AB Tech
Community College

Catalog 2016-2017

828-398-7900 ◆ abtech.edu

Locally Committed ◆ Regionally Dynamic ◆ World-Class Focused

Asheville-Buncombe Technical Community College

Catalog of Courses
Day and Evening College
Volume 54
2016-2017

Main College Contact Information

828-398-7900
www.abtech.edu

Asheville Campus
340 Victoria Road
Asheville, NC 28801

Phone: 828-398-7900
Email: info@abtech.edu

Campus Police and Security:
828-279-3166

A-B Tech Enka
1459 Sand Hill Road
Candler, NC 28715

Phone: 828-398-7950
Fax: 828-281-9842

A-B Tech Madison
4646 U.S. Hwy. 25-70
Marshall, NC 28753

Phone: 828-649-2947
Fax: 828-281-9859

A-B Tech South
303B Airport Road
Arden, NC 28704
828-398-7716

Campus Police and Security:
828-301-7150

A-B Tech Woodfin
Buncombe County Public
Safety Training Center
A-B Tech Emergency
Services Division
20 Canoe Lane
Asheville, NC 28804

Governed by: Asheville-Buncombe Technical Community College Board of Trustees

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

Recognized and approved by:

- **North Carolina State Board of Community Colleges**
- **N.C. State Approving Agency for the Use of Veterans Military and Educational Benefits**

Specific Program Accreditation/Certification (Contact information for each of the accrediting agencies is located in the respective program descriptions):

Automotive Systems Technology Accreditation

The Automotive Systems Technology associate degree program has received certification by the National Automotive Technicians Education Foundation (NATEF) and is accredited by the National Institute for Automotive Service Excellence (ASE). All eight areas meet the strict industry standards required for the training of automobile technicians. This is the highest level of achievement recognized by the National Institute for Automotive Excellence (ASE).

Basic Law Enforcement Training (BLET) Accreditation

The Basic Law Enforcement Training (BLET) program is accredited by the North Carolina Criminal Justice Education and Training Standards Commission.

Baking & Pastry Arts Program and Culinary Arts Technology Program Accreditation

The Baking and Pastry Arts and Culinary Arts programs are accredited by the Accrediting Commission of the American Culinary Federation Education Foundation.

Dental Assisting and Dental Hygiene Programs Accreditation

The Dental Assisting and Dental Hygiene programs are accredited by the American Dental Association, Commission on Dental Accreditation (CODA).

Early Childhood Education
The Early Childhood Associate program is accredited by the National Association for the Education of Young Children (NAEYC).

Medical Assisting Program Accreditation
The Medical Assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs, upon the recommendation of the American Association of Medical Assistants.

Medical Lab Technology Program and Phlebotomy Program Accreditation
The Medical Laboratory program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).
The Phlebotomy program is approved by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Medical Sonography Program Accreditation
The Medical Sonography program is accredited by the Commission on Accreditation of Allied Health Education Programs, upon the recommendation of the Joint Review Committee on Education in Diagnostic Medical Sonography.

Ophthalmic Assisting Program (Continuing Education)
The Ophthalmic Assisting Program, offered through Continuing Education, is accredited by the Commission on Accreditation of Ophthalmic Medical Programs (CoA-OMP).

Radiography Program Accreditation
The Radiography program is accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).

Surgical Technology Program Accreditation
The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAA-HEP) upon recommendation of the Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA).

Veterinary Medical Technology
The Veterinary Medical Technology program is accredited by the American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA).

Cosmetology, Cosmetology Instructor, Esthetics Technology and Manicuring/Nail Technology
North Carolina State Board of Cosmetic Art Examiners

Emergency Medical Science
North Carolina Office of Emergency Medical Services. The Emergency Medical Science program is accredited by the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).

Information Systems Security
National Security Agency, National Information Assurance Education and Training Program

Nursing
North Carolina Board of Nursing

Occupational Therapy Assistant
Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA)

For information about graduation rates, the median debt of students who completed the program, and other important information on federally-designated gainful employment programs, visit abtech.edu/gainful-employment.
For information regarding student achievement and success, visit abtech.edu

Catalog changes:

The official and most current version of the Asheville-Buncombe Technical Community College catalog is posted on the College website at abtech.edu/catalog. Neither the online version nor the print version of the catalog should be considered a contract between Asheville-Buncombe Technical Community College and the student. Adjustments in program or course content, sequence, schedule, and faculty may be made as necessary. A minimum enrollment may be required to offer a course or continue a program. Charges for tuition and fees are subject to change. The College Calendar dates or events may change because of inclement weather or for other reasons.

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NEW YORK
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Curriculum Programs

Program	Credential	Schedule
Accounting	A.A.S. Degree	Day/Evening
Accounting	Certificate	Day
Air Conditioning, Heating & Refrigeration Technology	A.A.S. Degree	Evening
Air Conditioning, Heating & Refrigeration Technology	Diploma	Day/Evening
Air Conditioning and Heating - Basic	Certificate	Day/Evening
Air Conditioning and Heating - Intermediate	Certificate	Day/Evening
Automotive Systems Technology	A.A.S. Degree	Day/Evening
Automotive Systems Technology	Diploma	Day/Evening
Automotive Systems Technology - Certificate I	Certificate	Day/Evening
Automotive Systems Technology - Certificate II	Certificate	Day/Evening
Aviation Management & Career Pilot Technology - Aviation Management	A.A.S. Degree	Day
Aviation Management & Career Pilot Technology - Career Pilot	A.A.S. Degree	Day
Aviation - Instrument Rating	Certificate	Day
Aviation - Commercial Pilot	Certificate	Day
Aviation - Private Pilot	Certificate	Day
Baking and Pastry Arts	A.A.S. Degree	Day
Baking and Pastry Arts	Certificate	Day
Basic Law Enforcement Training	Certificate	Day/Evening
Brewing, Distillation and Fermentation	A.A.S. Degree	Day
Craft Beverage Lab	Certificate	Day
Business Administration: General Business Pathway	A.A.S. Degree	Day/Evening/Online
Business Administration: Human Resources Pathway	A.A.S. Degree	Evening
Business Administration: Marketing & Retailing Pathway	A.A.S. Degree	Day/Evening
Business Administration	Diploma	Day/Evening
Human Resources Management	Certificate	Evening
Retail Marketing	Certificate	Day/Evening
Central Sterile Processing	Certificate	Day
Civil Engineering Technology	A.A. Degree	Day/Evening
College Transfer		
Associate in Arts	A.A. Degree	Day/Evening
Associate in Engineering	A.E. Degree	Day/Evening
Associate in Fine Arts	A.F.A. Degree	Day/Evening
Associate in Science	A.S. Degree	Day/Evening
Computer-Aided Drafting Technology	A.A.S. Degree	Day/Evening
Computer-Aided Drafting	Certificate	Day
Architectural Drafting	Certificate	Day
Computer Engineering Technology	A.A.S. Degree	Day
PC and Network Maintenance	Certificate	Day
Computer Integrated Machining	A.A.S. Degree	Day/Evening
Computer Integrated Machining	Diploma	Day/Evening
Computer-Integrated Machining and CNC Programming	Certificate	Day/Evening
Construction Management Technology	A.A.S. Degree	Day/Evening
Building Construction Science	Diploma	Day
Construction Management Technology	Certificate	Evening
Basic Construction and Millwork	Certificate	Day
Cosmetology	A.A.S. Degree	Day/Evening
Cosmetology	Diploma	Day/Evening
Cosmetology Instructor	Certificate	Day
Criminal Justice Technology	A.A.S. Degree	Day/Evening
Culinary Arts	A.A.S. Degree	Day
Dental Assisting	Diploma	Day
Dental Hygiene	A.A.S. Degree	Day
Diesel and Heavy Equipment Technology	A.A.S. Degree	Evening
Diesel and Heavy Equipment Technology	Diploma	Day
Diesel and Heavy Equipment Technology	Certificate	Day

Program	Credential	Schedule
Digital Media Technology	A.A.S. Degree	Day/Evening
Digital Video	Certificate	Day/Evening
Design Level 1	Certificate	Day/Evening
Design Level 2	Certificate	Day/Evening
Early Childhood Associate	A.A.S. Degree	Day
Early Childhood	Certificate	Day/Evening
Special Education	Certificate	Day/Evening
Electrical Systems Technology	A.A.S. Degree	Day/Evening
Electrical Systems Technology	Diploma	Evening
Building Instrumentation & Controls	Certificate	Day/Evening
Electrical Wiring	Certificate	Day/Evening
Electronics Engineering Technology	A.A.S. Degree	Day/Evening
Emergency Medical Science	A.A.S. Degree	Day
Emergency Medical Science Bridge	A.A.S. Degree	Day
Entrepreneurship	A.A.S. Degree	Day
Entrepreneurship	Certificate	Day
Environmental Engineering	A.A.S. Degree	Day
Esthetics Technology	Certificate	Day/Evening
Fire Protection Technology	A.A.S. Degree	Day/Evening
Fire Protection Technology	Certificate	Day/Evening
Food Service Technology	Diploma	Day
General Occupational Technology	A.A.S. Degree	Day/Evening
Geomatics Technology	A.A.S. Degree	Day
Geomatics Technology Land Surveying Fundamentals	Certificate	Day
Health and Fitness Science	A.A.S. Degree	Day
Hospitality Management	A.A.S. Degree	Day
Food Operations Management	Certificate	Day
Human Services Technology	A.A.S. Degree	Day
Human Services & Substance Abuse Studies	Certificate	Online
Human Services and Youth Studies	Certificate	Day
Industrial Systems Technology	A.A.S. Degree	Day
Basic Maintenance	Certificate	Day
Information Technology: Information Systems	A.A.S Degree	Day/Evening
Information Technology: Computer Basics	Certificate	Day/Evening
Information Technology: GIS Fundamentals	Certificate	Day/Evening
Information Technology: PC Installation & Maintenance	Certificate	Day/Evening
Information Technology: Network Management	A.A.S. Degree	Day
Information Technology: CNSS 4011/4013	Certificate	Day
Information Technology: Network Systems Administration	Certificate	Day
Information Technology: Software and Web Development	A.A.S. Degree	Day/Evening
Information Technology: Web Programmer Level I	Certificate	Day/Evening
Information Technology: Web Programmer Level II	Certificate	Day/Evening
Information Technology: Database Management	Certificate	Day/Evening
Manicuring/Nail Technology	Certificate	Day/Evening
Mechanical Engineering Technology	A.A.S. Degree	Day
Automation & Robotics	Certificate	Day
Medical Assisting	A.A.S. Degree	Day
Medical Assisting	Diploma	Day
Medical Laboratory Technology	A.A.S. Degree	Day
Medical Office Administration	A.A.S. Degree	Day
Medical Office Administration	Diploma	Day/Evening
Medical Coding	Certificate	Day/Evening
Medical Sonography	A.A.S. Degree	Day
Nursing		
Associate Degree Nursing	A.A.S. Degree	Day
LPN to ADN Option	A.A.S. Degree	Day
Associate Degree Nursing RIBN Option	A.A.S. Degree	Day

Program	Credential	Schedule
(Dual Enrollment option with Western Carolina University)		
Occupational Therapy Assistant (pending ACOTE accreditation)	A.A.S. Degree	Day
Office Administration	A.A.S. Degree	Day
Office Administration	Diploma	Day
Office Management	Certificate	Day
Word Processing/Desktop Publishing	Certificate	Day/Evening
Pharmacy Technology	A.A.S. Degree	Day
Pharmacy Technology	Diploma	Day
Phlebotomy	Certificate	Day
Radiography	A.A.S. Degree	Day
Surgical Technology	A.A.S. Degree	Day
Surgical Technology Bridge	A.A.S. Degree	Day
Sustainability Technologies	A.A.S. Degree	Day
Therapeutic Massage	Diploma	Day
Veterinary Medical Technology	A.A.S. Degree	Day
Welding Technology	A.A.S Degree	Day
Welding Technology	Diploma	Day
Welding Technology - Basic Welding I	Certificate	Day/Evening

Directory of College Services and Offices

All telephone listings begin with 828 area code.

Academic Success . . . . . .Dean
Holly Building, Asheville Campus, 398-7885
Academic Learning Center. . . . . Coordinator
Ferguson Building, Asheville Campus, 398-7228
Transitional Studies . . . . . Director
Hemlock Building, Asheville Campus, 398-7488
Developmental Studies . . . . . .Chair
Ferguson Building, Asheville Campus, 398-7376
Academic Related Instruction (ACA 115, ACA 122) . . . . . Coordinator
Ferguson Building, Asheville Campus, 398-7649
Library. . . . . Director
Holly Building, Asheville Campus, 398-7307

Business and Finance . . . . . .Vice President/CFO
Simpson Administration Building, Asheville Campus, 398-7111
Bookstore. . . . . Manager
K. Ray Bailey Student Services Center, Asheville Campus, 398-7200
Business Services . . . . . Director
Roberson Building / 93 Victoria , Asheville Campus, 398-7540
Campus Police and Security. . . . . Chief of Police and Security
Mission Health/A-B Tech Conference Center, Asheville Campus, 398-7870
Financial Aid . . . . . .Financial Aid
K. Ray Bailey Student Services Center, Asheville Campus, 398-7900
Parking Permits . . . . . Information Desk
K. Ray Bailey Student Services Center, Asheville Campus, 398-7900
Plant Operations . . . . . .Business Manager, Facilities and Operation
Chestnut Building, Asheville Campus, 398-7150
Tuition, Payments, Refunds (Access Card), Student Accounts . . . . . Business Office
Roberson Building / 93 Victoria, Asheville Campus, 398-7152, 398-7156, 398-7155

College Advancement
A-B Tech Foundation. . . . . .Executive Director
Simpson Building, Asheville Campus, 398-7176
Alumni & Volunteers. . . . . Coordinator
Simpson Building, Asheville Campus, 398-7761
Scholarships. . . . . Coordinator
K. Ray Bailey Student Services Center, Asheville Campus, 398-7562
Special Events . . . . . Coordinator
Simpson Building, Asheville Campus, 398-7567

College Services & Information
Campus Police 398-7125
Mission Health/A-B Tech Conference Center, 16 Fernihurst Drive
Health Clinic. 398-7570
Ferguson Center, room# 115
Help Desk 398-7550
Information Center 398-7900
K. Ray Bailey Student Services Center, Asheville Campus
Job Placement . . . . . .Career Services, 398-7209
NCWorks Career Center, 251-6200
Madison County Career Center, 782-2632

