interest.

Class Formation

Generally, classes in Continuing Education are established on a demand basis. Different program areas have different requirements for number of students, cost, and places to meet. Course offerings will reflect the needs and interests of the citizens. This means that Montgomery Community College counts on its public to request courses. If you desire a course which has not been announced, contact the Continuing Education Division of Montgomery Community College. Your cooperation in recruiting a group of your friends and neighbors for a course is appreciated.

Enrollment

Students must pre-register for all classes by completing the Continuing Education registration form and submitting the appropriate fee (when applicable) by scheduled deadlines as advertised. Literacy education students register at the class site.

CEU'S

A CEU is a unit designation recognized by the Southern Association of Colleges and Schools and is awarded for selected Adult Continuing Education Classes at Montgomery Community College. The CEU signifies the class is organized for a quality instructional program.

CEU's are earned at a rate of 1 CEU for each ten (10) hours of class.

AREAS OF STUDY

OCCUPATIONAL EXTENSION

Occupational Extension cooperates with industry, professional organizations, and other interested groups in providing a varied group of programs for the expressed purpose of updating and upgrading skills whereby the working person might enjoy a more satisfying and financially rewarding occupation. These classes may be held at any appropriate meeting place whether it be in industrial firms, public school buildings, libraries, or at the College.

Law Enforcement Training

Law Enforcement Training offers training designed to meet the needs of state, county, city, and other law enforcement agencies.

CPR and First Aid

These courses are designed to train one how to properly administer CPR and first aid to a victim of accident or sudden illness.

Emergency Medical

This program is designed to aid one in becoming a state certified Emergency Medical Technician, EMT-Intermediate, or EMT-Paramedic. National Standard Curricula are used. Continuing education and recertification programs for existing personnel are also offered.

Fire Service

Fire Service education is designed to train beginning firemen and upgrade experienced firemen in all aspects of firefighting procedures and equipment. NFPA 1001 Standards Certification courses are available.

COMMUNITY SERVICES

Short, personal enrichment courses are the mainstay of Community Services. Courses are offered in many locations throughout Montgomery County. Courses may be day or evening.

BUSINESS AND INDUSTRY RESOURCE CENTER

Many training programs and services are available to area businesses and industries, governmental agencies and public service organizations. The training programs are customized to meet individual company needs. With the assistance of specially appropriated state tax dollars, these training programs are within the budgets of all local firms. Call the College for more information on the Continuing Education Division's business and industry programs.

Small Business Center

The Small Business Center assists small business owners/operators and prospective owners. Services include seminars, workshops, continuing education courses, one-to-one consultation and referral. The Center provides information and resources, such as audio and video tapes, "how to" texts, local demographic data, and access to computer software packages. Courses offered regularly through the Center include marketing, management, recordkeeping, and how to start-up and manage a small business.

Focused Industry Training

Funded by special legislative appropriation, Focused Industry Training enables the College to assist existing industries with employee training, even though they may have a small number of trainees. The program provides needs assessment for the training of skilled and semiskilled workers, consultation and planning assistance to industries relating to training needs, and customized training for individual industries or occupational groups.

New and Expanding Industry Training

This program stimulates the creation of challenging and rewarding jobs for the citizens of our area by developing training resources into a comprehensive education service for both companies new to Montgomery County and existing companies involved in major expansion efforts. Most often training is conducted in the industry where the trainee is to be employed. Alternative training sites can be arranged, if the company has that need.

Southern Sandhills Microenterprise Fund Program

Southern Sandhills Microenterprise Fund Program assist low and moderate income individuals who wish to start or expand economically viable microbusinesses. The SSMF provides a supportive group environment for small business owners who otherwise would be unable to get financing from traditional institutions. Members receive technical assistance and analyze and decide on each other's loan proposals. Persons interested in this program can call the College's Small Business Center.

ADULT BASIC SKILLS

For the adult who was unable to complete public school, a series of basic courses are offered county-wide. These courses are free of charge to adults. Courses start at grade 1 and end with the high school equivalency certificate (GED).

Adult Basic Education

The primary purpose of the Adult Basic Education (ABE) program at Montgomery Community College is to provide literacy, consumer, and social educational opportunities for adults who have less than an eighth grade education and are eighteen (18) years of age or older. Adults with a high school diploma and who demonstrate a need to improve their basic skills also may enroll in the program.

The philosophy of the ABE curriculum is that the "3R's" can be best taught in terms and methods used by the student. The program of study also includes social studies, science, and implementation of standard materials to improve the reading, writing, and mathematical capabilities of the ABE students.

ABE classes are offered in the major communities in Montgomery County as well as on the college campus. Classes run from early September to the end of May. However, summer classes will be offered if there is sufficient interest. These courses are taught by qualified instructors from the local community and held day or evening for a total of four to six hours per week. Adults may enter the program at any time during the year. There is no cost for the ABE program.

Montgomery Community College will assist interested organizations or groups of individuals in setting up new ABE classes. Wherever there is sufficient interest, the college will establish an ABE class.

Adults may obtain additional information or enroll by one of the following methods: (1) come to the college's Continuing Education office; (2) telephone the Continuing Education Department; or (3) show up for the announced class.

High School Equivalency Certificate - GED

General Educational Development (GED) tests are designed to measure the important knowledge and skills usually learned during high school, that one may have obtained through experience, reading, and informal training.

Successfully passing the five sections of the GED test allows the student to receive a high school equivalency certificate issued by the North Carolina State Board of Community Colleges. The tests are designed to measure a person's knowledge and skill in:

1. correct and effective English in written expression. An essay on an assigned topic is required;
2. effective reading, understanding and interpretation of Social Studies;
3. effective reading, understanding and interpretation of Natural Science;
4. effective reading, understanding and interpretation of Literature;
5. ability to solve problems in Mathematics.

Each section requires from one to two hours to complete. A student may select an area in which to work, successfully pass the test and move to the next area. There is no set procedure. A total score of at least 225 points with no single test score below 35 is passing.

The certificate is issued by the North Carolina State Board of Community Colleges. It is legally equal to a high school diploma, and is recognized almost without exception by industry, agencies of the government, colleges, and other organizations and institutions.

The college offers preparation classes designed to help adults eighteen (18) years of age and older prepare to pass the GED exams. Classes are recommended for those adults having had no more than 2 1/2 years of high school or who have been out of school for several years. Regular attendance is expected and is vital for any measurable steady progress. Although it is a classroom setting, students work and advance at their own pace.

GED classes are offered in the major communities in the county as well as on the college campus from early September to May. Summer classes will be offered if there is sufficient interest. Courses are offered both day and evening for a total of four to six hours per week. Adults may enter the class at any time during the year. There is no cost for the GED preparation classes, but there is a small one-time testing fee payable prior to taking the actual test. Any adult eighteen years of age or older who has not completed high school is eligible to enroll.

The GED program is also offered on campus through the Learning Center.

Multi-Level English as a Second Language - ESL

Multi-level English as a Second Language (ESL) provides non-English speaking students the opportunity to learn the four skills of the English language. This is accomplished by teaching in progressive levels: ESL I (Survival English), ESL II (Intermediate English), and ESL III (Advanced English).

Survival English is for the beginning student concentrating on basic survival English skills (eg. respond to greetings; ask and give basic information; identify days, months, colors, numbers, parts of the body, etc.). Intermediate English builds upon the skills developed in ESL I and develops at a higher level (eg. grammatical structure; use various tenses; speak in longer and more complex sentences). In Advanced English the development of more refined English skills continues. Emphasis is on developing more fluent speaking, reading, and writing skills. Classes are centered around the objectives of developing language competency and cultural orientation. It is directed toward adult students learning English as a second language for active participation in the community.

Any non-English speaking adult eighteen years old and older is eligible to enroll. Classes are free. Montgomery Community College offers these classes in the major communities within Montgomery County. Classes are offered day or evening and an adult may enter the class at any time during the year.

Learning Center

The Learning Center has the capacity of providing a variety of educational experiences for students. Among these are the High School Completion (GED) program, courses for general interest, and courses related to the curriculum offerings.

The center provides these courses by using the individualized and programmed approach to learning as well as a careful examination of the student's needs. An analysis of these needs is made and personalized learning activities are planned that will assist in achieving stated goals.

Computer-Assisted Instruction together with text books and other study materials are used to assist the student achieve stated goals. This allows one or several students to study a given subject. There is no cost for services received in the Learning Center.

Human Resources Development (HRD)

The Human Resources Development (HRD) program is pre-vocational, pre-employment, and placement training. It is designed to assist the chronically unemployed in finding employment and the underemployed in finding better employment.

The program provides structured pre-vocational training, counseling, and assistance into permanent employment or further education/training. The pre-vocational component provides students with instruction in basic communication skills and a basic orientation to the world of work. Students are taught resume writing, completing a job application, handling the interview, and positive job attitudes. Other topics within the pre-vocational component are planning and reaching goals, consumer education, and personal hygiene.

Students are scheduled for counseling sessions with a staff member as needed. The counseling session is designed to address problems the students may be encountering in the job search, work environment, or education/training.

Finally, students are assisted by staff members in job search for up to one year, if necessary. Those students who may still lack some basic skills necessary for employment after exiting the program are assisted in entering some area of educational training.

ADMISSION INFORMATION

ADMISSION (CURRICULUM PROGRAMS)

Montgomery Community College is a state-supported institution operating under an "open door" admission policy. This means that any person, whether a high school graduate or non-graduate, who is 18 years old or older and who is able to benefit from further formal education will be served by the institution.

The open door policy does not mean there are no restrictions on admission into specific programs. It does mean these restrictions are flexible enough to allow students opportunities for admission into specific programs when they demonstrate aptitude for these programs as determined by personal interest, academic background, placement tests, and personal interviews. If an academic deficiency exists, applicants will be given an opportunity to remove the deficiency by taking preparatory work.

Persons between 16 and 18 years of age who have special needs may be considered for admission with the approval of the local superintendent of schools and/or parents or guardian. Montgomery Community College and the Montgomery County Board of Education have a dual enrollment agreement for high school students age 16-18. High school students may earn college credit which may be applied to a degree at Montgomery Community College or transferred to another college while completing the normal requirements for high school graduation. Information concerning dual enrollment is available from the Student Services Office at Montgomery Community College.

GENERAL ADMISSION PROCEDURES

All students are admitted to Montgomery Community College without regard to race, sex, color, creed, age, handicap, religion or national origin. Applicants for admission into curriculum programs should complete the following general admission procedures:

1. Complete and return the admission application to Student Services.
2. Submit an official high school or General Educational Development (GED) transcript and official transcripts from all colleges attended. An official transcript is one mailed directly from the high school, college or other institution to the Admissions Office at MCC. It is the applicant's responsibility to request that transcripts be sent to MCC.
3. Appear for a preadmission interview when notified by the Admissions Office.
4. Take any required preadmission tests when notified by the Admissions Office.
5. Complete any additional requirements for specific curricula.

Address correspondence concerning admission to curriculum programs to:

**Admissions Office
Montgomery Community College
PO Box 787 • Troy, NC 27371**

All admission procedures should be completed at least three weeks prior to actual enrollment into a program. However, some curriculum programs at MCC have limited enrollment and prospective students are advised to apply early. When an enrollment quota for a class/program has been filled or the class/program has a specific prerequisite requirement, the applicant will be placed on a waiting list and notified in writing by the Admissions Office. When all information is received, the applicant's personal record will be assessed by the Admissions Office. The applicant will then be notified concerning acceptance and enrollment procedures. An applicant applying fewer than three weeks prior to enrollment may be notified to follow registration procedures as a walk-in student on Registration Day.

CONCURRENT ENROLLMENTS WITHIN THE COMMUNITY COLLEGE SYSTEM

Students may enroll in more than one community college at the same time. The first college that the student registers with and where they are pursuing their degree is the home college. Additional colleges in which the student enrolls simultaneously are the receiving colleges.

Students will not be charged additional tuition at the receiving college when registered for 14 or more credit hours at the home college when the following condition is met. The student must present a letter from the home college that includes:

1. verification of credit hours registered for at the home college ;
2. verification of tuition status at the home college ; and
3. a list of specific courses that the student is approved to register for at the receiving college to include any telecourses and independent study courses.

Additionally, if the total credit hours at both colleges exceeds 22 credit hours, the students advisor at the home college must stipulate approval for the student to take any hours beyond 22 credit hours.

When the student is registered for less than 14 credit hours at the home college, the above conditions must be met and the student must pay tuition charges for up to 14 credit hours total at the receiving college. Tuition charges are in accordance with the rate set by the North Carolina Community College System and the General Assembly.

Note: Additional steps may be required for admission into specific classes. Consult with the Admissions Office for more information.

STUDENTS WITH DISABILITIES

It is the intent of the College that all courses be accessible to all qualified students. It is the student's responsibility to make his/her disability known in a timely manner. Prior to registration the student should request, in writing, academic adjustments. To determine the student's eligibility for services, documentation of disability may be required of all students requesting academic adjustments or auxiliary aids. Documentation may include results of medical, psychological, or emotional diagnostic tests, or other professional evaluations for verification of the need for adjustments or aids. Montgomery Community College will, where possible, seek assistance from outside agencies, i.e., Division of Vocational Rehabilitation, and other organizations. Appropriate testing accommodations are available upon request for students with disabilities. Students with learning disabilities must provide documentation and have the documentation evaluated before requests for accommodations will be granted.

SPECIFIC ADMISSION REQUIREMENTS

ASSOCIATE DEGREE PROGRAMS & COLLEGE TRANSFER

A high school diploma or the equivalent is required of all applicants for degree programs and college transfer. The GED or Adult High School (AHS) diploma is acceptable. GED scores must meet North Carolina standards with a total score of 225 with no single test score below 35. Associate degree programs and the college transfer program require an applicant to complete assessment inventories in numerical skills, writing skills, and reading skills after acceptance. Additionally, college transfer applicants will be assessed in algebra skills.

VOCATIONAL PROGRAMS

A high school diploma, GED, or Adult High School diploma is desirable. However, consideration is given to any applicant whose interest and ability make successful completion of a diploma program likely. Applicants without a high school diploma or GED may be required to demonstrate an ability to benefit by successfully completing an assessment inventory. Vocational diploma programs may require an applicant to complete assessment inventories in reading and numerical skills after acceptance.

ALLIED HEALTH PROGRAMS

A high school diploma, GED that meets North Carolina standards (as stated above), or Adult High School diploma is required of all applicants for Practical Nursing and Medical Assisting Technology. Applicants must demonstrate the potential for academic achievement as evidenced by successful completion of assessment inventories. Upon

initial inquiry, prospective applicants will be given the minimum score recommendations in the areas of writing skills, reading skills and numerical skills. Those applicants selected for admission into either of these programs may be asked to attend an interview session conducted by college personnel. Students not meeting admissions criteria will be counseled regarding removal of deficiencies.

All applicants selected for admission into an allied health program must meet physical and emotional health requirements necessary to provide safe health care. A "Report of Medical History" form will be provided by the Admissions Office. Applicants must submit the completed form which includes the results of a physical examination performed by a licensed physician to the Admissions Office. The "Report of Medical History" form must be reviewed for satisfactory results prior to final acceptance as a regular curriculum student.

BASIC LAW ENFORCEMENT TRAINING (BLET)

A high school diploma, GED, or Adult High School diploma is required for admission. Applicants must submit a completed Medical History Statement (Forms F-1 and F-2) which includes results of a physical examination conducted by a licensed physician to the Criminal Justice Department prior to registration. Medical History forms are available from the Admissions Office. BLET applicants are required to take a reading skills assessment inventory.

INTERNATIONAL STUDENTS

Montgomery Community College is authorized under federal law to enroll nonimmigrant alien students. Applicants must submit application materials for admission two months prior to the quarter he/she wishes to enroll. Application materials include the MCC Application for Admission, high school transcript, all official college transcripts, financial statement (official bank letter stating adequate financial resources for school and general living expenses) and TOEFL scores (minimum total 500) showing proof of English speaking and writing ability. All requirements must be fulfilled before the student is considered for acceptance and before school officials will issue the I-20 Certificate of Eligibility.

SPECIAL CREDIT STUDENTS

Admission as a special credit student requires completion of an MCC Application for Admission and the satisfaction of any necessary prerequisite course requirements. Special credit students may not displace a returning regular curriculum student in a class required for his/her degree.

ASSESSMENT (PLACEMENT) INVENTORIES

The American College Testing (ACT) Service ASSET assessment inventories are given to new students in associate degree programs, college transfer and vocational programs to determine academic readiness. The results are used for advising and placement purposes.

College transfer and associate degree students will be assessed in numerical skills, writing skills, and reading skills. Additionally, college transfer students will be assessed in algebra skills. Vocational diploma and certificate students may be assessed in reading and numerical skills. BLET students are required to take the reading assessment only. Special credit students are assessed only when necessary to satisfy a prerequisite course requirement.

Students should complete the assessment inventories prior to registration for proper advising and placement. Information about score requirements is available in the Student Services Office. After testing, each student will receive a copy of his/her ASSET Student Advising Report listing scores obtained.

Students needing additional educational preparation will be advised regarding removal of deficiencies. For students enrolled in college transfer and associate degree programs, deficiencies in writing or numerical skills must be removed prior to taking any course work in English composition or mathematics respectively. Additionally, the removal of any reading deficiency must begin immediately or no later than the first quarter of work after assessment. A reading competency is required for graduation from college transfer and associate degree programs at MCC.

Students who have taken the SAT may be exempt from assessment inventories. A score of 450 or above on the verbal portion and/or 500 or above on the math portion may exempt students from the applicable section(s) of the assessment inventory. Students who have taken English composition, reading or math courses at another college or university that are equivalent to the entry level courses at MCC and received a grade of "C" or better may not be required to take the related assessment inventories.

Advanced placement with credit may be earned on the initial assessment inventory only for vocational English and mathematics courses. Practical Nursing and Medical Assisting Technology applicants must take required assessment inventories to meet entrance requirements.

READMISSION

Former students who left MCC in good standing are encouraged to reenroll for further study. Students who have been out a quarter or longer should contact the Admissions Office to have their academic file reactivated. If a conference with a counselor or academic advisor is required, the student will be notified.

Course work previously taken at MCC will be evaluated for credit according to merit and relevance. Students being readmitted are required to satisfy requirements

for graduation according to the current approved standards for their particular curriculum.

Practical Nursing students must complete the program within a 3 year period. Students not completing the program within 3 years will be required to retake the major nursing courses and Anatomy and Physiology courses.

Former students desiring to reenter from academic suspension must do so through the Student Services Counselor. Former students who were withdrawn for disciplinary reasons must have approval from the Vice President of Academic Affairs and Student Services to reenroll at the College.

RESIDENT STATUS FOR ADMISSION INTO CURRICULUM PROGRAMS

The following policy applies to priorities for admission into programs with established enrollment maximums:

1. Up to 75 days prior to the beginning of a quarter, applicants from Montgomery and contiguous counties are given priority on available openings on a first-come, first-qualified basis. Contiguous counties include: Anson, Davidson, Moore, Randolph, Richmond, Rowan, and Stanly.
2. After the 75 day period, applicants are accepted on a first-come, first-qualified basis regardless of their county or state of residence.
3. Students already enrolled have a priority equal to Montgomery and contiguous counties and may transfer from night to day and day to night within the same program when space permits.
4. Residency classification is made by the Vice President of Academic Affairs and Student Services. Any applicant desiring to appeal his/her residency classification may do so in writing to the Admissions Committee of Montgomery Community College.

STUDENT CLASSIFICATIONS

- **REGULAR CURRICULUM STUDENT** - a curriculum student enrolled or accepted for enrollment for the purpose of obtaining a degree, diploma, or certificate.
- **SPECIAL CREDIT STUDENT** - one who has registered for one or more credit courses to meet an individual educational need, but who has not expressed an intent to complete a given curriculum. If a Special Credit student decides to complete a given curriculum, he/she must submit a "Request for Student Information Change"

form and meet regular admission and assessment requirements. Special Credit Students are not eligible for Financial Assistance or Veteran Educational Benefits.

- **PROVISIONAL STUDENTS (DEFERRED ACCEPTANCE STATUS)** - may be enrolled as a full- or part-time student yet are unable to complete pre-admission or assessment requirements before the registration period. When the student has fulfilled all requirements, the student automatically will be enrolled in good standing. The student must fulfill all requirements by the end of his/her first quarter or he/she will not be allowed to reenroll. Special considerations for extenuating circumstances beyond the end of the quarter requirements may be waived by the Vice President of Academic Affairs & Student Services.

- **AUDIT STUDENT** - any student registered for a course for which he/she does not wish to receive credit. The audit student does not have to take required examinations; otherwise, participation and attendance in class is on the same basis as a credit student. The fee for auditing a class is the same as the fee for credit. Certain curricula, because of special requirements, have no courses open for "audit." After registration, a student has until midterm to change a registration to "audit" with the Registrar.

- **PROBATION STUDENT** - a student who fails to meet the minimum academic requirements set forth by the college. Any student on probation must earn the sufficient GPA set forth by the college quarter to avoid academic suspension. The student is required to consult with a counselor and may be required to take a reduced academic load or additional preparation.

- **FRESHMAN** - those students who are enrolled in a one-year vocational program or in a degree curriculum who have earned fewer than 48 hours of credit.

- **FULL-TIME STUDENT** - one who is registered for 12 or more quarter hours of credit.

- **PART-TIME STUDENT** - one who is registered for 11 or less quarter hours of credit.

FINANCIAL INFORMATION

ACCIDENT INSURANCE

All students are encouraged to purchase accident insurance at a nominal cost. Accident insurance covers the student while attending classes and one hour travel time to and from classes. The period of coverage is for an academic year beginning in September and ending in August. A Waiver of Student Insurance must be signed by all students not purchasing insurance.

ACTIVITY FEE

All curriculum students are required to pay a \$7.00 activity fee each quarter. This activity fee is budgeted by the Student Government Association and is used for special activities and other student-oriented activities and events.

GRADUATION EXPENSES

Students are expected to pay the Graduation Fee at the beginning of their last quarter in attendance at the College. The Graduation Fees are:

High School Completion (GED)	\$18.00
Curriculum Programs	\$30.00
*For each additional curriculum major, add \$5.00.	
Graduation in Absentia	\$60.00

NOTE: Fees are subject to change at the discretion of the College depending upon increased prices from our supplier.

TEXTBOOKS & SUPPLIES

Textbooks and supplies are available through MCC's Bookstore. Depending on the program of study, students can expect to pay between \$20 and \$140 for textbooks per quarter. Certain educational programs require the student to purchase books, uniforms, tools, and/or supplies to effectively complete the course and enter employment. These costs vary according to the program in which the student is enrolled. A list of approximate costs and items needed can be provided by the department of interest. Purchase is directly related to our policy of ownership.

POLICY OF OWNERSHIP - All projects produced by the student with institutional supplies, materials, tools, and equipment are the property of the college. However, students have the option of purchasing their own supplies, materials, and tools. The projects produced are then the personal property of the student, and the College will charge only for the institutional consumables used by the student in producing the project.

TUITION

Tuition and registration fees, set by the North Carolina State Board of Community Colleges and the General Assembly, are subject to change. **Tuition and fees are payable at registration.**

The tuition charge for curriculum students that are legal North Carolina residents is **\$13.25 per quarter credit hour with a maximum tuition charge of \$185.50 per quarter.** Out-of-state students will pay a tuition of \$107.50 per quarter credit hour with a maximum of \$1,505.00 per quarter.

North Carolina residents over the age of 65 years are exempt from tuition in accordance with chapter 606 of the 1975 Session Laws. However, this tuition waiver does not apply when students over age 65 are enrolled under the Course Repetition Policy.

Community college students desiring to enroll in two or more colleges without paying additional tuition must provide a letter from the home college stating enrollment and tuition status as outlined in the Concurrent Enrollment Policy.

TUITION CLASSIFICATION (RESIDENCY)

A legal resident of North Carolina is one who has established residence in this state. Students should know their residence status for tuition payment and understand the regulations governing residence status.

General Statute 16-143.1 (b) passed by the 1973 General Assembly of North Carolina reads:

To qualify for in-state tuition, a legal resident must have maintained his/her domicile in North Carolina for at least the 12 months immediately prior to his/her classification as a resident for tuition purposes. **In order to be eligible for such classification, the individual must establish that his/her presence in the state during such twelve month period was for purposes of maintaining a bona fide domicile rather than for purposes of mere temporary residence incident to enrollment in an institution of higher education;** further (1) if the parents (or court appointed legal guardian) of the individual seeking resident classification are (is) bona fide domiciliaries of this state, this fact shall be prima facie evidence of domiciliary status of the individual applicant and (2) if such parents or guardian are not bona fide domiciliaries of this state, this fact shall be prima facie evidence of non-domiciliary status of the individual.

Because a student lives in North Carolina for one year does not guarantee resident status has been met. The student must satisfy requirements set forth by the General Assembly of North Carolina and the State Residence Committee. A copy of these policies and procedures is available for review in Student Services.

TUITION REFUNDS

If a student has to withdraw from the college or drop a class(es), tuition refunds may be granted. Requests for tuition refunds must be made to Student Services. A pre-registered curriculum student who officially withdraws from the College or a curriculum class prior to the first day of the College's academic quarter will be eligible for a 100 percent tuition refund.

After the academic quarter begins, tuition refunds of 75 percent may be granted through the 20 percent point of the quarter. Refunds are not permitted by law, under any circumstances, after the 20 percent point of the quarter.

NOTE: Since a curriculum student is charged hour-for-hour up to 14 credit hours, a refund would not be applicable unless the credit hours enrolled were reduced to less than 14.

FINANCIAL ASSISTANCE

The primary purpose of student aid is to provide financial resources to students who would otherwise be unable to pursue post-secondary education. The Financial Aid Office at MCC will attempt in an ethical manner to meet the needs of all students, to the extent funding will permit.

All assistance is awarded on the basis of demonstrated financial need. Though it is felt that the primary responsibility for financing post-secondary education rests with the student and his/her family, every effort is made to provide necessary supplemental funding to insure that no student is denied the opportunity to attend Montgomery Community College due to financial limitations. Strict confidentiality is maintained in regard to all aspects of financial assistance.

To apply for financial aid, students must complete an **Application for Federal Student Aid**. These forms are available in the Student Services Office. Essentially, aid is packaged from the following sources: **Pell Grant, SEOG (Supplemental Grant), College Work Study and student educational loans**. In addition, Vocational Rehabilitation and several specific scholarship awards are available through the Financial Aid Office. The Financial Aid Officer is available to assist any individual with information or completion of application forms in connection with financial assistance.

VETERAN INFORMATION. Montgomery Community College is approved by the North Carolina State Approving Agency for the enrollment of persons eligible for educational assistance benefits from the U.S. Department of Veteran Affairs (VA). Entitled veterans, eligible spouses and dependent children who have been fully accepted, and have registered for classes, may be **CERTIFIED** to the U.S. DVA Regional Office as enrolled and in pursuit of an approved program of education.

The veteran is responsible for requesting copies of transcripts from the last high school and all colleges attended. Official transcript(s) are required and must be sent directly from all previously attended schools to Montgomery Community College. **Students cannot be certified to receive benefits until all transcripts have been received and evaluated.**

JOB TRAINING PARTNERSHIP ACT. The Job Training Partnership Act (JTPA) is a federally funded program designed to help economically disadvantaged individuals. If the individual is eligible, JTPA will provide the student with funds for tuition, activity fees, books and insurance. JTPA also provides additional services including counseling, career assessment, job development, job placement and referral services. In order to determine eligibility, all applicants must verify income for six months prior to application, supply proof of age (driver's license or birth certificate) and Social Security Number. By law, male applicants are required to submit proof of selective service registration. Strict confidentiality is maintained in regard to all aspects of the JTPA program.

STUDENT LIFE

Students at Montgomery Community College express educational needs. They are learning a trade; learning for advancement on a present job; learning to read; expressing themselves on paper or on canvas; preparing to enter a four-year college; preparing for a new career; and learning because of intellectual curiosity. Some are employed full-time; some part-time; and some are unemployed. They have family and job responsibilities. From this diversity of people, comes one common factor—all are people with a desire to learn.

Montgomery Community College offers a formal education in a relaxed atmosphere. Classrooms and rest rooms are designed to be easily accessible to handicapped students. Three lounge areas are available where students may eat, relax, and visit with each other.