Mountain Tech Lodge . . . . . Manager
Magnolia Building, Asheville Campus, 398-7248

Community Relations and Marketing . . . . . Executive Director
Simpson Administration Building, Asheville Campus, 398-7117

Curriculum Programs. . . . . Vice President, Instructional Services
Simpson Administration Building, Asheville Campus, 398-7633

Allied Health and Public Service Education . . . . . Dean
Ferguson Center for Allied Health and Workforce Development, Asheville Campus, 398-7250

Arts and Sciences . . . . . Dean
Elm Building, Asheville Campus, 398-7650

Business and Hospitality Education . . . . . Dean
Birch Building, Asheville Campus, 398-7286

Emergency Services . . . . . Dean
Public Safety Training Center, Woodfin, 398-7353

Engineering and Applied Technology. . . . . Dean
Dogwood Building, Asheville Campus, 398-7220

A-B Tech Madison . . . . . Director
Ramsey Building, Marshall, 398-7701

A-B Tech South . . . . . Director
303B Airport Road, Arden, 398-7716

Economic and Workforce Development/Continuing Education . . . . . Vice President
Roberson Building, Lower Level, Asheville Campus, 398-7937

BioNetwork . . . . . Senior Director
Technology Commercialization Center, A-B Tech Enka, 792-2323

Small Business Center and Business Incubation . . . . . Executive Director
Small Business Center, A-B Tech Enka, 398-7949

Community Enrichment Programs . . . . . Director
Ferguson Center for Allied Health and Workforce Development, Asheville Campus, 398-7134

Emergency Services . . . . . Dean
Public Safety Training Center, A-B Tech Woodfin, 398-7353

Workforce Continuing Education . . . . . Director
Fernihurst Building, Asheville Campus, 398-7936

Economic & Workforce Development . . . . . Director
Advanced Manufacturing Center/Maple Building, Asheville Campus, 398-7923

Human Resources & Organizational Development . . . . . Vice President
Sunnicrest Building, Asheville Campus, 398-7113

ADA Compliance . . . . . Director of Human Resources
Sunnicrest Building, Asheville Campus, 398-7170

Organizational and Professional Development . . . . . Training Design and Support Specialists
Sunnicrest Building, Asheville Campus, 398-7180 / 398-7178

Information Systems Technology . . . . . Vice President/CIO
Roberson Building, Asheville Campus, 398-7929

Help Desk . . . . . Technicians
Holly Library, Asheville Campus, 398-7550

Research & Planning . . . . . Executive Director
Simpson Administration Building, Asheville Campus, 398-7175

Student Services . . . . . Vice President, Student Services
K. Ray Bailey Student Services Center, Asheville Campus, 398-7146

Admissions . . . . . Admissions
K. Ray Bailey Student Services Center, Asheville Campus, 398-7900

Advising. . . . . Advisors
K. Ray Bailey Student Services Center, Asheville Campus, 398-7900

Career and College Promise . . . . . Director of Educational Partnerships
K. Ray Bailey Student Services Center, Asheville Campus, 398-7484

Career Services. . . . . Career Counselor
K. Ray Bailey Student Services Center, Asheville Campus, 398-7209

Childcare Assistance. . . . . Executive Assistant
K. Ray Bailey Student Services Center, Asheville Campus, 398-7143

Counseling . . . . . Counselors
K. Ray Bailey Student Services Center, Asheville Campus, 398-7900

Disability Services . . . . . Associate Director – Support Services
K. Ray Bailey Student Services Center, Asheville Campus, 398-7581

Emergencies and Campus Police . . . . . 398-7125 or 9-911

Financial Aid . . . . . Financial Aid
K. Ray Bailey Student Services Center, Asheville Campus, 398-7900

Grade Changes . . . . . Class Instructor

Graduation Application . . . . . Records and Registration
K. Ray Bailey Student Services Center, Asheville Campus, 398-7900

Intramurals . . . . . Department Chair, Physical Education
Coman Student Activity Center, 398-7843

International Student Services . . . . . Student Advising and Support Services
K. Ray Bailey Student Services Center, Asheville Campus, 398-7584

Scholarships. . . . . Coordinator
K. Ray Bailey Student Services Center, Asheville Campus, 398-7562

Student Academic Records. . . . . Records and Registration
K. Ray Bailey Student Services Center, Asheville Campus, 398-7900

Student Life and Development . . . . . Director
Coman Student Activity Center, Asheville Campus, 398-7900

Student I.D. Cards. . . . . Information Desk
K. Ray Bailey Student Services Center, Asheville Campus, 398-7900

Testing Center . . . . . Coordinator
Simpson Building, Asheville Campus, 398-7219

Title IX Office . . . . . Coordinator
K. Ray Bailey Student Services Center, Asheville Campus, 398-7932

Transcript Request . . . . . Records and Registration
K. Ray Bailey Student Services Center, Asheville Campus, 398-7900

Transfer Credits . . . . . Records and Registration
K. Ray Bailey Student Services Center, Asheville Campus, 398-7900

Transfer-to-Senior-Institution Information . . . . . Transfer Advising Center
K. Ray Bailey Student Services Center, Asheville Campus, 398-7900

Tutoring. . . . . Class Instructor

Veterans' Services . . . . . Coordinator
K. Ray Bailey Student Services Center, Asheville Campus, 398-7206

Visiting the Campus . . . . . Enrollment Services
K. Ray Bailey Student Services Center, Asheville Campus, 398-7578

College Calendar 2016–2017

All dates in this calendar are subject to change.
For a full listing of College dates, visit abtech.edu/calendar

Fall Semester – 2016

Registration Begins for Current/Returning Students	April 18
Registration Begins for New Students	July 5
First Payment Deadline	August 5, Noon
Second Payment Deadline	August 12, Noon
Faculty Development	August 11-12
Classes Begin	August 15
8-Week Term I	August 15 – October 10
Labor Day College Holiday (College Closed)	September 3 - September 5
Professional Development Day (No Classes for Students)	October 11
8-Week Term II	October 12 – December 10
Thanksgiving Student Holiday (No Classes for Students)	November 23
Thanksgiving College Holiday (College Closed)	November 24 - November 26
Last Day of Class/Examinations	December 10
Winter College Holidays (College Closed)	December 19 – January 1

Spring Semester –2017

Registration Begins for Current/Returning Students	November 14
Registration Begins for New Students	November 28
First Payment Deadline	December 9, 2016, 12 noon.
Second Payment Deadline	January 6, Noon
Faculty Development	January 4 - 6
Classes Begin	January 9
8-Week Term I	January 9 – March 6
Martin Luther King Jr. Day College Holiday (College Closed)	January 14 – January 16
Student Mid-Semester Break	March 7
8-Week Term II	March 8 – May 9
Student Spring Break (No Classes for Students)	March 20 – March 25
Spring College Holiday (College Closed)	March 24
Last Day of Class/Examinations	May 9
Spring Commencement	May 13

Summer Semester – 2017

Registration Begins for Current/Returning Students	April 17
Registration Begins for New Students	April 24
Payment Deadline	May 19, noon
10 Week Term	May 22 – Aug 1
Memorial Day College Holiday (College Closed)	May 27 – May 29
8-Week Term	May 30 – July 25
Independence Day College Holiday (College Closed)	July 4
Last Day of Class/Examinations	August 1

2015 Performance Measures Summary Report

Asheville-Buncombe Technical Community College
(Based on 2013-14 Data)

Performance Measure	System Goal	Number of Colleges Meeting System Goal	System Mean	A- B Tech Results	A-B Tech Performance
Progress of Basic Skills Students*	51.2%	14	45.1%	53.3%	Met or Exceeded Excellence Level
GED Diploma Passing Rate*	82.0%	22	79.4%	79.2%	Above Baseline, Below Mean
Success Rate of Developmental Students in Subsequent College-Level English Courses	74.9%	5	62.4%	69.8%	Below Goal, Above Mean
Success Rate of Developmental Students in Subsequent College-Level Math Courses	75.4%	6	63.6%	58.7%	Above Baseline, Below Mean
First Year Progression (2013 Cohort)	74.6%	7	67.1%	71.8%	Below Goal, Above Mean
Curriculum Completion (2008 Cohort)	45.6%	17	43.4%	41.2%	Above Baseline, Below Mean
Licensure and Certification Passing Rate	91.7%	6	83.3%	85.7%	Below Goal, Above Mean
College Transfer Performance	93.8%	4	87.7%	92.1%	Below Goal, Above Mean

*Basic Skills Student Progress and GED Diploma Pass Rates are not performance funding components this year. Source: 2015 Performance Measures for Student Success

Measure definitions:

Progress of Basic Skills Students: Percentage of students post-tested during the program year who progress or move up an educational functioning level.

1 Percentage of GED students who attempt all five tests during a program year who receive a GED Diploma.

2 Percentage of previous developmental English and/or reading students who successfully complete a credit English course with a "C" or better upon the first attempt (within one year of developmental completion). The denominator will include all grades earned except transfer or credit for prior learning.

3 Percentage of previous developmental math students who successfully complete a credit math course with a "C" or better upon the first attempt (within one year of developmental completion). The denominator will include all grades earned except transfer or credit for prior learning.

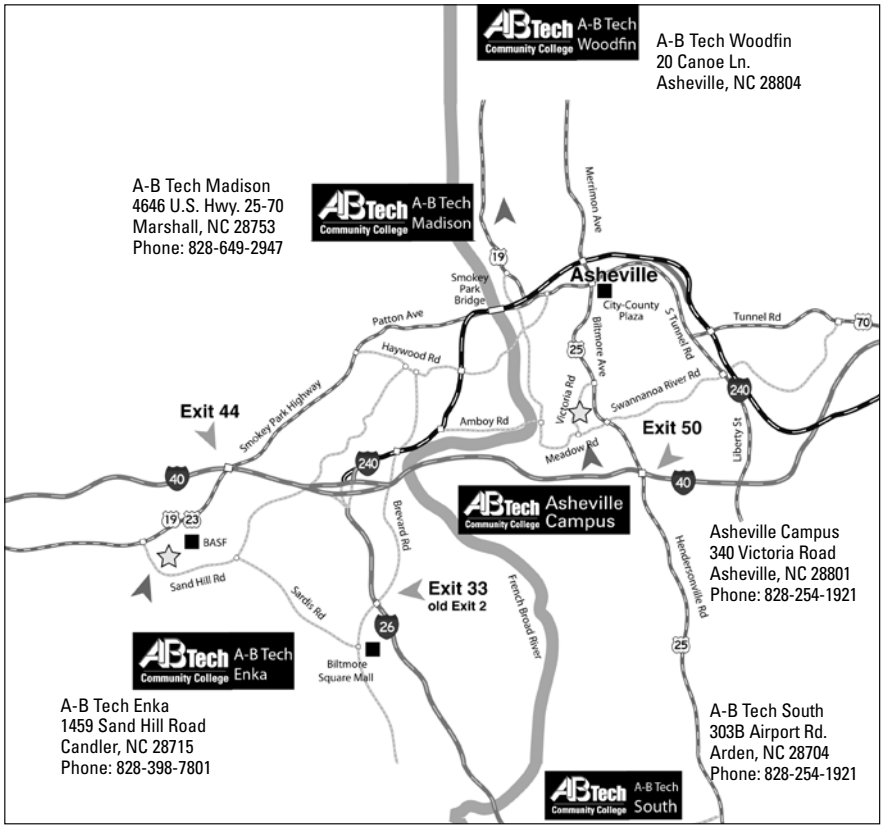
4 Percentage of first-time fall credential-seeking students attempting at least twelve hours within their first academic year who successfully complete ("C" or better) at least twelve of those hours.

5 Percentage of first-time fall credential-seeking students who graduate, transfer, or are still enrolled with 36 hours after six years.

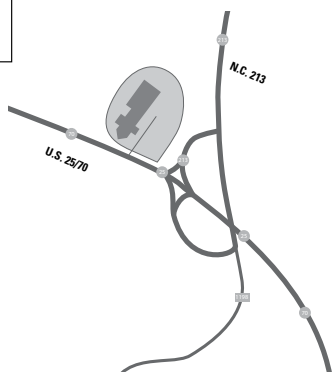
6 Aggregate institutional passing rate of first time test-takers on licensure and certification exams. Exams included in this measure are state mandated exams for which candidates must pass before becoming active practitioners. Passing rates for individual exams will be provided for informational purposes only.

7

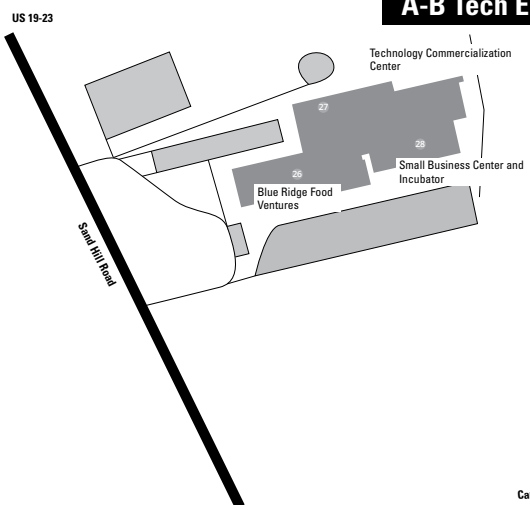
Campus Maps



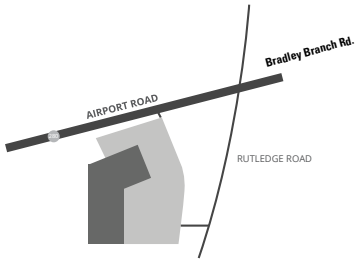
A-B Tech Madison



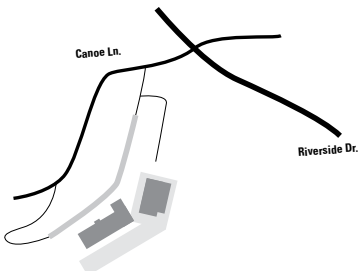
A-B Tech Enka



A-B Tech South



A-B Tech Woodfin



Asheville Campus 340 Victoria Rd, Asheville, NC 28801
1. Thomas W. Simpson Administration Building
2. Balsam Computer Technology Center
3. Birch Building
4. Dogwood Building
5. K. Ray Bailey Student Services Building
6. Holly Library
7. Ferguson Building
8. J. Herbert Coman Student Activity Center
9. Elm Building
10. Sycamore Building
11. Sunnicrest
12. Magnolia Hospitality Education Center
13. Fernihurst
14. Fernihurst Annex A & B
15. Maple Building
16. Maple Building Annex
17. Chestnut Building
18. Mission Health/A-B Tech Conference Center
19. Smith-McDowell House Museum
20. Hemlock Building
21. Poplar Building
22. Ivy Building
23. Roberson Building (93 Victoria Road)
24. Ferguson Center for Allied Health and Workforce Development

Organization

History

Asheville-Buncombe Technical Community College is one of 58 community colleges in the North Carolina Community College System and is dedicated to serving Buncombe and Madison counties. Originally funded by a bond election, the institution was established on April 3, 1958 as the Asheville Industrial Education Center and began serving students on September 1, 1959.

The name was changed to Asheville-Buncombe Technical Institute on January 9, 1964, after the N.C. General Assembly approved legislation creating the N.C. Community College System. This legislation enabled the College to confer the Associate in Applied Science degree for the first time at graduation ceremonies in August 1964.

The Board of Trustees approved a third name change to Asheville-Buncombe Technical College on August 6, 1979. A final name change occurred November 2, 1987, when the Board of Trustees approved Asheville-Buncombe Technical Community College, an action that became official when endorsed by the Buncombe County Commission on November 3, 1987.

In October 1988, the College received approval to offer associate degree programs. In September 1989, the College enrolled its first class for the Associate in Science degree. The Associate in Arts degree was first offered during summer quarter 1990-91.

On January 18, 1990, A-B Tech officially opened a site in Madison County. The College had served the county out of temporary quarters at the Marshall Elementary School since December 12, 1984.

By the fall term of 1997, the College had reengineered all programs and converted to the semester system.

On October 23, 2000, BASF Corporation donated nearly 37 acres and several buildings to A-B Tech to establish a satellite site in Enka, which now houses the College's Small Business Center, Business Incubation Program, the Craft Beverage Institute of the Southeast, the N.C BioNetwork, Blue Ridge Food Ventures, and other organizations dedicated to serving small businesses. The College's Continuing Education and Economic and Workforce Development programs were relocated from Enka to the main campus in 2015.

The College also opened A-B Tech South in 2013, offering Curriculum and Continuing Education classes. A-B Tech Woodfin, which serves the College's Emergency Services Department, was dedicated in October 2014.

Administration

The College initially was administered by the Asheville City Board of Education. Following the creation of the North Carolina Community College System, control passed to an independent Board of Trustees that is appointed by the Governor, Buncombe and Madison County Commission, and Asheville City/Buncombe County Boards of Education.

From the beginning, prominent Asheville and Buncombe County business and community leaders have helped to guide the College. In addition, each academic program has an advisory committee comprised of local professionals. Several hundred local citizens provide guidance for the educational programs of the College.

Curricula

The first program offered by the College was Practical Nursing. Electronics Engineering Technology and the Machinist programs were started in 1960.

The College offers the Associate in Arts, the Associate in Science, the Associate in Fine Arts, the Associate in Applied Science and the Associate in Engineering degrees, diplomas, and certificates.

The Associate in Arts, Associate in Science, Associate in Fine Arts, and Associate in Engineering degree programs are offered in the Division of Arts and Sciences. All career curricula and courses are offered through four divisions: Allied Health, Business and Hospitality Education, Emergency Services and Engineering and Applied Technology.

The Division of Economic & Workforce Development/Continuing Education offers workforce education and training for business, industry and the general public. Courses in healthcare, business, hospitality, technology, industry, trades and employability skills are available. Training can be customized to meet the unique needs of small, mid-sized, and large businesses and can be tailored for delivery on demand. Community enrichment classes, such as art, languages and practical skills, are offered year round at each campus location throughout the College's service area.

Curriculum courses typically are offered on planned schedules in both the day and evening/weekend programs. Many curriculum classes also are offered in clusters for unclassified students.

Both curriculum and Economic & Workforce Development/Continuing Education programs are supported through the activities of the Transitional Studies, Developmental Studies, the Academic Learning Center, and Holly Library. Classes meet on campus and at various off-campus sites. Course requirements are the same without regard to meeting times, formats, or locations.

Campus Facilities

A-B Tech now serves students from six locations, including the main campus in Asheville, A-B Tech Madison, A-B Tech Enka, A-B Tech South, A-B Tech Woodfin, and the Goodwill Center in West Asheville. On March 15, 1961, the Industrial Education Center moved into two new buildings off Victoria Road in Asheville. Over the years, the Board of Trustees has acquired land that today totals more than 144 acres.

Located on the Asheville Campus are the historic Smith-McDowell House, the oldest brick structure in the region, Fernihurst Mansion, Sunnicrest, the only remaining lodge constructed by George Vanderbilt, and Ivy Hall, built as a gymnasium and auditorium for St. Genevieve-of-the-Pines school. Buncombe County Commissioners purchased property for A-B Tech belonging to St. Genevieve/Gibbons Hall, a private school that merged with Asheville Country Day School to form Carolina Day School. The Board of Trustees acquired the title to these 12.77 acres and four buildings on September 23, 1987. In 1990, the Commissioners purchased 16.75 acres contiguous to the west boundaries of the campus, which included Sunnicrest.

Over the years, a combination of special funding has provided for campus expansion. Since 1985, the North Carolina General Assembly has approved $5 million in special legislation for campus construction. In statewide bond referendums, voters approved $5 million in 1993 and $14 million in 2000 for capital projects at A-B Tech. In 2016, voters approved a statewide bond referendum that allocated $5.4 million to A-B Tech for renovations and repairs.

Since 1987, Buncombe County voters have approved $13.5 million in bonds to be used for campus additions and renovations. In 2011, Buncombe County voters also approved a ¼-cent sales tax dedicated to A-B Tech for construction and major renovations. The sales tax funded construction of the Ferguson Center for Allied Health and Workforce Development, dedicated in 2015, and the Mission Health/A-B Tech Conference Center and a 650-space parking garage, both dedicated in 2016. Construction of a new Arts & Sciences building is planned for 2016-17.

Asheville-Buncombe Technical Community College Foundation

The Asheville-Buncombe Technical Community College Foundation was established in 1996 as a separate 501(c)(3) non-profit corporation. Its sole purpose is to provide financial support for the students and programs of A-B Tech. The A-B Tech Foundation meets critical needs that cannot be addressed in the College's normal operating budget. All gifts are tax deductible as allowed by law.

Current Status

A-B Tech, with strong local support, has expanded to six locations in Buncombe and Madison counties, expanded its curriculum and workforce training offerings, and provides numerous services to the community. The College has the largest total headcount enrollment of any institution of higher education in Western North Carolina, serving more than 25,000 students annually.

Location

The Asheville campus is located on Victoria Road in Asheville, North Carolina, a scenic mountain city repeatedly named one of the most livable cities in America. Situated near major interstates and on local transit routes, the College is convenient to the citizens it serves.

A-B Tech Madison is located in Marshall. A-B Tech Enka is located in the Enka-Candler community. A-B Tech South is located in Arden near the Asheville Airport. A-B Tech Woodfin is located in the Woodfin community just off of I-26. For more information, see **abtech.edu/locations.**

College Vision, Mission and Values

Vision

Locally Committed • Regionally Dynamic • World-Class Focused

Mission

A-B Tech inspires, nurtures and empowers students and the community toward a better quality of life through progressive teaching, bold innovation and supportive collaboration.

Values

A-B Tech's core beliefs guide behaviors, decisions and interactions toward accomplishing the mission and achieving the vision. A-B Tech is dedicated to student and community success through

Excellence: To practice the highest levels of professionalism and performance in providing a quality education for our diverse community. We commit to superior personal, academic and professional standards as we strive for distinction in all aspects of our learning and work.

Learning: To foster a love of learning and to empower individuals to succeed in our local and global community. To be the #1 resource for college and career readiness, transfer education, enrichment, workforce development and life-long learning.

Supportive Environment: To create a safe, nurturing, appreciative, compassionate atmosphere of mutual respect and collaborative partnerships among all individuals.

Innovation: To actively seek creative solutions and cutting edge initiatives that lead to best practices.

Inclusiveness: To embrace the diversity of cultures, ideas, wisdom and points of view that make people unique and adds quality to our lives and vitality to the college.

Continuous Improvement: To continually assess the effectiveness of our programs, services and processes to assure that we are doing our best every day and that over time our best gets better.

Non-Discrimination

The Board of Trustees and the administration of Asheville-Buncombe Technical Community College are fully committed to encouraging and sustaining a learning and work environment that is free from prohibited discrimination. The College does not practice or condone discrimination based on race, color, national origin, religion, sex, sexual orientation, gender identity or expression, pregnancy, disability, genetic information/medical history, age, or veterans' status in the administration of its employment policies, educational policies, admission policies, scholarship and loan programs, or other school-administered programs.

Inquiries or complaints concerning the application of Title IX, the Americans with Disabilities Act, and other Federal non-discrimination legislation at Asheville-Buncombe Technical Community College should be referred to:

Office of the Vice President for Student Services
340 Victoria Road, Asheville, NC 28801, 828-398-7143

Pursuant to the Clery Act, Title IX of the Education Amendments, the Violence Against Women Act, the Campus Save Act and other applicable federal and state laws and regulations, the College is committed to providing the campus community with education and training to increase awareness, prevention, and the prompt reporting and resolution of all types of sex-based discrimination, harassment, and violence. To report sex/gender based discrimination, harassment, or sexual violence, please contact:

Title IX Coordinator, Michele Hathcock
340 Victoria Road, Asheville, NC 28801, 828-398-7932

Students with Disabilities

Students with disabilities (as defined in the Americans with Disabilities Act of 1990, "ADA") wishing to make a request for reasonable accommodation, auxiliary communication aids or services, or materials in alternative accessible formats should contact the Support Services Office in the K. Ray Bailey Student Services Center. A student who wishes to file a complaint of alleged discrimination on the basis of disability should contact the Office of the Vice President of Student Services at 398-7146 or 398-7143.

Communicable Disease and Occupational Exposure to Blood-borne Pathogens

A-B Technical Community College shall not exclude individuals with communicable diseases unless a determination is made that the individual presents a health risk to himself or others. It is the policy of the College to consider the educational or employment status of those with a communicable disease on an individual basis based on the program of study or work assignment. It is the policy of the College to comply with federal regulations and state statutes regarding blood-borne pathogens as set forth in the Federal Register, 29 C.F.R. § 1910.1030, and the North Carolina Administrative Code, 10A NCAC 41A, by attempting to limit/prevent occupational exposure of employees and students to blood or other potentially infectious bodily fluids and materials that may transmit blood-borne pathogens and lead to disease or death.

Internet and Campus Network Acceptable Use Policy

Asheville-Buncombe Technical Community College provides campus network and computing facilities including Internet access for the use of faculty, staff, students, and other authorized individuals in support of the research, educational, and administrative purposes of the College.

The College has extensive information technology resources and systems available for both instruction and administrative applications. Faculty, staff, and students are encouraged to become familiar with College technology resources and systems and to use them on a regular basis. Users are expected to exercise responsible, ethical behavior when using these resources and to adhere to the following guidelines:

1. Information available on the Internet is not generated or selected by the College. Therefore, the College assumes no responsibility for the accuracy or quality of the information obtained through or stored on the campus network.
2. While the College respects First Amendment rights with regard to the Internet, the creation, display and transmittal of illegal, malicious, or obscene materials, or fighting words is prohibited.
3. The College is not liable for the actions of anyone connecting to the Internet through College facilities. All users assume liability for their own actions.
4. The user is responsible for complying with laws protecting software or other accessed information. Downloading programs and files may violate United States copyright laws that protect information and software. All files downloaded from a source external to the College must be scanned for viruses.
5. Because of the unsecure nature of transmitting files electronically, no right to privacy exists with regard to e-mail, Internet sessions, or electronic file storage and transmission.
6. Anonymous e-mails or postings are expressly prohibited.
7. Users should be aware that usage statistics in archived log files, used for monitoring system performance and usage patterns, are maintained by the College concerning computer and telephone facilities.

8. College employees may make reasonable use of the College network, e-mail, and the Internet as long as the direct measurable cost to the public is negligible, and there is no negative impact on the employee's performance of duties.
9. All users of the Internet by way of College facilities must comply with all relevant policies and procedures of the Board of Trustees.
10. Use of the campus network, including e-mail and Internet, for personal gain is prohibited.
11. Failure to comply with any of the provisions of this procedure will result in disciplinary action as provided for under the disciplinary policies and procedures for both students and employees.

The College provides access to the Internet by way of the North Carolina Integrated Information Network. All users are subject to the governing policies established by the North Carolina Information Resource Management Commission (IRMC), in addition to this College policy. The current IRMC policy governing the use of the North Carolina Integrated Information Network and the Internet can be reviewed on the Website at www.scio.nc.gov/mission/itPoliciesStandards.aspx.

Peer-to-Peer File Sharing

Federal legislation holds any postsecondary institution receiving Title IV financial aid legally responsible for use of peer-to-peer file-sharing on the institution's network which is in violation of copyright protections. The Higher Education Opportunity Act of 2008 specifically requires the institution's policies and sanctions related to copyright infringement to include the following:

- an annual disclosure that explicitly informs students that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject students to civil and criminal liabilities;
- a summary of the penalties for violation of Federal copyright laws; and
- a description of the institution's policies with respect to unauthorized peer-to-peer file sharing, including disciplinary actions that are taken against students who engage in unauthorized distribution of copyrighted materials using the institution's information technology system.

Pursuant to these requirements, a Peer-to-Peer File-Sharing Statement that included this information will be contained in the College's Policies and Procedures Manual, in the annual Student Handbook, and communicated on an annual basis to all College employees.

The College is expected to take measures to effectively combat the unauthorized distribution of copyrighted material, including through the use of a variety of technology-based deterrents. These measures may include, but are not limited to, electronic countermeasures such as network monitoring, port blocking or bandwidth filtering. The College will, to the extent practicable, offer alternatives to illegal downloading or peer-to-peer distribution of intellectual property.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the Unites States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Violation of these protections may result in disciplinary measures against employees or students as outlined in the institution's Code of Student Conduct up to and including suspension or expulsion. Violations may also result in criminal and civil liabilities.