CAMPUS CRIME REPORT

Under the 1990 Student Right-to-Know and Campus Security Act, Montgomery Community College must report crime incidences each year. A copy of this report is available from Student Services for your inspection prior to enrollment.

CHILDREN ON CAMPUS

Due to insurance regulations, children are not allowed to accompany a parent to class nor to be left unattended on campus. The College assumes no liability for injuries incurred by children on campus.

CIVIL RIGHTS COMPLAINTS (DUE PROCESS)

Students who feel they have been deprived of their civil rights shall confer with the institution's Compliance Officer who will attempt to resolve the complaint. If the Compliance Officer is unable to resolve the complaint, the student may appeal in writing to the Montgomery Community College AD HOC Compliance Committee. This committee is composed of the Vice President of Academic Affairs (for curriculum students) or the Vice President of Continuing Education & Community Services (for Continuing Education students) and two other representatives to be designated by the President of the College.

If the Committee is unable to resolve the complaint, further institutional appeal may be made in writing directly to the President of the College. If the complaint remains unresolved, the student should follow steps D and E under PROCEDURAL DUE PROCESS in the STUDENT CONDUCT AND CODE section of the *Student Handbook*. Further appeals may be made directly to the OCR Regional Office, 101 Marietta St., NW, 27th Floor, Atlanta, GA 30323.

COUNSELING AND ASSESSMENT SERVICES

Counseling and Assessment services are designed to give professional assistance to students. **Information concerning entrance and graduation requirements, financial assistance, employment trends, job opportunities, transfer opportunities, labor market information, student activities, and appropriate referral to support agencies are some of the services provided.**

Students are encouraged to consult with a counselor when a problem arises which could affect his/her progress in school. The counselor may review the situation and discuss alternative solutions to the problem, as well as arrange for other supportive services, if needed. Most importantly, counselors provide confidential assistance with any problem—personal, family, career or education—by listening, giving supportive advice, and helping students to “think through” their problems. Assessment tools, such as interest inventories and tests, are used by the staff to assist each student in better understanding his/her strengths, needs, interests, and values. Assessment inventories, to determine academic readiness, are given to new students. Proficiency exams may be given by individual instructors when appropriate.

The Counseling Center also offers **career planning services**. The focus of career services is to aid students in planning a career by providing the opportunities to learn

job seeking skills. The Counseling Center also has other assessment tools available, including computer software programs for career decision-making and occupational exploration. Counselors assist students in assessing their skills, interests, values, and strengths through a variety of tests, inventories, and activities. The Center maintains a library of books, pamphlets and information which describes careers and job training programs. As career directions are determined, counselors are able to assist students in planning a course of study which will make the achievement of long-range goals easier.

Counseling Center staff members may go into the classroom to assist students in **job-seeking skills, such as interviewing and resume writing**. These presentations and learning opportunities are available to students through informal workshops offered throughout the year. The staff also maintains contact with local and area employers to encourage hiring of MCC students and graduates. The Counseling Center provides current listings of available jobs, both full and part-time. Listings are posted on a Job Search Bulletin Board outside the Student Services Office.

The **Employment Security Commission** also provides a satellite office on campus for all MCC students. This office provides assistance in job placement by providing local, state and national job listings. The ESC satellite office is located in Student Services.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Family Educational Rights and Privacy Act of 1974 provides many safeguards regarding the confidentiality of and access to student records.

1. Students may review their educational records by making a written request to the Registrar.
2. Student records will not be reviewed by third parties unless permission is obtained in writing from the student. Exceptions may be made for instructors and administrators if the information is for educational purposes. Exceptions may also be made for parents who claim the students as dependents and for auditing, or accrediting organizations. The Vice President of Academic Affairs and Student Services will make the final decision concerning access to records.
3. Official transcripts will be issued only when a written request is received from the student. Transcripts from high schools or other colleges will not be released.
4. MCC does not publish or distribute directory information or any personally identifiable information.
5. Authorities with court orders are permitted to review records in the presence of Student Services administrative staff only.

FIRST AID

First aid kits are located in Student Services. Accidents which happen in class should be reported to the instructor. Otherwise, accidents should be reported to the Student Services Office.

HOUSING

Since the college has no dormitory facilities, students who wish to live away from home must make their own living arrangements. The college takes no responsibility for locating or supervising student housing. Students are encouraged to use student bulletin boards, local newspapers, and a list of local Realtors as aid in obtaining housing.

ORIENTATION

All new students are expected to participate in an orientation program conducted by Student Services. The purpose of orientation is to acquaint the student with the campus, faculty, student leaders, and support services, as well as to discuss policies and regulations of the College. Topics may include: **calendar of events, student conduct, academic advising process, financial assistance, veteran benefits, student activities, child care facilities, attendance policy, withdrawal from class or college, grading system, grade reports, refund policy, placement policy, counseling services, college developmental education program, high school and GED completion information (when applicable), SGA, catalog revisions, policies and procedures regarding educational records and privacy of those records, and procedural due process.**

STUDENT ATTIRE

Montgomery Community College frequently has prospective students, employers and other visitors on campus. In addition, companies seeking to relocate or open new industries may have representatives visiting the campus. Therefore, although MCC students may dress informally, students are encouraged to dress neatly and cleanly. To ensure safety and to minimize disruptions to other students, shirts and shoes are required at all times.

STUDENT CONDUCT

Students are expected to conduct themselves like mature adults at all times. Violations are handled in accordance with policies set forth in the **STUDENT CODE**.

STUDENT GOVERNMENT ASSOCIATION

All curriculum students at Montgomery Community College are members of the Student Government Association (SGA) and have the opportunity to participate in the organization and control of student affairs. They receive experience in responsible citizenship through participation in student government activities. Activities such as sports, dances, picnics, socials, and student publications are supervised and approved by the SGA, the SGA advisor, and the Vice President of Academic Affairs and Student Services.

STUDENT RESPONSIBILITIES

All students are responsible for the proper completion of their academic program. They must also maintain the GPA required, know their academic standing, and meet all degree requirements. Advisors and counselors are available to assist students, but final responsibility rests with the student.

STUDENT SERVICES

The purpose of Student Services is to assist students with various aspects of their education from admissions through graduation and job placement. More specifically, Student Services handles admissions, testing, counseling, registration and records, financial aid, veterans assistance, job placement, career counseling, transfer assistance, and coordination of student activities.

TELEPHONES

Public telephones are located in the Student Lounge areas on first hall and third hall in building 100. Please be considerate of your fellow students and limit your call to ten minutes. NOTE: Only in cases of emergency will messages be delivered to students.

TRANSCRIPTS

Upon written request, the college will provide students with copies of their academic and financial aid transcripts. Students may receive or have transmitted, copies of transcripts only on themselves. MCC reserves the right to deny transcripts or copies of records not required to be made available by the Family Educational Rights and Privacy Act in any of the following situations: (1) the student has an unpaid financial obligation to the college; (2) the student has an overdue library book(s), equipment, or materials belonging to the college; and (3) there is an unresolved disciplinary action against the student.



ACADEMIC INFORMATION & POLICIES

ACADEMIC ADVISORS

Academic advising is a process which assists students in the clarification of their life/career goals and in the development of educational plans for the realization of their goals. It is a decision-making process by which students realize their maximum educational potential through communication and information exchanges with an advisor. Academic advising is ongoing, multifaceted, and the responsibility of both student and advisor. The advisor serves as a coordinator of learning experiences through course and career planning and as a consultant concerning class performance, problems, and college activities. The advisor also serves as an agent of referral to other campus agencies as necessary. Each student is assigned an academic advisor from his/her major field of study after acceptance.

ACADEMIC FORGIVENESS POLICY

The College recognizes that certain factors (age, maturity, preparation, etc.) play important roles in a student's academic progress. Therefore, after a five (5) year period of time, below average performance on prior work attempted may no longer be used to compute the student's GPA.

ACADEMIC LOAD (CREDIT HOURS)

A full-time student is one who is enrolled in 12 or more hours of course work per quarter. Average full-time enrollment for most students will vary between 15 and 18 hours of credit. Students who wish to carry more than 22 credit hours must have prior approval from the Vice-President of Academic Affairs and Student Services unless their curriculum requirements, as stated in the catalog, require more than 22 hours in a particular quarter. This includes all credit hours from concurrent enrollment arrangements with other post secondary institutions.

Course schedules and course loads should be carefully planned through consultation with a counselor and approved by the student's faculty advisor.

Each course listed is followed by a notation on the number of quarter hours credit it carries. Normally, the number of quarter hours earned is based on the number of class, laboratory, or shop hours spent under the supervision of the course instructor per week for the quarter. One quarter hour credit is given for each hour of class per week; for each two hours of laboratory work per week; for each three hours of manipulative laboratory or shop per week; or for each ten hours of practicum per week. Contact hours are the number of actual hours a student is in attendance during one week.

ADVANCED STANDING

Montgomery Community College has established policies and procedures which may permit students to enter certain curriculum programs with advanced standing. The following means of awarding credits are approved by the College but are not used in GPA calculation and will generate no grade points.

ADVANCED PLACEMENT (AP). Students may qualify for advanced placement into approved curricula based upon completion of specified high school courses and with the approval of the appropriate departmental chairperson.

Advanced placement will allow a student to place into an advanced or higher level course or select a replacement course in his/her field of study in accordance with MCC's Course Substitution Policy. Credit for any MCC course taken through advanced placement will only be allowed by passing the appropriate credit-by-examination or through appropriate scores on the Assessment Inventory given to new students.

ARMED FORCES AND SERVICE SCHOOLS, PROFESSIONAL CERTIFICATION, AND EXPERIENTIAL LEARNING. Students desiring credits for experiences through the military service, professional certification, and experiential learning must do so through the Credit-By-Examination Policy. Students transferring credits from the Community College of the Air Force may do so in accordance with the Transfer of Credit Policy.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP). Credit may be allowed for up to 25 percent of college work based on appropriate scores of the CLEP subject area exams. CLEP subject examinations are evaluated based on the American Council on Education's (ACE) recommended scores where appropriate to the student's program of study. Recommended scores may be obtained from a Student Services Counselor.

CONTINUING EDUCATION UNITS (CEU's). Students desiring to transfer credits into the curriculum division from a course completed while enrolled in a Continuing Education Program at an accredited post-secondary institution may do so according to the following guidelines:

- (1) The Student Services Staff will assess whether the courses or units are relevant to curriculum.
- (2) Credit hours will be awarded at a value of one-tenth (1/10) of the total contact hours successfully completed.
- (3) All passing grades (C or above) will be considered for credit. No CEUs will be used in computing the GPA;
- (4) No more than 25 percent of the curriculum's total credit hours required for graduation can be continuing education units.
- (5) Proficiency examinations may be required before CEU credits are awarded.

CREDIT BY EXAMINATION - A student who can demonstrate proficiency in a subject area may request a credit-by-examination in that subject in order to accelerate his/her studies. A student requesting this type of credit must follow specified guidelines. The student must:

- (1) Register for the course according to regular quarterly registration procedures set forth by the college.
- (2) Complete the Application for Credit-By-Examination.
- (3) Submit the completed application to the appropriate departmental chairperson and Vice President of Academic Affairs and Student Services for approval.
- (4) Schedule a time to complete the test with the assigned supervising instructor. The examination should be completed prior to the end of the drop/add period to afford the student the opportunity to add another class in its place. The credit-by-examination **must** be completed by the 30 percent reporting date of the quarter of application for credit to be awarded.
- (5) Complete a drop/add form if the examination is successfully completed. Tuition refunds will not be issued for credit hours earned through credit-by-examination.
- (6) The credit-by-examination may be attempted only once for each course. A student who has previously received a grade of "F," "D," or "I," for the course is not eligible to attempt a credit-by-examination for that course.

TRANSFER OF CREDITS - Applicants wishing to transfer credit from another accredited institution of higher education must request official transcripts showing credit earned before any evaluation toward credit can be made. No grade lower than a "C" may be transferred. All courses will be evaluated on merit and relevance. Transfer work over ten (10) year old must be approved by the appropriate departmental chairperson.

For practical nursing, major courses and Anatomy and Physiology credits must have been completed within the last three (3) years to be considered for credit. The College reserves the right to accept or reject credits earned at other institutions or to require the successful completion of appropriate proficiency through the Credit-By-Examination Policy before awarding credits. The final decision on transfer credit is determined by the Vice President of Academic Affairs and Student Services.

ADVERSE WEATHER POLICY (MCC CLOSING)

Should it be necessary to close the College due to severe adverse weather conditions, the announcements will be made on the radio and television stations listed below.

WJRM radio	Troy, NC
WKRX radio	Asheboro, NC
WCEL radio	Southern Pines, NC
WFMY-TV Channel 2	Greensboro, NC
WRAL-TV Channel 5	Raleigh, NC
WGHP-TV Channel 8	High Point, NC
WSOC-TV Channel 9	Charlotte, NC

ATTENDANCE

Students are expected to attend all scheduled classes for which they are registered. Through special circumstances may cause a student to be absent, regular attendance is essential to satisfy regular course objectives. All absences will be evaluated by the instructor of the class which the student has missed. Individual instructors will determine whether absences are excused or unexcused. Students who anticipate an absence should contact the instructor before the class meets. Should prior notice to the instructor be impossible, the student should expect to explain the absence upon return to class.

All work missed during absences must be made up. Failure to make up work which is missed will adversely affect the student's final grade for the course. **To receive credit for a course, a student must attend 80 percent of class and 80 percent of lab hours. When absences total more than 20 percent of class time, a student will be dropped from a class.** If extenuating circumstances exist, the drop may be waived by the Vice President of Academic Affairs and Student Services.

When students are absent from class excessively, the instructor should initiate follow-up procedures by (1) contacting the student, and (2) notifying Student Services prior to the student missing 20 percent of the class.

Instructors must notify Student Services in writing (Unofficial Drop Form) when dropping a student from their class.

CATALOG OF RECORD

Students in continuous attendance (summer quarter 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 a subsequent issue. Students not in continuous attendance must graduate under the provisions of the catalog in effect on their last entry date into the curriculum or subsequent issues. The catalog of record for a student who does a change of major is the catalog in effect at the time the change of major is effective.

CLASS/PROGRAM CANCELLATIONS

Montgomery Community College makes every effort to meet the needs and desires of its students. However, special circumstances may require the College to cancel classes or programs due to insufficient enrollment or funding. The College reserves the right to make such decisions as warranted. Students will receive 100 percent tuition refunds in the event of class or program cancellations or students may choose another class or program.

COLLEGE DEVELOPMENTAL STUDIES

College developmental studies include preparatory classes in the fundamentals of English, reading, and math. The classes are designed to prepare the student for entry into his/her program and to assist in ensuring successful completion of regular academic classes. College developmental study courses are administered by the Vice President of Continuing Education and Community Services when offered in the lab setting and by the Vice President of Academic Affairs and Student Services when offered in the classroom setting. Classes offered through the lab setting in the Learning Center may incorporate audiovisual and/or computer material to enhance the learning process. Every effort is made to provide instruction that is individualized according to each student's need.

At MCC, college developmental studies will apply to three levels of programs: (1) vocational proficiency for certificate graduates; (2) technical program fundamentals; and (3) college transfer. Entry into and exit from these classes is determined through standardized testing. The program provides specialized courses for students who need to improve their basic skills in order to perform at the level required for admission to degree and diploma programs. The student pays tuition for developmental classes, but receives no credit toward graduation. Classes in the lab setting are offered at regularly-scheduled times and FTE is counted on a contact hours basis. Grading in the lab setting and classroom setting is S (Satisfactory) and U (Unsatisfactory). In the lab setting, students work independently and at their own pace on the required course material. When offered in a classroom setting, developmental classes earn full curriculum FTE credit.

Registration into college developmental studies classes will be during the regularly scheduled quarterly registration period as published in the college catalog. After registration, curriculum students may add a developmental class any time prior to the 30 percent reporting period. After the 30 percent reporting period, curriculum students can only receive special assistance by registering for courses through the Learning Center.

COURSE REPETITION POLICY

A student may repeat courses in which he/she has earned a grade below a "C" in an effort to earn a higher grade or raise the overall GPA. The higher of the grades will be used as the grade of record in computing the cumulative GPA. All grades received will remain on the student's transcript.

A student may repeat for credit or audit a course that he/she has completed with a grade of "C" or higher. However, the course must not have been taken more than once in a five year period. A course may not be taken twice during the same quarter on either a credit or an audit basis. However, a student may add to his/her mastery of course content by enrolling for the class upon recommendation of the instructor and approval of the Vice President of Academic Affairs and Student Services. Regular tuition charges apply for students repeating the class excessively and the College will not report membership hours. Any student who has completed a course with a grade of "C" or better may not displace a new student for the course.

COURSE RESIDENCY REQUIREMENTS

A minimum of 25 percent of the total number of credit hours required for graduation in a particular program **must** be taken at Montgomery Community College. No more than 75 percent of required credit hours can be accepted as transfer credit.

COURSE SUBSTITUTION POLICY

Substitution courses must be approved by the appropriate departmental chairperson or the Vice President of Academic Affairs and Student Services. Course substitutions by students will be very limited and must be of a special nature. The college reserves the right to substitute courses whenever necessary when in the best interest of the students or the college.

Course substitutions may not exceed 25 percent of the required credit hours required for graduation.

EVENING PROGRAMS

The college offers an extensive night program which includes many of the credit courses offered in the day program, as well as non-credit courses primarily for adult general interest or occupational upgrading or retraining. The availability of credit

courses at night allows the student who must work while attending school the opportunity to coordinate his/her school activities with employment.

GRADING SYSTEM

Montgomery Community College uses a grade-point system to determine each student's academic standing. This standing is determined by the "Grade-Point Average" or GPA. To determine the GPA, numerical values called "grade points" (or "quality points") are assigned to each grade. Grade points are assigned for each letter so that a GPA can be calculated. A letter grade is used to indicate the quality of a student's work in a course. The grading systems is as follows:

GRADE	EXPLANATION	QUALITY POINTS PER CREDIT HOUR
A (93-100)	Outstanding	4
B (86-92)	Above Average	3
C (78-85)	Average	2
D (70-77)	Passing	1
F (Below 70)	Failure	0
I	Incomplete	No Credit
W	Official Withdrawal	No Credit
AU	Audit of a Course	No Credit
CE	Credit by Proficiency Exams	
S	Satisfactory Progress (Fundamental Course)	
U	Unsatisfactory (Fundamental Course)	
CT	Credit by Transcript (Transfer Credit)	
NG	No Grade Issued by Instructor	No Credit
*	An asterisk immediately following a grade indicates that the course is not applicable to the student's current program of study and that it is not included in totals for GPA calculations.	

Marks of CT, AU, and CE are not considered as credit hours attempted, nor are quality points awarded. The marks of CE and CT will result in the recording of proper credit hours according to the course's assigned value. Incomplete (I) will be given when circumstances justify additional time to complete the course. Any incomplete not removed by the end of the succeeding quarter will be changed to an "F," unless additional time is granted by the instructor. Incomplete grades will not be considered for credit hours attempted until the grade is change by the instructor or is reverted to an "F" due to lack of proper action by the student. When removing an incomplete grade, students should not re-register for the course but work with the instructor on an open-lab basis.

GRADE CONTESTING POLICY

All students enrolled in classes at Montgomery Community College have the right to contest grades assigned to them. The following procedures will be followed by students who desire to contest a grade.

1. Students should schedule an appointment to discuss the matter with the instructor who has assigned the grade and request that the instructor review the basis for the grade. If the disagreement about the grade is resolved in this discussion, grade change action, where needed, should originate through the instructor.
 2. If not resolved here, the student may present his/her case in writing to the appropriate departmental chairperson.
 3. A final review may be made by the Vice President of Academic Affairs and Student Services in consultation with all individuals involved. If the grade is declared invalid and set aside, the student may be given a comprehensive examination by the department involved to establish a grade.
- The right to contest a grade expires at the end of the quarter following the one in which the grade was assigned. The time limit will be waived only in unusual circumstances. When a student contests a grade assigned by an instructor no longer employed by the college, Step One above does not apply.
- The Grade Contesting Policy should be followed to prevent future academic probation or suspension action. This is the first step in the appeals process for academic probation and suspension policies.

GRADUATION REQUIREMENTS

- A student must:
1. Satisfy course requirements by completing at least 25 percent of the major courses in a vocational diploma or degree program as a student at MCC.
 2. Be enrolled at MCC during the quarter for which program requirements are completed. This may be waived only when extenuating circumstances exit and with the approval of the Vice President of Academic Affairs and Student Services and the appropriate instructor.
 3. Complete the prescribed courses to meet the minimum number of credit hours required for a degree, diploma, or certificate.
 4. Have an overall 2.00 GPA.
 5. Remove all financial obligations to MCC.
 6. Practical Nursing (LPN) students must complete these courses at MCC: NUR 1106, NUR 1112, and NUR 1113.
 7. College transfer and associate degree students must satisfy the reading competency specified by the college.

APPLICATION FOR GRADUATION. The candidate is responsible for applying for graduation at the beginning of the final quarter before graduation. It is the student's responsibility to ensure that all requirements have been met.

GRADUATION IN ABSENTIA. All candidates are expected to participate in the graduation ceremony. Those students who cannot be present should present a request with their justification for graduating in absentia to the Vice President of Academic Affairs and Student Services. The fee for graduating in absentia is \$60.00.

HONORS AND AWARDS

PRESIDENT'S LIST. The President's List is composed of students who are enrolled for at least 12 quarter credit hours and earn a GPA of 4.00 for the quarter with no incomplete grades.

DEAN'S LIST. The Dean's List is composed of students who are enrolled for at least 12 quarter credit hours and earn a GPA of at least 3.00 for the quarter with no incomplete grades and no grade lower than a "B."

NATIONAL DEAN'S LIST. This is a national foundation which recognizes outstanding students. Students awarded this distinction are eligible for the foundation's scholarships. Students are nominated by the college's Registrar and must complete a biographical data form before they are officially inducted into the National Dean's List Foundation.

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES. Students are chosen for nomination to Who's Who on the basis of scholarship ability, participation and leadership in academic and extracurricular activities, citizenship and service to Montgomery Community College, and potential for future achievement.

INDEPENDENT STUDY

Students may, if unusual circumstances exist, register for Independent Study in some classes. Students must complete the Application for Independent Study and obtain approval from the supervising instructor, departmental chairperson and the Vice President of Academic Affairs and Student Services. Completed applications should be submitted to the Registrar at least one week prior to the student registering. After a student is registered for independent study class, he/she must arrange a study time with the instructor of the class and must meet with the instructor at least once prior to

the 30 percent reporting date for the class. Students not following this procedure will be dropped from the independent study class.

The student's registration form will show a scheduled time for independent study. However, the time is used for computer purposes only and may not be the actual time a student is meeting with the instructor. Each meeting time is individually scheduled by the instructor with each student registered for independent study.

Students applying for independent study in college developmental studies course must meet on a regularly scheduled basis with an instructor/coordinator assigned for that particular section of instruction.

The fees charged for independent study are the same as those fees charged for in-class credit courses. Certain curricula, because of special requirements, may not be approved for independent study. Those students receiving veteran benefits or financial aid are not eligible for independent study for pay purposes except when approved for special study in college developmental studies courses.

INMATE EDUCATION

Montgomery Community College offers educational programs and courses to the residents of the local prison system. The local system includes Southern Correctional Institution and Montgomery Correctional Center.

The goal of inmate education is to present these students with knowledge and skills that will insure them a better chance of success upon release from the correctional system.

REGISTRATION

Montgomery Community College operates on the quarter system with each quarter being ten (10) weeks in length (excluding holidays). Courses are offered as outlined in each program area. Each individual must officially register for each class he/she attends. Registration is held at designated times each quarter as indicated in the Academic Calendar. Student Services will notify new applicants concerning times and other special registration procedures.

Registration is not complete until all fees are paid or deferred by the Business Office and the student obtains a receipt from the Business Office. The receipt and registration form must be presented to each instructor upon enrolling in any class. No person can participate in or attend any class unless he/she is officially registered for the class.

NOTE: The entire North Carolina Community College System is scheduled to convert from a quarter calendar to a semester calendar in 1997. Montgomery Community College reserves the right to make the conversion at any time as deemed appropriate.

SOCIAL SECURITY NUMBERS

Social Security Numbers are used for the purpose of identification only. Should you desire your Social Security Number not be used for this purpose, contact the Registrar. A number will be assigned to you in lieu of the Social Security Number. Please note that this assigned number will be used on all of your academic records including transcripts, registration forms and grade reports.

STANDARDS GOVERNING STUDENT ENROLLMENT

ACADEMIC STANDARDS OF PROGRESS. Each student is expected to maintain satisfactory academic progress toward a degree or diploma. At the end of each quarter, a student's GPA for that quarter and his/her cumulative GPA are examined. Special Standards of Progress for Nursing and Medical Assisting students are published in the **Manuals of Operation** for Practical Nursing and Medical Assisting Technology. These standards replace those for curriculum students.

GRADE POINT AVERAGE TO DETERMINE STANDARDS OF PROGRESS. The Grade Point Average is computed by dividing the total quality points earned by the total credit hours attempted. The chart below indicates the minimum GPA required in each program area in order for a student to remain in good standing.

ATTEMPTED CREDIT HOURS	GPA AT OR BELOW WHICH A STUDENT IS ON ACADEMIC PROBATION		
	DIPLOMA	DEGREE	COLLEGE TRANSFER
1 - 19	1.00	1.00	2.00
20 - 39	1.50	1.50	2.00
40+	2.00	2.00	2.00

To satisfy graduation requirements, a 2.00 cumulative GPA is required for college transfer, degree, diploma, and certificate programs.

ACADEMIC PROBATION. Students whose academic progress is unsatisfactory as determined by the cumulative GPA will be placed on academic probation. Students on academic probation are required to consult with a counselor and may be required to reduce course load, repeat courses, or register for special studies to strengthen their educational background. Students failing to see a counselor by the end of the quarter in which they are notified of probationary status will not be allowed to re-enroll for the next quarter. Students may remove themselves from academic probation by re-establishing the minimum GPA standing for credit hours attempted.

ACADEMIC SUSPENSION. Each quarter students remain on academic probation, they must earn at least a "C" average or better until the GPA standard is met. Failure to earn this average may result in academic suspension for a period of at least one quarter.

For pay purposes, veterans and financial aid recipients may not be continued in certified status beyond one quarter while below the standards of progress required to graduate without special counseling and approval. The Student Services Counselor and the student's academic advisor will determine specific guidelines for the removal of academic deficiencies and the conditions for the student to continue his/her program of study.

APPEALS PROCESS FOR ACADEMIC PROBATION & SUSPENSION. The Grade Contesting Policy should be followed to prevent future academic probation/suspension action. This is the first step in the appeals process for academic probation and suspension policies.

At the discretion of the counselor and with concurrence of the appropriate advisor, students may request a waiver of the one quarter suspension to continue studies, provided the counselor and advisor determine the need for additional time for proper adjustment to the academic environment.

REINSTATEMENT FROM ACADEMIC SUSPENSION. Students must make a written request for reinstatement after having been on suspension for a minimum of one quarter. For the quarter following reinstatement, students must take the appropriate course work determined by the counselor and may be subject to dismissal for one academic year for that particular program of study if they fail to meet conditions stipulated by the counselor. Entry into another program of study during a suspension period may be approved only by the Student Services Counselor. No student will be reinstated from academic suspension more than two times over any consecutive three year period in the same program of study.

TRANSFER OPPORTUNITIES

Each institution has its own means of evaluating the appropriateness of transfer credit. The receiving institution is the final authority on regarding transfer credit. Students are advised to consult a counselor at MCC and the admission office at the college for additional information and assistance.

UNOFFICIAL DROP BY INSTRUCTOR

State policy requires that a student must be dropped when the student gives notice of withdrawal or has been absent from class for two consecutive weeks without making personal contact with the instructor indicating intention to continue in the course. Also, a student may be dropped from a course for disciplinary reasons.

A student dropped for excessive absences or other reasons may be readmitted through Student Services. Permission to re-enroll will be given only with approval of the instructor. Absences must have been for a good reason and personal contact with the instructor must have been made to give or receive information or assignments relative to the course. All work missed during the period of absence must be made up to the satisfaction of the instructor.

The grade issued for classes from which the student has been **unofficially dropped** is "F." Students may remove the grade of "F" by following the Official Withdrawal procedures.

WITHDRAWAL FROM THE COLLEGE

A student who wishes to withdraw from the College or from an individual course should complete an official withdrawal form in Student Services. All required signatures should be obtained as indicated on the form. This will protect the student's scholastic standing, his/her right to re-enroll, and transfer credits. No student will be allowed to officially withdraw from any classes after the quarter has ended.

- Failure to officially withdraw may result in a grade of "F" for the student on all courses for which he/she is enrolled.
- If a student completes the Official Withdrawal process, the student may be given a grade of "W" for his/her class(es). Quality points will not be computed nor credit given.
- A student who withdraws from a course or the College after mid-term may be given a grade of "F" on all courses. Quality points will be computed unless the withdrawal is due to circumstances beyond the student's control. When extenuating circumstances exist, the Vice President of Academic Affairs and Student Services must approve the waiver of the grade of "F."



CURRICULUM PROGRAMS OF STUDY

COLLEGE TRANSFER

The College Transfer curriculum program leads to an Associate Degree in Science. Courses taught in this program usually parallel those required during the freshman and sophomore years at many colleges and universities. After earning this degree, students may transfer academic credits earned to four-year colleges and universities and continue work toward a baccalaureate degree.

GENERAL EDUCATION

The General Education curriculum program consists of basic course work in English, literature, fine arts, social science, mathematics and science, leading to an Associate in General Education (A.G.E.) Degree. It is designed primarily for students who desire two years of general education beyond high school.

TECHNICAL CURRICULA

Technical Education curriculum programs are designed to prepare individuals for employment as technicians in fields recognized as semi-professional or paraprofessional in status. They are composed of collegiate level studies providing a greater degree of theoretical knowledge than manipulative skills and should be oriented to a broad occupational cluster. With experience, many technicians move into professional or managerial positions. Completion of curriculum programs leads to an Associate Degree in Applied Science (A.A.S. Degree).

- ACCOUNTING
- ADMINISTRATIVE OFFICE TECHNOLOGY
- AUTOMOTIVE TECHNOLOGY
- BUSINESS ADMINISTRATION
- CRIMINAL JUSTICE/PROTECTIVE SERVICES TECHNOLOGY
- EARLY CHILDHOOD ASSOCIATE
- FOREST MANAGEMENT TECHNOLOGY
- INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNOLOGY
- MEDICAL ASSISTING TECHNOLOGY
- MICROCOMPUTER SYSTEMS TECHNOLOGY

VOCATIONAL CURRICULA

Vocational Education curriculum programs consist of a series of courses designed to prepare individuals for skilled or semi-skilled employment in a specific occupation. Study is primarily oriented to the development of manipulative skill competencies for use in a specialized occupation.

- AUTOMOTIVE BODY REPAIR
- GUNSMITHING
- METAL ENGRAVING
- POTTERY PRODUCTION
- PRACTICAL NURSING
- TAXIDERMY

CERTIFICATE CURRICULA

Certificates may be awarded to a graduate of a curriculum of fewer than 64 quarter hour credits.

- ADMINISTRATIVE OFFICE TECHNOLOGY
- AUTOMOTIVE BODY REPAIR
- AUTOMOTIVE TECHNOLOGY
- BASIC LAW ENFORCEMENT TRAINING
- GENERAL TECHNOLOGY CURRICULUM CORE
- GENERAL VOCATIONAL CURRICULUM CORE
- METAL ENGRAVING
- MICROCOMPUTER SYSTEMS TECHNOLOGY
- POTTERY PRODUCTION
- TAXIDERMY

ACCOUNTING (T-016)

ASSOCIATE DEGREE

The Accounting curriculum is designed to provide students with knowledge and skills necessary for employment and growth in the accounting profession. Often referred to as the "language of business," accounting serves as an informational system for organizations. Accountants assemble, analyze, and communicate essential information about financial operations.

The course of study places emphasis on accounting principles, theories, and practices, and includes study in business law, finance, management, and economics. Skills related to the applications of accounting principles are developed through study of communications, computer applications, interpersonal skills development, decision making principles, and ethics.

The curriculum is designed to prepare individuals for entry-level accounting positions in all types of organizations, including CPA firms, small businesses, manufacturing firms, insurance companies, banks, and non-profit organizations such as hospitals, colleges, school systems, and governmental agencies. With work experience and additional education, an individual may advance to positions such as accountant, controller, and auditor.

JOB OPPORTUNITIES

Entry Level

Accounts Payable Clerk
Accounts Receivable Clerk
Bookkeeper
Cost Clerk
Auditor
Controller
Tax Preparer

Advanced Level

Accountant(Public, Governmental,
Cost, Management)
Accounts Payable/Receivable
Manager
Junior Accountant
Payroll Clerk

EXPECTED EDUCATIONAL OUTCOMES

Upon successful completion of this program, the student should be able to:

- Read and interpret financial statements, and be able to set up an accounting system for a small business.
- Utilize state-of-the-art techniques for making business-related decisions.
- Communicate effectively in speaking and writing.
- Professionally utilize business software programs on computers.
- Complete income tax forms for individuals and for sole proprietorships.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Class	Hours			Credit
			Lab	Shop	Clin	
ACC 120	Principles of Accounting I	3	2	0	0	4
ACC 121	Principles of Accounting II	3	2	0	0	4
ACC 122	Principles of Accounting III	3	2	0	0	4
ACC 223	Intermediate Accounting I	5	0	0	0	5
ACC 224	Intermediate Accounting II	5	0	0	0	5
ACC 225	Cost Accounting	5	0	0	0	4
ACC 227	Microcomputer Accounting Software	3	2	0	0	5
ACC 229	Taxes I	5	0	0	0	5
ACC 269	Auditing	5	0	0	0	5
BUS 101	Introduction to Business	5	0	0	0	3
BUS 115	Business Law I	3	0	0	0	3
BUS 116	Business Law II	3	0	0	0	3
BUS 116	Business Law II	2	0	3	0	3
OSC 102	Keyboarding I	2	2	0	0	3
OSC 110	Electronic Calculator	2	2	0	0	3
		52	10	3	0	58
Related Courses						
		5	0	0	0	5
BUS 110	Business Math	5	0	0	0	5
BUS 206	Business Communications	5	0	0	0	5
BUS 272	Principles of Supervision	5	0	0	0	5
CAS 201	Microcomputer Business Applications I	3	2	0	0	4
	Applications I	3	0	0	0	3
CSC 105	Introduction to Computer Science	5	0	0	0	5
ECO 102	Microeconomics	5	0	0	0	5
ECO 103	Macroeconomics	5	0	0	0	5
MAT 101	College Math	36	2	0	0	37
General Education Courses						
		3	0	0	0	3
ENG 101	Composition	3	0	0	0	3
ENG 102	Composition	5	0	0	0	5
POL 201	State & Local Government	3	0	0	0	3
PSY 201	Introduction to Psychology	5	0	0	0	5
SPH 105	Effective Speaking	19	0	0	0	19
		3	0	0	0	3
Elective						

Day and evening classes are available in this curriculum.
Total Credit Hours Required for Graduation (Associate Degree) - 117

ADMINISTRATIVE OFFICE TECHNOLOGY (T-030)

ASSOCIATE DEGREE
DIPLOMA OPTION
CERTIFICATE OPTION

This curriculum prepares individuals to perform secretarial and administrative support duties in a variety of offices including those offices with computerized, automated functions.

Students in this curriculum study keyboarding and word/information processing to develop skills in the preparation of business correspondence, reports, statistical copy, manuscripts and business forms. Administrative support courses emphasize typical office tasks such as scheduling appointments, composing correspondence and performing reprographic duties. Training is also provided in analyzing and coordinating office duties and systems. Skills and knowledge are taught in the areas of electronic document storage and retrieval and computer software utilization.

Graduates of the program may be employed in offices in private business establishments involved in retailing, marketing, advertising, and manufacturing as well as offices in local, state, and federal government.

JOB OPPORTUNITIES

Entry Level

Typist/Transcriber
Corresponding Secretary
Electronic Data Transfer Secretary
Information Processing Specialist
Receptionist
Telephone Receptionist/Message Operator
Secretary
Word Processing Operator

Advanced Level

Administrative Assistant
Administrative Office Manager
Administrative Secretary
Executive Assistant
Office Automations Specialist
Training Coordinator
Word Processing
Supervisor/Manager

EXPECTED EDUCATIONAL OUTCOMES

Upon successful completion of this program, the student should be able to:

- Complete mailable copy document production.
- Exhibit professional competence with spreadsheet applications.
- File documents using alphabetic, geographic, numeric, and subject methods.
- Complete a capstone course with office simulations.
- Demonstrate independent initiative, effective communication skills, and executive-level cooperation.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Class	Hours			Credit
			Lab	Shop/Clin		
◆BUS 101	Introduction to Business	5	0	0	5	
◆BUS 206	Business Communications	5	0	0	5	
CAS 101	Desktop Publishing	3	2	0	4	
CAS 201	Microcomputer Business Applications I	3	2	0	4	
◆◆CAS 207	Lotus 1-2-3	3	2	0	4	
◆◆OSC 102	Keyboarding I	2	0	3	3	
◆◆OSC 103	Keyboarding II	2	0	3	3	
◆◆OSC 104	Keyboarding III	2	0	3	3	
OSC 105	Keyboarding IV	2	0	3	3	
◆◆OSC 110	Electronic Calculator	2	2	0	3	
◆◆OSC 112	Records Management	3	0	0	3	
◆◆OSC 209	Executive Spelling & Terminology	4	0	0	4	
◆OSC 210	Machine Transcription	3	2	0	4	
◆OSC 212	Secretarial Administration	3	2	0	4	
◆◆OSC 215	Word Processing Applications I	3	2	0	4	
OSC 216	Word Processing Applications II	3	2	0	4	
		48	16	12	60	

Related Courses

◆ACC 120	Principles of Accounting I	3	2	0	4
ACC 229	Taxes I	5	0	0	5
◆BUS 110	Business Math	5	0	0	5
◆BUS 115	Business Law I	3	0	0	3
BUS 272	Principles of Supervision	5	0	0	5
◆CSC 105	Introduction to Computer Science	3	0	0	3
ECO 102	Microeconomics				
	or				
ECO 103	Macroeconomics	5	0	0	5
MAT 101	College Math	5	0	0	5
		34	2	0	35

General Education Courses

◆◆ENG 101	Composition	3	0	0	3
ENG 102	Composition	3	0	0	3
POL 201	State & Local Government	5	0	0	5
◆PSY 201	Introduction to Psychology	3	0	0	3
SPH 105	Effective Speaking	5	0	0	5
		19	0	0	19

Elective

3 0 0 3

Day and evening classes are available in this curriculum.

Total Credit Hours Required for Graduation (Associate Degree) - 117

Total Credit Hours Required for Graduation (Diploma) - 66

Total Credit Hours Required for Graduation (Certificate) - 30

◆ Courses required for Diploma

◆ Courses required for Certificate

AUTOMOTIVE BODY REPAIR (V-001)

DIPLOMA

CERTIFICATE OPTION

The Automotive Body Repair curriculum provides training in the use of the equipment and materials of the auto body mechanic trade. The student studies the construction of the automobile body and techniques of auto body repairing, rebuilding and refinishing.

Repairing, straightening, aligning, metal finishing and painting of automobile bodies and frames are typical jobs performed. Job titles include automobile body repairperson, automotive painter and frame and chassis repairperson. Persons completing this curriculum may find employment with franchised automobile dealers, independent garages, or may start their own business.

JOB OPPORTUNITIES

Automobile Accessories Installer	Painter Helper, Automotive
Automobile Repair Service Estimator	Painter, Transportation Equipment
Appraiser, Automobile Damage	Automobile Body Customizer
Automatic Window, Seat, and Top Lift Repairer	Automobile Body Repairer

EXPECTED EDUCATIONAL OUTCOMES

Upon successful completion of this program, the student should be able to:

- Estimate parts and labor to the satisfaction of customers.
- Write a work order and explain procedures for the repair of damage.
- Explain body repair specialty jobs and repair actual damage to vehicles.
- Appraise vehicle readiness to return to owner by road testing for squeaks, rattles, wind noise, and mechanical problems.

COURSE AND HOUR REQUIREMENT

Major Courses	Title	Hours			
		Class	Lab	Shop/Clin	Credit
♦ AUT 1051	Auto Body Repair Principles	3	0	9	6
AUT 1052	Trim & Glass	3	0	9	6
♦ AUT 1053	Enamel & Urethane Painting & Finishing	3	0	9	6
♦ AUT 1054	Lacquer Painting & Finishing	2	0	6	4
AUT 1055	Auto Frames & Suspension	3	0	9	6
♦ AUT 1056	Auto Body Parts & Replacement	3	0	9	6
♦ AUT 1058	Auto Body Shop Applications	2	0	6	4

AUT	1059	Auto Damage Repair Estimating	$\frac{3}{22}$	$\frac{0}{0}$	$\frac{3}{60}$	$\frac{4}{42}$
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Related Courses

AUT	1057	Special Finishes	2	0	3	3
AUT	1060	Vinyl Repair & Finish	1	0	3	2
AUT	1130	Auto Body Welding	2	0	3	3
BUS	100	Small Business Operations	3	0	0	3
PSY	150	Interpersonal Relations	3	0	0	3
SAF	1001	Safety	$\frac{2}{13}$	$\frac{0}{0}$	$\frac{0}{9}$	$\frac{2}{16}$

General Education Courses

ENG	1102	Communication Skills	3	0	0	3
MAT	1101	Math Skills	$\frac{3}{6}$	$\frac{0}{0}$	$\frac{0}{0}$	$\frac{3}{6}$

Day and evening classes are available in this curriculum.

Total Credit Hours Required for Graduation (Diploma) - 64
 Total Credit Hours Required for Graduation (Certificate) - 26

◆ Courses required for Certificate

AUTOMOTIVE TECHNOLOGY (T-176)

ASSOCIATE DEGREE
 DIPLOMA OPTION
 CERTIFICATE OPTION

Automotive Technology is designed to meet the need for preparing highly trained technicians to service and repair automobiles and light trucks equipped with highly technical electrical, electronics, and emission control systems. Emphasis is placed on the operation and servicing of the power train components, electrical systems, fuel systems, chassis and suspension, and emission controls of gasoline and diesel engine vehicles. Upon completion of this curriculum, the person should have the theoretical knowledge and background to understand the systems of the newer model automobiles and should be prepared to work as a technician servicing automobiles and light duty trucks.

JOB OPPORTUNITIES

Auto Air Conditioning Technician	Automobile Technician, Supervisor
Automatic Transmission Technician	Automobile Repair Service Estimator
Automobile Technician	Diesel Engine Technician, Automobile
Automobile Mechanic, Apprentice	Ignition and Carburetor Technician
Automobile Technician, Motor	Service Manager

EXPECTED EDUCATIONAL OUTCOMES

- Upon successful completion of this program, the student should be able to:
- Understand the principles, construction, testing and servicing of the modern automobile.
 - Demonstrate knowledge of gauges, warning devices, and driver information systems.
 - Exhibit understanding of accessory systems through proper use of procedures for testing and servicing circuits and related components.
 - Conduct diagnostic tests for poor engine performance using appropriate equipment, while accounting for the affects on emissions and fuel economy.
 - Correctly use safety devices and procedures.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Hours			
		Class	Lab	Shop\Clin	Credit
◆◆AUT 101	Braking Systems	2	0	6	4
AUT 102	Antilock Braking Systems	2	0	3	3
◆AUT 111	Suspension & Steering Systems	3	0	9	6

◆AUT	113	Wheel Alignment	2	0	3	3
◆◆AUT	121	Electrical Fundamentals & Engine Electrical Systems	3	0	6	5
AUT	122	Chassis Electrical Systems	3	0	9	6
◆◆AUT	131	Engine Performance I	3	0	9	6
◆AUT	132	Engine Performance II	4	0	6	6
◆◆AUT	162	Engine Systems Operation	1	2	0	2
◆AUT	171	Heating & Air Conditioning Diagnosis & Repair	2	0	6	4
◆◆AUT	224	Engine & Chassis Electrical Systems Application	2	0	9	5
AUT	233	Advanced Engine Performance Applications	3	0	6	5
◆AUT	241	Manual Drive Train & Axles	4	0	9	7
AUT	251	Automatic Transmissions & Transaxles	4	0	6	6
◆AUT	261	Engine Diagnosis, Repair & Rebuilding	4	0	6	6
AUT	272	Automotive Climate Control Systems Diagnosis & Repair	2	0	6	4
			44	2	99	78

Related Courses

ELN	103	Introduction to Electricity & Electronics	2	4	0	4
◆MAT	105	Technical Math	5	0	0	5
PHY	107	Technical Physics	3	2	0	4
			10	6	0	13

General Education Courses

◆ENG	101	Composition	3	0	0	3
ENG	102	Composition	3	0	0	3
POL	201	State & Local Government	5	0	0	5
PSY	201	Introduction to Psychology	3	0	0	3
◆SPH	105	Effective Speaking	5	0	0	5
			19	0	0	19

Elective

Day classes only are available in this curriculum.
 Total Credit Hours Required for Graduation (Associate Degree) - 113
 Total Credit Hours Required for Graduation (Diploma) - 67
 Total Credit Hours Required for Graduation (Certificate) - 22

◆Courses required for Diploma
 ◆Courses required for Certificate

BASIC LAW ENFORCEMENT TRAINING (T-189)

CERTIFICATE

The Basic Law Enforcement Training curriculum certificate program prepares individuals to take the Basic Training—Law Enforcement Officers certification examination mandated by the North Carolina Criminal Justice Education and Training Standards Commission and/or it prepares individuals to take the Justice Officers Basic Training certification examination mandated by the North Carolina Sheriff's Education and Training Standards Commission. Successful completion of this curriculum certificate program requires that the student satisfy the minimum requirements for certification by the Criminal Justice Commission and the Sheriff's Commission. The student satisfactorily completing this program should possess at least the minimum degree of general attributes, knowledge and skills to function as an inexperienced law enforcement officer.

Job opportunities are available with state, county and municipal governments in North Carolina. In addition, knowledge, skills and abilities acquired in this course of study qualifies one for job opportunities with private enterprises in such areas as industrial, retail and private security.

JOB OPPORTUNITIES

College or University Officer	Police Officer
Deputy-Sheriff	Park Security Officer
Industrial Security Officer	Private Security Officer
Investigator	Retail Security Officer

EXPECTED EDUCATIONAL OUTCOMES

Upon successful completion of this program, the student should be able to:

- Demonstrate practical and effective techniques of control and defense, and qualify on the firing range.
- Function properly when operating an emergency vehicle, and be able to recognize medical emergency situations.
- Possess working skill for applying the laws of the State of North Carolina.
- Exhibit professional skills in the mechanics of arrest procedure.
- Successfully pass the BLET State Examination.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Class	Hours			Credit
			Lab	Shop/Clin		
CJC 219	Basic Law Enforcement Training I	8	0	12		12

CJC	220	Basic Law Enforcement Training II	8	0	12	12
CJC	221	Physical Training	1	0	3	2
			17	0	27	26

Day and evening classes are available in this curriculum.

Total Credit Hours Required for Graduation (Certificate) - 26

BUSINESS ADMINISTRATION (T-018)

ASSOCIATE DEGREE

The Business Administration curriculum provides a broad education in business principles and practices. This curriculum is designed to prepare individuals for entry-level business positions.

In this program of study, the student will gain knowledge of basic business principles and concepts through a study of management functions, marketing, accounting and finance, economics, human resources development, and legal and ethical aspects of business. Skills related to the applications of these business principles are developed through study of communications, mathematics, computer applications, and decision-making principles.

Additional training through practice in classroom activities which develop team-building skills will prepare graduates to function as contributing members of management teams. Graduates may find employment in large and small businesses, not-for-profit service organizations, government agencies, and financial institutions.

JOB OPPORTUNITIES

Entry Level

Account Executive
 Business Owner/Entrepreneur
 First-level Supervisor
 Human Resource Specialist
 Loan Officer
 Management Trainee
 Operations Officer
 Purchasing Associate
 Small Business Manager

Advanced Level

(Supervisor/Manager)
 Finance
 Food Service & Lodging
 Human Resources
 Marketing and Sales
 Municipal & Gov't. Services
 Residence/Public Housing
 Warehousing/Distribution

EXPECTED EDUCATIONAL OUTCOMES

Upon successful completion of this program, the student should be able to:

- Read and interpret financial statements, and be able to apply professional principles of organization and management in business operations.
- Utilize state-of-the-art techniques for making business-related decisions.
- Communicate effectively in speaking and writing.
- Professionally utilize business software programs on computers.
- Prepare a business plan.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Class	Hours			Credit
			Lab	Shop	Clin	
ACC 120	Principles of Accounting I	3	2	0	4	
ACC 121	Principles of Accounting II	3	2	0	4	
ACC 122	Principles of Accounting III	3	2	0	4	
ACC 229	Taxes I	5	0	0	5	
BUS 101	Introduction to Business	5	0	0	5	
BUS 115	Business Law I	3	0	0	3	
BUS 116	Business Law II	3	0	0	3	
BUS 123	Business Finance	3	0	0	3	
BUS 232	Sales Development	3	0	0	3	
BUS 233	Personnel Management	3	0	0	3	
BUS 245	Total Quality Management	2	2	0	3	
BUS 272	Principles of Supervision	5	0	0	5	
BUS 270	Management Project	4	0	0	4	
MKT 239	Marketing	5	0	0	5	
OSC 102	Keyboarding I	2	0	3	3	
OSC 110	Electronic Calculator	2	2	0	3	
		54	10	3	60	
Related Courses						
BUS 110	Business Math	5	0	0	5	
BUS 206	Business Communications	5	0	0	5	
CAS 201	Microcomputer Business Applications I	3	2	0	4	
CSC 105	Introduction to Computer Science	3	0	0	3	
ECO 102	Microeconomics	5	0	0	5	
ECO 103	Macroeconomics	5	0	0	5	
MAT 101	College Math	5	0	0	5	
Elective		3	0	0	3	
		34	2	0	35	
General Education Courses						
ENG 101	Composition	3	0	0	3	
ENG 102	Composition	3	0	0	3	
POL 201	State & Local Government	5	0	0	5	
PSY 201	Introduction to Psychology	3	0	0	3	
SPH 105	Effective Speaking	5	0	0	5	
		19	0	0	19	

Elective

3 0 0 3

Major Electives

Students may take 6 hours from the following:

ACC 223	Intermediate Accounting I	5	0	0	5
ACC 224	Intermediate Accounting II	5	0	0	5
ACC 226	Payroll Procedures	3	0	0	3
ACC 269	Auditing	5	0	0	5
CAS 202	Microcomputer Business Applications II	3	2	0	4
CAS 207	Lotus 1-2-3	3	2	0	4
CAS 208	DBASE	3	2	0	4
CSC 108	Programming in Pascal	3	2	0	4
INS 247	Business Insurance	3	0	0	3
MKT 243	Advertising	3	0	0	3
MKT 245	Retailing	3	0	0	3
OSC 112	Records Management	3	0	0	3
OSC 209	Executive Spelling & Terminology	4	0	0	4
OSC 215	Word Processing Applications I	3	2	0	4
OSC 216	Word Processing Applications II	3	2	0	4

Day and evening classes are available in this curriculum.

Total Credit Hours Required for Graduation (Associate Degree) - 117

COLLEGE TRANSFER (C-050)

ASSOCIATE DEGREE

The College Transfer program offered at Montgomery Community College leads to a two-year Associate of Science degree. The program offers courses comparable to the freshman- and sophomore-level at senior institutions. Students may transfer academic credits earned in this program to senior institutions and continue work toward a baccalaureate degree. Academic advisors work closely with college transfer students in course selection. It is the responsibility of students, however, to become acquainted with particular baccalaureate program requirements of senior institutions.

EXPECTED EDUCATIONAL OUTCOMES

Upon successful completion of this program, the student should be able to:

- Write coherent and well-organized analytical discussions of literary and historical topics.
- Use the scientific method of analysis and discovery in problem-solving.
- Demonstrate knowledge of algebraic and trigonometric functions as well as ability to use calculus in mathematical problem-solving.
- Apply creative thinking skills, using analysis and synthesis, to written and oral communications.
- Use computer-based writing skills to prepare essays and research papers.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Hours			Credit
		Class	Lab	Shop/Clin	
English (9 credit hours required)					
ENG 101	Composition	3	0	0	3
ENG 102	Composition	3	0	0	3
ENG 103	Composition	3	0	0	3
Mathematics (20 credit hours required)					
MAT 101	College Math	5	0	0	5
MAT 102	College Algebra	5	0	0	5
MAT 103	Trigonometry	5	0	0	5
MAT 104	Calculus	5	0	0	5
MAT 200	Statistics	5	0	0	5

Natural Sciences (24 credit hours required)

BIO	101	Biology	4	2	0	5
BIO	102	Biology	4	2	0	5
BIO	103	Biology	4	2	0	5
CHM	111	Chemistry I	4	4	0	6
CHM	112	Chemistry II	4	4	0	6
PHS	101	Physical Science	4	2	0	5
PHS	102	Physical Science	4	2	0	5

Humanities/Fine Arts (8 credit hours required)

ART	101	Art Appreciation	5	0	0	5
ENG	201	English Literature	5	0	0	5
ENG	203	American Literature	5	0	0	5
ENG	205	Children's Literature	5	0	0	5
ENG	206	Modern Writers	5	0	0	5
REL	103	Old Testament	5	0	0	5
REL	104	New Testament	5	0	0	5
REL	105	World Religions	5	0	0	5
SPA	101	Elementary Spanish I	5	0	0	5
SPA	102	Elementary Spanish II	5	0	0	5
SPH	105	Effective Speaking	5	0	0	5

Social Sciences (10 credit hours required)

GEO	103	Cultural Geography	5	0	0	5
GEO	104	Physical Geography	5	0	0	5
HIS	101	Western Civilization I	5	0	0	5
HIS	102	Western Civilization II	5	0	0	5
HIS	201	American History	5	0	0	5
HIS	202	American History	5	0	0	5
HIS	203	North Carolina History	5	0	0	5
HIS	204	People, Culture, & Change in Middle East	5	0	0	5
HIS	205	Vietnam War	5	0	0	5
POL	201	State & Local Government	5	0	0	5
PSY	201	Introduction to Psychology	3	0	0	3
PSY	202	Psychology of Adjustment	3	0	0	3
PSY	203	Child Psychology	5	0	0	5
SOC	107	Influences of the Mass Media	3	0	0	3
SOC	201	Introduction to Sociology	5	0	0	5

Physical Education (3 credit hours required)

PED	100	Conditioning	0	0	2	1
PED	101	Volleyball	0	0	2	1
PED	102	Archery	0	0	2	1
PED	103	Aerobic Exercise	0	0	2	1
PED	104	Fitness Walking	0	0	2	1
PED	105	Golf	0	0	2	1
PED	106	Angling	0	0	2	1
PED	107	Self-Defense	0	0	2	1
PED	108	First Aid/Emergency Care	3	0	0	3

Electives (22 credit hours required)

Electives may be chosen from curriculum requirements listed above if those courses have not been used to satisfy the requirement for the course category.

Day and evening classes are available in this curriculum.

Total Credit Hours Required for Graduation (Associate Degree) - 96

CRIMINAL JUSTICE - PROTECTIVE SERVICES TECHNOLOGY (T-129)

ASSOCIATE DEGREE BLET OPTION

The Criminal Justice Technology curriculum is designed so that it may be a multi-faceted program of study. It may consist of study options in corrections, law enforcement and security services.

The curriculum is designed with a core of courses to afford one the opportunity to acquire basic knowledge, skills and attitudes in the generally accepted subject areas associated with a two-year study of correctional services, law enforcement services and security services. It includes subjects such as interpersonal communications, law, psychology and sociology.

In addition to core subjects, the correctional services option provides an opportunity to study other generally accepted subjects indigenous to a two-year correctional services program such as confinement facility administration, correctional law, counseling, probation-parole services and rehabilitation options. Similarly, the law enforcement option provides an opportunity to study other generally accepted subjects included in a two-year law enforcement services program such as criminal behavior, criminal investigation, patrol operation, traffic management, and other aspects of law enforcement administration and operations. The security services option provides an opportunity to study other generally accepted subjects related to a two-year security services program such as accident prevention and safety management, common carrier protection, fire prevention, private security, industrial security, retail security, security systems and surveillance.