US copyright laws provide for civil penalties of up to $150,000 per violation (http://www.copyright.gov/title17/92chap5.html#504) as well as criminal penalties of up to $250,000 and up to five years in prison for the first conviction (http://www.copyright.gov/docs/2265_stat.html).

Economic & Workforce Development/ Continuing Education

Economic & Workforce Development/Continuing Education offers training and services to support economic development and lifelong learning in the community. Needs for higher professional education, employment skills, job training, personal growth and development, and business and economic development are continually identified through a variety of assessments.

A variety of instructional approaches are offered to meet community needs such as traditional classroom instruction, online or hybrid instruction, computer-assisted learning, community-based learning centers, on-site training for entrepreneurs, business and industry, internships and apprenticeships. Assessment and training consultation is also available for individuals, businesses, and agencies.

Offerings are built on the concept of lifelong learning and economic workforce trends. Classes and training are provided at a variety of times and at locations where the needs of students can conveniently be met.

Students enrolling in workforce programs may be eligible for financial aid through training assistance programs such as Workforce Investment and Opportunities Act (WIOA), grants and scholarships.

Training and course work may earn Continuing Education Unit (CEU) credit applicable to certain professions, state and national certifications and credentials.

Programs are designed for adults age 18 or older. Minors ages 16 and 17, may enroll in classes, if space allows.

Costs

Registration fees for Economic & Workforce Development/Continuing Education courses vary. Additional fees may be charged for books, materials, supplies, and accident insurance depending on the course.

Programs & Services

Economic & Workforce Development/ Continuing Education needs are addressed in six primary areas:

1. BioNetwork
2. Community Enrichment
3. Economic & Workforce Development
4. Emergency Services
5. Small Business Center and Business Incubation
6. Workforce Programs

BioNetwork

BioNetwork is a statewide resource supporting the growth of the natural products and life science industries in North Carolina. Services at A-B Tech include a variety of laboratory, analytical and quality assurance testing as well as assistance with research and development.

Community Enrichment Programs

Community Enrichment Programs provide courses, seminars and activities that contribute to the community's overall cultural, civic, and intellectual growth. Courses are designed to assist adults in the development of new skills, or upgrading of existing ones. Hundreds of classes and events offered each year provide lifelong learning opportunities to community members of Buncombe and Madison counties. The Program offers a variety of classes in fine arts; from drawing and painting to photography and pottery (ceramics). The language component includes French, Italian, German, Spanish, and American Sign Language. Recreation, Music, Dance and Film classes including fly fishing, contemporary dance, and film appreciation classes attract thousands of adult learners to the campus each year. Financial Wellness and Home and Garden classes such as backyard chickens, botany, upholstery, sewing and quilting add to the diversity of the courses offered.

Economic & Workforce Development

Economic & Workforce Development provides customized training and services that directly support local business and industry. Businesses of all sizes and types are served, offering workforce training solutions to strengthen the skill sets of employees and build opportunities for advancement, and increase productivity and profitability for companies. The College partners with local, regional, and state agencies to develop our local workforce and to implement flexible workforce training solutions.

Customized training is a specialized program that is designed to react quickly to the needs of businesses and to respect the confidential nature of proprietary processes and information within those businesses. Regardless of the technology or the challenges, A-B Tech has the ability to create training that fits the need. Our programs are designed to align with the needs and schedules of our clients. We can bring the training to your site, and can be flexible to accommodate shifts and productions schedules.

Customized training opportunities can include:

- Pre-employment activities (recruitment, customized job fairs, job profiling, skills assessment)

- Job-specific and advanced manufacturing processes (such as robotics, industrial maintenance, machining, electrical componentry)
- Business support, computer applications
- Continuous improvement, Lean/Six Sigma
- Leadership, supervisory skills, human resource and talent development
- Logistics, supply chain, APICS
- Safety, OSHA general industry and regulatory subjects
- Technology
- Train-the-Trainer

Emergency Services Programs

Emergency Services Programs were created to establish a single point of contact for students, College personnel, and the community in the fields of fire services, law enforcement, and emergency medical services. These programs provide training in both curriculum and continuing education. A significant number of these courses are offered to meet licensure or certification requirements for employment in fire and rescue, criminal justice and law enforcement, and emergency medical services. Emergency Services Programs also offer numerous specialized classes that meet qualifications and standards required by governing agencies.

Small Business Center & Business Incubation

Small Business Center. The Small Business Center (SBC) is part of the statewide Small Business Center Network (SBCN), a community college-funded initiative with a vision to foster and support entrepreneurship, small business, and economic development in local communities with an emphasis on assisting start-ups, early stage, and at-risk enterprises. The mission of the Small Business Center is to increase the success rate and number of viable small businesses in North Carolina by providing high quality, readily accessible assistance to prospective and existing small business owners, with the goal of job creation and retention. Confidential counseling services and access to resource libraries are free of charge as are the majority of seminar offerings.

Business Incubation Program. Business Incubation at A-B Tech is a dynamic process of entrepreneurial development designed to increase business success through consultation services, coaching, access to shared resources, and either office, wet lab or manufacturing facilities. The purpose of the Business Incubation program is to create a business atmosphere that encourages the development of businesses that promise a public or private good, have the potential to create single or multiple additional jobs and which contribute to the economic development of the region once formally established.

Student Business Incubation Program. Ever dreamed of starting your own business? Students with an entrepreneurial spirit and desire to learn may apply for the Student Business Incubation program at the Small Business Center. The program is designed to provide business guidance and instruction to assist students toward becoming sustainable and contributing members of a strong economic community. The 12-month extracurricular program is located at A-B Tech's Enka site and is open to all students carrying at least six credit hours. For more information, please visit online at: abtech.edu/sbi.

Workforce Programs

Workforce Programs encompass five areas providing education and training for individuals to prepare for new employment or upgrade skills in their current employment. These opportunities are available through single courses or a series of courses specifically designed for an occupation. A significant number of courses are offered to meet licensure or certification requirements.

Advanced Manufacturing provides education and training for individuals to prepare for new or different employment in advanced manufacturing, machining, blueprint reading, industrial maintenance, composites, forklift safety, supply chain basics, Six Sigma, logistics, OSHA training, craft beverage industry, production/ inventory control and APICS certification. Many programs lead to local, state or national certifications.

Business Solutions & Computer Training provides hundreds of offerings each year. A-B Tech works to meet the needs of those in the marketplace who seek to master emerging technologies, gain professional certifications to advance or enter a new field. A-B Tech's programs provide training in a variety of disciplines to help our workforce grow and learn. From basic courses to intensive professional programs, A-B Tech provides critical and thorough instruction in areas of software, hardware, and peripherals. Designed for both beginning students and professionals seeking to update their skills, A-B Tech courses and programs cover administrative and financial software, relational database technology, software-specific training programs, and operating systems. Courses are offered in traditional instructor-led, online, and hybrid formats. Programs in the hospitality sector are offered in Culinary Skills and the Craft Beverage Institute of the Southeast.

Health Services include training in healthcare professions such as Nurse Aide I, Nurse Aide II, Medication Aide, MEPAP Activity Professional, Ophthalmic Assisting, and Dental Radiology. Students successfully completing the Nurse Aide I program and state exam will appear on the North Carolina state registry for Nursing Assistants. Additional courses are offered to professionals for CEUs in the fields of dental hygiene and veterinary technology.

Human Resources Development (HRD) provides short-term, pre-vocational training and counseling designed to help unemployed and underemployed adults successfully enter the workforce with additional education. Instruction focuses on the following topics: career assessment, development of a positive self-concept, employability skills, communication skills, problem-solving skills and awareness of the impact of information technology in the workplace. Programs are fee-waived for unemployed and underemployed adults.

Occupational & Skilled Trades provides education and training for individuals to prepare for new or different employment in industrial or technically challenging fields and to upgrade the skills of individuals in their current employment. These opportunities are available through single courses or a series of courses specifically designed for a business, industrial, or technical occupation. Some of these courses are offered as apprenticeships or to meet certification requirements for employment in careers such as electrical journeymen, building, electrical, mechanical inspection and code updates. Additional course offerings include blacksmithing, cabinetmaking, carpentry, substitute teacher training and welding. Classroom and hands-on training in the sustainability arena are also a significant focus.

General Admission

Admissions Policy

It is the policy of the Board of Trustees to maintain an open-door institution, which accepts all applicants who have graduated from high school, hold a high school equivalency (HSE) or adult high school diploma, are at least 18 years of age or older, are emancipated minors, or dual enrollment students. High school graduation or the equivalent from a valid institution or Ability to Benefit (ATB) eligibility is required for Financial Aid purposes.

1. Some programs in the Allied Heath and Public Services Division are selective and typically require the high school credential. Admission to these programs is competitive or limited.

2. Individuals granted Deferred Action for Childhood Arrivals are eligible for admissions based on the qualifications and limitations listed below:

    a. Attended and graduated from a United States public high school, private high school, home school and/or adult high school that operates in compliance with state or local laws or completed a high school equivalency diploma.

    b. Must be charged out-of-state tuition and are not considered a North Carolina resident for tuition purposes.

    c. Will be advised that federal and state laws prohibit states from granting professional licenses.

    d. Must comply with all federal and state laws concerning financial aid.

3. Undocumented immigrants are eligible for admission based on the qualifications and limitations listed below:

    a. Attended and graduated from a United States public high school, private high school, home school and/or adult high school that operates in compliance with state or local laws.

    b. Must be charged out-of-state tuition and are not considered a North Carolina resident for tuition purposes.

    c. Will be counseled that federal and state laws prohibit states from granting professional licenses to undocumented students.

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

    e. Must comply with all federal and state laws concerning financial aid.

4. The College will refuse admission to any applicant when it is deemed necessary to protect the safety of the applicant or other individuals. When making this safety determination, the College shall refuse admission to an applicant only when there is an articulable, imminent, and significant threat to the applicant or other individuals. In this case, the College shall document the following:

    a. Detailed facts supporting the rationale for denying admission;

    b. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period;

    c. The condition upon which the applicant that is refused would be eligible to be admitted.

5. The College has an appeals process for applicants denied admission pursuant to this policy.

6. Ability to Benefit (ATB) testing is required to receive Financial Aid in an eligible career pathway program. Eligible career pathway programs do not include College transfer programs or competitive or limited Allied Health programs which require the high school credential for professional or program accreditation or credentialing. Students must consult with College Academic Advisors in the Bailey Student Services Building before pursuing this option to discuss required College placement assessment score levels which allow ATB to be utilized for financial aid purposes.

7. Effective March 1, 2016, the college will require proof of eligibility to possess a firearm to enroll in Basic Law Enforcement Training (BLET). Certified local law enforcement agency sponsorship is required for admission to the BLET program. Proof of eligibility for firearm possession will include:

    a. Any current, valid State-issued permit to purchase a firearm;

    b. A current, valid State-issued concealed carry permit from North Carolina;

    c. A current, valid State-issued concealed carry permit from a state with a reciprocal concealed carry agreement with North Carolina;

    d. Proof of an exemption from permit requirements pursuant to G.S. 14-415.25; or

    e. A background check that is determined by the college. The sole purpose of the background check shall be to determine whether an applicant can lawfully possess a firearm in North Carolina pursuant to G.S. 14-269.8, G.S. 14-404(c), G.S. 14-415.1, G.S. 14-415.3, and G.S. 14-415.25.

Admissions Procedure

1. Submit an application for admission to the College. Applications are available online at abtech.edu or in paper format on campus. The preferred method of submission is electronic.
2. Upon receipt of a completed online College Foundation of North Carolina (CFNC) application for admission, staff verifies all data for the applicant in the student file in the NCCCS Colleague computer system. Applicants select their program of interest from available academic programs on the CFNC application. Students may not register within programs for which they do not meet placement or program prerequisites.
3. An electronic file is made for each applicant and all additional supporting documents are linked to this file.
4. Inactive students, who have not attended for two consecutive semesters, excluding summer, will need to meet with an advisor in the Bailey Student Services building to reactivate their student record and declare a program of choice.
5. Students who are degree, diploma or certificate seeking must do the following:

    a. Submit transcripts from other colleges attended if transfer credit is desired. Applicants with prior college credit may not need to take the placement assessment.

    OR

    b. Submit satisfactory SAT, ACT or other state-approved test results (if less than five years old).

    OR

    c. Take the North Carolina Diagnostic Assessment for Placement (NC-DAP) or submit official placement test scores for NC-DAP from testing at another college (if less than five years).

    OR

    d. Submit Official high school transcripts documenting a 2.6 or higher unweighted GPA and an approved fourth level math above Algebra II and graduation within the past five years.

    AND

    e. Complete New Student Orientation and SmarterMeasure Online Readiness Assessment.

    AND

    f. Select a program study by meeting with a College Entry Advisor in the K. Ray Bailey Student Services Center. Career Counseling services are available for students who are uncertain about a career or major choice.

    AND

    g. Meet with the faculty, program, or transfer advisor for course selection and program assistance. General Occupational Technology students must meet with Bailey academic advisors for course selection and program assistance.

    AND

    h. Register at designated time.

6. New non-degree, non-diploma , or non-certificate seeking applicants will:

    a. Complete the college placement assessment, if needed. Applicants who plan to enroll in English and mathematics classes or in classes for which English or math prerequisites exist must:

        1. Submit transcripts from other colleges attended if transfer credit is desired. Applicants with prior college credit may not need to take the placement assessment.

        OR

        2. Submit satisfactory SAT, ACT or other state-approved test results (if less than five years old).

        OR

        3. Take the North Carolina Diagnostic Assessment for Placement (NC-DAP) or submit official placement test scores for NC-DAP from testing at another college (if less than five years).

OR

4. Submit Official high school transcripts documenting a 2.6 or higher unweighted GPA and an approved fourth level math above Algebra II and graduation within the past five years.

b. Complete New Student Orientation and SmarterMeasure Online Readiness Assessment.

c. Register at designated time.

7. Some allied health programs are selective in nature, due to the high volume of applicants and the limited number of students who can be enrolled in the programs. Selective programs have an application period, which may be in the spring or fall.

- Applicants must take the college placement assessment and show college level skills on all sections of the test. Other standardized tests used for placement purposes in North Carolina, high school GPA or appropriate transfer credits may be used to show college level skills.

- Applicants who perform acceptably on the college placement assessment, another acceptable assessment instrument, or have appropriate transfer credit then schedule themselves at their expense to take the Test of Essential Academic Skills (TEAS) in the designated application period.

- Ultimate selection in the program is based upon the student's TEAS composite score.

8. Upon determination by the College that admission should be denied to an applicant to protect the safety of the applicant or other individuals because of an articulable, imminent, and significant threat, the following shall be documented and a letter sent to the applicant stating:

a. Detailed facts supporting the rationale for denying admission;

b. The time period within which the refusal to admit shall be applicable and the supporting rationale for the designated time period; and

c. The conditions upon which the applicant that is refused would be eligible to be admitted.

9. The provisions in this admissions safety exception procedure only apply during the time period prior to an applicant becoming admitted as a student at a community college. Once an applicant is admitted as a student, the Code of Student Conduct will apply.

10. The applicant has the right to appeal any action taken by the College. Any appeal must be in writing and be submitted to the Vice President for Student Services' office within ten (10) College business days. The Vice President for Student Services or his/her designee will forward the appeal, along with all documentation concerning the matter, to the President whose decision will be final.

11. To comply with federal law and the Department of Education requirements regarding the enrollment of students in distance education, only students residing in North Carolina, Georgia, South Carolina, Tennessee, Alabama, Arkansas, Delaware, Florida, Kentucky, Louisiana, Maryland, Mississippi, Oklahoma, Texas, Virginia and West Virginia may apply and enroll in A-B Tech distance education curriculum courses.

Concurrent High School Enrollment

The Career and College Promise Program offers structured opportunities for qualified high school juniors and seniors to accelerate completion of college certificates, diplomas, and associate degrees that lead to college transfer or provide entry-level job and/or career skills. Academic credits earned through Career and College Promise shall enable students who continue into postsecondary education, after graduating from high school, to complete a postsecondary credential in less time than would normally be required.

A-B Tech offers three types of Career and College Promise pathways: College Transfer Pathways, Career Technical Education Pathways, and Cooperative-Innovative High School Programs.

College Transfer Pathways include at least 30 semester hours of transfer courses, including English and mathematics, that are available to qualified junior and senior high school students.

Career Technical Education Pathways lead to a certificate or diploma aligned with a high school career cluster. These pathways are designed for accelerated high school juniors and seniors who are ready to get a head start on career and technical courses that will lead to a career.

Cooperative-Innovative High Schools are designed for motivated students looking for a non-traditional high school experience. These small high schools partner with A-B Tech to provide local students with a comprehensive and accessible education. A-B Tech is affiliated with five cooperative-innovative high schools, two that are early colleges, one that is a middle college, one that is a school-within-a-school, and one that is a Science, Technology, Engineering, and Math (STEM)-focused school.

Early colleges, statewide, are rigorous programs in which students can earn a high school diploma and associate degree simultaneously. Early college students start in the ninth grade, and can complete the program in five years. A-B Tech has two partner early colleges:

- Buncombe County Early College, located on the main campus of A-B Tech in Asheville.
- Madison Early College High School, located in Mars Hill.

Buncombe County Middle College (BCMC),the School of Inquiry and Life Sciences at Asheville (SILSA), and the Martin L. Nesbitt Jr. Discovery Academy are also a cooperative-innovative high schools. BCMC is located on the main A-B Tech campus in Asheville. It provides juniors and seniors with a non-traditional setting for completing a high school diploma and earning college credits. SILSA Is a four-year high school that is located on the campus of Asheville High School, and the STEM-themed Discovery Academy Is located at the Buncombe County Board of Education Building.

For more information, contact advisors at 398-7715, 398-7144, 398-7484 or ccp@abtech.edu .

New Student Orientation and SmarterMeasure

In order to make the A-B Tech experience as successful as possible, all incoming curriculum students are required to complete a New Student Orientation (NSO) and SmarterMeasure. Students can complete the New Student Orientation either in a classroom setting or online. The program will include all necessary tools and resources to help ensure student success. Included in NSO is the SmarterMeasure Online Readiness assessment which assesses students' readiness to take 100% online classes. Students can schedule their orientation and online assessment at abtech.edu/nso. New Student Orientation and SmarterMeasure must be completed before registering for classes.

Competitive and Limited Admission Programs

Some programs are competitive and selective in nature, due to the high volume of applicants and the limited number of students who can be enrolled in the programs. These programs have separate application periods and admissions requirements.

Competitive Allied Health and Public Service Programs

- Associate Degree Nursing
- LPN to ADN Advanced Placement Option
- Dental Assisting
- Dental Hygiene
- Radiography
- Medical Laboratory Technology
- Medical Sonography
- Occupational Therapy Assistant
- Veterinary Medical Technology

Limited seat programs have restricted capacity due to clinical site, resource and/or lab space availability. Students are accepted into these programs on a first come, first served basis once minimum program eligibility requirements are met. These programs have separate application periods and admissions requirements.

- Brewing, Distillation, and Fermentation
- Central Sterile Processing
- Cosmetology
- Cosmetology Instructor
- Emergency Medical Science
- Esthetics Technology
- Manicuring/Nail Technology
- Medical Assisting
- Pharmacy Technology
- Phlebotomy
- Surgical Technology

Contact Information for all Competitive and Limited Seat Programs:

Please see an academic advisor in the K. Ray Bailey Student Center, call 398-7900 or contact admissions@abtech.edu for specific instructions and application details.

Distance services are available for students living outside of Buncombe County or its adjacent counties by contacting distanceadvising@abtech.edu.

Overview of Placement and Assessment of College Readiness

The purpose of placement and assessment is to match the academic readiness of incoming students with academic requirements of the curriculum. Applicants for all degree and diploma programs are required to provide evidence of college readiness using one of the approved methods listed below. Unclassified students (those not enrolled in a degree or diploma program) are also required to provide evidence of college readiness if they desire to take a mathematics or English course, or any course for which math or English are prerequisites. Students are required to take the courses into which they place.

Options available to assess college readiness include the following:

- Placement using unweighted high school GPA of 2.6 or higher and successful completion (grade of "C" or higher) of one of the following math courses: Advanced Functions and Modeling; AP Calculus, AP Statistics; Discrete Mathematics; Integrated Math IV; Pre-Calculus. High school graduation must be within past 5 years and an official high school transcript must be submitted. (Available beginning April 2016)

- Placement using the North Carolina Diagnostic, Assessment for Placement (NC-DAP), offered at A-B Tech's Testing Center. Due to the length of the assessment, students are encouraged (but not required) to take the math and English assessments in separate sessions.

- Placement using the submission of college-ready scores from one or more of the following alternate assessments (please note that scores below college-ready benchmarks will not be accepted): SAT; ACT; Accuplacer; ASSET; COMPASS. Official copies of test scores must be submitted.

- Placement using transfer credit from a regionally accredited institution for college-level English (Expository Writing equivalency) or mathematics (Statistics, Quantitative Literacy, or Pre-calculus equivalency). Official transcripts and a grade of "C" or higher required.

- Placement using successful completion of DRE and/or DMA courses from a North Carolina Community College. Official transcripts required.

Students who have previously taken the Accuplacer assessment are eligible to take the NC-DAP. Students who did not place at college-level using Accuplacer and who have not yet completed developmental level DRE and/or DMA courses are required to take the NC-DAP assessment to determine appropriate placement.

Placement using A-B Tech course credit and transfer credit for English and math does not expire. Placement using Multiple Measures or via assessment scores are valid for a maximum of five-years. After five years, if math or English courses have not been completed successfully, a student is required to be re-assessed using one of the methods listed above.

Alternate testing formats are available to individuals with disabilities upon request to the Support Services office. Documentation of disability is required prior to the establishment of accommodations for placement testing. Students requesting accommodations should allow at least one week for arrangement of accommodations after submission of appropriate documentation.

Students submitting high school transcripts should submit them to: Admissions Office, 340 Victoria Rd., Asheville, NC 28801. College transcripts should be sent to: Records and Registration, A-B Tech Community College, 340 Victoria Rd, Asheville, NC 28801.

Students applying for admission to limited or competitive enrollment programs should consult the program admissions information in the Admissions section of the College website at www.abtech.edu/competitive-and-limited-programs. This information is also available in the K. Ray Bailey Student Services Center or via email at gotadvising@abtech.edu.

Assessment Preparation and Re-Testing

Assessment is a valuable tool in ensuring that students are enrolled in courses that support their success. Lack of preparation for the assessment may result in additional cost and time for classes.

Students should fully prepare before taking the North Carolina Diagnostic Assessment and Placement (NC-DAP)/Accuplacer, the College's assessment tool. To assist students in preparing, study materials for placement assessment review are available at www.abtech.edu/testing-center/prepare-placement-testing. Students will find sample questions and other preparation tools helpful in understanding test formats and content.

Students may only take the NC-DAP twice in a five year period (one initial test and one retest).

- Students who tested at local high schools may take the assessment once after high school graduation when applying for admission to the College.

- Students are eligible to retest on the NC-DAP once per section after initial assessment with the NC-DAP. There must be at least a two-week window between initial assessment and re-testing.

- NC-DAP scores submitted from other North Carolina Community Colleges will be treated as either an initial test or a re-test based on date of submission – the two-week waiting period applies to NC-DAP scores submitted from other schools.

NC-DAP scores are valid for five (5) years and students are not eligible for a second retest until the scores expires. Requests for exceptions will be granted only for extenuating circumstances and must be approved by the Chair of Developmental Studies, Director of Student Advising and Support Services, Dean of Academic Success, or the Vice President of Student Services.

Scheduling an Assessment

Students may schedule the NC-DAP online at https://www.abtech.edu/content/Student-Services/Testing-Center/Placement-Overview. Students must present a picture I.D. to take the assessment. The NC-DAP is available both day and evening hours and the results are provided to the student immediately after the student completes the assessment. Students are encouraged to meet with a College Entry Advisor for an explanation of assessment results and course placement.

Adult Basic Education Placement

Students who place into Adult Basic Education Reading and Language will be allowed to enroll in curriculum courses only after they have received appropriate remediation through the Adult Basic Education program. Students who place into Adult Basic Education level math only can enroll in a curriculum program and take developmental studies and/or curriculum classes with approval of their academic advisor, but cannot enroll in DMA or math courses until they have received appropriate remediation through the Adult Basic Education program.

A-B Tech ID Cards

A-B Tech issues student ID cards to all current students at the K. Ray Bailey Student Services Center. ID Cards can be produced with a current government-issued photo ID card (driver's license, passport, military ID).

After receiving an A-B Tech ID card, students should take it to the Holly Library to be activated for Library use and to the Help Desk for printing use. All students must present the card each time they wish to check out library materials.

Transfer Credit, Credit-by-Exam, Articulated Credit, CLEP and Advanced Placement Credit, Continuing Education and Licensure Credit

No more than 75% of credits required for a degree, diploma or certificate program may be awarded though alternative credit options listed in this section. To complete a degree, diploma or certificate program, the student must successfully complete 25% of the required credit hours for the respective program though A-B Tech curriculum coursework.

Transfer Credit from Other Institutions

Asheville-Buncombe Technical Community College will accept credit transfer from institutions recognized by a regional accrediting agency. Transcripts must be unopened and officially issued by the credit granting institution. Credit may be awarded for appropriate military courses. Students must submit a curriculum application before transfer credit is evaluated. Credit obtained outside the U.S. must be evaluated by an educational credential evaluation service that is a member of the National Association of Credential Evaluation Services (NACES). Students should contact internationalinfo@abtech.edu for more information.

Only grades of "C" or better will be considered for transfer. College-level courses awarded the grade of "Pass" at another institution will only be transferred to A-B Tech if it is clear that the grade of "Pass" indicates a grade of C or better of if A-B tech offers that particular course only as Pass/Fail. Credits will be evaluated in the context of the current catalog. The Office of Records and Registration in consultation with Department Chairs will determine the appropriate A-B Tech course credit to award. Some departments may require a skills assessment before transfer credit is awarded. In such cases the decision of the department is final.

Credit will be assigned without quality points and will not be calculated into the student's A-B Tech grade point average. If a transferred course is also taken at A-B Tech, the local grade will be calculated in the grade point average.

Credit by Examination (Proficiency Testing)
Examinations are comprehensive and must be approved by the supervisor of the instructor administering the exam. The examination may be oral, performance, written, or a combination of these methods. To receive credit by examination, the score must be above average ("A" or "B"). A grade of "A" or "B" will be posted on the transcript of the student who successfully completes the examination. The decision of the examining instructor is final.

No student may request a second test for Credit by Examination in the same course or request Credit by Examination in a course after receiving any recorded grade for that course. Exceptions must be approved by the Vice President for Instructional Services.

Procedure:

1. Enroll as a credit student in the course to be challenged and pay tuition. There is no extra charge for full-time students who are taking at least 16 credit hours of non self-supporting coursework.
2. Present evidence of proficiency, complete the written request form, and have the request approved prior to the 10 percent point of the semester (or 10 percent of the minimester session).
3. Remain enrolled and attend class until the examination is administered. During this period, students who have written approval for the exam may attend class without purchasing textbooks and materials. If books are purchased and returned for refund, they must be in new condition.
4. Students who are very confident of passing the exam may request a course overload.

5. Students who perform on the exam at a level sufficient to get credit may leave the course and will be awarded a grade of "A" or "B" for the course. Receiving credit does not entitle the student to a tuition refund. Students who do not achieve an "A" or "B" on the proficiency exam are encouraged to remain in the class as a regular student.
6. Students who receive financial assistance of any type are required to inform the director of their assistance program that they are seeking credit by exam. Assistance may be reduced and reimbursement will be required if the course load is reduced by receiving credit by examination.

Any exceptions to these procedures must have prior written approval by the appropriate Department Chairperson, Division Dean, and the Vice President for Instructional Services.

Articulated Credit
College credit may be awarded for high school courses if conditions of the North Carolina High School to Community College Articulation Agreement or Regional Articulation in Career Education (RACE) are met. Students must see the Admissions Office in the K. Ray Bailey Student Services Center.

Advanced Placement and CLEP Credit
Advanced Placement (AP) scores of 3 or higher will be used to grant college equivalent credit. CLEP scores of 50 or higher will be considered for awarding college credit.

Licensure and Certification Credit
A-B Tech awards curriculum credit for select licensure and certifications. Contact your Advisor or Department Chair for information.

Continuing Education
Continuing education credits may be considered for curriculum course equivalency. The department chairperson responsible for the respective course, or his/her designee, must approve the awarding of credit for continuing education coursework. Such approval will include a review of the continuing education work to ensure that course outcomes are met. The student must be enrolled in a program of study for which the respective course is included.