Job opportunities are available with federal, state, county and municipal governments. In addition, knowledge, skills and attitudes acquired in this course of study qualify one for job opportunities with private enterprise in such areas as industrial, retail and private security. Note: Montgomery Community College offers the Corrections and Law Enforcement options.

In an effort to respond to the needs of our service area, Montgomery Community College and Sandhills Community College have joined together to form a cooperative agreement in which students may enroll in the Criminal Justice program on the Sandhills campus. The Associate Degree in Criminal Justice will be awarded jointly, with both college names on the student's diploma.

JOB OPPORTUNITIES

Alcohol Enforcement Officer
College or University Officer

Investigators
Highway Patrolman

Correctional Officer
 Correctional Programs Assistant
 Deputy Sheriff
 Industrial Security Officer

Police Officer
 Park Security Officer
 Private Security Officer
 Retail Security Officer
 Wildlife Enforcement Officer

EXPECTED EDUCATIONAL OUTCOMES

Upon successful completion of this program, the student should be able to:

- Conduct a simulated investigation, identifying criminal characteristics and applying criminal laws to hypothetical situations.
- Demonstrate proper civil process procedures.
- Possess an overview of the different fields within the profession.
- Identify different components of the court system in the State of North Carolina.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Class	Hours			Credit
			Lab	Shop/Clin		
CJC 101	Introduction to Criminal Justice	5	0	0	5	
CJC 102	N.C. Courts/Probation and Parole	4	0	0	4	
CJC 103	Civil Law and Procedure	4	0	0	4	
CJC 104	Criminology	4	0	0	4	
CJC 105	Forensic Science	4	0	0	4	
CJC 106	Criminal Law I	4	0	0	4	
CJC 209	Constitutional Law	4	0	0	4	
CJC 210	Criminal Investigation I	4	0	0	4	
CJC 211	Criminal Investigation II	4	0	0	4	
CJC 212	Correctional Administration	4	0	0	4	
Option I						
CJC 213	Police Management	4	0	0	4	
CJC 214	Correctional Law	4	0	0	4	
CJC 215	Correctional Methods	4	0	0	4	
CJC 216	Police Problems & Practices	4	0	0	4	
CJC 217	Criminal Law II	4	0	0	4	
CJC 218	Juvenile Law: Procedures & Theory	4	0	0	4	
		65	0	0	65	
Option II						
CJC 219	Basic Law Enforcement Training I	8	0	12	12	
CJC 220	Basic Law Enforcement Training II	8	0	12	12	

CJC 221	Physical Training	1	0	3	2
		58	0	27	67
Related Courses					
CAS 208	DBase	3	2	0	4
CJC 107	Juvenile Delinquency & Adolescent Psychology	4	0	0	4
CJC 108	Counseling	4	0	0	4
CSC 105	Introduction to Computer Science	3	0	0	3
MAT 101	College Math	5	0	0	5
OSC 102	Keyboarding I	2	0	3	3
POL 201	State & Local Government	5	0	0	5
		26	2	3	28
General Education Courses					
ENG 101	Composition	3	0	0	3
ENG 102	Composition	3	0	0	3
PSY 201	Introduction to Psychology	3	0	0	3
SPH 105	Effective Speaking	5	0	0	5
	Humanities or Social Science Elective	4	0	0	4
		18	0	0	18

Day and evening classes are available in this curriculum.

Total Credit Hours Required for Graduation (Associate Degree) : Option I - 111
 Option II - 113

EARLY CHILDHOOD ASSOCIATE (T-073)

ASSOCIATE DEGREE
DIPLOMA OPTION

The Early Childhood Associate curriculum is designed to prepare individuals to work with children in learning environments from infancy through middle childhood. The program of study includes the subjects of child growth and development, physical and nutritional needs of children, care and guidance of children and communication with children and their parents. Students learn to foster the cognitive/language, physical/motor, and social/emotional development of children. The program of study combines theories and principles with opportunities for supervised practice.

Graduates are prepared to plan and implement developmentally appropriate programs in early childhood settings. Employment opportunities are available in child development and child care programs, preschools, public and private schools, recreational centers, kindergartens, some Head Start programs, and programs for children with special needs.

JOB OPPORTUNITIES

Entry Level

Child Care Teacher
Preschool Teacher
Family Specialist
Merchandiser
Early Intervention Specialist

Advanced Level

Director, Child Care Center
Director, Preschool
Model/Mentor Preschool Teacher
Regulators
Consultant
Researcher

EXPECTED EDUCATIONAL OUTCOMES

Upon successful completion of this program, the student should be able to:

- Plan, implement and evaluate developmentally appropriate activities.
- List, describe and demonstrate intervention strategies in positive child guidance.
- Perform basic first aid skills including adult, infant and child CPR.
- Model appropriate behavior, and demonstrate awareness of cultural diversity and the rights of privacy.
- Plan and adjust schedules, and prepare meals according to nutritional guidelines.
- Demonstrate knowledge of North Carolina child care regulations, and implement them in daily contacts with preschool children.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Class	Hours			Credit
			Lab	Shop/Clin		
◆ EDU 101	Introduction to Early Childhood Education: Child Care Credential I	3	0	0		3
◆ EDU 102	Introduction to Early Childhood Education: Child Care Credential II	3	0	0		3
or						
◆ EDU 107	Early Childhood Principles & Practices	3	0	0		3
◆ EDU 110	Seminar Practicum: Preschool Environment	1	0	0		1*
◆ EDU 125	Creative Activities in Early Childhood	5	0	3		6
◆ EDU 215	Behavior Management	5	0	0		5
EDU 216	Communication Activities in Early Childhood	5	0	3		6
EDU 217	Exploration Activities in Early Childhood	5	0	3		6
EDU 220	Seminar Practicum: Special Needs Environment	1	0	0		1*
◆ EDU 225	Working with Children with Special Needs	3	0	0		3
EDU 230	Internship	2	0	0		2*
EDU 231	Early Childhood Curriculum Planning	5	0	0		5
EDU 232	Child Care Administration	4	0	0		4
EDU 234	Health/Nutrition and Physical Activities in Early Childhood	5	0	3		16
◆ EDU 235	Infant Toddler Development & Activities	3	0	0		3
◆ PSY 117	Child Growth & Development I	4	0	0		4
◆ PSY 118	Child Growth & Development II	4	0	0		4
		58	0	12		62

Related Courses

◆ EDU 223	Working with Child's Family & Community	3	0	0		3
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EDU 224	School Age Development & Activities	3	0	0		3
◆ ENG 205	Children's Literature	5	0	0		5
◆ MAT 101	College Math	5	0	0		5
PED 108	First Aid/Emergency Care	3	0	0		3
SOC 201	Introduction to Sociology	5	0	0		5
		24	0	0		24

General Education Courses

◆ ENG 101	Composition	3	0	0		3
◆ ENG 102	Composition	3	0	0		3
◆ POL 201	State & Local Government	5	0	0		5
◆ PSY 201	Introduction to Psychology	3	0	0		3
◆ SPH 105	Effective Speaking	5	0	0		5
		19	0	0		19

Work Experience

◆ EDU 110	Seminar Practicum: Preschool Environment	0	0	10		1*
EDU 220	Seminar Practicum: Special Needs Environment	0	0	10		1*
EDU 230	Internship	0	0	20		2*
		0	0	40		4
Elective		3	0	0		3

Day and evening classes are available in this curriculum.

Total Credit Hours Required for Graduation (Associate Degree) - 112

Total Credit Hours Required for Graduation (Diploma) - 65

◆ Courses required for Diploma

EMERGENCY MEDICAL SCIENCE (T-139)

ASSOCIATE DEGREE

The Emergency Medical Science Curriculum is designed to prepare graduates to provide emergency care under medical command authority to acutely ill or injured patients. Students will acquire basic and advanced life support knowledge and skills through a combination of classroom instruction, practical laboratory sessions, and clinical experience in hospitals and with emergency medical service providers.

As students progress through the curriculum, they become eligible to take certifying examinations for the emergency medical technician (EMT), EMT-defibrillator (EMT-D), EMT-intermediate (EMT-I), EMT-advanced intermediate (EMT-AI), and EMT-paramedic (EMT-P) given by the North Carolina Office of Emergency Medical Services and the EMT, EMT-I, and EMT-P examinations of the National Registry of Emergency Medical Technicians.

Graduates may be employed by ambulance, rescue, or aeromedical services, in specialty areas of hospitals, and by industry, educational institutions, and governmental agencies.

Individuals seeking a career in emergency medical science benefit from a background in biology, chemistry, and mathematics. Strong written and verbal communication skills are additional assets which benefit students.

JOB OPPORTUNITIES

Emergency Medical Technician
Emergency Medical Technician-Defibrillator
Emergency Medical Technician-Intermediate
Emergency Medical Technician-Advanced Intermediate
Emergency Medical Technician-Paramedic
Emergency Medical Services Trainer/Administrator

COURSE AND HOUR REQUIREMENTS

TITLE	Class	HOURS			
		Lab	Shop/Clin	Credit	
Major Courses					
EMS 101	Emergency Medical Technician	7	6	0	10
EMS 102	Emergency Medical Technician-Intermediate	4	4	0	6
EMS 103	EMS Communications	3	0	0	3
EMS 104	Psychiatric & Behavioral Emergencies & Management	3	0	0	3
EMS 105	ALS Trauma Management	3	0	0	3
EMS 106	Pharmacology	5	0	0	5
EMS 107	ALS Medical Management	6	0	0	6
EMS 108	Principles of Extrication	3	2	0	4
EMS 120	Hospital Clinical I	0	0	6	2
EMS 130	Hospital Clinical II	0	0	3	1
EMS 200	Obstetrical & Pediatric Management	3	2	0	4
EMS 201	Emergency Vehicles	2	2	0	3
EMS 202	Rescue	1	4	0	3
EMS 203	Hazards & Disasters	3	0	0	3
EMS 204	EMS Management & Seminar	4	0	0	4
EMS 206	Law, Ethics, & Professionalism	3	0	0	3
EMS 207	ALS Simulations & Management	4	2	0	5
EMS 209	Cardiac Dysrhythmias & Management	5	2	0	6
EMS 220	Hospital Clinical III	0	0	3	1
		59	24	12	75

Related Courses

BIO 104	Anatomy & Physiology I	3	2	0	4
BIO 105	Anatomy & Physiology II	3	2	0	4
MAT 101	College Math	5	0	0	5
MED 110	Medical Terminology & Vocabulary	5	0	0	5
CSC 100	Microcomputer Awareness	3	2	0	4
		19	6	0	22

General Education

ENG 101	Composition	3	0	0	3
ENG 102	Composition	3	0	0	3
POL 201	State & Local Government	5	0	0	5
PSY 201	Introduction to Psychology	3	0	0	3
SPH 105	Effective Speaking	5	0	0	5
		19	0	0	19

Work Experience

EMS 125	Field Practicum I	0	0	10	1
EMS 135	Field Practicum II	0	0	10	1
EMS 215	Field Practicum III	0	0	10	1
		0	0	30	3

Day and evening classes are available in this curriculum.

Total Credit Hours Required for Graduation (Associate Degree) - 119

FOREST MANAGEMENT TECHNOLOGY (T-007)

ASSOCIATE DEGREE

The Forest Management curriculum is designed to help students acquire technical knowledge, understanding and abilities essential in developing and conserving forest and water resources for maximum production and income. Students develop an understanding and ability in the principles and practices involved in the production and utilization of forests and the conservation of forest-water resources, with emphasis on practical application. Students also learn effective ways to communicate and deal with the public.

Graduates should be qualified for entry into positions as forest technicians with federal and state forestry agencies and private forestry industries. The graduates will have competencies in timber cruising, marking trees, forest surveying, log and tree scaling, procuring forest products, supervising forest cutting operations, locating and maintaining forest roads, forest protecting, operating forestry equipment, preparing records and performing various related technical activities.

JOB OPPORTUNITIES

Entry Level

Forest Technician, State
Forest Technician, Federal
Forest Technician, Private
Log Marker
Log Grader
Log Scaler
Surveyor's Aide
Self Employment, Woodland Improvement Services
Urban Tree Service Companies

Advanced Level

Forest, Supervisor
Forest Nursery, Supervisor
Logging Supervisor
Cruiser

EXPECTED EDUCATIONAL OUTCOMES

Upon successful completion of this program, the student should be able to:

- Determine proper tools for various forest management projects and demonstrate their proper use.
- Identify and classify trees of the eastern U.S. by their common and their scientific names.
- Understand the importance of safety with potential life threatening or serious injury situations that may occur during outdoor work.
- Demonstrate ability to establish and manage stands of timber.
- Recognize and recommend proper forest protection activities for forest stands of timber.

- Demonstrate ability to estimate pulpwood and saw timber volumes on tracts of forest timber.
- Understand recreational uses of forest by the public today and demands for the future.
- Understand environmental issues pertaining to ecology, social, and economic aspects of forestry.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Class	Hours			Credit
			Lab	Shop	Clin	
FOR 101	Introduction to Forestry	3	0	0	3	
FOR 102	Safety & Woodsmanship	1	0	3	2	
FOR 103	Forest Tree Measurements	2	0	6	4	
FOR 104	Forest Botany & Ecology	3	0	3	4	
FOR 105	Forest Soil Science	3	0	3	4	
FOR 106	Forest Mapping	1	0	3	2	
FOR 107	Tree Identification & Utilization I	2	0	3	3	
FOR 108	Tree Identification & Utilization II	1	0	3	2	
FOR 109	Forest Surveying	3	0	6	5	
FOR 203	Forest Environmental Studies	3	0	6	5	
FOR 205	Forest Aerial Photography	3	0	3	4	
FOR 207	Applied Silviculture	3	0	6	5	
FOR 209	Timber Cruising	2	0	9	5	
FOR 211	Forest Logging & Marketing	3	0	3	4	
FOR 212	Forest Equipment & Operations	1	0	6	3	
FOR 213	Forest Pesticides & Safe Use	3	0	3	4	
FOR 214	Forest Mensuration	2	0	3	3	
FOR 215	Forest Insects & Diseases	3	0	3	4	
FOR 217	Forest Recreation	2	0	3	3	
FOR 219	Forest Fire Control & Management	2	0	3	3	
		46	0	78	72	

Related Courses

BUS 115	Business Law I	3	0	0	3
CAS 201	Microcomputer Business Applications I	3	2	0	4
MAT 101	College Math	5	0	0	5
OSC 102	Keyboarding I	2	0	3	3
PHS 101	Physical Science	4	2	0	5
		17	4	3	20

General Education Courses

ENG 101	Composition	3	0	0	3
ENG 102	Composition	3	0	0	3
POL 201	State and Local Government	5	0	0	5
PSY 201	Introduction to Psychology	3	0	0	3
SPH 105	Effective Speaking	5	0	0	5
		19	0	0	19
Work Experience					
COE 220	Co-op Work Experience	0	0	20	2
Elective		3	0	0	3

Day classes only are available in this curriculum.

Total Credit Hours Required for Graduation (Associate Degree) - 116

GENERAL EDUCATION (G-020)

ASSOCIATE DEGREE

The General Education curriculum is designed to provide intellectual growth and enrichment for the individual. The program provides basic exposure to the liberal arts and enables studies to be tailored to meet the student's specific interest. Studies in general education also benefit those students who desire to expand their knowledge and understanding of the world.

EXPECTED EDUCATIONAL OUTCOMES

Upon successful completion of this program, the student should be able to:

- Write coherent and well-organized analytical discussions of literary and historical topics.
- Use the scientific method of analysis and discovery in problem-solving.
- Demonstrate knowledge of algebraic and trigonometric functions in mathematical problem-solving.
- Apply creative thinking skills, using analysis and synthesis, to written and oral communication.
- Use computer-based writing skills to prepare essays and research papers.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Class	Hours			Credit
			Lab	Shop/Clin		
English (9 credit hours required)						
ENG 101	Composition	3	0	0		3
ENG 102	Composition	3	0	0		3
ENG 103	Composition	3	0	0		3
Mathematics (10 credit hours required)						
MAT 101	College Math	5	0	0		5
MAT 102	College Algebra	5	0	0		5
MAT 103	Trigonometry	5	0	0		5
MAT 104	Calculus	5	0	0		5
MAT 200	Statistics	5	0	0		5
MAT 202	Geometry for Teachers	5	0	0		5
Natural Sciences (10 credit hours required)						
BIO 101	Biology	4	2	0		5
BIO 102	Biology	4	2	0		5

BIO 103	Biology	4	2	0		5
CHM 111	Chemistry I	4	4	0		6
CHM 112	Chemistry II	4	4	0		6
PHS 101	Physical Science	4	2	0		5
PHS 102	Physical Science	4	2	0		5
Humanities/Fine Arts (16 credit hours required)						
ART 101	Art Appreciation	5	0	0		5
ENG 201	English Literature	5	0	0		5
ENG 203	American Literature	5	0	0		5
ENG 205	Children's Literature	5	0	0		5
ENG 206	Modern Writers	5	0	0		5
MUS 101	Music Appreciation	5	0	0		5
REL 103	Old Testament	5	0	0		5
REL 104	New Testament	5	0	0		5
REL 105	World Religions	5	0	0		5
SPA 101	Elementary Spanish I	5	0	0		5
SPA 102	Elementary Spanish II	5	0	0		5
SPH 105	Effective Speaking	5	0	0		5
Social Sciences (23 credit hours required)						
GEO 103	Cultural Geography	5	0	0		5
GEO 104	Physical Geography	5	0	0		5
HIS 101	Western Civilization I	5	0	0		5
HIS 102	Western Civilization II	5	0	0		5
HIS 201	American History	5	0	0		5
HIS 202	American History	5	0	0		5
HIS 203	North Carolina History	5	0	0		5
HIS 204	People, Culture, & Change in Middle East	5	0	0		5
HIS 205	Vietnam War	5	0	0		5
POL 201	State & Local Government	5	0	0		5
PSY 201	Introduction to Psychology	3	0	0		3
PSY 202	Psychology of Adjustment	5	0	0		5
PSY 203	Child Psychology	3	0	0		3
SOC 107	Influences of the Mass Media	3	0	0		3
SOC 108	Current Social Problems	3	0	0		3
SOC 201	Introduction to Sociology	5	0	0		5
Electives (28 credit hours required)						

All general education courses are acceptable for elective credit, as well as other selected degree courses approved by the general education departmental chairperson.

Day and evening classes are available in this curriculum.
 Total Credit Hours Required for Graduation (Associate Degree) - 96

GENERAL TECHNOLOGY CURRICULUM CORE (T-201)

CERTIFICATE

General Technology Curriculum Core is designed as a career mobility program for technical students to acquire the general education and related courses in subject areas such as humanities; communications; social sciences; general computer studies; general graphics (drafting); and theoretical and applied sciences such as biology, chemistry, physics, and mathematics that are foundation courses to specific curriculums in the technical field. After completion of this certificate curriculum, the student has job skills for occupations requiring communication skills and/or science and mathematics. The student may take this program as the first level in a specific technical curriculum as an intended component of that technical curriculum. Students may also take this program for transfer to a technical curriculum at another community college system with enrollment at the institution at which they intend to pursue or are pursuing a technical curriculum degree.

COURSE AND HOUR REQUIREMENTS

Related Courses	Title	Hours			
		Class	Lab	Shop/Clin	Credit
ENG 101	Composition	3	0	0	3
ENG 102	Composition	3	0	0	3
CSC 105	Introduction to Computer Science	3	0	0	3
OSC 102	Keyboarding I	2	3	0	3
Related Electives*		<u>9</u>	<u>0</u>	<u>0</u>	<u>9</u>
		20	3	0	21

*Nine additional hours must be selected from the College Transfer (excluding physical education) and/or technical programs (excluding courses considered majors in specific technical programs).

General Education Courses

MAT 101	College Math	5	0	0	5
POL 201	State and Local Government	5	0	0	5
PSY 201	Introduction to Psychology	3	0	0	3
SPH 105	Effective Speaking	<u>5</u>	<u>0</u>	<u>0</u>	<u>5</u>
		18	0	0	18

Electives**

Students must select 6 hours of electives appropriate to career aspirations.

Day and evening classes are available in this curriculum.

Total Credit Hours Required for Graduation (Certificate) - 45

GENERAL VOCATIONAL CURRICULUM CORE (V-201)

CERTIFICATE

General Vocational Curriculum Core is designed as a career mobility program for vocational students to acquire the general education and related courses in subject areas such as humanities; communications; social sciences; general computer studies; general graphics (drafting); and theoretical and applied sciences such as biology, chemistry, physics, and mathematics that are foundation courses to specific curriculums in the vocational field. After completion of this certificate curriculum, the student has job skills for occupations requiring communication skills and/or science and mathematics. The student may take this curriculum prior to enrolling in a specific vocational curriculum as an intended objectives component of that vocational curriculum. Students may also take this program for transfer to a vocational curriculum at another community college system institution either prior to or concurrently with enrollment at the institution at which they intend to pursue or are pursuing a vocational curriculum diploma.

COURSE AND HOUR REQUIREMENTS

Related Courses	Title	Class	Lab	Hours		Credit
				Shop\Clin		
CSC 105	Introduction to Computer Science	3	0	0		3
OSC 102	Keyboarding I	2	0	3		3
BUS 100	Small Business Operations	3	0	0		3
Related Electives*		9	0	0		9
		17	0	3		18

*9 additional hours must be selected from any vocational or technical program (excluding those courses considered major courses in specific vocational programs.)

General Education Courses

ENG	1102	Communication Skills	3	0	0	3
		or				
MAT	100	Math for Nurses	3	0	0	3
		(Required for Practical Nursing)	6	0	0	6

Day and evening classes are available in this curriculum.

Total Credit Hours Required for Graduation (Certificate) - 24

GUNSMITHING (V-119)

DIPLOMA

The Gunsmithing curriculum is designed to prepare the student to diagnose malfunctions, to determine the best method of repair and to develop skills in the repair of firearms. The individual will be taught skills in metal working and finishing, woodworking and finishing as applicable to gunsmithing, servicing and repair and the laws and regulations governing firearms and businesses.

The curriculum provides the knowledge and skills necessary for individuals to be employed in the field by a gunsmith, sporting goods store or enter their own businesses.

JOB OPPORTUNITIES

Gunsmith	Pistolsmith
Assembler	Assembly Inspector
Custom Stockmaker	Machine Operator
Metal Finisher	

EXPECTED EDUCATIONAL OUTCOMES

Upon successful completion of this program, the student should be able to:

- Present a completed rifle to instructors for evaluation.
- Demonstrate disassembly and reassembly of selected rifles, semi-automatic handguns, shotguns, and revolvers.
- Complete a machine shop project using designated blueprints.
- Demonstrate written knowledge of the practical skills that constitute professional expertise.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Hours			
		Class	Lab	Shop\Clin	Credit
◆ GSM 1002	Gunsmithing Tools	4	0	9	7
◆ GSM 1003	General Repair	3	0	12	7
◆ GSM 1004	Barrel Threading & Chambering	4	0	9	7
◆ GSM 1005	Reloading & Sight Mounting	2	0	6	4
◆ GSM 1006	Custom Alterations	4	0	9	7
◆ GSM 1007	Blueing	3	0	9	6
◆ GSM 1008	Current Gunsmithing Techniques	4	0	9	7
GSM 1109	Shot Gun Repair	2	0	12	6
GSM 1110	Two Piece Stock	2	0	12	6

GSM 1111	Rifle Stockmaking: Classic Style	2	0	21	9
GSM 1112	Advanced Blueing	1	0	9	4
GSM 1113	Competition Guns	2	0	12	6
GSM 1114	Handgun Repair	2	0	12	6
GSM 1115	Advanced Machining	1	0	6	3
GSM 1116	Alternative Metal Finishing	1	0	6	3
GSM 1117	Rifle Repair	1	0	6	3
◆ MEC 1002	Basic Machine Process	6	0	9	9
		44	0	168	100

Related Courses

◆ WLD 1101	Basic Welding	2	0	6	4
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General Education Courses

◆ ENG 1102	Communication Skills	3	0	0	3
◆ MAT 1101	Math	3	0	0	3
		6	0	0	6

Day and evening classes are available in this curriculum.

Total Credit Hours Required for Graduation (2 year Diploma) - 110
 Total Credit Hours Required for Graduation (1 year Diploma) - 64

◆ Courses required for 1-year Diploma

INDUSTRIAL ELECTRICAL/ELECTRONICS TECHNICIAN (T-212)

ASSOCIATE DEGREE
 DIPLOMA OPTION

This curriculum is designed to train technicians for jobs in industry requiring knowledge of electrical and electronic installation, repair, maintenance, and service. Courses are designed to develop technicians competent in the practical applications of electrical/electronics theory and procedures for industrial machines and controls. Students learn code requirements, to read blueprints and schematics, to determine repair procedures, and to make necessary repairs and/or adjustments.

The graduate of this curriculum is prepared to maintain and service industrial electrical/electronic equipment found in most industrial plants.

JOB OPPORTUNITIES

- Electrical/Electronics Maintenance Mechanic
- Electromechanical Systems Analyst
- Industrial Electronics Technician
- Field Service Technician
- Factory Technical Representative

EXPECTED EDUCATIONAL OUTCOMES

Upon successful completion of this program, the student should be able to:

- Properly analyze and troubleshoot an electronic system problem.
- Properly retrieve information from drawings, schematics and manuals.
- Properly use, calibrate, maintain and understand test equipment.
- Isolate different circuits of a complete system by configuration identification.
- Understand the different industrial electronics systems' applications.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Hours			
		Class	Lab	Shop/Clin	Credit
CSC 106	Computer Science Programming with Basic	3	2	0	4
◆ ELC 101	Direct Current Analysis	2	0	6	4
◆ ELC 102	Alternating Current Analysis	2	4	0	4
◆ ELC 105	Electrical Formulas & Computations	3	0	0	3

ELC 106	National Electrical Code	4	0	0	4
◆ ELC 107	Industrial Control Fundamentals	5	0	6	7
◆ ELC 108	Electrical Blueprints & Schematics	3	0	0	3
ELC 111	Introduction to Programmable Logic Controllers	3	2	0	4
ELC 202	Electrical Maintenance	3	0	6	5
◆ ELC 204	Advanced Electrical Circuits	3	0	3	4
ELC 240	Electrical Analysis & Maintenance	3	0	3	4
◆ ELN 101	Industrial Electronics	3	2	0	4
◆ ELN 201	Digital Fundamentals	4	4	0	6
◆ ELN 212	Microprocessors	3	4	0	5
ELN 226	Control Systems Analysis	3	0	6	3
◆ ELN 237	Industrial Instrumentation	3	0	3	4
		50	18	33	70

Related Courses

AHR 228	Air Cooling & Heating Systems	4	0	9	7
INT 201	Internship	1	0	0	1
◆ MAT 105	Technical Math	5	0	0	5
MEC 120	Fundamental Mechanisms	2	4	0	4
MNT 202	Maintenance Practices	2	0	6	4
PHY 107	Technical Physics	3	2	0	4
		17	6	15	25

General Education Courses

◆ ENG 101	Composition	3	0	0	3
◆ ENG 102	Composition	3	0	0	3
◆ MAT 101	College Math	5	0	0	5
POL 201	State & Local Government	5	0	0	5
PSY 201	Introduction to Psychology	3	0	0	3
◆ SPH 105	Effective Speaking	5	0	0	5
		24	0	0	24

Work Experience

INT 201	Internship	0	0	20	2
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Electives

Day and evening classes are available in this curriculum.

Total Credit Hours Required for Graduation (Associate Degree) - 124

Total Credit Hours Required for Graduation (Diploma) - 65

◆ Courses required for Diploma

MEDICAL ASSISTING TECHNOLOGY (T-058)

ASSOCIATE DEGREE

DIPLOMA OPTION

The Medical Assisting curriculum prepares the graduate to be a multi-skilled practitioner qualified to perform administrative, clinical and laboratory procedures. The administrative aspects of instruction cover scheduling appointments; processing insurance accounts, medical reports; medical records, medical billing and collection; transcription and computer operations. Clinical and laboratory aspects of study include preparation of the patient for examination, assessing vital signs, assisting with examination and treatment, performing routine lab tests, using the electrocardiograph machine and administration of medication. Developing competencies in effective communication, managerial and supervisory skills, recognizing and responding to emergencies, and demonstrating adherence to ethical and legal standards of medical practices are emphasized.

Graduates of programs accredited by the Committee on Allied Health Education and Accreditation (CAHEA) may apply to take the certification examination administered by the Certifying Board of the American Association of Medical Assistants.