CR (equivalency credit) will be assigned for the curriculum course. The course will be used to satisfy requisites and applied toward completion of any and all programs containing the course. Continuing education credit may not be used once the respective curriculum course has been attempted at the College.

International Applicants

A-B Tech has been approved to issue I-20 forms for qualified international applicants seeking diplomas or associate degrees in M-1 or F-1 status. A-B Tech does not issue I-20 forms for continuing education courses, English as a Second Language, or certificate programs.

International applicants must show proficiency in the English language and graduate from a secondary school that is equivalent to secondary schools in the United States. To demonstrate English proficiency, international applicants whose native language is not English must take the TOEFL. Applicants already in the Asheville area may substitute the North Carolina Diagnostic Assessment and Placement (NC-DAP), which can be taken at A-B Tech Community College or another North Carolina Community College.

International applicants should submit all admission credentials together. A written admissions application, international application supplement, Test of English as a Foreign Language (TOEFL) scores, official high school transcripts and English translations (if applicable), college transcripts and English translations (if interested in transfer credit, an official evaluation by a member agency of www.naces.org is required), and affidavits of financial support with supporting documentation are all necessary for an admission decision.

International applicants must also certify their ability to pay for out-of-state tuition, fees, books, supplies, transportation, and living expenses for at least one full year of study. Medical insurance is not required at this time but is highly recommended for all international applicants.

Information, including all necessary application materials and estimated cost of attendance, are also available online at abtech.edu/content/student-services/admissions/International-Applicants. Email inquiries should be addressed to internationalinfo@abtech.edu.

Tuition and Expenses

North Carolina Residency

In order to qualify for the resident tuition rate, North Carolina law (G.S. 116-143.1) requires that a legal resident must have maintained domicile in North Carolina for at least the 12 months immediately prior to classification as a resident for tuition purposes. The student cannot qualify for in-state tuition if he or she is claimed as a dependent by a parent or guardian who is not a N.C. resident.

Proof of residency includes being employed within the state of North Carolina, paying NC taxes, having a current NC driver's license, and voting in NC. Anyone having a question regarding resident status should contact the Admissions Office in the K. Ray Bailey Student Services Center.

Tuition

Fall, Spring, and Summer Semester:

N.C. residents per semester.....$1,216.00

Nonresident of N.C.....$4,288.00
(16 or more credit hours)

N.C. residents per credit
hour per semester.....$76.00
Please note: Tuition is subject to change.

Nonresident of N.C.
per credit hour per semester.....$268.00
(fewer than 16 credit hours)

Return Check Charge*.....$25.00

* *Return Check Charge is subject to change.*

Self Supporting Summer Semester

Per Semester…….....$1520.00

Per credit hour…….....……...$95.00

Student Activity Fees

The student activity fee will be charged each semester based upon the number of credit hours taken during the day at the Asheville campus. Students enrolled for nine or more on-campus credit hours will be charged a student activity fee of $32 for the fall and spring semesters. Students enrolled for eight or fewer on-campus credit hours will be charged a student activity fee of $22 for the fall and spring semesters.

Computer Use and Technology Fee

The State Board of Community Colleges has established a computer use and technology fee to support the procurement, operations and repair of computer and other instructional technology, including the supplies and materials that support the technology. This fee is set annually by the Board of Trustees and is $32 per semester for curriculum students and $5 per course for occupational continuing education classes.

Printing Fees

Students are allowed 100 black-and-white copies at no charge per semester. Additional black-and-white copies are $0.08 per page. Color copies are charged at a rate of $0.15 per page.

Consumable Supply Fee

Certain courses have additional fees attached to them to pay for consumable supplies not covered by tuition. Consumable fees for academic programs will vary by class and are available online at **abtech.edu/catalog/consumable-supply-fee**.

Student Insurance

A group policy, providing insurance protection, is maintained by the College and all curriculum students are **required** to subscribe to such coverage. The only exception is for students taking only off-campus courses. The cost of accident insurance to the student is $1.40 per semester.

Program Completion Fee

The College charges a Program Completion Fee in order to process a student's program credentials. The fee is applied during the student's final semester of their program. The fee is $10 for certificate program completers and $35 for diploma and degree program completers.

CAPS Fee

Campus, Access, Parking and Security $10 fee for curriculum students.

Transcript Fee

$5.00 Electronic Transcript (delivered by third party vendor)

$7.50 Standard hard copy transcript (delivered by third party vendor)

$27.50 Overnight Delivery (delivered by third party vendor)

$10.00 On-demand transcript (A-B Tech walk-ins)

Rates Vary depending on location for International delivery (delivered by third party vendor)

Additional Costs

Students should be prepared to incur additional estimated expenses during the academic year (two semesters and summer term) as follows:

The College charges a Program Completion fee in order to process the student's final credentials. This fee is applied during the student's final semester of their program. The fee is $10 for certificate program completers and $35 for diploma and degree programs.

Allied Health	
Books	$900-1,900
Supplies	$200-1,000
Arts and Sciences: A.A., A.E., A.S., A.F.A.	
Books	$1,200-2,000
Supplies	$150-600
Business and Hospitality Education	
Books	$1,000-2,500
Supplies	$200-1,000
Emergency Services	
Books	$900-1,900
Supplies	$200-1,000
Engineering and Applied Technology	
Books	$700-1,000
Supplies	$200-1,100

The cost of books and supplies varies from year-to-year by curriculum due to price changes, curriculum changes, and instructor preferences. For purposes of definition, the following items may be classified as supplies: pen, pencils, paper, notebooks, instruments, student kits, uniforms and shoes, rental of uniforms, safety equipment, hand tools, calculators, lab coats, membership dues, and pins. Students will incur most of the supply costs for their curriculum during the first semester of study. Students are encouraged to consult with their department chairperson for actual costs of supplies for their curriculum. Prior to the purchase of a calculator for use in class, students should consult with their instructor.

Tuition and Fee Refunds

The tuition policy is set by the State of North Carolina and is subject to change. A 100% refund shall be made if a student drops the class by submitting the required paperwork or completing the drop action prior to the first day of classes for the term as noted in the College Calendar on the website at abtech.edu/calendar. Also, a student is eligible for a 100% refund if the class in which the student is registered is canceled.

A 75% refund shall be made if the student officially drops the class prior to or on the official 10% point of the term. Insurance, technology, consumable, and student activity fees are not refundable. Federal regulations, if different from above, will overrule this policy.

For classes that start a week or more into a term, a full refund will be provided if a student drops a class prior to the beginning date of the class. A 75% refund will be provided for a class dropped on the beginning date through the 10% point of the class.

Only hours dropped below a total of 16 credit hours are eligible for a refund.

Tuition Refund Process

To be eligible for tuition refund the student must:

1. Register and pay tuition and fees.
2. Officially drop the class on or before the 10% point of the term in one of the following ways:
   a. By submitting in person to any Registration Center (K. Ray Bailey Student Services Center, A-B Tech Madison Office) a Drop/Add Registration Change Notice during business hours.
   b. By having an advisor process the drop. The student is responsible for ensuring this has been done.

Student Rights and Responsibilities

Code of Classroom Conduct

A-B Tech is an institution for adult learning. It is a partnership between instructors with the desire to teach and students with the desire to learn. In order to create an appropriate environment for teaching and learning, there must be respect for the instructor and fellow students. Listed below are guidelines for classroom behavior, which the College has established to ensure that the learning environment is not compromised.

1. **Absences.** Inform the instructor in advance if you know you are going to miss class. Also, take responsibility for getting missed assignments from other students. Do not expect that you will be allowed to make up work, such as unannounced quizzes or tests, after an absence. Instructors are not responsible for re-teaching the material you missed because of absence.
2. **Attendance.** You are expected to be in class the entire class time. Do not enter late or leave early. Rare exceptions may be excused, particularly under emergency circumstances, but you should be prepared to explain your tardiness to the instructor after class. Likewise, the need to leave early should be explained to the instructor before class.
3. **Classroom Behavior.** You are expected to conduct yourself in a professional and respectful manner with your fellow classmates and instructors while engaging in all classroom activities and discussions. All students shall be allowed to freely participate in classroom discourse and shall be allowed to express their viewpoints and ideas as long as those viewpoints and ideas are reasonably related to the topic or assignment being discussed. As a participant in an open and free learning environment, students are free and are encouraged to disagree and challenge others' viewpoints and ideas; however, students shall behave in a professional and respectful manner in class by: a) being recognized by the instructor prior to speaking; b) not interrupting other students or instructors when they are speaking; c) listening to students and instructors while they are speaking; and d) speaking in a normal, calm voice when addressing students and instructors.
4. **Cell phones and other mobile devices.** You may not receive or send telephone calls, text messages, or any form of communication during class. You are responsible for turning off cell phones and other mobile devices upon entering class. Mobile devices include, but are not limited to, cell phones, smartphones, tablets, and push-to-talk devices.
5. **Conversation.** Do not carry on side conversations in class.
6. **Food, Drink, Tobacco, E-cigarettes, and Vaping.** You may not have food or drink in class. You may not use tobacco of any form, use e-cigarettes, or vaporizing devices on campus.
7. **Guests.** You may not bring unregistered friends or children to class.
8. **Internet.** In classes where internet access is provided, you may use the internet for valid, academic purposes only. You may not use it for open access to other non-academic sites, which are unrelated to the course.
9. **Other Activities.** You may not work on other activities while in class. This includes homework for other courses or other personal activities.
10. **Personal Business**. You may need to transact personal business with the instructor, asking him or her to sign forms. Plan to do this before instruction begins or after class.
11. **Sleep**. Do not sleep in class.
12. **Personal Protective Equipment.** You must properly wear personal protective equipment at all times in any area of the College in which it is required.
13. **Fragrances.** You should avoid wearing strong fragrances of any kind as other students may be allergic to them.

Typically, violations of the Code of Classroom Conduct will be dealt with as minor infractions. However, repetition of minor infractions or other more serious violations of the Code of Student Conduct may lead to removal from the classroom while the matter is resolved and referral to the Vice President for Student Services for disciplinary action.

Code of Student Conduct

A-B Tech strives to maintain a safe, nurturing, and orderly learning environment that supports the students, faculty, and staff. Therefore, there are behavioral expectations that outline the responsibilities and proper practices for all students at the College. When, in the judgment of College officials, the student's conduct disrupts or threatens to disrupt the College community, appropriate disciplinary action will be administered. Students have the rights of Due Process when accused of a violation of the Code of Student Conduct (please reference policy 823).

A student who is in possible violation of the Code of Student Conduct will be referred to the Vice President for Student Services or designee. If the student's alleged actions are considered egregious or disruptive to the teaching and learning environment or to campus safety, the student may be immediately suspended for up to ten College business days, at the discretion of the Vice President of Student Services or designee. The matter also may be referred to a Threat

Assessment Team for review. If the violation in question involves sexual assault, sexual misconduct, dating violence, domestic violence, stalking, and/or conduct that creates a hostile environment, the matter will be referred to the Title IX Coordinator for review.

Students who have been found responsible of a violation of the Code of Student Conduct may be assigned consequences based upon the seriousness of the offense. Sanctions for violations may include but not be limited to: verbal warning, written warning, a failing grade for an assignment, examination, or course, administrative withdrawal from courses or academic program, restitution for damages, consequences adapted to the specific violation, suspension, expulsion or actions recommended by a Threat Assessment Team. The President shall have final approval in the expulsion of a student.

Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as campus discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.

Violations for which disciplinary proceedings may be initiated are as follows:

1. Academic Dishonesty: Academic Dishonesty includes submitting someone else's work as one's own; using notes or other material without permission from the faculty on an exam, homework, or other assignments; receiving information from another student during an exam; obtaining a copy of an exam or questions from an exam prior to taking the exam; or having someone else take one's exam and submitting it as his or her own.
2. Aiding Acts of Academic Dishonesty: Providing information to another student with the awareness that the student intends to use it for deceptive purposes.
3. Alcoholic Beverages: Students may not possess or use alcoholic beverages on campus. Students may not be under the influence of alcoholic beverages on campus or at College-affiliated activities or events. (please reference Policy 501.05)
4. Animals: Students may not have an animal of any kind on campus, or at any College affiliated activities, sites or events. This includes animals left within a vehicle. Exceptions to this code would be working dogs such as police dogs, guide dogs and service dogs. (please reference Policy 802)
5. Assault: Students may not assault or threaten to assault another person for any reason whatsoever. Assault may include a demonstration of force, unlawful physical touching, or striking.
6. Bullying: Students may not intimidate or threaten with harm any other individual. Bullying is defined as "any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication that takes place on College premises or at any College sponsored function that: (a) places a person in actual and reasonable fear of harm to his or her person or damage to his or her property; or (b) creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities or benefits, or a College employee's ability to perform the essential functions of his or her job."
7. Communicating Threats: Students may not verbally, in writing, through a third party, or by any other means threaten to physically injure another person or that person's child, sibling, spouse, or dependent or willfully threaten to damage the property of another.
8. Copyright Infringement and Peer-to-Peer File Sharing: Students may not violate the College's Copyright Infringement and Peer-to-Peer File Sharing Policy through the act of violating, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. (please reference Policy 215 and Policy 1006)
9. Damage to Property: Students may not damage property of the College or of any other person working at or attending the College.
10. Dating Violence: Student may not commit crimes of violence against a person with whom they are or have been in a social relationship of a romantic or intimate nature.
11. Disobedience: Students may not disobey the reasonable directions of College employees, including administrators, faculty members, security officers, and other staff employees.
12. Disorderly Conduct: Students may not conduct themselves in a way which will interrupt the academic mission of the College or which will disturb the peace of the College.
13. Disrespect: Students are expected to treat all College employees with respect and courtesy, particularly when and if disagreements arise.
14. Disruption: Students may not disrupt the normal activities of the College by physically or verbally interfering with instruction, meetings, traffic, or scheduled administrative functions.
15. Domestic Violence: Students may not commit crimes of violence against a current or former spouse or intimate partner, a person with whom student shares a child in common, a person with whom the student cohabitates or has cohabitated

as a spouse, a person similarly situated to the student as a spouse, a person who is related to the student as a parent or child, including person acting in loco parentis to a minor child, or a person who is related to the student as grandparent or grandchild.

16. Drugs: Students may not possess, use, or be under the influence of any narcotic or illegal drugs on campus or at any College-affiliated activities or event. This is in violation of the laws of the state of North Carolina of the United States. (please reference Policy 501.05)
17. False Information: Students may not present to the College or its employees false information; neither may they knowingly withhold information which may have an effect on their enrollment or their status in the institution and which is properly and legally requested by the College.
18. Gambling: Students may not gamble on campus or at any College-affiliated activities or events.
19. Internet and Campus Network Acceptable Use: The College has an extensive policy for appropriate use of the Internet. Users of the College computers acknowledge the policy whenever they sign on. Students may not use the College's access to the Internet for access to sexually explicit material or for downloading music. Email accounts are provided for student use; however, no right of privacy exists for use of email. (please reference Policy 1003)
20. Plagiarism: The intentional theft or unacknowledged use of another's words or ideas. Plagiarism includes, but is not limited to paraphrasing or summarizing another's words or works without proper acknowledgement; using direct quotes of material without proper acknowledgement; or purchasing or using a paper or presentation written or produced by another. If a student is uncertain about what constitutes plagiarism, he or she should discuss this with the class instructor.
21. Possession of Weapons: Students may not have a weapon of any kind, including a knife, stun gun, or any firearm in their possession on campus or at any College-affiliated activities or events except handguns as allowed by NC GS §14-269.4. Handguns are permitted under these circumstances:
    - The person has a concealed handgun permit that is lawfully issued.
    - The handgun is in a closed compartment or container within the person's locked vehicle.
    - The handgun is in a locked container securely affixed to the person's vehicle.
    - A person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times.
    - The vehicle is locked immediately following the entrance or exit.

    Law enforcement officers are exempt from this prohibition. This includes facsimiles of weapons. (please reference Policy 305)
22. Public Laws: Violations of any federal, state or local laws occurring while on campus may lead to legal actions as well as campus discipline. Violations of federal, state or local laws occurring off campus may result in disciplinary action if the student's continued presence on campus constitutes a threat to the safety and order of the campus.
23. Sexual Assault: Students may not subject any person to contact or behavior of a sexual nature or for the purpose of sexual gratification without the person's explicit consent.
24. Sexual and Other Unlawful Harassment: Students may not harass any member of the College community, including other students, employees, or other persons on the College campus. This prohibition includes sexual, verbal or physical harassment for any reason including race, color, religion, sex, national origin, disability, veteran's status, creed, sexual orientation, or political affiliation. (please reference Policy 501.07)
25. Skate Boards and Roller Skates: Skate boards and roller skates are not permitted to be used on campus.
26. Stalking: Students may not engage in a course of conduct directed to a specific person that would cause a reasonable person to fear for his or her safety or the safety of others or suffer substantial emotional distress by placing that person in fear of death, bodily injury, or continued harassment.
27. Theft: Students may not steal the property of another individual or of the College. Students who are caught stealing will be required to make restitution and may be eligible for civil or criminal prosecution as well as College discipline.
28. Threats: Students may not engage in any behavior that constitutes a clear and present danger to the physical and/or emotion well-being of the student and/or other students, faculty and staff.
29. Trespass: Students are trespassing if in an unauthorized area of the College campus or remain on the College campus after having been directed to leave by a College official.
30. Tobacco, E-cigarettes, and Vaping: Students may not use tobacco of any form, use e-cigarettes, or vaporizing devices on campus or at any College-affiliated activity, sites, or events. (please reference Policy 306)
31. Unauthorized Access to Records: Students may not access, view, copy or change official College records without official authorization to do so.

32. Use of Social Media: Students should obey their social media platforms terms' of use. Students may not make, or cause to be made, communications (including electronically or through social media) to another person in any manner likely to seriously annoy or cause alarm. Social media may not be used to breech privacy, discriminate or harass. Students may not make, transmit, or attempt to transmit audio or video of any person(s) on College property where there is an explicit expectation of privacy. Any posts or tweets deemed inappropriate on an A-B Tech social web site or blog will be deleted immediately and may result in having access to the site blocked permanently.
33. Violations of Expected Classroom or Learning Environment Behaviors: May include, but not limited to, being disobedient, disrespectful, disruptive to the classroom or learning environment, or not abiding by professional conduct standards.

Threat Assessment

When a violation leads to a concern about the safety of a student or members of the College community, a Threat Assessment Team will review and make recommendations to the Vice President for Student Services or designee prior to a hearing. If a student engages in criminal activity or demonstrates threatening behavior that constitutes a clear and present danger to the physical and/or emotional well-being of the student and/or other students, faculty and staff, the Vice President for Student Services or designee may immediately suspend the student and remove him or her from campus for no more than 14 College business days from the date the suspension is instituted, pending a hearing. In this situation, the Vice President for Student Services or designee must convene a Threat Assessment Team.

For violations that do not require the implementation of the Threat Assessment Policy, the Vice President for Student Services will review initial disciplinary referrals and may suspend a student for up to ten College business days while the review is conducted. Students are allowed to appeal any disciplinary action unless they have waived this right, and will be informed of their rights of due process.

Student Rights of Due Process

Students have the following rights of due process when an allegation has been brought against them regarding violations of the Code of Student Conduct:

1. Students have a right to a Written Notice:
   a. Upon receipt of an incident report to the Office of the Vice President of Student Services, the student in question will be sent a written notice to inform him or her of the allegations regarding the possible violation(s) of the Code of Student Conduct.
2. Students have a right to an Administrative Conference:
   a. The student will be advised of the date, time, and location of the Administrative Conference with the Vice President for Student Services or designee to discuss and attempt to resolve the issue.
      i. If the student's alleged actions are considered egregious or disruptive to the teaching and learning environment or to campus safety, the Vice President for Student Services or designee may suspend the student for up to 10 College business days. The matter may be moved directly to a Student Due Process Hearing or referred to a Threat Assessment Team for review.
      ii. If the violation involves sexual assault, sexual misconduct, dating violence, domestic violence, stalking, and/or conduct that creates a hostile environment, the matter will be forwarded to the Title IX Coordinator for review.
   b. Outcome of Administrative Conference
      i. If the student admits responsibility for a violation(s) of the Code of Student Conduct, sanctions will be administered during the Administrative Conference process and this matter will be considered closed. The student will receive a written notice of all actions taken.
      ii. If the student disagrees with the proposed resolution or denies responsibility for any offense, the matter will move to a Student Due Process Hearing which will be conducted by the Vice President of Student Services or designee.
   c. If the student fails to attend the scheduled conference, then the matter will be moved to a Student Due Process Hearing.
3. Students have a right to a Student Due Process Hearing:
   a. The hearing will be scheduled as soon as practical after receipt of an incident report of allegations deemed to be egregious in nature or after the conclusion of the Administrative Conference.
   b. Prior to the hearing, the student has the right to review all evidence, including written statements made against him or her. Strict rules of evidence do not apply in the hearing.
   c. A written hearing notice including the date, time, and location of the hearing will be sent to the student.
   d. At the hearing, all parties involved in the incident will attend and be given the opportunity to provide evidence. All pertinent parties have a right to speak and be questioned by the Vice

President of Student Services or designee during the hearing. Cross-examination between parties is not permitted during the hearing.

e. The student is allowed to be accompanied by an advocate. The advocate may not present on behalf of the student unless otherwise instructed to do so by the Vice President for Student Services or designee. If the student chooses to have an advocate who is an attorney, the student must provide notification to the Office of the Vice President for Student Services at least three College business days prior to the hearing date. In this case, the College Attorney will be present also.

f. The student has a right to a recording of the hearing.

g. The student has a right to a written notice of the hearing outcome.

4. Students have a right to a final appeal:
   a. The student has the right to appeal the outcome of the Student Due Process Hearing to the College President.
   b. Upon receipt of the hearing decision, the student has five College business days to submit a notice requesting an appeal. This notice must be submitted in writing to the Office of the Vice President for Student Services.
   c. The President's document review does not include a new hearing but shall consist of evidence presented at the hearing along with a recording of the proceeding.
   d. The President will affirm, modify, or reject the decision of the Vice President or designee. The President's decision will be final and notification of the decision will be sent directly from the President's office to the student.

The procedure above is in effect for all students. All meetings and/or hearings for distance learners will be arranged using email, fax, conference calls, or other agreed upon electronic means.

Student Complaints

The College has two policies, one for grade appeals and one for student appeals. The following associated procedures should be followed:

Grade Appeals

a. It is the responsibility of faculty and students to attempt, in good faith, to resolve disputes regarding course grades. If such discussions are unsuccessful, the student shall be entitled to initiate the grade appeals procedure if he or she has reason to believe that a course grade is inaccurate. At this time, a Grade Appeals Committee will be formed and a date and time set for a hearing.

b. No student appealing any decision shall be subjected to harassment or intimidation or be in any way discouraged from filing an appeal pursuant to this procedure.

c. At any stage of the appeal process, all parties shall have the right to be accompanied by an advocate of their choice. The advocate may not present the appeal or complaint on behalf of the student unless otherwise instructed to do so by the chair of the Grade Appeals Committee. If the student chooses to have an attorney present, the student must provide notification to the Vice President of Student Services at least three college business days prior to the scheduled hearing date.

d. If the student and/or faculty wishes to present documentation to be considered during the hearing, it should be submitted to the Vice President for Student Services or his/her designee no later than two business days prior to the scheduled hearing. Both the student and faculty will be given an opportunity to review all documentation submitted prior to the hearing.

e. The Vice President for Student Services shall monitor the handling of grade appeals through this procedure to ensure correct and prompt compliance by all parties.

Appeals Procedure Regarding Course Grades

a. Students are strongly encouraged to first discuss the course grade with the involved instructor as soon as possible.

b. The student will submit the completed written grade appeal form, including all necessary faculty and student signatures, within three weeks from the day the final course grade is awarded. The form will clearly explain the student's complaint as well as the student's proposed resolution of the complaint. The instructor will be given the opportunity to read the student's written complaint and to meet with the student one more time. Alternately, the instructor may sign the appeal form indicating that he or she is unable to resolve the problem. The student will then be directed to the department chair of the instructor, who will meet separately with the student to attempt to resolve the issue. If the department chair is unable to resolve the issue with the student, then the department chair will sign the appeal form and direct the student to the Vice President for Student Services or his or her designee. Completion of the form by the instructor or chair does not in any way indicate agreement with the complaint. Each party may propose solutions to the disagreement that, if accepted by both parties, results in resolution of the appeal. If either party refuses to accept a proposed solution, then the matter is referred to the Vice President of Student Services who will convene a Grade Appeals Committee.

c. If the student has difficulty contacting the department chair, he or she should contact the Vice President for Student Services, who is responsible for assisting with contacts.

d. If the student and/or faculty wishes to present documentation to be considered during the hearing, it should be submitted to the Vice President for Student Services or his/her designee no later than two business days prior to the scheduled hearing. Both the student and faculty will be given an opportunity to review all documentation submitted prior to the hearing. The Vice President for Student Services shall maintain files of all course grade appeal forms submitted to his or her office. Such forms, together with other records indicating final action on a problem, shall be maintained for a minimum of five years.

e. Students enrolled in distance courses may find it difficult to come to campus in order to pursue an appeal. In these instances, the process may be handled by telephone with the instructor involved, the department chair, and the Vice President for Student Services by mail, fax, or other agreed upon electronic means for submission of the appeals document. As with other appeals, the Vice President for Student Services will closely monitor the progress, ensuring the contacts are made in a timely fashion and documents are submitted properly. If it becomes necessary for an appeal to go to the Grade Appeals Committee, conference calling or any other electronic means agreed upon by both parties will be used. When conference calling is employed for a hearing, no business can be conducted without the student being present on the telephone, with the exception of the deliberations of the Committee in executive session.

The Grade Appeals Committee

a. Composition of the Grade Appeals Committee:

The Grade Appeals Committee will consist of no less than seven voting members and will be composed as follows to ensure the representation of all constituent groups in the College community.

1. Two student representatives
2. Two faculty representatives
3. One Student Services representative
4. One non-faculty employee, and
5. One non-teaching professional representative at the level of coordinator or higher who will serve as chairperson

b. Grade Appeals Committee Hearing and Procedures:

1. The Vice President for Student Services shall inform the instructor, the involved department chair, and the student of the date, time, and place of the appeals hearing. The Vice President for Student Services shall convene the Grade Appeals Committee no later than 15 college business days after receipt of the completed request, along with required signatures from both student and faculty, for a hearing.
2. When an appeal is made by a student with a disability, the Committee, at its sole discretion, may consult with or include the Associate Director for Support Services in the hearing process for such person's knowledge of disability and Disability Services issues and requirements.
3. A quorum to conduct Committee business and vote is defined as a minimum of four members. In no case shall any business be conducted unless at least one student and one faculty member are present. There will be an audio recording of the appeal hearing.
4. The decision of the Grade Appeals Committee will be conveyed to the student and may be appealed within five business days to the President whose decision will be final. The President's review does not include a new hearing, and his or her review shall consist of evidence presented at the hearing. The President will affirm, modify or reject the decision of the Grade Appeals Committee.
5. In addition to the committee members, the following persons are permitted to attend the hearing:

a. Involved parties

b. An advocate for the appealing individual. The advocate may not present the appeal or complaint on behalf of the student unless otherwise instructed to do so by the chair of the Grade Appeals Committee. If the student chooses to have an attorney in attendance, the student must provide notification to the Vice President of Student Services at least three college business days prior to the scheduled hearing date.

c. The chair of the Grade Appeals Committee will manage all hearing proceedings, including the sequencing and time allocated for presentation of evidence by both student and faculty.

d. Administrative officers of the College who may be directly concerned with the dispute.

6. If a student fails to attend the scheduled hearing, the appeal is considered to be dropped.
7. All steps of the appeal procedure for students shall be closed to the public, and all documents generated in the course of a complaint shall be confidential except to authorized College officials.

Availability of Information

The Grade Appeals Policy and Procedure are available on the College website.