Graduates may be employed in a variety of health related services, such as physician's offices, hospitals, clinics, industries, insurance companies, public health departments, nursing home and extended care facilities.

Individuals desiring a career as a medical assistant should take biology, mathematics and typing courses prior to entering the program.

JOB OPPORTUNITIES

Medical Assistant	Medical Transcriber
Phlebotomist	Receptionist
Insurance Clerk	File Clerk

EXPECTED EDUCATIONAL OUTCOMES

Upon successful completion of this program, the student should be able to:

- Pass AAMA certification examination.
- Achieve satisfactory assessment by employer.
- Demonstrate professionalism and work ethics.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Class	Hours			Credit
			Lab	Shop	Clin	
◆ BIO 104	Anatomy & Physiology I	3	2	0	0	4
◆ BIO 105	Anatomy & Physiology II	3	2	0	0	4
◆ MED 101	Orientation to Health Careers	2	0	0	0	2
◆ MED 102	Introduction to Medical Office Procedures	3	2	0	0	4
◆ MED 103	Medical Office Procedures	2	4	0	0	4
◆ MED 104	Patient Preparation	4	2	0	0	5
◆ MED 120	Health Insurance	3	0	0	0	3
◆ MED 201	Examination Room Procedures I	3	2	0	0	4
◆ MED 202	Professional Medical Assisting	3	2	0	0	4
◆ MED 207	Examination Room Procedures II	2	2	0	0	3
◆ MED 208	Laboratory Procedures	3	6	0	0	6
◆ MED 209	Medical Ethics & Law	3	0	0	0	3
◆ MED 211	Pharmacology for Medical Assistants	3	0	0	0	3
◆ MED 212	Medical Office Practice	1	0	21	0	8
◆ MED 213	Medical Economics	3	0	0	0	3
◆ MED 215	Symptomatology	3	0	0	0	3
		44	24	21	0	63
Related Courses						
◆ CAS 201	Microcomputer Business Applications I	3	2	0	0	4
◆ MAT 101	College Math	5	0	0	0	5
◆ MED 109	Medical Transcription	2	4	0	0	4
◆ MED 110	Medical Terminology & Vocabulary	5	0	0	0	5
◆ OSC 102	Keyboarding I	2	0	3	0	3
◆ OSC 103	Keyboarding II	2	0	3	0	3
		19	6	6	0	24
General Education Courses						
◆ ENG 101	Composition	3	0	0	0	3
◆ ENG 102	Composition	3	0	0	0	3
◆ POL 201	State & Local Government	5	0	0	0	5
◆ PSY 201	Introduction to Psychology	3	0	0	0	3
◆ SPH 105	Effective Speaking	5	0	0	0	5
		19	0	0	0	19
Electives		3	0	0	0	3

Day and evening classes available in this curriculum.

Total Credit Hours Required for Graduation (Associate Degree) - 109
 Total Credit Hours Required for Graduation (Diploma) - 76

◆ Courses required for Diploma

METAL ENGRAVING (V-143)

DIPLOMA CERTIFICATE OPTION

Metal Engraving is a vocation demanding superior eye-hand coordination and artistic vision. As an occupational regimen of study, Metal Engraving covers the entire spectrum of metal embellishment using the graver's hammer and chisel, power engraving devices, acid etching, inlaying of precious metals and jewels into a metal base, bas-relief graving and sinking of scenes into the medium.

The accomplished engraver is at home in any metallic medium, but the predominant metal of choice is steel and the major area of endeavor is the embellishment of sporting arms, accessories and jewelry.

Occupationally, the skills of the engraver are applicable to goldsmithing, silversmithing, gunsmithing, tool and die trades, printing plates, jewelry and any area where the embellishment of metal is required.

Such a course of study would cover these areas and the successful student would be able to apply the skills learned to a vocational effort of his/her choice.

JOB OPPORTUNITIES

Apprentice Engraver	Die Maker
Firearms	Printing
Jewelry	Graphic Artist (Metal)

EXPECTED EDUCATIONAL OUTCOMES

Upon successful completion of this program, the student should be able to:

- Apply graphic art concepts into a metal medium.
- Accurately estimate the time of production and the market value of services for a finished product.
- Demonstrate craftsman techniques in hand-eye coordination.
- Apply practical skills in a simulated engraving marketplace environment.
- Achieve entrepreneurial presentation skills to prospective clientele in a mock interview situation.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Class	Hours			Credit
			Lab	Shop	Clin	
ART 1003	Drawing and Design Theory	3	0	0		3
MEC 1001	Basic Metallurgy	2	2	0		3
◆ MEG 1101	Metal Engraving: Tools, Terms, & Procedures	3	0	9		6
◆ MEG 1102	Metal Engraving: Scrolls	3	0	9		6
◆ MEG 1103	Metal Engraving: Scenes	3	0	9		6
◆ MEG 1104	Metal Engraving: Bolino	3	0	9		6
◆ MEG 1105	Metal Engraving: Inlays	2	0	6		4
◆ MEG 1106	Metal Engraving: Inlay Sculpting	2	0	6		4
◆ MEG 1107	Metal Engraving: Applications	3	0	9		6
MEG 1108	Metal Engraving: Scroll Drawing	1	2	0		2
◆ MEG 1109	Metal Engraving: Lettering & Calligraphy	2	0	6		4
MEG 1110	Advanced Scroll Drawing	2	2	0		3
		29	6	63		53

Related Courses

BUS 100	Small Business Operations	3	0	0		3
CSC 100	Microcomputer Awareness	3	2	0		4
		6	2	0		7

General Education Courses

ENG 1102	Communication Skills	3	0	0		3
MAT 1101	Math Skills	3	0	0		3
		6	0	0		6

Day and evening classes are available in this curriculum.

Total Credit Hours Required for Graduation (Diploma) - 66
 Total Credit Hours Required for Graduation (Certificate) - 42

◆ Courses required for Certificate

MICROCOMPUTER SYSTEMS TECHNOLOGY (T-192)

ASSOCIATE DEGREE DIPLOMA OPTION CERTIFICATE

The purpose of the Microcomputer Systems Technology curriculum is to prepare graduates for employment with business, industry, and government organizations that use or are planning to use computers to process and manage information.

Using microcomputers or other small computer systems, students will learn to apply a variety of commonly used business applications and systems software; set up microcomputer hardware and install software; develop user training programs and user documentation; evaluate and recommend hardware and software; assist users in resolving hardware and software problems; and develop control and security procedures. Students will also learn the fundamentals of microcomputer networking.

JOB OPPORTUNITIES

Entry Level

Technical Support Specialist
 Microcomputer Coordinator
 Network Coordinator
 Information Systems Specialist
 Microcomputer Salesperson
 PC Support Specialist
 Computer Support Representative

Advanced Level

Microcomputer Consultant
 Office System Analyst
 Information Center Manager
 Microcomputer Systems Analyst

EXPECTED EDUCATIONAL OUTCOMES

Upon successful completion of this program, the student should be able to:

- Create and edit documents using word processing software.
- Produce worksheets using electronic spreadsheet software.
- Design and layout flyers, brochures and leaflets using desktop publishing software.
- Identify and assemble basic microcomputer hardware, and install application software.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Class	Hours			Credit
			Lab	Shop	Clin	
ACC 227	Microcomputer Accounting Software	3	2	0		4
◆ CAS 101	Desktop Publishing	3	2	0		4
CAS 140	Microcomputer Graphics	3	2	0		4
◆ CAS 150	Disk Operating Systems	3	2	0		4

◆◆CAS	170	Microsoft Windows	3	2	0	4
◆◆CAS	201	Microcomputer Business Applications I	3	2	0	4
CAS	205	Systems Analysis & Design	3	0	0	3
◆◆CAS	207	Lotus 1-2-3	3	2	0	4
◆◆CAS	208	DBASE	3	2	0	4
◆◆CAS	209	Advanced Lotus 1-2-3	3	2	0	4
CAS	230	DBASE Applications	3	2	0	4
CAS	235	Microcomputer Interfacing & Maintenance	3	2	0	4
CAS	255	Data Communications	3	2	0	4
◆◆CSC	105	Introduction to Computer Science	3	0	0	3
CSC	106	Computer Science Programming with BASIC	3	2	0	4
◆◆OSC	102	Keyboarding I	2	0	3	3
◆◆OSC	215	Word Processing Applications I	3	2	0	4
◆OSC	216	Word Processing Applications II	3	2	0	4
			53	33	0	69

Related Courses

◆ACC	120	Principles of Accounting I	3	2	0	4
ACC	121	Principles of Accounting II	3	2	0	4
ACC	122	Principles of Accounting III	3	2	0	4
◆◆BUS	110	Business Math	5	0	0	5
BUS	206	Business Communications	5	0	0	5
MAT	101	College Math	5	0	0	5
			24	0	0	27

General Education Courses

◆◆ENG	101	Composition	3	0	0	3
◆ENG	102	Composition	3	0	0	3
◆POL	201	State & Local Government	5	0	0	5
PSY	201	Introduction to Psychology	3	0	0	3
◆◆SPH	105	Effective Speaking	5	0	0	5
			19	0	0	19

Electives

3 0 0 3

Day and evening classes are available in this curriculum.
 Total Credit Hours Required for Graduation (Associate Degree) - 118
 Total Credit Hours Required for Graduation (Diploma) - 67
 Total Credit Hours Required for Graduation (Certificate) - 43

◆Courses required for Diploma
 ◆Courses required for Certificate

POTTERY PRODUCTION (V-023)

DIPLOMA CERTIFICATE OPTION

The Pottery Production curriculum is a training program to prepare individuals for employment in pottery or a pottery-related field. The program combines the study of all aspects of pottery with hands-on practice to develop skills. The potter must know about clay composition, glaze calculation, types and construction of kilns, organization of a ceramic shop, and business and marketing procedures. The potter must be able to throw and hand build pottery, prepare and apply glazes, create surface decoration and fire a kiln.

Employment opportunities exist in pottery production operations or graduates may choose to set up their own business.

JOB OPPORTUNITIES

Entry Level	Advanced Level
Glazer	Supervisor, Clay Shop
Kilnman	Inspector, Pottery
Decorator	Shop Owner
Thrower	

EXPECTED EDUCATIONAL OUTCOMES

- Upon successful completion of this program, the student should be able to:
- Load and fire electric and gas reduction kilns.
 - Formulate a variety of finishes using glaze chemicals.
 - Turn on the potter's wheel all the basic functional forms, and demonstrate various decoration techniques.
 - Construct a basic gas fired reduction kiln.
 - Demonstrate safety procedures for using all equipment.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Hours			
		Class	Lab	Shop/Clin	Credit
◆ CER 1001	Clay Properties & Uses	2	0	6	4
◆ CER 1002	Wheel Thrown Shapes I	2	0	6	4
◆ CER 1003	Glazing & Decorative Techniques	2	0	6	4
CER 1004	Wheel Thrown Shapes II	2	0	6	4
◆ CER 1005	Multiple Forms I	2	0	6	4
◆ CER 1006	Glaze Formulation	2	0	6	4

CER 1007	Multiple Forms II	2	0	6	4
CER 1008	Studio Problems	2	0	6	4
◇ CER 1009	Pottery Production Techniques	2	0	6	4
◇ CER 1010	Kiln Construction	1	0	6	3
CER 1011	Studio Methods	1	0	6	3
◇ CER 1012	Set Production	2	0	6	4
		22	0	72	46

Related Courses

ART 1003	Drawing & Design Theory	3	0	0	3
BUS 100	Small Business Operations	3	0	0	3
CSC 100	Microcomputer Awareness	3	2	0	4
PSY 150	Interpersonal Relations	3	0	0	3
		12	2	0	13

General Education Courses

ENG 1102	Communications Skills	3	0	0	3
MAT 1101	Math Skills	3	0	0	3
		6	0	0	6

Day and evening classes are available in this curriculum.

Total Credit Hours Required (Diploma) - 65

Total Credit Hours Required (Certificate) - 31

◇ Courses required for Certificate

PRACTICAL NURSING (V-038)

DIPLOMA OPTION

The Practical Nursing curriculum is designed to prepare the graduate to participate in assessing, planning, implementing and evaluating nursing care. The graduate is eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Licensed Practical Nurses function under the supervision of the Registered Nurse or Physician.

Licensed Practical Nurses may be employed in hospitals, long term care facilities, clinics, doctors' offices, industry, and community health agencies.

Individuals desiring a career in practical nursing should be encouraged to take math and science courses in high school.

JOB OPPORTUNITIES

Licensed Practical Nurse (LPN)

EXPECTED EDUCATIONAL OUTCOMES

Upon successful completion of this program, the student should be able to:

- Delivering direct patient care under supervision.
- Manifest a professional level of clinical skills and performance.
- Complete the NCLEX-PN preparation course.
- Pass the mock National Council Licensure Examination.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Hours			
		Class	Lab	Shop/Clin	Credit
NUR 1101	Fundamentals of Nursing	6	6*	3*	8
NUR 1103	Pharmacology	3	0	0	3
NUR 1104	Nursing Seminar	2	0	0	2
NUR 1105	Geriatric Nursing	3	0	0	3
NUR 1106	NCLEX-PN Review	0	2	0	1
NUR 1111	Nursing Adults & Children I	5	0	12	9
NUR 1112	Nursing Adults & Children II	7	0	15	12
NUR 1113	Nursing Adults and Children III	3	2	6	6
NUR 1114	Maternal & Newborn Nursing	4	2	6	7
		33	9	40.5	51

*5 Weeks

Related Courses

BIO	104	Anatomy & Physiology I	3	2	0	4
BIO	105	Anatomy & Physiology II	3	2	0	4
PSY	111	Human Growth & Development: Life Span	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	4	0	11

General Education Courses

ENG	1102	Communication Skills	3	0	0	3
MAT	100	Math for Nurses	3	0	0	3
PSY	110	Principles of Psychology	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
			9	0	0	9

Day classes only are available in this curriculum.

Total Credit Hours Required for Graduation (Diploma) - 71

TAXIDERMY (V-061)

**DIPLOMA
CERTIFICATE OPTION**

The Taxidermy curriculum is designed to develop skills in the permanent preservation of fish, fowl and game animals. Related subjects are also included for a better understanding of natural habitat and ecology.

Opportunities exist for graduates of the Taxidermy curriculum to set up their own businesses. In addition, other job opportunities can be found in sport shops, game preserves, museums of natural history and private businesses.

JOB OPPORTUNITIES

Taxidermist

EXPECTED EDUCATIONAL OUTCOMES

Upon successful completion of this program, the student should be able to:

- Properly prepare and mount specimen, exhibiting proficiency with specific tools and equipment.
- Demonstrate knowledge of ordering correct size forms and trade materials, and implement that knowledge in the appropriate use of methods for mounting.
- Finalize projects with professional finish work techniques.
- Consistently manifest awareness of safety hazards, and utilize trade-specific safety procedures.

COURSE AND HOUR REQUIREMENTS

Major Courses	Title	Hours			
		Class	Lab	Shop/Clin	Credit
◆ TXY 1101	Taxidermy: Fish	4	0	12	8
◆ TXY 1102	Fish Coloration	2	0	6	4
◆ TXY 1103	Taxidermy: Large Furbearing Animals	3	0	9	6
◆ TXY 1104	Taxidermy: Small Furbearing Animals	3	0	9	6
◆ TXY 1105	Taxidermy: Birds	4	0	12	8
◆ TXY 1106	Taxidermy: Reproductions	2	0	6	4
◆ TXY 1107	Taxidermy: Hide Preparation	3	0	9	6
◆ TXY 1108	Taxidermy: Habitat Construction	<u>3</u>	<u>0</u>	<u>9</u>	<u>6</u>
		24	0	72	48

Related Courses

BUS 100	Small Business Operations	3	0	0	3
CSC 100	Microcomputer Awareness	3	2	0	4
PSY 150	Interpersonal Relations	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		9	2	0	10

General Education Courses

ENG 1102	Communication Skills	3	0	0	3
MAT 1101	Math Skills	<u>3</u>	<u>0</u>	<u>0</u>	<u>3</u>
		6	0	0	6

Total Credit Hours Required (Diploma) - 64

Total Credit Hours Required for Graduation (Certificate) - 48

✦ Courses required for Certificate

COURSE DESCRIPTIONS

ACC 120 PRINCIPLES OF ACCOUNTING I 3204

The course has, as its purpose, the development of the principles and techniques, and an understanding of the mechanics of accounting. Collecting, summarizing, analyzing and reporting information about service and mercantile enterprises will be covered; includes practical application of the principles learned.

Prerequisite: None

ACC 121 PRINCIPLES OF ACCOUNTING II 3204

The course is a continuation of the study of accounting principles with emphasis on accounting for purchases, sales, inventory, and assets. All types of business organizations (single proprietorship, partnership, and corporation) will be studied.

Prerequisite: ACC 120

ACC 122 PRINCIPLES OF ACCOUNTING III 3204

The course is a study of the corporation. The accounting for capital stock, corporate bonds, branch operations, and the preparation of annual reports will be studied.

Prerequisite: ACC 121

ACC 223 INTERMEDIATE ACCOUNTING I 5005

The course provides an introduction to a review of fundamental processes of accounting. Emphasis is placed on a thorough working knowledge and understanding of financial statements. Individual items in the balance sheet and income statement are analyzed and evaluated.

Prerequisites: ACC 122 or permission of Business Ed. Dept. Chairperson

ACC 224 INTERMEDIATE ACCOUNTING II 5005

The course presents additional study of intermediate accounting. Special problems peculiar to corporations and analysis of financial reports are considered.

Prerequisite: ACC 223

ACC 225 COST ACCOUNTING 5005

The course is a study of the nature and purpose of cost accounting: accounting for direct labor, materials and factory overhead; job order cost, and standard cost procedures; selling, administration, and distribution costs; budgeting; and management use of cost data.

Prerequisite: ACC 122

ACC 226 PAYROLL PROCEDURES 3003

The course is a study of the various federal and state laws affecting payroll procedures necessary for compliance with the laws. The following laws will be introduced: Social Security, Fair Labor Standards Act, Federal Unemployment Tax Act, State Unemployment Insurance Laws, and State and Federal Withholding Tax Laws.

Prerequisite: None

ACC 227 MICROCOMPUTER ACCOUNTING SOFTWARE 3 2 0 4
The course is a study of problems involved in the acquisition and use of funds necessary to the conduct a business. Sources and instruments of capital and finance, financial organizations and financing of operations will be discussed. The course includes practical application of the principles learned through hands-on experience with microcomputers.
Prerequisite: ACC 120, ACC 121

ACC 229 TAXES I 5 0 0 5
The course is a study of individual income taxes with emphasis on income, exemptions and filing status, adjustments to income, itemized deductions, credits, and figuring the tax using various forms and schedules.
Prerequisite: None

ACC 230 TAXES II 3 0 0 3
The course is a study of business income taxes as they apply to small business.
Prerequisite: ACC 229 or permission from Business Ed. Dept. Chairperson

ACC 269 AUDITING 5 0 0 5
The course involves principles of conducting audits and investigations, setting up accounts based upon audits, collecting data and working papers, arranging and systemizing the audit, and writing the audit report.
Prerequisite: ACC 122

AHR 228 AIR COOLING AND HEATING SYSTEMS 4 0 9 7
Emphasis is placed on the maintenance and servicing of equipment used in the cleaning, changing, humidification, and temperature control of air in an air conditioned space in this course. Students will study shop controlling, testing and adjusting heating and cooling equipment to maximize energy conservation.
Prerequisite: None

ART 101 ART APPRECIATION 5 0 0 5
The course is a survey of architecture, painting, and sculpture from prehistoric and Egyptian periods to contemporary time. Emphasis will be on major artists and their contributions to each period.
Prerequisite: None

ART 1003 DRAWING AND DESIGN THEORY 3 0 0 3
The course involves the development of basic drawing skills and introduces the design process with emphasis on learning and using the principles and elements of design. Various techniques and media will be used to explore the basics of design drawing and color applications.
Prerequisite: None

AUT 101 BRAKING SYSTEMS 2 0 6 4
Course content includes the principles of operation, types, and diagnosis and repair of hydraulic and mechanical braking systems.
Prerequisite: None

AUT 102 ANTILOCK BRAKING SYSTEMS 2 0 3 3
Instruction is provided in the theory of operation, components, and diagnosis and service of power-assisted and computerized antilock braking systems in this course. Use of specialized diagnostic equipment and service information is emphasized.
Prerequisite: AUT 101 or instructor permission

AUT 111 SUSPENSION AND STEERING SYSTEMS 3 0 9 6
Principles of operation, types, and diagnosis and repair of steering and suspension systems are introduced. Course content is centered on manual and power steering systems, and standard and electronically-controlled suspension systems.
Prerequisite: None

AUT 113 WHEEL ALIGNMENT 2 0 3 3
Principles of operation, types, and diagnosis and repair of steering and suspension systems are introduced. Course content is centered on manual and power steering systems, and standard and electronically-controlled suspension systems.
Prerequisite: None

AUT 121 ELECTRICAL FUNDAMENTALS AND ENGINE ELECTRICAL SYSTEMS 3 0 6 5
Basic principles of electricity will be covered in this course in addition to reading wiring diagrams and using test equipment. Course content will also include battery, starter system, and charging system diagnosis and service.
Prerequisite: ELN 103 or instructor permission

AUT 122 CHASSIS ELECTRICAL SYSTEMS 3 0 9 6
Instruction will include advanced diagnostics, service, and repair of the following automotive electrical/electronic systems: lighting; gauges; warning devices; driver information; horn; wiper/washer and other automotive accessory systems.
Prerequisite: None

AUT 131 ENGINE PERFORMANCE I 3 0 9 6
Students are introduced to the basic principles, systems and procedures required for diagnosing and restoring engine performance through the use of electrical and electronic test equipment.
Prerequisite: None

AUT 132 ENGINE PERFORMANCE II 4 0 6 6
Instruction is provided in the use of scan tools and service manuals used in conjunction with vehicle onboard electronic engine control systems to diagnose engine performance and vehicle emission problems. Students will also learn to apply advanced driveability and diagnostic techniques to locate and repair performance problems.
Prerequisite: AUT 131 or instructor permission

AUT 162 ENGINE SYSTEMS OPERATION 1 2 0 2
The course introduces the basic concepts of internal combustion engine operation. Content also includes terminology, identification, and location of all systems and parts of the automobile engine.
Prerequisite: None

AUT 171 HEATING AND AIR CONDITIONING DIAGNOSIS AND REPAIR 2064

Course content include theory of automotive air conditioning; heating and engine cooling system operation, identification and function of system components and methods for performing system test. Students will also learn the appropriate methods for removing and replacing system components and additives.

Prerequisite: None

AUT 224 ENGINE AND CHASSIS ELECTRICAL SYSTEMS APPLICATION 2095

Upon completion of this course, students should be able to perform most tasks required in service and repair of automotive engine and chassis electrical/electronics systems. Tasks will be performed on vehicles using manufacturers' recommended procedures.

Prerequisite: AUT 122 or instructor permission

AUT 233 ADVANCED ENGINE PERFORMANCE APPLICATIONS 3065

Upon completion of this course, students should be able to perform tasks required in the diagnosis, service, and repair of automotive engine performance systems. Tasks will be performed on vehicles using manufacturers' recommended procedures.

Prerequisite: AUT 131, AUT 132, or instructor permission

AUT 241 MANUAL DRIVE TRAIN AND AXLES 4097

Students are introduced to principles of power transmission through front, rear, all-wheel, and four-wheel-drive automotive and light truck drive trains. Laboratory experience is provided in troubleshooting, disassembly, repair and reassembly of clutches, drive lines, various types of manual transmissions and transaxles, transfer cases, and axle assemblies.

Prerequisite: None

AUT 251 AUTOMATIC TRANSMISSIONS AND TRANSAXLES 4066

Course content includes principles of operation, troubleshooting, disassembly, repair, and reassembly of automatic transmissions, and transaxles.

Prerequisite: None

AUT 261 ENGINE DIAGNOSIS, REPAIR AND REBUILDING 4066

Students are introduced to the techniques and practices used in diagnosing, repairing, and rebuilding engines used in front-wheel drive and rear-wheel drive automobiles and light trucks.

Prerequisite: AUT 162 or instructor permission

AUT 272 AUTOMOTIVE CLIMATE CONTROL SYSTEMS DIAGNOSIS AND REPAIR 2064

The course is a study of the operation of automotive heating and air conditioning systems to include electrical and mechanical controls. Students to develop competence in testing, servicing, and repair of the systems and system components in a safe and proper manner. Introduction to the automotive climate control (touch pad).

Prerequisite: AUT 171 or instructor permission

AUT 1051 AUTO BODY REPAIR PRINCIPLES 3096

The course is a thorough study of automobile body construction including the care and use of tools, equipment, and materials used in auto body repair work. Specific areas to be covered are: shrinking sheet metal, roughing out dents, filling and finishing dents, and preparing the surface for painting.

Prerequisite: None

AUT 1052 TRIM AND GLASS 3096

The course will include a thorough study of the trim and glass principles. Students will disassemble, rebuild and reassemble doors; remove and install windshields and backglass; and remove and restore trim.

Prerequisite: None

AUT 1053 ENAMEL AND URETHANE PAINTING AND FINISHING 3096

Students in this course will develop skills necessary in preparing painted and bare metal surfaces and the application of enamel and urethane paints. This course will include the use and maintenance of spray equipment and the preparation of paints.

Prerequisite: None

AUT 1054 LACQUER PAINTING AND FINISHING 2064

During the course students will learn to spray paint using various lacquers; sand and prepare a car for lacquer painting; buff and finish a car after lacquer painting; spot paint using lacquer paint; and seal and paint lacquer over old surfaces.

Prerequisite: None

AUT 1055 AUTO FRAMES AND SUSPENSION 3096

The course will provide students with the theory and application of frame gauges, hydraulic tools and frame machines used to straighten auto body frame damage. Students will also study the types of major frame damage and misalignment.

Prerequisite: None

AUT 1056 AUTO BODY PARTS REPLACEMENT 3096

The course is designed to aid the student in developing skills in the shaping of damaged panels and the aligning of hoods, fenders, doors, and deck lids of automobiles. The replacement of the chassis sheet metal of a car as a unit will be studied. Welding principles necessary for auto body parts replacement will be an integral part of this course.

Prerequisite: None

AUT 1057 SPECIAL FINISHES 2033

The course includes the development of skills in pinstripe painting techniques and the use of a variety of custom paints.

Prerequisite: None

AUT 1058 AUTO BODY SHOP APPLICATIONS 2064

The course will operate in the same manner as a body repair shop. The students will work on actual collision repairs. Writing orders and the purchasing of parts will be included.

Prerequisite: One previous quarter of auto body repair courses or instructor permission

AUT 1059 AUTO DAMAGE REPAIR ESTIMATING 3 0 3 4

Students in the course will learn how to estimate the amount of repair a damaged auto requires including an estimate of the cost of the repair. Handbooks will be used to interpret specifications and students will apply such information in the preparing of the damage estimate. Students will also learn to interpret an estimate and estimate straight time costs.

Prerequisite: One previous quarter of auto body repair courses or instructor permission

AUT 1060 VINYL REPAIR AND FINISH 1 0 3 2

Students in the course will learn to remove, dye, and replace vinyl elements and plastic parts.

Prerequisite: None

AUT 1130 AUTO BODY WELDING 2 0 3 3

After completion of this course students will be able to identify components, set up, calibrate, and operate oxyacetylene and shielded metal arc welding equipment commonly used in the auto body repair industry.

Prerequisite: None

BIO 101 BIOLOGY 4 2 0 5

The course provides a basic introduction to general biology. The areas of cell theory, evolution, and taxonomy are covered.

Prerequisite: None

BIO 102 BIOLOGY 4 2 0 5

The course is a survey of plant and animal biology. A study of genetics and ecology is also included.

Prerequisite: None

BIO 103 BIOLOGY 4 2 0 5

The course provides the application of biological study to evolution, ecology, and the dynamics of ecosystems as they affect our changing environment. This course will include animal biology and its development and behavior.

Prerequisite: None

BIO 104 ANATOMY AND PHYSIOLOGY I 3 2 0 4

This is an introductory course in the normal structure and function of the human body systems designed to provide knowledge and understanding of the integumentary, musculoskeletal, nervous, and special systems as well as the basic cellular physiology of tissues. Interrelationships between these organ systems and their tissues are emphasized. Selected laboratory exercises provide for demonstration of structure and function of selected systems. This course is designed for nursing students.

Prerequisite: None

BIO 105 ANATOMY AND PHYSIOLOGY II 3 2 0 4

This is an introductory course in the normal structure and function of an interrelationship between the circulatory, lymphatic, digestive, urinary, endocrine, respiratory and reproductive systems. Selected laboratory exercises provide for demonstration of structure and function of selected systems. This course is designed for nursing students.

Prerequisite: Completion of BIO 104

BUS 100 SMALL BUSINESS OPERATIONS 3 0 0 3

The student will be introduced to the operations of a small business. This course is designed to help the prospective owner of a small business plan, organize and finance a business; prepare budgets and forecasts; recruit, select, and train employees; and market a product or service.

Prerequisite: None

BUS 101 INTRODUCTION TO BUSINESS 5 0 0 5

The course is a survey of the business world with particular attention devoted to the structure of the various types of business organizations, methods of financing, internal organization, and management.

Prerequisite: None

BUS 110 BUSINESS MATH 5 0 0 5

The course strives to improve the student's ability in the fundamental operations with business problems. Practice in solving business math problems such as payroll taxes, percentages in business, markups and markdowns will be provided.

Prerequisite: MAT 092 required if assessment inventory score is inappropriate.

BUS 115 BUSINESS LAW I 3 0 0 3

The course provides students with an overview of the principles of Business Law and the uniform commercial code. Emphasis is placed on the judicial system, forms of business ownership, contracts, and bailments.

Prerequisite: None

BUS 116 BUSINESS LAW II 3 0 0 3

The course includes the study of laws pertaining to commercial paper, property rights, landlord and tenant rights, inheritances, mortgages, and bankruptcy situations.

Prerequisite: BUS 115

BUS 123 BUSINESS FINANCE 3 0 0 3

The course introduces the student to the financing of business units as sole proprietorships, partnerships, corporations, and trusts. A detailed study is made of short-term, long-term and consumer financing.

Prerequisite: BUS 110 or permission of Business Ed. Dept. Chairperson

BUS 206 BUSINESS COMMUNICATIONS 5 0 0 5

The course is designed to help the student develop a skill in writing business communications. Emphasis is placed on analyzing and thinking through problems, using different psychological approaches to letter writing, and effectively using the English language in writing the following types of communications: letters that ask and letters that reply, order letters, adjustment letters, credit letters, goodwill letters, and application letters.

Prerequisite: ENG 101, OSC 102 or permission from Business Ed. Dept. Chairperson

BUS 232 SALES DEVELOPMENT 3 0 0 3

The course provides a study of retail, wholesale, and specialty selling. Emphasis is placed upon mastering and applying the fundamentals of selling.

Prerequisite: None

BUS 233 PERSONNEL MANAGEMENT 3 0 0 3

The course introduces the principles of organization and management of an efficient workforce. A study is conducted of procurement, placement, training, promotion, supervision, transfer, fringe benefits, health, and safety.

Prerequisite: None

BUS 245 TOTAL QUALITY MANAGEMENT 2 2 0 3

The course introduces the philosophy of Total Quality Management and techniques to increase customer satisfaction by continuously improving the quality of products and services provided. Emphasis is placed on understanding Total Quality principles, developing critical thinking skills, and working as a member of a team.

Prerequisite: None

BUS 270 MANAGEMENT PROJECT 4 0 0 4

Working in teams and drawing upon knowledge obtained in core courses taken previously, students will develop a comprehensive business plan. The plan must be thorough, accurate, and in a format sufficient to enable them to obtain financing from a financial institution to start a new business. Students will receive instruction in problem solving and will be given exercises to promote critical thinking. Group planning sessions will serve as a laboratory exercise in team building.

Prerequisite: BUS 101, BUS 110, BUS 123, BUS 206, BUS 233, CAS 201, MKT 239

BUS 272 PRINCIPLES OF SUPERVISION 5 0 0 5

The course introduces the basic responsibilities and duties of the supervisor and his/her relationship to superiors, subordinates, and associates. Emphasis is placed on securing an effective work force and the roles of the supervisor.

Prerequisite: None

CAS 101 DESKTOP PUBLISHING 3 2 0 4

The student will develop competencies in the use of desktop publishing and develop skills required to design a document. These skills will include, but not be limited to, importing text, graphics, line art, scanned images, column formats, text wrapping, drop caps, hairline rules, running headers and footers, using postscript-compatible printer, and importing files from other programs.

Prerequisite: CSC 105, OSC 215 or OSC 216

CAS 140 MICROCOMPUTER GRAPHICS 3 2 0 4

This is an introductory course designed to acquaint the student with microcomputer graphics software capabilities. Students will use a microcomputer graphics software package to produce visual displays of processed data. Students will also learn to evaluate, select, install, maintain and train users to utilize microcomputer graphics software.

Prerequisite: CSC 105

CAS 150 DISK OPERATING SYSTEMS 3 2 0 4

This is an introductory course designed to acquaint the student with microcomputer hardware operations. Students will use Disk Operating System (DOS) commands to manipulate and control files, CPU, input, and output devices of the microcomputer system.

Prerequisite: None

CAS 170 MICROSOFT WINDOWS 3 2 0 4

The course is an introduction to Microsoft Windows, including the use of Window's graphical-user interface (GUI) to manipulate menus, icons, setup hardware and software configuration, and run multiple applications.

Prerequisite: OSC 102 or permission of the instructor

CAS 201 MICROCOMPUTER BUSINESS APPLICATIONS I 3 2 0 4

The course is designed to introduce application software in word processing, database, spreadsheets, and graphics.

Prerequisite: OSC 102 or permission of the Business Ed. Dept. Chairperson

CAS 202 MICROCOMPUTER BUSINESS APPLICATIONS II 3 2 0 4

The course is a follow-up to CAS 201 and presents the continuation of the creation and applications of word processing, DBASE, and spreadsheet files.

Prerequisite: CAS 201 or permission of the Business Ed. Dept. Chairperson

CAS 205 SYSTEMS ANALYSIS AND DESIGN 3 2 0 4

This advanced course is designed to provide the student with an in-depth study of the initial investigation and feasibility study used to analyze and design microcomputer office automation systems.

Prerequisite: CSC 105, CSC 208, CAS 150

CAS 207 LOTUS 1-2-3 3 2 0 4

The course provides the student with a powerful software package to perform functions available in LOTUS 1-2-3. The student will learn to use the commands and operations to solve lab assignments representative of problems in the business community.

Prerequisite: None

CAS 208 DBASE 3 2 0 4

The course provides the most sophisticated data base management for the microcomputer system. Students will load a DBASE software package; create and use existing data bases; add, delete, and modify data; organize and arrange data according to specifications; and generate reports that will simplify decision-making.

Prerequisite: None

CAS 209 ADVANCED LOTUS 1-2-3 3 2 0 4

The student will master the techniques of data base management. Data base statistical commands will be learned. Data commands will be learned. File-combine commands will be taught. Hands-on creation of macros will be explored.

Prerequisite: CAS 207

CAS 230 DBASE APPLICATIONS 3 2 0 4

This is an advanced course designed to provide the student with knowledge to evaluate, select, install, maintain, and train users to utilize microcomputer data base management software.

Prerequisite: CAS 208

CAS 235 MICROCOMPUTER INTERFACING AND MAINTENANCE 3 2 0 4

Students will learn to expand microcomputer processor capabilities through interfacing and networking microcomputer hardware devices. Students will also learn diagnostic testing procedures to maintain microprocessor based information systems.

Prerequisite: CAS 150

CAS 255 DATA COMMUNICATIONS 3 2 0 4

The course is an advanced study of the concepts and technology of data communications in the context of computerized information systems. Includes a study of interfaces, local area networks, distributed processing, network management, security and trends in applications and technology.

Prerequisite: CAS 208

CER 1001 CLAY PROPERTIES AND USES 2 0 6 4

The course will include the fundamentals of the selection, preparation, and use of clay. Students will learn mixing and storage of clay plus hand building techniques. The essentials of health and safety related to a pottery studio will be covered. Use of the potter's wheel, basic glazing, and firing techniques will be introduced. Students will be responsible for cleaning the lab before the end of each lab session.

Prerequisite: None

CER 1002 WHEEL THROWN SHAPES I 2 0 6 4

The course provides the student an opportunity to produce basic forms on the potter's wheel. The forms studied will include the cylinder, cup, bowl, pitcher, and plate. Emphasis will be placed on wall thickness, balance, and proportion. Students will be responsible for cleaning the lab before the end of each lab session.

Prerequisite: None

CER 1003 GLAZING AND DECORATIVE TECHNIQUES 2 0 6 4

Through instruction, demonstration, and application, students will study decorative techniques such as: slip trailing, scraffito, wax resist, and incising. Students will study low fire glaze materials, formulas, application, and low-fire firing processes. Students will be responsible for cleaning the lab before the end of each lab session.

Prerequisite: None

CER 1004 WHEEL THROWN SHAPES II 2 0 6 4

Students in the course will produce cylinders, teapots, lidded containers, bottles, and various stemware pieces utilizing the potter's wheel. Emphasis will be placed on design problems using clay components. Students will be responsible for cleaning the lab before the end of each lab session. Prerequisite: None

CER 1005 MULTIPLE FORMS I 2 0 6 4

Throwing requirements during the course emphasize the production of multiples of the same form, such as: cylinders, cups, pitchers, bowls, and plates. The criteria stressed in these exercises is uniformity of shape and design. Students will be responsible for cleaning the lab before the end of each lab session.

Prerequisite: None

CER 1006 GLAZE FORMULATION 2 0 6 4

The course provides an in depth study of glazes used on pottery. Students will perform glaze tests, analyze glazes, mix a variety of glazes, and perform minor adjustments to correct glaze faults and firing temperatures. Students will be responsible for cleaning the lab before the end of each lab session.

Prerequisite: None

CER 1007 MULTIPLE FORMS II 2 0 6 4

The course involves the production of look alike wheel thrown forms focusing on cylinders, teapots, lidded containers, bottles, and stemware. Emphasis will be placed on the fusion of function, design, and shape. Students will be responsible for cleaning the lab before the end of each lab session.

Prerequisite: None

CER 1008 STUDIO PROBLEMS 2 0 6 4

The course is designed to allow the students to work on instructor approved individual learning objectives. The objectives will be based on problems associated with the throwing, glazing, and firing processes. Students will be responsible for cleaning the lab before the end of each lab session.

Prerequisite: None

CER 1009 POTTERY PRODUCTION TECHNIQUES 2 0 6 4

Students will study techniques that will aid the making of multiple forms. Emphasis will be placed on rapid production and uniform shapes using a series of production processes including throwing off the hump. Students will be responsible for cleaning the lab before the end of each lab session.

Prerequisite: None

CER 1010 KILN CONSTRUCTION 1 0 6 3

The design concepts of kilns will be studied. A study will be made of kiln construction materials, heat sources, types of kilns, kiln furniture, and site selection. Kiln prototype will be constructed by the class. Safety will be stressed during all phases of construction and use. Students will be responsible for cleaning the lab before the end of each lab session.

Prerequisite: None

CER 1011 STUDIO METHODS 1 0 6 3

Students will develop learning objectives, with the instructor's approval, to solve problems discovered in the studio relating to the throwing, glazing, and firing processes. Students will be responsible for cleaning the lab before the end of each lab session.

Prerequisite: None

CER 1012 SET PRODUCTION 2 0 6 4

Students will produce a variety of sets of pottery objects utilizing the potter's wheel. Emphasis will be placed on the harmony of form, design, and glazing within the set of wares. Students will learn how to load and fire the reduction kiln. Students will be responsible for cleaning the lab before the end of each lab session.

Prerequisite: CER 1005, CER 1007 or the instructor permission.

- CHM 111 CHEMISTRY** 4 4 0 6
The course is a study of the composition, structure, and properties of matter. Topics include units of measurement, structure of the atom and periodic law, quantum theory, chemical bonding, chemical stoichiometry, thermochemistry, gas laws, and chemical kinetics. Prerequisite: Algebra
- CHM 112 CHEMISTRY** 4 4 0 6
The course is a continuation of CHM 111. Topics to be covered include chemical equilibrium, ionic equations, redox equations, electrochemistry, thermodynamics and an introduction to nuclear and organic chemistry. Laboratory experiments include qualitative analysis and other experiments to parallel lecture material.
Prerequisite: CHM 111
- CJC 101 INTRODUCTION TO CRIMINAL JUSTICE** 5 0 0 5
The course is a study of the history and philosophy of law enforcement and the components of the criminal justice system. The North Carolina justice system and changes within that system are included.
Prerequisite: None
- CJC 102 NORTH CAROLINA COURTS/PROBATION AND PAROLE PROCEDURES** 4 0 0 4
The course is a study of the fundamental operations of the North Carolina court system stressing the court procedure and structure. Included in the course is a study of the probation and parole system.
Prerequisite: None
- CJC 103 CIVIL LAW AND PROCEDURES** 4 0 0 4
The course introduces the student to the civil aspects of the court system. The student will examine the different legal forms and processes used in the North Carolina civil system.
Prerequisite: None
- CJC 104 CRIMINOLOGY** 4 0 0 4
The course examines causation factors of crime, characteristics of criminals, and society's response to crime and delinquency.
Prerequisite: None
- CJC 105 FORENSIC SCIENCE** 4 0 0 4
The course is designed to acquaint the student with the area of scientific investigation which are used at a crime scene and in the crime lab.
Prerequisite: None
- CJC 106 CRIMINAL LAW I** 4 0 0 4
The course is designed to provide the student with the understanding of criminal laws and how they function with the Criminal Justice System.
Prerequisite: None

- CJC 107 JUVENILE DELINQUENCY AND ADOLESCENT PSYCHOLOGY** 4 0 0 4
Social factor and influences in child psychology and juvenile delinquency are studied. Special emphasis is placed upon the role of the family, peer groups, and the school in a child's life. An attempt is also made to identify problems and to present students with a number of different views as to the nature and cause of and possible solutions to these problems.
Prerequisite: None
- CJC 108 COUNSELING** 4 0 0 4
The course will deal with both individual and group counseling. The student will gain an understanding of the counseling relationship and develop a familiarity with the contemporary counseling theories.
Prerequisite: None
- CJC 209 CONSTITUTIONAL LAW** 4 0 0 4
The course is designed to provide the student with the laws and their interpretation by the U.S. Supreme Court.
Prerequisite: None
- CJC 210 CRIMINAL INVESTIGATION I** 4 0 0 4
Included in the course are general investigative processes, collection, and preservation of evidence, interview and interrogation, case preparation, courtroom presentation, and crime scene search.
Prerequisite: None
- CJC 211 CRIMINAL INVESTIGATION II** 4 0 0 4
The course is designed to provide the student with the knowledge to complete a crime scene investigation.
Prerequisite: CJC 110 or permission of the instructor
- CJC 212 CORRECTION ADMINISTRATION** 4 0 0 4
The course will be a study of the application of various administrative principles in corrections. The administrative decision-making process, leadership, public relations, staff development, and department policy and procedure will be included.
Prerequisite: None
- CJC 213 POLICE MANAGEMENT** 4 0 0 4
The course is designed for the use of administrators of small law enforcement departments. Budgets, staffing, training, reporting procedures, and the uniform crime report system are included.
Prerequisite: None
- CJC 214 CORRECTIONAL LAW** 4 0 0 4
The course is a study of the protections offered by the Constitution of the United States as applied to the correctional setting by the federal courts.
Prerequisite: None

CJC 215 CORRECTIONAL METHODS	4 0 0 4
The course is an in-depth study of various methods of rehabilitation emphasizing traditional as well as innovative concepts used in correctional settings.	
Prerequisite: None	
CJC 216 POLICE PROBLEMS AND PRACTICES	4 0 0 4
The course is designed to acquaint the student with the problems in law enforcement and how to go about resolving these problems.	
Prerequisite: None	
CJC 217 CRIMINAL LAW II	4 0 0 4
The course emphasizes new laws within the state of North Carolina and the Federal Government. Legal cases and their meanings will be discussed and analyzed.	
Prerequisite: None	
CJC 218 JUVENILE LAW: PROCEDURES AND THEORY	4 0 0 4
The course is a study of juvenile laws and their application to the juvenile justice field. Procedures in dealing with juvenile both as an offender and a victim will be explained in a step-by-step process through each phase of the juvenile justice system.	
Prerequisite: None	
CJC 219 BASIC LAW ENFORCEMENT TRAINING I	8 0 12 12
The course is designed to prepare the student for employment in the criminal justice field. The course covers the following topics:	
Course Orientation	2 hours
Laws of Arrest, Search and Seizure	16 hours
Mechanics of Arrest:	
Arrest Procedures	8 hours
Vehicle Stops	6 hours
Custody Procedures	2 hours
Processing, Fingerprinting, and Photographing Arrestee	4 hours
Defensive Tactics	16 hours
Firearms	40 hours
Law Enforcement Driver Training	16 hours
Constitutional Law	4 hours
Law Enforcement Communications and Information Systems	4 hours
Elements of Criminal Law	24 hours
Juvenile Laws and Procedures	8 hours
Emergency Medical Services	24 hours
Patrol Techniques	16 hours
Crime Prevention Techniques	4 hours
Field Notetaking and Report Writing	12 hours
Testing	8 hours
Prerequisite: State Standard for Criminal Justice Employment	

CJC 220 BASIC LAW ENFORCEMENT TRAINING II	8 0 12 12
The course leads to the completion of the criminal justice standards for employment in law enforcement as a deputy or police officer. Employment depends upon passing a state administered final exam. The course covers the following topics:	
Crisis Management	
Deviant Behavior	10 hours
Civil Disorders	10 hours
Criminal Investigation	12 hours
Interviews: Field and In-Custody	28 hours
Controlled Substances	8 hours
ABC Laws and Procedures	6 hours
Electrical and Hazardous Material Emergencies	4 hours
Motor Vehicle Laws	6 hours
Techniques of Traffic Law Enforcement	20 hours
Traffic Accident Investigations	6 hours
Preparing for Court & Testifying in Court	20 hours
Dealing with Victims and the Public	12 hours
Civil Process	8 hours
Custody Procedures	24 hours
Review testing and state examination	8 hours
Prerequisite: CJC 219 or permission of the instructor	
CJC 221 BASIC LAW ENFORCEMENT PHYSICAL TRAINING	1 0 3 2
The course is designed to aid a person in becoming physically fit to function effectively. It includes a weight program and obstacle course.	
Prerequisite: Physical exam by a physician and completed release form	
COE 220 COOP WORK EXPERIENCE	0 0 20 2
The course emphasizes part-time work in a job related to the degree program with a college approved employer. Students will work using various skills which have been acquired to obtain firsthand experience in a wide range of field applications. Critiques for each job experience will be required for each student.	
Co-requisite: FOR 203	
CSC 100 MICROCOMPUTER AWARENESS	3 2 0 4
A computer literacy course for non-business students providing an introduction to the microcomputer and its application software. Students will receive instruction in "touch typewriting system," wordprocessing, and spreadsheet with emphasis on wordprocessing.	
Prerequisite: None	
CSC 105 INTRODUCTION TO COMPUTER SCIENCE	3 0 0 3
The course is designed to provide future computer users with a straight forward look and approach to computer science with a microcomputer orientation.	
Prerequisite: None	

- CSC 106 COMPUTER SCIENCE PROGRAMMING WITH BASIC** 3 2 0 4
The course is an introduction to the fundamentals, concepts, and operational principles of computer information systems. Emphasis is placed on system design, structured techniques of program development, and BASIC programming systems.
Prerequisite: CSC 105, OSC 102 or permission of Business Ed. Dept. Chairperson
- CSC 108 PROGRAMMING IN PASCAL** 3 2 0 4
The course will introduce the student to programming Pascal language for business use. The student will write, enter, compile, and debug his/her own program.
Prerequisite: CSC 105, OSC 102 or permission of the Business Ed. Dept. Chairperson
- ECO 102 MICROECONOMICS** 5 0 0 5
The course is an introduction to microeconomic principles and methods. Topics include the market system, supply and demand, shortages and surpluses, study of competition, and monopoly.
Prerequisite: None
- ECO 103 MACROECONOMICS** 5 0 0 5
The course is an introduction to macroeconomic principles and methods. Topics include national income, the monetary system, inflation, recession, national debt, and economic growth.
Prerequisite: None
- EDU 101 INTRODUCTION TO EARLY CHILDHOOD EDUCATION: CHILD CARE CREDENTIAL I** 3 0 0 3
The course provides the first half of instruction necessary to qualify for the NC Child Care Credential. Areas of study include introduction to the child care profession, child growth and development, and getting to know the whole child.
Prerequisite: None
- EDU 102 INTRODUCTION TO EARLY CHILDHOOD EDUCATION: CHILD CARE CREDENTIAL II** 3 0 0 3
The course provides the second half of instruction necessary to qualify for the NC Child Care Credential. Areas of study include developmentally appropriate practices, positive guidance, and providing a safe and healthy environment.
Prerequisite: None
- EDU 107 EARLY CHILDHOOD PRINCIPLES AND PRACTICES** 3 0 0 3
The course focuses on the components of the early childhood curriculum. Topics include the importance of play in the early childhood environment, developmentally appropriate environments, and various types of early childhood programs/curricula.
Prerequisite: EDU 101
- EDU 110 SEMINAR PRACTICUM: PRESCHOOL ENVIRONMENT** 1 0 10 2
The supervised practicum experience gives the student an opportunity to apply age-appropriate principles of child development, relationships, and learning in a preschool environment. The seminar gives the student an opportunity to evaluate practical experiences and to discuss curriculum components.
Prerequisite: EDU 101, EDU 102

- EDU 125 CREATIVE ACTIVITIES IN EARLY CHILDHOOD** 5 0 3 6
The course emphasizes the use of creative activities for children in art, music, movement, and dramatics. Topics include creative learning environments, planning and implementing developmentally appropriate teaching materials for the classroom.
Prerequisite: None
- EDU 215 BEHAVIOR MANAGEMENT** 5 0 0 5
The course presents guidelines for positive child guidance and includes the study of behavior management as an educational tool. Students will explore strategies for guiding behavior using productive and positive techniques.
Prerequisite: None
- EDU 216 COMMUNICATION ACTIVITIES IN EARLY CHILDHOOD** 5 0 3 6
The course is designed to teach methods of developing communication skills in children. Emphasis will be placed on the basic components of the language arts—speaking, listening, writing, and reading (beginnings of literacy)—and their interrelatedness.
Prerequisite: None
- EDU 217 EXPLORATION ACTIVITIES IN EARLY CHILDHOOD** 5 0 3 6
The course is an introductory study of discovery experiences in science, math, and social studies. Topics will include concepts, facts, phenomena and skills in each area which young children think about, discover, and develop.
Prerequisite: None
- EDU 220 SEMINAR PRACTICUM: SPECIAL NEEDS ENVIRONMENT** 1 0 10 2
The supervised practicum experience gives the student an opportunity to apply age-appropriate principles of child development, relationships, and learning in a special needs environment. The seminar gives the student an opportunity to evaluate practical experiences and to discuss curriculum components.
Prerequisite: EDU 225
- EDU 223 WORKING WITH THE CHILD'S FAMILY AND COMMUNITY** 3 0 0 3
The course covers the relationship among the family and programs for children/school and community. Topics will include study of the family's influence on the child, the interaction between the family and the caregiver/teacher associate, and the role of the caregiver/teacher associate in assisting families with their children and community resources which serve children and their families.
Prerequisite: None
- EDU 224 SCHOOL AGE DEVELOPMENT AND ACTIVITIES** 3 0 0 3
The course will present developmentally appropriate practices in group care for school age children. Topics include principles of development, environmental planning, and positive guidance techniques.
Prerequisite: None

EDU 225 WORKING WITH CHILDREN WITH SPECIAL NEEDS 3 0 0 3

The course is an introduction to working with children who have special needs. Topics include identification, causes, assessment, intervention strategies and techniques, and support services. Prerequisite: EDU 101, EDU 102 or EDU 107, and EDU 215

EDU 230 INTERNSHIP 2 0 10 3

This supervised internship gives the student an opportunity to apply age-appropriate principles of child development, relationships, and learning in a selected early childhood or elementary environment. This seminar gives the student an opportunity to evaluate practical experiences and to discuss curriculum components. Prerequisite: EDU 231

EDU 231 EARLY CHILDHOOD CURRICULUM PLANNING 5 0 0 5

The course reviews major elements of early childhood curriculum planning. Topics include assessment of children and curriculum, instructional planning, scheduling, and environment design. Prerequisite: None

EDU 232 CHILD CARE ADMINISTRATION 4 0 0 4

The course presents policy and procedures for operation of group care for children. Topics include principles of supervision, budgeting and funding, relationships with service and regulatory agencies, and state licensing guidelines. This course meets the NC Child Day Care Section's requirements of child day care administrators. Prerequisite: None

**EDU 234 HEALTH/NUTRITION AND PHYSICAL ACTIVITIES
IN EARLY CHILDHOOD 5 0 3 6**

The course will introduce the factors influencing a young child's health. Emphasis will be placed on safety precautions, treatment procedures, and nutrition concepts and requirements. Prerequisite: None

EDU 235 INFANT/TODDLER DEVELOPMENT AND ACTIVITIES 3 0 0 3

The course emphasizes the skills needed to effectively implement group care for infants/toddlers. Topics include principles of child development and developmentally appropriate practices. Prerequisite: None

ELC 101 DIRECT CURRENT ANALYSIS 2 0 6 4

The course is a study of the fundamental concepts of direct current electricity, utilizing applications and calculations of current, voltage, resistance, and power rules in electric circuits. Emphasis is placed on construction of DC circuits and using test equipment to verify electrical principles learned in class. Prerequisite: None

ELC 102 ALTERNATING CURRENT ANALYSIS 2 4 0 4

The course is designed to be a presentation of the fundamental concepts of alternating current flow, reactance, impedance, phase angle, power and resonance. Emphasis is placed on analysis of AC circuits and lab experiments are used to reinforce concepts introduced in class. Prerequisite: instructor permission

ELC 105 ELECTRICAL FORMULAS AND COMPUTATIONS 3 0 0 3

The topics covered in this course will be directed to those mathematical areas employed in the electrician's field. Emphasis will be placed on whole numbers, fractions, decimals, simple formulas, powers and roots. Practical application and problems furnish the trainee with experience in wire size, electrical loads and simple electrical formulas. The student should be able to solve simple electrical mathematical problems.

Prerequisite: MAT 101 or instructor permission

ELC 106 NATIONAL ELECTRICAL CODE 4 0 0 4

The course provides instruction in the use and interpretation of the National Electrical Code. Emphasis will be placed on solving practical field problems by interpreting specific articles, using tables, and performing code calculations to insure safe installations.

Prerequisite: None

ELC 107 INDUSTRIAL CONTROL FUNDAMENTALS 5 0 6 7

The course provides instruction in the fundamental concepts of industrial motor control systems and their installations. Topics include: electro-mechanical devices, schematics and wiring diagrams, relay ladder logic, solid state devices, motors and controllers, National Electrical Code requirements, and wiring techniques.

Prerequisite: None

ELC 108 ELECTRICAL BLUEPRINTS AND SCHEMATICS 3 0 0 3

The interpretations of schematics, diagrams and blueprints applicable to electrical installations with emphasis on electrical plans for residential, commercial, and industrial buildings are presented. Sketching schematics and diagrams, electrical symbols and notes according to the applicable codes will be a part of this course.

Prerequisite: None

**ELC 111 INTRODUCTION TO PROGRAMMABLE LOGIC
CONTROLLERS 3 2 0 4**

The course is designed to introduce the student to programmable logic controllers and their applications. Topics to be covered include: input and output modules and devices, power supplies, installation of PLC's, and interfacing of equipment.

Prerequisite: instructor permission

ELC 202 ELECTRICAL MAINTENANCE 3 0 6 5

The course is designed to give the student the basic theory of maintenance, and the special skills to maintain electrical equipment found in the residential, commercial, and industrial locations. Emphasis will be on maintenance theory, predictive and preventative maintenance, electrical equipment, and maintenance documentation.

Prerequisite: None

ELC 204 ADVANCED ELECTRICAL CIRCUITS 3 0 3 4

Advanced alternating current circuit analysis, network equations and theorems; polyphase circuits, balanced and unbalanced three-phase circuits, polyphase rectifiers and measuring power in polyphase systems are covered.

Prerequisite: instructor permission

ELC 240 ELECTRICAL ANALYSIS AND MAINTENANCE 3 0 3 4

The course is an introduction to troubleshooting techniques of the common problems of direct current and alternating current machines, transformers, circuit breakers, and regulators. Emphasis will be on scheduling of maintenance, lubrication, and principles of plant maintenance.
Prerequisite: instructor permission

ELN 101 INDUSTRIAL ELECTRONICS 3 2 0 4

The course is intended to acquaint the student with the fundamentals of industrial electronics in a practical, hands-on manner. Basic theory, application, and operating characteristics of solid state electronic devices commonly used in industrial applications are covered. Particular emphasis is placed on reinforcing concepts learned in class with practical lab experiences that simulate actual industrial applications.
Prerequisite: instructor permission

ELN 201 DIGITAL FUNDAMENTALS 4 4 0 6

The course will provide an introduction to digital systems which includes topics from sequential and combination logic. Areas of study include number systems, codes, Boolean Algebra, and logic families. Laboratory sessions stress circuit fabrication, extensive hands-on experiences, use of basic digital test equipment and troubleshooting.
Prerequisite: None

ELN 212 MICROPROCESSORS 3 4 0 5

Numeric codes along with parity and other error check techniques are introduced. Boolean algebra through standard form and Karnaugh mapping of at least four variables is emphasized. Function realization using gates as well as MSI and VLSI integrated circuits is stressed. The developed skills are used to analyze various components of computer arithmetic and control processing unit. Lab exercises include ripple and synchronous counters, adders, subtracters, registers and control circuitry. Other topics presented include I/O devices, memory, various flag gen.
Prerequisite: instructor permission

ELN 226 CONTROL SYSTEM ANALYSIS 3 0 6 5

The course is a study of the response of systems to instrument control based upon considerations of the system's components. Negative and positive feedback along with the implications of closed-loop control are covered. Sequence of operation to include ladder diagrams and interlocks, logic diagrams, and relay circuits.
Prerequisite: instructor permission

ELN 237 INDUSTRIAL INSTRUMENTATION 3 0 3 4

The course is a study of basic principles and instruments for the measurement and control of industrial processes. Laboratory experiments in the use and application of electronic, pneumatic, and hydraulic measurement devices to measure temperature, pressure, flow, light, and pH.
Prerequisite: instructor permission

EMS 101 Emergency Medical Technician 7 6 0 10

This course is the student's introduction to EMS. Emphasis is placed on the development of basic EMT skills and knowledge because of its critical importance in preparing the student for advanced life support skills.
Prerequisite: None

EMS 102 Emergency Medical Technician-Intermediate 4 4 0 6

This course is designed to teach the knowledge and skills needed for the safe administration of intravenous solutions, placement and use of esophageal obturators, the use of medical anti-shock trousers, and administration of certain state-approved intermediate level drugs.
Prerequisite: EMS 101 or approval of EMS Instructor

EMS 103 EMS Communications 3 0 0 3

This course instructs the student in effective two-way communications with medical control. The student will also be instructed in FCC regulations, basic concepts of radio communication, and the use of telemetry equipment. Emphasis will be placed on the content of the communication between the field personnel, emergency operations center, and the hospital.
Prerequisite: EMS 102 or approval of EMS Instructor

EMS 104 Psychiatric and Behavioral Emergencies and Management 3 0 0 3

This course deals with the paramedic's role during the pre-hospital management of psychiatric and behavioral emergencies. Emphasis is placed on the identification and management of the patient in crisis.
Prerequisite: EMS 101 or approval of EMS Instructor

EMS 105 ALS Trauma Management 3 0 0 3

This course is designed to demonstrate the unique needs of the trauma patient in the field. The course will provide the clinical presentation and management of the most commonly seen trauma conditions and deal with the specific needs of the trauma patient and trauma systems.
Prerequisite: EMS 102 or approval of EMS Instructor

EMS 106 Pharmacology 5 0 0 5

This course is designed to introduce the student to general concepts regarding pharmacology and the administration of drugs. Drug calculations are included in this course as well. Study of specific drugs will be integrated into course dealing with the presentation and management of clinical conditions.

EMS 107 ALS Medical Management 6 0 0 6

This course has been geared to the advanced life support level in regard to medical emergencies. The content will include the knowledge and skills needed to identify, assess, and manage the most commonly seen medical emergencies.

EMS 108 Principles of Extrication 3 2 0 4

This course is designed to acquaint the student with techniques of extrication by presenting a comprehensive approach to the problems of gaining access, disentanglement, packaging, and removal of persons entrapped.
Prerequisite: EMS 102 or approval of EMS Instructor

EMS 120 Hospital Clinical I 0 0 6 2

This is the first hospital clinical the student will experience. Emphasis will be placed on physical assessments, IV techniques, and other skills necessary for the EMT Intermediate. It will be done under the guidance of an RN preceptor.
Prerequisites: EMS 101, EMS 102 or approval of EMS Instructor

EMS 125 Field Practicum I 0 0 10 1

This field experience will emphasize those skills necessary for EMT certification. It will be done under the guidance of a designated preceptor. Thirty (30) hours will be completed in second quarter and eighty (80) hours will be completed in third quarter.
Prerequisites: EMS 102 or approval of EMS Instructor

EMS 130 Hospital Clinical II 0 0 10 1

This hospital clinical will provide the student with the opportunity to meet competencies for advanced life support skills such as administering medications, inserting endotracheal tubes, as well as strengthening skills already learned at an earlier level. This will be done under the guidance of a RN preceptor.
Prerequisite: EMS 106, EMS 120, EMS 125 or approval of EMS Instructor

EMS 135 Field Practicum II 0 0 10 1

This field experience is geared to the EMT-Intermediate level. It will provide the student with the field experiences needed to be an EMT-I. The practicum will be done under the guidance of a designated paramedic preceptor.
Prerequisites: EMS 120, EMS 125 or approval of EMS Instructor

EMS 200 Obstetrical and Pediatric Management 3 2 0 4

This course is concerned with helping the paramedic to recognize and manage a delivery. It also teaches the proper resuscitation of newborns, transportation of infants, and common pediatric emergencies.
Prerequisites: EMS 102 or approval of EMS Instructor

EMS 201 Emergency Vehicles 2 2 0 3

The student will be instructed in the effective and safe operation of emergency vehicles, choosing the quickest and safest way to the scene, positioning of the vehicle at the scene, and consideration of the patient's condition in choosing the method of patient transfer and the skills needed for vehicle maintenance.
Prerequisite: EMS 102 or approval of EMS Instructor

EMS 202 Rescue 1 4 0 3

This course introduces the student to the basic principles of rescue and includes practice in the skills of rescue from heights, rescue from depths and rescue from burning buildings. The wide range of problems which can occur during any rescue operations are discussed.
Prerequisite: None

EMS 203 Hazards and Disasters 3 0 0 3

This course instructs the student on the recognition, management, and prevention of the most commonly occurring industrial, electrical, chemical, and transportation hazard. This knowledge is supplemented with principles of disaster planning, management, and evaluation.
Prerequisite: None

EMS 204 EMS Management and Seminar 4 0 0 4

This course is an introduction to the management skills required for an EMS administrative position. Current trends, issues and controversies in EMS; including work relations, professionalism, continuing education, professional organizations, and NC statutes and agencies, budget preparation, supervision, and personnel management.
Prerequisite: EMS 101, EMS 102, EMS 125, EMS 130

EMS 206 Law, Ethics and Professionalism 3 0 0 3

This course introduces the paramedic student to basic laws and practice that will apply to them as field paramedics. The course will also introduce the concept of ethics and how that affects practicing health professionals. Critical incident stress debriefing will be addressed and case management situations will be utilized as an integral component of the course.
Prerequisite: None

EMS 207 ALS Simulations and Management 4 2 0 5

This course will continue to develop the student's advanced life support skills at the level of problem solving. Students will be evaluated on their ability to identify and manage ALS situations. Evaluation will also stress the ability to assess priorities of the patient under stressful situations and scene management.
Prerequisites: EMS 102, EMS 103, EMS 105, EMS 106, EMS 107, EMS 108 or approval of EMS instructor.

EMS 209 Cardiac Dysrhythmias and Management 5 2 0 6

In this course the student is introduced to the principles of cardiac monitoring and the recognition and management of basic dysrhythmias.
Prerequisite: MED 211 or approval of EMS Instructor

EMS 215 Field Practicum III 0 0 10 1

This Field experience is a continuation of EMS 135, and will be dealing with skills at the paramedic advanced level. This will be done under the guidance of a designated paramedic preceptor.
Prerequisites: EMS 130, EMS 135

EMS 220 Hospital Clinical III 0 0 3 1

This hospital clinical will deal primarily with skills necessary for the management of the obstetrical and pediatric patient. It will be done under the guidance of an RN preceptor.
Prerequisite: EMS 200

ENG 098 FUNDAMENTALS OF ENGLISH I 3 0 0 3

The refresher course provides instruction in basic sentence construction with special emphasis on grammatical elements of a sentence. The course is designed to provide the background needed for program appropriate entry level English.
Prerequisite: Eligibility determined by placement test

ENG 099 FUNDAMENTALS OF ENGLISH II 3 0 0 3

The course provides a review of grammar and sentence patterns within the context of writing and revising paragraphs to develop planning, editing, and proofreading skills. Computer instruction will be incorporated into writing assignments.
Prerequisite: ENG 098 or appropriate assessment inventory scores

ENG 101 COMPOSITION 3 0 0 3

The course provides practice in planning, writing and revising expository and persuasive essays. It also exposes students to professionally written essays as models for composition and as sources for practice in developing critical reading skills. At least one essay assignment will be computer assisted.

Prerequisite: ENG 099 (or its equivalent) or appropriate score on the assessment inventory

ENG 102 COMPOSITION 3 0 0 3

The course is a continuation of ENG 101. Emphasis is placed on various research techniques and documentation. The research paper is required.

Prerequisite: ENG 101

ENG 103 COMPOSITION 3 0 0 3

The course provides an introduction to principle literary forms. Written critical evaluation and interpretation are stressed.

Prerequisite: ENG 102

ENG 201 ENGLISH LITERATURE 5 0 0 5

The course is a survey of major British writers from Beowulf to the Restoration and the Eighteenth Century.

Prerequisite: None

ENG 203 AMERICAN LITERATURE 5 0 0 5

The course is a survey of major American writers from the Romantic period to World War I.

Prerequisite: None

ENG 205 CHILDREN'S LITERATURE 5 0 0 5

The course uses children's literature as a basis for the selection and production of reading and story material for children in the elementary grades. Examination of the field of children's literature and folk literature to discover reading which satisfies modern educational requirements is also included.

Prerequisite: None

ENG 206 MODERN WRITERS 5 0 0 5

The course is a study of the works of major world writers, focusing on the novel, short story, poetry, and drama of contemporary and 20th century authors.

Prerequisite: None

ENG 1102 COMMUNICATION SKILLS 3 0 0 3

The course is designed to give the student the basic skills of oral and written communication necessary in his/her vocation. Focus is on practical writing and speaking experience. Assignments are tailored to each student's curriculum.

Prerequisite: None

FOR 101 INTRODUCTION TO FORESTRY 3 0 0 3

The course is an introduction to Forestry and the vital role that forestry plays in the economy. Terminology and concepts of Forestry practices will be discussed.

Prerequisite: None

FOR 102 SAFETY AND WOODSMANSHIP 1 0 3 2

The course acquaints students with potential life threatening or serious injury situations that may occur during outdoor work. Injuries by mechanical equipment, plants, animals and climatic conditions will be discussed and the proper first aid treatment for each of these situations. Basic orienteering is also taught.

Prerequisite: None

FOR 103 FOREST TREE MEASUREMENT 2 0 6 4

The course is designed to familiarize students with forest measuring instruments and their proper use. Competency is developed through field work.

Prerequisite: None

FOR 104 FOREST BOTANY AND ECOLOGY 3 0 3 4

The course is the study of basic botany. Emphasis will be placed on the internal and external structures and the processes of plants and trees.

Prerequisite: None

FOR 105 FOREST SOIL SCIENCE 3 0 3 4

The course is designed to teach students to be able to identify the different soil horizons in a soil profile and the different physical characteristics of each horizon. Students are taught how soils play an important role in making forest management decisions.

Prerequisite: FOR 207 or instructor permission

FOR 106 FOREST MAPPING 1 0 3 2

The course is designed to teach students proper mapping techniques from field notes or other supportive data. Accuracy in acreage determination, distance, direction, and descriptions of all types of maps is stressed.

Prerequisite: FOR 214 or instructor permission

FOR 107 TREE IDENTIFICATION AND UTILIZATION I 2 0 3 3

The course entails field identification, classification and nomenclature of trees in the Eastern United States. The student will classify trees by common name and scientific name. The correct spelling of each is required.

Prerequisite: None

FOR 108 TREE IDENTIFICATION AND UTILIZATION II 1 0 3 2

The course will enable the student to identify the commercially important trees of the Eastern United States by their winter twigs, bark and mature fruit. Identification by use of wood samples is discussed.

Prerequisite: FOR 107 or instructor permission

FOR 109 FOREST SURVEYING 3 0 6 5

The course is designed to teach theory and practice of plane surveying with emphasis placed on taping distances, compass-tape traverse establishment, leveling, reading transit and note keeping.

Prerequisite: FOR 214 or instructor permission

- FOR 203 FOREST ENVIRONMENTAL STUDIES 3 0 6 5**
The course provides an overview of environmental issues pertaining to the ecological, social, and economic aspects as they apply to forestry. Careers in environmental fields are also discussed.
Prerequisite: FOR 214 or instructor permission
- FOR 205 FOREST AERIAL PHOTOGRAPHY 3 0 3 4**
The course is designed to teach the student aerial photography interpretation as used in forest activities. Accuracy in mapping, distance determination, forest types, location of points, and photo scales is stressed.
Prerequisite: FOR 214 or instructor permission
- FOR 207 APPLIED SILVICULTURE 3 0 6 5**
The course covers the establishment, care and harvesting of timber, and the implementation of various techniques used in forest management.
Prerequisite: FOR 104 or instructor permission
- FOR 209 TIMBER CRUISING 2 0 9 5**
The course is designed to teach techniques of estimating pulpwood and sawtimber volumes on tracts of timber. Mapping, timber quality and logging conditions of area are also stressed.
Prerequisite: FOR 103, FOR 214 or instructor permission
- FOR 211 FOREST LOGGING AND MARKETING 3 0 3 4**
The course discusses various types of logging operations, cost of operations, and factors that affect production. Devising plans for road layouts, log decks, stream crossings and the maintenance of these areas after a logging job are discussed in detail. Better management practices and laws relating to logging are emphasized.
Prerequisite: FOR 104, FOR 105 or instructor permission
- FOR 212 FOREST EQUIPMENT OPERATIONS 1 0 6 3**
The course is designed to teach the basic operation and maintenance for forestry equipment.
Prerequisite: FOR 102 or instructor permission
- FOR 213 FOREST PESTICIDES AND SAFE USE 3 0 3 4**
The course is designed to give the student a basic understanding of forest pesticides. Discussion of application methods, rates and the importance of pesticides in forestry is emphasized. Safe handling and use is strongly emphasized.
Prerequisite: FOR 104, FOR 207 or instructor permission
- FOR 214 FOREST MENSURATION 2 0 3 3**
The course is a continuation of the techniques learned in FOR 103.
Prerequisite: FOR 103 or instructor permission
- FOR 215 FOREST INSECTS AND DISEASES 3 0 3 4**
The course is designed to study forest insects and diseases. Life cycles of insects, damage caused by insect and control methods are taught. Tree diseases, their effects on trees and the control of disease is also discussed.
Prerequisite: FOR 104, FOR 207 or instructor permission

- FOR 217 FOREST RECREATION 2 0 3 3**
The course discusses the recreational uses of forestry today and the demands for the future. Emphasis is placed on public owned forest lands.
Prerequisite: FOR 105, FOR 207 or instructor permission
- FOR 219 FOREST FIRE CONTROL AND MANAGEMENT 2 0 3 3**
The course is designed to teach wildfire control and prescribed burning techniques. Prevention, detection, and suppression of wildfires is stressed. Implementation of prescribed burning practices is discussed as it relates to forest management objectives.
Prerequisite: FOR 105, FOR 205 or instructor permission
- GEO 103 CULTURAL GEOGRAPHY 5 0 0 5**
A general course concerned with the characteristics, descriptions, and developments of world cultures.
Prerequisite: None
- GEO 104 PHYSICAL GEOGRAPHY 5 0 0 5**
The course is an examination of the physical and chemical processes responsible for the development of the earth's varied terrain characteristics.
Prerequisite: None
- GSM 1002 GUNSMITHING TOOLS 4 0 9 7**
The course is an introduction to the manufacture of tools used in the gunsmithing trade. The student will make a variety of gunsmith tools. Safety procedures will be stressed.
Prerequisite: None
- GSM 1003 GENERAL REPAIR 3 0 12 7**
Design and function of firearms will be studied with emphasis on the diagnosis and correction of malfunctions.
Prerequisite: None
- GSM 1004 BARREL THREADING AND CHAMBERING 4 0 9 7**
The course will provide students with background information on manufacturing procedures for barrels. The proper procedures for threading, setting the shoulder/shoulders, chambering, and head spacing to +zero tolerance are covered. Extractor cuts will be included when necessary.
Prerequisite: None
- GSM 1005 RELOADING AND SIGHT MOUNTING 2 0 6 4**
A study will be made of ballistics, bullet weight, and powder charges. Students will assemble reloading components into rifle, handgun, and shotgun ammunition. Installation of sights including one-piece mounts, two-piece mounts, side mounts, and target blocks will be studied. The student will learn to install receiver sights and open sights and cut dovetails. The proper techniques in the use of drilling, tapping, soft soldering, and silver soldering will be taught. Shotgun beads and the use of the bore sight will be covered.
Prerequisite: None

GSM 1006 CUSTOM ALTERATIONS 4 0 9 7

The course will teach the student to customize a military action bolt and trigger guard. Installation of recoil pads, choke tubes, and glass bedding will also be taught.
Prerequisite: None

GSM 1007 BLUEING 3 0 9 6

The blueing of firearms will be taught in the course beginning with the hand polishing method and advancing to the four wheel polishing method. Immersion blueing procedure and formula will be taught. Disassembly and assembly of firearms is included.
Prerequisite: None

GSM 1008 CURRENT GUNSMITHING TECHNIQUES 4 0 9 7

The student will build one composite and one semi-inletted stock. Students will also be taught the proper finishing techniques.
Prerequisite: None

GSM 1109 SHOTGUN REPAIR 2 0 12 6

Emphasis will be placed on correctly diagnosing shotgun malfunctions. Corrections will be made by manufacturing parts or replacing parts under supervision of the instructor. At the end of the course, the student will have enough hands-on training to diagnose and correct malfunctions.
Prerequisite: GSM 1000 series or instructor permission

GSM 1110 TWO PIECE STOCK 2 0 12 6

The design and layout of stock along with proper wood selections will be taught. The student will build, by hand, one butt stock and forearm for any type rifle or shotgun of his/her choice.
Prerequisite: GSM 1000 series or instructor permission

GSM 1111 RIFLE STOCK MAKING: CLASSIC STYLE 2 0 21 4

Students will study the types of wood suitable for rifle stocks. Several classic designs and cheek pieces will be discussed. One complete rifle stock will be constructed from a blank. An introduction to checkering will be included. The selection of chisels, proper sharpening, correct usage of files, sanding, and finishing techniques will be taught.
Prerequisite: GSM 1000 series or instructor permission

GSM 1112 ADVANCED BLUEING 1 0 9 4

The course will include advanced techniques in polishing and a continuation of the immersion blueing method. Rust blueing will also be introduced.
Prerequisite: GSM 1000 series or instructor permission

GSM 1113 COMPETITION GUNS 2 0 12 6

The course will introduce students to techniques used in building competition firearms. Handguns, rifles, and shotguns will be honed to a competitive edge during this program of study. Prerequisite: GSM 1000 series or instructor permission

GSM 1114 HANDGUN REPAIR 2 0 12 6

The course is designed to teach the repair of handguns. The installation of new parts, the repairing of old parts, sight installation, rebarreling, and trigger work will be included.
Prerequisite: GSM 1000 series or instructor permission

GSM 1115 ADVANCED MACHINING 1 0 6 3

The course is an introduction to advanced machining and techniques. The student will make a variety of parts for guns, such as compensator parts and contouring rifle barrels so they will be half round, half octagon with a raised rib and milled front sight ramp, as well as jigs and fixtures used in the industry. Emphasis will be placed on exact measurement, and tolerance will be held to +.005 or -.005 thousands of an inch or as directions of a blueprint may indicate. Safety procedures and standards will be stressed.
Prerequisite: MEC 1001

GSM 1116 ALTERNATIVE METAL FINISHING 1 0 6 3

The course will teach students alternative metal refinishing in place of immersion blueing. Topics will include necessary equipment, metal preparation, and chemical procedures as they apply to parkerizing and electroless nickel plating.
Prerequisite: GSM 1000 series or instructor permission

GSM 1117 RIFLE REPAIR 1 0 6 3

Emphasis will be placed on correctly diagnosing rifle malfunctions. Corrections will be made by manufacturing parts or replacing parts under supervision of the instructor. At the end of the course, students will have enough hands-on training to diagnose and correct malfunctions.
Prerequisite: GSM 1000 series or instructor permission

HIS 101 WESTERN CIVILIZATION I 5 0 0 5

Major civilizations of the world will be studied with emphasis on movements of history affecting the development of western culture through the seventeenth century.
Prerequisite: None

HIS 102 WESTERN CIVILIZATION II 5 0 0 5

Major civilizations of the world will be studied with emphasis on movements of history affecting the development of western culture from the seventeenth century through the twentieth century.
Prerequisite: None

HIS 104 POLITICAL SYSTEMS OF THE 20TH CENTURY 5 0 0 5

Three political systems will be studied with emphasis on the historical economic and social forces that propelled them.
Prerequisite: None

HIS 201 AMERICAN HISTORY (TO 1877) 5 0 0 5

The course is a study of the emergence of the federal system, democracy, states' rights, territorial expansion, the War between the States, and Reconstruction.
Prerequisite: None

HIS 202 AMERICAN HISTORY (1865 TO PRESENT) 5 0 0 5

The course involves a look at the development of modern American with emphasis placed on expansion, industrialism, urbanization, race relations, and the welfare state.
Prerequisite: None

- HIS 203 NORTH CAROLINA HISTORY 5 0 0 5**
Students will study the history of North Carolina within the context of growth of the United States. Colonial role, development of a sectional outlook, and emergence of national prospective will also be covered.
Prerequisite: None
- HIS 204 PEOPLE, CULTURE AND CHANGE IN THE MIDDLE EAST 5 0 0 5**
The course is a survey of the history and background of the Middle East as it relates to the current world situation. This course will begin with early civilization in the Middle East and follow the history into the modern world. The student should gain a better understanding of the culture and people of the Middle East as they relate to the Western World.
Prerequisite: None
- HIS 205 VIETNAM WAR 5 0 0 5**
The course is a study of the American political and military involvement in Vietnam from 1944 to 1975.
Prerequisite: None
- HIS 206 BLACK AMERICAN HISTORY 5 0 0 5**
This course will explain how African Americans, through the strength provided by family and religion, survived and even transcended slavery and racism. From the landing of the first slaves in the seventeenth century to the present, students will also discover how black women served as the link between the two most important social reform movements of the last one hundred years: black rights and women's rights.
Prerequisite: None
- INT 201 INTERNSHIP 1 0 20 3**
The course will give the student some experience and a close look at the work involved while under the close supervision of an experienced technician and the support and advice of the instructor.
Prerequisite: instructor permission
- MAT 091 FUNDAMENTALS OF MATH I 3 0 0 3**
The course is a refresher course which provides practice in basic mathematical operations such as addition, subtraction, division, multiplication, fractions, and decimals. It is designed to prepare the student for entry into MAT 092 or MAT 101.
Eligibility is determined by an assessment inventory.
- MAT 092 FUNDAMENTALS OF MATH II 3 0 0 3**
The course provides the student with basic mathematical skills needed for individual technical programs. Topics covered include basic mathematical functions, decimals, percentages, measurement, and problem solving.
Prerequisite: MAT 091
- MAT 095 ELEMENTARY ALGEBRA 3 0 0 3**
The course is a refresher course which provides practice in basic algebraic operations such as language of algebra, signed numbers, linear equations, polynomials, fractions and factoring. The course is designed to prepare the student for entry into MAT 096.
Eligibility is determined by an assessment inventory.

- MAT 096 INTERMEDIATE ALGEBRA 3 0 0 3**
Topics from MAT 095 will be continued. Rational expressions, roots and radicals, quadratic equations, and slope of a line will be covered. The course is designed to prepare the student for entry into MAT 102.
Eligibility is determined by assessment inventory.
- MAT 100 MATH FOR NURSES 3 0 0 3**
The course provides the student with basic mathematical skills needed for individual technical programs. Topics covered include basic mathematical functions, decimals, percentages, measurement, and problem solving.
Prerequisite: MAT 091/092 or appropriate score on the assessment inventory
- MAT 101 COLLEGE MATH 5 0 0 5**
The course stresses the fundamental operations of mathematics with selected topics from Algebra, including set theory and operations of real numbers and their properties.
Prerequisite: MAT 092 (or its equivalent) or appropriate score on the assessment inventory
- MAT 102 COLLEGE ALGEBRA 5 0 0 5**
The course is a study of numbers and their properties, exponents and polynomials, equations and inequalities, coordinates and curves, functions and systems of equations.
Prerequisite: MAT 096 (or its equivalent), Instructor approval, or appropriate score on the assessment inventory
- MAT 103 TRIGONOMETRY 5 0 0 5**
The course includes a study of angles and their measure, trigonometric functions, identities, logarithms, inverse functions, equations, and solutions of triangles. Applications of trigonometry to various fields of study will be presented.
Prerequisite: MAT 102
- MAT 104 CALCULUS 5 0 0 5**
The course focus in on differential and integral calculus. Topics covered include functions, limits, and differentiation and applications of the derivative and antiderivatives.
Prerequisite: MAT 102
- MAT 105 TECHNICAL MATH 5 0 0 5**
The course is a study of fundamental mathematical concepts and operations including fundamental algebraic operations, applied geometry, and volume and measurement with simple application to the technologies.
Prerequisite: None
- MAT 200 STATISTICS 5 0 0 5**
The course is a noncalculus based introduction to data summarization, discrete and continuous random variables, sampling, estimation, testing hypothesis and linear regression.
Prerequisite: None
- MAT 202 GEOMETRY FOR TEACHERS 5 0 0 5**
The course is specifically designed for prospective elementary teachers. The emphasis is the developing of geometric concepts, problem solving, and skills needed to teach elementary mathematics.
Prerequisite: None

MAT 1101 MATH SKILLS 3 0 0 3

The course provides the student with basic math skills needed for individual vocations. Topics such as metric measurements, basic math functions, conversions, and decimals are covered as they apply to each student's curriculum.
Prerequisite: None

MEC 120 FUNDAMENTAL MECHANISMS 2 4 0 4

The course is a study of the purpose and action of cams, cables, gear trains, differentials, screws, belts, pulleys, shafts, levers, and other mechanical devices used to transmit or control signals.
Prerequisite: None

MEC 1001 BASIC METALLURGY 2 2 0 3

The course provides students the opportunity to investigate the properties of ferrous and non-ferrous metals plus tests to determine their uses. Topics covered will include: physical metallurgy of ferrous and non-ferrous metals, production of iron and steel, theory of alloys, shaping and forming, heat treatments, surface treatments, and the classification of steels.
Prerequisite: None

MEC 1002 BASIC MACHINE PROCESS 6 0 9 9

The student will be introduced to machine shop safety and will learn how to properly use lathes, milling machines, grinders, drill presses, the power hack saw, and beginning blueprint reading.
Prerequisite: None

MED 101 ORIENTATION TO HEALTH CAREERS 2 0 0 2

Upon completion of this course, students should be able to identify the important historical contributions to modern medicine; explore major allied health professions and the person/professional requirements of each; and develop skills in psychological assessment of both self and patients.
Prerequisite: None

MED 102 INTRODUCTION TO MEDICAL OFFICE PROCEDURES 3 2 0 4

Upon completion of this course the student should be familiar with the medical office environment and procedures including effective telephone techniques, receiving patients and scheduling appointments, and medical recordkeeping. He/She should be proficient in the maintenance and care of office property, inventory and supplies.
Prerequisite: None

MED 103 MEDICAL OFFICE PROCEDURES 2 4 0 4

Upon completion of this course the student should be able to maintain patient and office records; handle mail; process written communication; make travel arrangements; prepare the payroll; perform editorial duties, billing and collections; interview patients and collect patient data; prepare the examination and treatment areas; and identify equipment and instruments.
Prerequisite: MED 102

MED 104 PATIENT PREPARATION 4 2 0 5

Upon completion of this course the student should be able to prepare the patient and assist the physician with the physical examination. He/She should be proficient in clinical and diagnostic procedures including preparation of the patient. The student should also be familiar with aseptic techniques including infection control and community health concepts.
Prerequisite: None

MED 109 MEDICAL TRANSCRIPTION 2 4 0 4

In this course, students will be introduced to material that is routinely transcribed in a medical office. Upon completion of this course, students should be able to transcribe medical material accurately. Students should be able to identify problems that may arise when working as a Medical Transcriptionist, suggest ways to solve these problems in a professional manner, and express increased knowledge of basic procedures and understanding of the medical practice gained by reviewing and sharing.
Prerequisite: OSC 102, MED 110

MED 110 MEDICAL TERMINOLOGY AND VOCABULARY 5 0 0 5

Upon completion of this course, students should be able to read and understand medical terms; build medical terms from Greek and Latin prefixes, suffixes, word roots and combining forms; spell medical terms correctly; use a medical dictionary; and use appropriate abbreviations and symbols. They will define medical terms as they pertain to anatomy, physiology, and diseases, operations, tumors, drugs, and related descriptive terms; and demonstrate ability to build medical words and analyze word components. The above objective will apply to the following systems: skin, musculoskeletal, cardiovascular, blood and blood forming organs, respiratory, systemic diseases and oncology, neurological and psychiatric, urogenital, gynecological and obstetrics, endocrine, sense, and digestive.
Prerequisite: None

MED 120 HEALTH INSURANCE 3 0 0 3

Upon completion of this course, students should be able to discuss the responsibilities of a medical office insurance specialist; identify the types of insurance and assistance programs that pay for health care services; process medical insurance claim forms; and identify standard coding methods.
Prerequisite: MED 110 or departmental approval

MED 201 EXAMINATION ROOM PROCEDURES I 3 2 0 4

Upon completion of this course the student should be able to handle physical and psychological emergencies including demonstration of eye and ear irrigation and instillation. He/She should be able to record and mount electrocardiograms, to take blood pressure using palpation and auscultation methods, to administer first aid including CPR and various restraining devices. The student will also be proficient in time management and public relations skills.
Prerequisite: None

MED 202 PROFESSIONAL MEDICAL ASSISTING 3 2 0 4

Upon completion of this course the student should be familiar with professional issues including malpractice, continuing education, and professional organizations. He/She should be proficient in the instruction of patient education. He/She should also be able to demonstrate professionalism by dependability, responsibility, and integrity.
Prerequisite: MED 101, MED 102

MED 207 EXAMINATION ROOM PROCEDURES II 2 2 0 3

Upon completion of this course, students should be able to identify and explain medical aseptic practices; relate diagnosis and therapeutic procedures to basic body functions and correlate these procedures for assisting with a physical examination to normal body tissues; and use the correct medical terminology in order to communicate with the health care team.

Prerequisite: MED 202

MED 208 LABORATORY PROCEDURES 3 6 0 6

Upon completion of this course, students should be able to cite the laboratory rules of safety; handle the equipment and reagents in a safe, responsible manner; identify the equipment, glassware, and supplies by sight and use; and demonstrate the basic knowledge of the simple laboratory tests done in a physician's office by performing the test with accuracy, speed, personal integrity, and complete honesty.

Prerequisite: BIO 104, BIO 105, ENG 101, ENG 102, OSC 102, OSC 103, MED 101, MED 102, MED 110, MED 120, MED 209

MED 209 MEDICAL ETHICS AND LAW 3 0 0 3

Upon completion of this course, students should be able to describe the laws that govern the practice of medicine; differentiate between the various medical practice arrangements and their legal implications; describe each medical service available to the public in the community and the way each contributes to comprehensive care; explain the meaning of the A.M.A. principles of Medical Ethics and discuss how each applies to the physician and the staff.

Prerequisite: None

MED 211 PHARMACOLOGY FOR MEDICAL ASSISTANTS 3 0 0 3

Upon completion of this course, students should be able to identify major drugs and/or drug groups; recognize side effects; describe interaction of drugs; and relate various methods of administration of drugs to reaction.

Prerequisite: MAT 101 or departmental approval

MED 212 MEDICAL OFFICE PRACTICE 1 0 21 8

The course is a practicum in Medical Assisting. Each student is assigned to a physician's office, clinic, or out-patient department. Upon completion of this course, students should be able to perform the duties of the medical assistant as they apply to the assigned office; demonstrate professional and communication skills necessary for the effective care of the patient; and express an understanding of the practice of comprehensive health care in the community.

Prerequisite: Seventh quarter standing

MED 213 MEDICAL ECONOMICS 3 0 0 3

Upon completion of this course, students should be familiar with central issues in the public debate over health care delivery regarding cost and distribution of needed services. The student should be familiar with state, federal and locally funded programs which assist the underprivileged in obtaining health care and how these programs affect their work as a medical assistant.

Prerequisite: None

MED 215 SYMPTOMATOLOGY 3 0 0 3

Upon completion of this course, students should be able to assess signs and symptoms of disease and take appropriate action when dealing with patients in a medical facility. Problem-solving techniques will be utilized.

Prerequisite: MED 110

MEG 1101 METAL ENGRAVING: TOOLS, TERMS, AND PROCEDURES 3 0 9 6

The course is designed to familiarize the student with tools, equipment, terminology, and materials used in the industry. Introductory cuts will be demonstrated and practiced. The student will learn to identify correct gravers for each cut, how to sharpen gravers and maintain peak cutting efficiency.

Prerequisite: None

MEG 1102 METAL ENGRAVING: SCROLLS 3 0 9 6

Students will be introduced to the techniques involved in making the basic bias scroll design. The techniques will be practiced on metal in the metal engraving shop.

Prerequisite: None

MEG 1103 METAL ENGRAVING: SCENES 3 0 9 6

The student will concentrate on the various metal mediums encountered in engraving and the relationship of the engraver's tools to the various metals necessary to engrave scenes in various metals.

Prerequisite: MEG 1101, MEG 1102 or instructor permission

MEG 1104 METAL ENGRAVING: BOLINO 3 0 9 6

The bolino method of cutting scenes into metal will be introduced in this course. Other push engraving methods will be applied to metal including lettering, English scroll, western scroll, and shading with push engravers.

Prerequisite: None

MEG 1105 METAL ENGRAVING: INLAYS 2 0 6 4

The course provides an in depth study of the materials and methods used in wire inlay. Included will be oakleaves and the use of the gravermax.

Prerequisite: MEG 1103 or instructor permission

MEG 1106 METAL ENGRAVING: INLAY SCULPTING 2 0 6 4

Through instruction, demonstration, and application, students will become familiar with the different applications of flush, overlay, and sculpturing inlay techniques.

Prerequisite: MEG 1105 or instructor permission

MEG 1107 METAL ENGRAVING: APPLICATIONS 3 0 9 6

The student will apply skills learned in previous classes. "Real life" experiences will be introduced in the classroom and finished in the metal engraving shop.

Prerequisite: MEG 1105 or instructor permission

- MEG 1108 METAL ENGRAVING: SCROLL DRAWING** 1 2 0 2
The student will concentrate on drawing the basic scroll design encountered in Metal Engraving. The basic elements of design will be applied to interpretations of German and American scroll.
Prerequisite: None
- MEG 1109 METAL ENGRAVING: LETTERING AND CALLIGRAPHY** 2 0 6 4
The course is designed to familiarize the student with the four basic lettering types. Layouts will be demonstrated and practiced. Basic letter cutting tools will be made and sharpened to maintain peak cutting efficiency. These tools will be utilized in executing the basic cuts to form the four basic lettering types.
Prerequisite: None
- MEG 1110 ADVANCED SCROLL DRAWING** 2 2 0 3
The student will concentrate on drawing the advanced scroll design encountered in Metal Engraving. Complex design techniques will be applied to interpretations of a variety of scroll design.
Prerequisite: MET 1108 or instructor permission
- MKT 239 MARKETING** 5 0 0 5
The course provides a general survey of the field of marketing with a detailed study of the functions, policies, and institutions involved in the marketing process.
Prerequisite: BUS 101 or permission of Business Ed. Dept. Chairperson
- MKT 243 ADVERTISING** 3 0 0 3
The course presents the role of advertising in a free economy and its place in the media. A study of product market research, selection of media, and evaluations of effectiveness are included.
Prerequisite: None
- MKT 245 RETAILING** 3 0 0 3
The course includes the study of retailing in the economy including present retail structure, principles governing effective operations, functions performed, merchandise handling, and managerial problems in retailing establishment.
Prerequisite: None
- MNT 202 MAINTENANCE PRACTICUM** 2 0 6 4
The course will provide the basic theories and uses of hydraulic, pneumatic and plumbing systems, and also the combination of systems, basic designs and functions of circuits and motors and servo-mechanisms. This course will introduce students to the tools, fitting and small equipment used by plumber and fluid-air power technicians. Basic information in gas and arc welding will be covered. Safety precautions and care of use and maintenance principles will be stressed.
Prerequisite: instructor permission
- MUS 101 MUSIC APPRECIATION** 5 0 0 5
The course is designed to acquaint students with elements of music necessary for enjoyment and understanding; vocabulary of musical terms and the opportunity to become an informed listener.
Prerequisite: None

- NUR 1101 FUNDAMENTALS OF NURSING** 6 6 3 8
The course is an introduction to the basic nursing principles and procedures underlying safe nursing care. Emphasis is on concepts of safe, therapeutic environments and competent performance of basic nursing skills. Introduction to the legal and ethical responsibility of the Licensed Practical Nurse is included. Utilization of the nursing process as a problem-solving strategy is introduced.
Prerequisite: None
- NUR 1103 PHARMACOLOGY** 3 0 0 3
The course provides a study of safe techniques for administration of drugs. Modes of preparation, legal aspects, calculation of dosage (adult and child) and universal measures for safe administration are examined and incorporated throughout the study of the various drugs by classification.
Prerequisites: NUR 1101, PSY 110, ENG 1102, BIO 104, MAT 100
- NUR 1104 NURSING SEMINAR** 2 0 0 2
The course is a study of the history and trends of nursing. This course provides a historical perspective including a discussion on leaders in nursing, the Nurse Practice Act and educational trends. Practical nursing education, role of the practical nurse, the current health care delivery system, licensure, code and Ethics, legal aspects, and nursing organizations are studied. Career opportunities and continued education will also be discussed.
Prerequisites: NUR 1101, NUR 1105, PSY 110, ENG 1102, BIO 104, NUR 1111, PSY 111, BIO 105, NUR 1112, NUR 1103
- NUR 1105 GERIATRIC NURSING** 3 0 0 3
The course is designed to prepare the graduate nurse to provide basic health and personal care for older persons. Areas of study include the processes of aging by body systems, communication, nutrition, drug usage, sexuality, resources and services, death and dying. The emphasis is on the "understanding of caring for and about" elderly individuals.
Prerequisites: NUR 1101, PSY 110, ENG 1102, BIO 104, NUR 1111, PSY 111, BIO 105, NUR 1103
- NUR 1111 NURSING ADULTS & CHILDREN I** 5 0 12 9
The course is designed to provide beginning knowledge of the physical and psychosocial needs of the hospitalized adult and child requiring medical or surgical intervention. Emphasis is placed on various types of common deviations of wellness and the use of the nursing process to plan nursing intervention. Clinical experience is provided under supervision in the care of the adult and child medical surgical patient. The clinical component will include operating room and recovery room experience.
Prerequisites: NUR 1101, PSY 110, ENG 1102, BIO 104
- NUR 1112 NURSING ADULTS & CHILDREN II** 7 0 15 12
The course is a continuation of the study of adults and children with further examination of their physical and psychosocial needs. Emphasis is placed on various types of common deviations requiring use of the nursing process to meet the nursing needs of the hospitalized adult and child. Clinical experience is provided under supervision, in the case of the adults and children experiencing diseases of the respiratory, cardiovascular, circulatory, gastrointestinal, reproductive, nervous, and musculoskeletal systems.
Prerequisites: NUR 1101, PSY 110, ENG 1102, BIO 104, NUR 1111, PSY 111, BIO 105, NUR 1103

NUR 1113 NURSING ADULTS & CHILDREN III 3 0 9 6

The course is a continuation of NUR 1112 with further examination of the physical and psychosocial needs of the hospitalized adult and child. Emphasis is placed on synthesizing theoretical principles and nursing skills with utilization of the nursing process. Clinical experience is provided in care of the adult and child experiencing various chronic and acute deviation of elimination of fluid waste, endocrine function, vision and hearing, skin integrity, immune response, and emergency nursing.

Prerequisites: NUR 1101, PSY 110, ENG 1102, BIO 104, NUR 1111, PSY 111, BIO 105, NUR 1112, NUR 1103, NUR 1105

NUR 1114 MATERNAL & NEWBORN NURSING 4 0 9 7

The course is a study of nursing care problems presented during the normal and complicated childbearing maternity cycle with emphasis on the normal cycle. The normal newborn infant, premature infant, and infants with abnormalities will also be studied. Opportunities for supervised clinical experiences in the nursing care of the childbearing family and newborn are provided. Utilization of the nursing process and demonstrating competency in clinical nursing skills are emphasized.

Prerequisites: NUR 1101, NUR 1105, PSY 110, ENG 1102, BIO 104, NUR 1111, PSY 111, BIO 105, NUR 1112, NUR 1103

OSC 102 KEYBOARDING I 2 0 3 3

The course is an introduction to keyboarding using the microcomputer. The student will learn the correct techniques, mastery of the keyboard, horizontal and vertical centering, and how to type letters, one-page reports, and tables.

Prerequisite: None

OSC 103 KEYBOARDING II 2 0 3 3

The course is designed to help the student develop speed and accuracy in typing and further his/her mastery of correct typing techniques. The student will apply skill in the keyboarding of reports, printed forms, letters, and business correspondence.

Prerequisite: OSC 102 or the equivalent; speed requirement: 25 words per minute for 5 minutes

OSC 104 KEYBOARDING III 2 0 3 3

Emphasis in the course is placed on production typing problems—typing more problems in a shorter period of time—and on speed and accuracy. The student will type a variety of business letters, reports, forms, and financial statements.

Prerequisite: OSC 103 or the equivalent; speed requirement: 35 words per minute for 5 minutes

OSC 105 KEYBOARDING IV 2 0 3 3

The course is designed to help the student learn the techniques needed in planning and typing projects commonly found in business and industry. The student will be required to produce a reasonable amount of work within a given time period. Emphasis will be placed on accuracy, mailable copy, and speed.

Prerequisite: OSC 104 or equivalent; speed requirement: 40 words/minute for 5 minutes

OSC 110 ELECTRONIC CALCULATOR 2 2 0 3

The student will be introduced to the machines currently being used in business and industry. The student will receive training in the basic principles, operating procedures, and business applications of the electronic display calculator.

Prerequisite: None

OSC 112 RECORDS MANAGEMENT 3 0 0 3

The student will be able to apply the fundamentals of indexing and filing and realize the importance of filing as a basic tool of management. Theory and practice will be combined by the use of miniature letters, filing boxes, and guides. Topics studied will include alphabetic, geographic, numeric, and subject filing systems.

Prerequisite: None

OSC 209 EXECUTIVE SPELLING AND TERMINOLOGY 4 0 0 4

Executive Spelling and Terminology is a course designed to make the student aware of his/her spelling weaknesses and to improve spelling and proofreading skills. Students will study words and phrases most likely encountered in business, technical, and professional offices. The course also stresses the correct use of the dictionary.

Prerequisite: ENG 101 or permission of Business Ed. Dept. Chairperson

OSC 210 MACHINE TRANSCRIPTION 3 2 0 4

The course is designed to provide the student with skills in the operation of the transcribing machine. Students develop skill in the use of a machine for transcribing from recorded dictation. The course also will develop skills in grammar, spelling, and punctuation.

Prerequisite: ENG 101, OSC 102, OSC 103 or permission of the Business Ed. Dept. Chairperson

OSC 212 SECRETARIAL ADMINISTRATION 3 2 0 4

The course is designed to acquaint the student with the responsibilities encountered by an office worker in today's businesses. Some responsibilities discussed include receptionist's duties, handling mail, telephone techniques, travel information, office records, purchasing supplies, office organization, and job application.

Prerequisite: OSC 110, OSC 102, OSC 103 or permission of Business Ed. Dept. Chairperson

OSC 215 WORD PROCESSING APPLICATIONS I 3 2 0 4

Students are given instruction in the basic concepts and techniques required in most word processing tasks using a popular word processing software package for the microcomputer. Applications include the creation and revision of letters, reports and other manuscripts, tables, and forms.

Prerequisite: OSC 102 or permission of the Business Ed. Dept. Chairperson

OSC 216 WORD PROCESSING APPLICATIONS II 3 2 0 4

The course provides an instruction to word processing on the microcomputer using WordPerfect software in advanced applications.

Prerequisite: OSC 215

PED 100 CONDITIONING 0 2 0 1

The course is designed to teach students methods for physical conditioning. The course is divided into three activities: aerobic exercising, weight training, and running/jogging.

Prerequisite: None

PED 101 VOLLEYBALL 0 2 0 1

The course includes the basic rules and techniques of volleyball. Passing, setting, spiking, scoring, positioning and defensive play techniques will be taught.

Prerequisite: None

- PED 102 ARCHERY** 0 2 0 1
The course is designed to teach the terminology of archery, scoring and the techniques of bracing, drawing, and releasing equipment. An archery trail is available for student use.
Prerequisite: None
- PED 103 AEROBIC EXERCISE** 0 2 0 1
The course is designed to teach students to improve and maintain cardiovascular endurance. Students are taught light to vigorous exercises with a major goal being to lower the resting heart rate.
Prerequisite: None
- PED 104 FITNESS WALKING** 0 2 0 1
The course is designed to teach proper walking techniques, including race walking. The major goal of this course is to teach the use of walking as a means of achieving and maintaining physical fitness.
Prerequisite: None
- PED 105 GOLF** 0 2 0 1
The course is designed to teach the basic rules and strokes of golf. Actual practice and videotapes are used as teaching aids.
Prerequisite: None
- PED 106 ANGLING** 0 2 0 1
The course is designed to teach the basic techniques of fishing. Emphasis is placed on bass fishing. Topics include: state laws, lure techniques, and operations of depth finders. Classroom and practical application are covered. Classes may be held at area lakes.
Prerequisite: None
- PED 107 SELF-DEFENSE** 0 2 0 1
The course is designed to teach the techniques of basic self-defense. Current laws governing self-defense are covered in addition to the philosophies and attitudes relating to personal security.
Prerequisite: None
- PED 108 FIRST AID/EMERGENCY CARE** 3 0 0 3
This course deals with emergency treatment of various types of injuries, control of bleeding, artificial respiration, preventing disease transmission, HIV/AIDS education, splinting, bandaging, and legal responsibilities. This course will certify the students in first aid and infant/child and adult CPR.
Prerequisite: None
- PHS 101 PHYSICAL SCIENCE** 4 2 0 5
The course is a survey of physical laws and scientific principles and includes the study of motion, conservation laws, gravity and motion.
Prerequisite: None
- PHS 102 PHYSICAL SCIENCE** 4 2 0 5
The course is a continuation of PHS 101 and includes a survey of physical laws and scientific principles and methodology of chemistry and astronomy.
Prerequisite: None

- PHY 107 TECHNICAL PHYSICS** 3 2 0 4
The course is an introduction to physics. Applications cover systems and measurement and properties of solids, liquids and gases. Emphasis is placed upon basic principles of electricity and magnetism. The production, transmission, distribution, measurement and specific applications of electrical energy constitute major areas of study.
Prerequisite: None
- POL 201 STATE AND LOCAL GOVERNMENT** 5 0 0 5
The course is a study of the structure and functioning of the state and local government and its role within the federal system. The organization, functions, powers and methods of the state, nation, and municipal government will be covered.
Prerequisite: None
- PSY 110 PRINCIPLES OF PSYCHOLOGY** 3 0 0 3
The course presents a study of human behavior in terms of perception, motivation, learning, personality, environment, and emotion. The student is introduced to the fundamentals of abnormal behavior and therapies.
Prerequisite: None
- PSY 111 HUMAN GROWTH & DEVELOPMENT: LIFE SPAN** 3 0 0 3
The course is designed to give students theoretical and practical knowledge in the area of human development.
Prerequisite: None
- PSY 117 CHILD GROWTH AND DEVELOPMENT I** 4 0 0 4
The course is an introduction to the field of child growth and development. Specific topics will include historical perspectives on children, research and observation techniques, terminology, and the areas of growth and development. Emphasis will be placed on conception, prenatal development, the birth process, the neonate, and infancy including the physical/motor, cognitive/language, and social/emotional development.
Prerequisite: None
- PSY 118 CHILD GROWTH AND DEVELOPMENT II** 4 0 0 4
The course will examine the growth and development of children in middle childhood and adolescence. Specific emphasis will be placed on factors influencing development in physical/motor, cognitive/language, and social/emotional areas.
Prerequisite: PSY 117
- PSY 150 INTERPERSONAL RELATIONS** 3 0 0 3
The course provides a framework for understanding the self, other people, and communications or transactions among people. The primary focus of the course is personal awareness and growth.
Prerequisite: None
- PSY 201 INTRODUCTION TO PSYCHOLOGY** 3 0 0 3
The course provides the groundwork for a basic introduction to general psychology. The principle areas of history, awareness, learning and self are covered. Specific topics include personality, memory, sensation and perception, and consciousness.
Prerequisite: None

- PSY 202 PSYCHOLOGY OF ADJUSTMENT 3 0 0 3**
 Emphasis in the course is placed on psychological principles of the life span, adjustment, abnormality, and social psychology. Specific topics include aging, death and dying, stress, therapies, holistic health, and social behavior.
 Prerequisite: None
- PSY 203 CHILD PSYCHOLOGY 5 0 0 5**
 Physical, mental, social and emotional development of the child from birth to adolescence with specific emphasis on the influences which affect these areas of development will be covered in Child Psychology.
 Prerequisite: None
- RED 098 FUNDAMENTALS OF READING**
 The course is designed to help the student improve reading comprehension skills and vocabulary. Readings in the student's field of interest will help prepare the student for entry into his/her chosen curriculum.
 Prerequisite: Eligibility determined by placement test
- RED 1101 READING SKILLS 3 0 0 3**
 The course is designed to help the student develop comprehension skills and vocabulary. Emphasis is given to applying reading skills to material in the student's curriculum.
 Prerequisite: None
- REL 103 OLD TESTAMENT 5 0 0 5**
 The course is designed to give the student an understanding of the Old Testament. It will be a study of culture, geography, history, and the political conditions of the period of the Old Testament. The student will come to have a better understanding of the Old Testament as a great piece of literature. The historical critical method of study will be used to study its development to its final form.
 Prerequisite: None
- REL 104 NEW TESTAMENT 5 0 0 5**
 The course is designed to give the student an understanding of the New Testament. It will be a study of culture, geography, history, as well as the political conditions of the period of the New Testament. The student will come to have a better understanding of the New Testament as a great piece of literature. The historical critical method of study will be used to study its development to its final form.
 Prerequisite: None
- REL 105 WORLD RELIGIONS 5 0 0 5**
 The course includes a survey of the great religions of the world and their interrelationships. Religions covered include Christianity, Islam, Judaism, Buddhism, Hinduism, and Confucianism.
 Prerequisite: None
- SAF 1001 SAFETY 2 0 0 2**
 The course will provide instruction covering topics such as accident and prevention, fire prevention, fire safety regulations, personal protective equipment, first aid, equipment preventive maintenance, and the proper use and storage of tools.
 Prerequisite: None

- SOC 107 INFLUENCES OF THE MASS MEDIA 3 0 0 3**
 The course is designed to make the student aware of the effects of mass media on the individual and society. Students will explore techniques of persuasion used in newspapers, magazines, television and films. Topics include advertising techniques, content and slant of news reporting, quality of television and trends in films.
 Prerequisite: None
- SOC 108 CURRENT SOCIAL PROBLEMS 3 0 0 3**
 The course allows the student to become acquainted with the cause and effect relationship of significant social problems as they exist today.
 Prerequisite: None
- SOC 201 INTRODUCTION TO SOCIOLOGY 5 0 0 5**
 The course is an introduction to the study of sociology, providing essentials for an intelligent understanding of the forces influencing group life and for a specialized study of sociological problems.
 Prerequisite: None
- SPA 101 ELEMENTARY SPANISH I 5 0 0 5**
 The course is an introduction to the basic elements of Spanish necessary for conversation, reading, and writing.
 Prerequisite: None
- SPA 102 ELEMENTARY SPANISH II 5 0 0 5**
 The course is a continuation of SPA 101, with emphasis on the use of conversation, reading, and writing skills.
 Prerequisite: SPA 101
- SPH 105 EFFECTIVE SPEAKING 5 0 0 5**
 The course is a study of the principles of oral communication emphasizing interpersonal, small-group and public speaking. It provides practice in organization, composition and delivery of speeches.
 Prerequisite: None
- TXY 1101 TAXIDERMY: FISH 4 0 12 8**
 The course will concentrate on the mounting of fish. Topics covered will include fish identification, measuring techniques, rebuilding and coloration, and ecology.
 Prerequisite: None
- TXY 1102 FISH COLORATION 2 0 6 4**
 Through instruction, demonstration, and application, students will learn to mix and apply paint with the airbrush when restoring natural color to a mounted fish. Students will paint natural colorations on mounted specimen or fiberglass reproduction.
 Prerequisite: None
- TXY 1103 TAXIDERMY: LARGE FURBEARING ANIMALS 3 0 9 6**
 The course will be a detailed study including practical experience in the mounting of large furbearing animals. Included in the study will be topics such as animal identification, the use of proper forms and coloration in rebuilding specimens, and animal habitats.
 Prerequisite: None

TXY 1104 TAXIDERMY: SMALL FURBEARING ANIMALS 3 0 9 6

The course will include detailed study and practical experience in the mounting of small furbearing animals. Included in the study will be topics such as animal identification, proper selection of forms and materials, detail coloration, and habitat construction.

Prerequisite: None

TXY 1105 TAXIDERMY: BIRDS 4 0 12 8

The course concentrates on mounting birds with an emphasis on game birds. Topics stressed will include bird identification, the rebuilding of birds with proper form and coloration, as well as state and federal laws affecting wild animals.

Prerequisite: None

TXY 1106 TAXIDERMY: CASTING AND REPRODUCTIONS 2 0 6 4

The course provides the student with the information needed to finish reproduction specimens of all available species. This course includes measuring techniques and reference study.

Prerequisite: None

TXY 1107 TAXIDERMY: HIDE PREPARATION 3 0 9 6

The course provides the student with information needed to properly prepare a hide/cape for mounting. Instruction covers all aspects of preparation from skinning to final tanning.

Prerequisite: None

TXY 1108 TAXIDERMY: HABITAT CONSTRUCTION 3 0 9 6

The course will include detailed study and practical experience in the mounting of reptiles. Included in the study will be topics such as reptile identification, carving reptile forms, restoring color, and building habitats.

Prerequisite: None

WLD 1001 BASIC WELDING 2 0 6 4

The course will provide an introduction to the theory and practice of cutting, welding, brazing, and soldering. Basic information in arc and gas welding, safety precautions, and the care of welding equipment will be stressed.

Prerequisite: None

COLLEGE PERSONNEL

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Diploma-Montgomery Community College
Diploma-School of Wildlife Art
Diploma-Advanced Taxidermy Methods-Blomquist Studio
Diploma-Hart Sculpting Studio
B.A.-Park College

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Diploma-Montgomery Community College
A.S.E. Certified

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Diploma-Montgomery Community College

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B.S.-University of North Carolina at Charlotte

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Perry Stout Instructor-Taxidermy
Certificate-Piedmont Technical College

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