Student Appeals

a. It is the responsibility of all employees and students to attempt, in good faith, to resolve disputes regarding actions taken by College employees that are perceived to be unfair or unjust. If such discussions are unsuccessful, the student shall be entitled to initiate the appeals procedure. At this time, a Student Appeals Committee will be formed and a date and time set for a hearing.

b. No student appealing any decision shall be subjected to harassment or intimidation or be in any way discouraged from filing an appeal pursuant to this procedure.

c. At any stage of the appeal process, all parties shall have the right to be accompanied by an advocate of their choice. The advocate may not present the appeal or complaint on behalf of the student unless otherwise instructed to do so by the chair of the Student Appeals Committee. If the student chooses to have an attorney in attendance, the student must provide notification to the Vice President of Student Services or his or her designee at least three college business days prior to the scheduled hearing date.

d. If the student and/or employee wishes to present documentation to be considered during the hearing, it should be submitted to the Vice President for Student Services or his/her designee no later than two business days prior to the scheduled hearing. Both the student and employee will be given an opportunity to review all documentation submitted prior to the hearing.

e. The Vice President for Student Services or his or her designee shall monitor the handling of appeals through this procedure to ensure correct and prompt compliance by all parties.

f. Please note this procedure applies to students wishing to appeal administrative action or decisions with exception to financial aid, code of student conduct sanctioning, grade appeals, and dismissal by a host clinical or other work-based learning site.

Appeal Procedure

a. Students are strongly encouraged to first discuss the disputed matter with the involved employee as soon as possible.

b. It is the responsibility of the student to complete and submit a written appeal form, including all necessary employee and student signatures, within six weeks of the date when the matter occurred. The form will clearly explain the student's complaint as well as the student's proposed resolution of the complaint. The employee will be given the opportunity to read the student's written complaint and to meet with the student one more time. Alternately, the employee may sign the appeal form indicating that he or she is unable to resolve the problem. The student will then be directed to the supervisor of the employee who will meet separately with the student to attempt to resolve the issue. If the supervisor is unable to resolve the issue with the student, then the supervisor will sign the appeal form and direct the student back to the Vice President for Student Services. Completion of the form by the employee and supervisor does not in any way indicate agreement with the complaint. Each party may propose solutions to the disagreement that, if accepted by both parties, results in resolution of the appeal. If either party refuses to accept a proposed solution, the matter is referred to the Student Appeals Committee.

c. If the student has difficulty contacting the supervisor, he or she should contact the Vice President for Student Services or his or her designee, who is responsible for assisting with contacts.

d. If the student and/or employee wishes to present documentation to be considered during the hearing, it should be submitted to the Vice President for Student Services or his/her designee no later than two business days prior to the scheduled hearing. Both the student and employee will be given an opportunity to review all documentation submitted prior to the hearing. The Vice President for Student Services or his or her designee shall maintain files of all appeal forms submitted to his or her office. Such forms, together with other records indicating final action on a problem, shall be maintained for a minimum of five years.

e. Students enrolled in distance courses may find it difficult to come to campus in order to pursue an appeal. In these instances, the process may be handled by telephone with the employee involved, the employee's supervisor, and the Vice President for Student Services by mail, fax, or other agreed upon electronic means for submission of the appeals document. As with other appeals, the Vice President for Student Services will closely monitor the progress, ensuring the contacts are made in a timely fashion and documents are submitted properly. If it becomes necessary for an appeal to go to the Student Appeals Committee, conference calling or any other electronic means agreed upon by both parties will be used. When conference calling is employed for a hearing, no business can be conducted without the student being present on the telephone, with the exception of the deliberations of the Committee in executive session.

The Student Appeals Committee

a. Composition of the Student Appeals Committee

The Student Appeals Committee will be comprised of no less than seven members and will be composed as follows in an effort to ensure the representation of all constituent groups in the

College community.

1. Two student representatives
2. Two faculty representatives
3. One Student Services representative,
4. One non-faculty employee, and
5. One non-teaching professional representative at the level of coordinator or higher who will serve as chairperson.

b. Student Appeals Committee Hearing and Procedures

1. The Vice President for Student Services or his or her designee shall be responsible for informing the employee and supervisor involved and the student of the date, time, and place of the hearing. The Vice President for Student Services or his or her designee shall convene the Student Appeals Committee no later than 15 calendar days after receipt of the completed request, along with required signatures from both student and employee, for a hearing.
2. When an appeal is made by a disabled student, the Committee, at its sole discretion, may consult with or include the Associate Director for Support Services in the hearing process for such person's knowledge of disability and ADA issues and requirements.
3. A quorum to conduct Committee business and vote is defined as a minimum of four members. In no case shall any business be conducted unless at least one student and one faculty member are present. There will be an audio recording of the appeal hearing.
4. The decision of the Student Appeals Committee will be conveyed to the student and may be appealed within five business days to the President whose decision will be final. The President's review does not include a new hearing and his or her review shall consist of evidence presented at the hearing. The President will affirm, modify or reject the decision of the Student Appeals Committee.
5. In addition to the committee members, the following persons are permitted to attend the hearing:
   a. Involved parties
   b. An advocate for the appealing individual. The advocate may not present the appeal or complaint on behalf of the student unless otherwise instructed to do so by the chair of the Student Appeals Committee. If the student chooses to have an attorney in attendance, the student must provide notification to the Vice President of Student Services or his or her designee at least three college business days prior to the scheduled hearing date.
   c. The chair of the Student Appeals Committee will manage all hearing proceedings, including the sequencing and time allocated for presentation of evidence by both student and employee.
   d. Administrative officers of the College who may be directly concerned with the dispute.
6. If a student fails to attend the scheduled hearing, the appeal is considered to be dropped.
7. All steps of the appeal procedure for students shall be closed to the public, and all documents generated in the course of a complaint shall be confidential except to authorized College officials.

Availability of Information
The Student Appeal Policy and Procedure is available on the College website.

Exception for Disciplinary Appeals
When these procedures are used to appeal a disciplinary action taken by the Vice President for Student Services or his or her designee, in his or her capacity as the College discipline officer, the appeal will be forwarded directly to the President. An appeal of a disciplinary action taken by the Vice President for Student Services must be submitted in writing to the Vice President for Student Services or his or her designee within five business days of the action. He or she will forward the appeal, along with all documentation concerning the matter, to the President, whose decision will be final following an on-the-record review. The President may, in his or her discretion, allow the parties to supplement the record if additional information is needed for the fair disposition to the matter.

Privacy of Student Records

1. In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Asheville-Buncombe Technical Community College will not disclose educational records concerning its students except for directory information and as otherwise stipulated herein.

   Directory information will be released to anyone who requests it only when the request is deemed to be for educational purposes, unless the student specifies in writing to the Student Records and Registration office that his or her directory information be withheld. In such case, no directory information will be released. In addition to educational purposes, directory information may also be released for College publications, commencement announcements, press releases and advertisements.
2. A parent of an eligible student does not have access to the student's educational records. In order for parents to have access to an eligible student's education records, beyond directory information and without written permission from the student, a parent must certify that the student is economically dependent as defined in Section 152 of the Internal Revenue Code of 1986.

If a parent can prove dependency to the Student Records and Registration office by showing a copy of the parent's current tax report form or another acceptable report of current dependency, then the parent may have total access to the student's education records.

3. A-B Tech will release a student's educational records without his or her approval only under the following circumstances to:
   - Asheville-Buncombe Technical Community College officials who have legitimate educational interest in the records.
   - Officials of another college or university in which a student seeks to enroll.
   - Certain federal and state educational authorities for purposes of enforcing legal requirements in federally supported educational programs.
   - Persons involved in granting financial aid for which the student has applied.
   - Testing and research organizations conducting certain studies for or on behalf of the school.
   - Accrediting organizations.
   - Be in compliance with a court order or lawfully issued subpoena, but only after the eligible student has been duly notified. The college will then comply in the absence of any legal order cancelling the subpoena.
   - In very narrowly defined emergencies affecting the health and safety of the student or other persons.
   - State and local authorities, within a juvenile justice system, pursuant to specific state law.
   - Parents of eligible students under the provision of paragraph 2 above.
4. Law enforcement unit records are not educational records and may be disclosed by the A-B Tech Campus Police Force to college officials, other law enforcement personnel and court officials without the student's consent. Parents do not have an automatic right to inspect law enforcement unit records. Public inspection of law enforcement unit records is subject to the Chapter 132 of the North Carolina General Statutes (the North Carolina Public Records Act). All public records requests for law enforcement unit records must be reviewed by the college attorney for legal compliance.
5. Questions regarding student records should be directed to the College's Student Records and Registration office.

Academic Procedures (please refer to abtech.edu/a-b-tech-catalog for current procedures)

Classification of Students

Full-time student**:** A student enrolled for 12 or more credit hours during fall and spring semesters and 9 or more credit hours during the summer session.
Part-time student**:** A student enrolled for fewer than 12 hours during fall or spring semesters or fewer than 9 credit hours during summer session. (Please note that financial aid recipients registered during the summer will need 12 credit hours for full Pell awards.)

Declaring, Changing, or Adding Second Majors

In order to declare a program (degree, diploma or certificate), change programs, or add a second program, the student may either make the change in WebAdvisor under "Change My Academic Program" or see an Academic Advisor in Student Services who will complete a change-of-program form indicating the new or added program of study.

Class Attendance

Regular and punctual class attendance is required of all students in order to achieve success in the course and develop desirable personal traits necessary for success in employment. Missing instructional time is detrimental to learning and course success. Students are responsible for fulfilling the requirements of the course by attending and completing course assignments. An accurate record of class attendance will be maintained by the instructor. Student success is dependent upon active participation in all instructional activities.

Course Entry Attendance Requirement

It is mandatory that the student attend each course at least once during the first 10% of the course, or in the case of online courses, a graded activity must be submitted during the first 10% of the course. Each online course syllabus must identify the activity to be completed prior to the 10% point of the course, and the date by which the activity must be completed. For hybrid courses, the student must attend the classroom portion of the course or complete an online graded activity prior to the 10% point. **Failure to attend or complete the activity prior to the 10% point will result in the student being dropped from the course. The student will not be allowed to continue in the course or receive a refund.**

Course Attendance Requirement

To receive course credit, a student should attend a minimum of 85% of the contact hours of the course with the exception of courses in Allied Health (90%), EMS (90%), Developmental Studies (90%), and Cosmetology (95%). If absences exceed 15% (or the respective amount) of course contact hours, a student may be dropped from the course and receive a grade

of "U", unless the student completes the official withdrawal procedure prior to the withdrawal deadline (75% point of the course).
Student "attendance" in online courses is defined as active participation by the student. Active participation may be documented through submission/completion of assignments by the posted due dates, completion of tests, and/or completion of other course requirements, such as discussion board entries. Expectations for active participation in the course are clearly defined in the syllabus. In the event a situation occurs which prevents a student from logging into the College's learning management system to complete the assignments, it is the student's responsibility to contact the College HelpDesk and notify the instructor. (828.398.7550 or HelpDesk@abtech.edu)
Online courses will have, at a minimum, a weekly activity with a deadline requirement that indicates active participation in the course. A student who successfully completes the weekly assignment by the established deadline will be recorded as "in attendance" for the week. A student who fails to complete the required assignment or who fails to meet the established deadline will be recorded as absent for the week.

Tardies
A tardy is defined as arriving late for class, leaving early, or missing part of class without permission during scheduled class hours. Three tardies may count as one absence.

Consecutive Attendance Requirement
Students who have attended class or completed the required online attendance assignment prior to the census date, but subsequently have 14 consecutive calendar days, excluding College holidays, of inactivity in a class (either through physical absences or lack of online participation) will be given a grade of "U". If the student officially withdraws from the class by the appropriate withdrawal deadline (75% point of the course), the "U" grade will be replaced with a grade of "W."

Attendance Appeal
Any student with exceptional circumstances leading to absences that result in an administrative withdrawal (U grade) may appeal to the respective department chair, within 48 hours of receiving the U, for permission to remain enrolled in the course. The department chair and dean of the division will determine the outcome of the appeal and communicate the decision to the Financial Aid and Records & Registration Offices. NOTE: Excessive absences may impact Financial Aid eligibility. Students must contact the Financial Aid Office regarding the impact of withdrawals on their financial aid.

Programmatic Attendance Requirements
Some programs at the College have established stricter course attendance requirements. These requirements are clearly defined in the respective course syllabus or program orientation information.

Allied Health Students
To receive course credit when enrolled in an Allied Health program, a student should attend a minimum of 90% of the contact hours of all major area courses. If absences exceed 10% of course contact hours, the student may be dropped from the class and receive a grade of U, unless the student follows the official withdrawal procedure before the withdrawal deadline. The 90% minimum attendance requirement applies to these major area course prefixes: NUR, DEN, EMS, MED, MLT, SON, PBT, PHM, RAD, SUR and VET.

Cosmetology Students
To receive course credit when enrolled in a Cosmetology program, a student should attend a minimum of 95% of the contact hours of all major area courses. If absences exceed 5% of course contact hours, the student may be dropped from the class and receive a grade of U, unless the student follows the official withdrawal procedure before the withdrawal deadline. The 95% minimum attendance requirement applies to the major area course prefix: COS.

Developmental Studies Students
To receive course credit when enrolled in a developmental course, a student should attend a minimum of 90% of the contact hours. If absences exceed 10% of course contact hours, the student may be dropped from the class and receive a grade of R, unless the student follows the official withdrawal procedure before the withdrawal deadline. The 90% minimum attendance requirement applies to the following course prefixes: DMA, DRE.

Prerequisites and Co-requisites
Some courses have prerequisite and/or co-requisite course requirements. All requisites must be satisfied prior to enrolling in a course. A prerequisite course can be satisfied by passing the course at A-B Tech, or by transferring credit for the course from another college or university according to the college's transfer credit policy. If a prerequisite course is currently being taken, but is not passed, the subsequent course must be dropped if registration has already taken place.

A co-requisite course must be taken in the same term. In some cases a co-requisite can be taken in a prior term or transferred to A-B Tech. Contact your advisor for assistance.

Under some conditions, a Department Chair may waive a pre or co-requisite class based on a student's demonstrated knowledge of the requisite course material. (Pre or co-requisities required by the state may only be waived by the Vice President for

Instructional Services.)Requisite waivers do not eliminate a course from a program of study; waived requisites must be taken to satisfy degree, diploma or certificate program requirements.

Course Substitutions

Curriculum course substitutions in a degree, diploma or certificate program must be approved by the Dean responsible for the course being substituted. Some course substitutions also require the approval of the Vice President of Instructional Services.

Introduction to College Courses for Degree-Seeking Students

Degree-seeking students who enroll in a college program requiring ACA 115, ACA 122 or EGR 110, must enroll in and successfully complete the course with a grade of "C" or better in their first semester of enrollment.

Any student who places into more than one developmental course must enroll concurrently in ACA 115, ACA 122, or EGR 110 as appropriate for his or her curriculum.

Students transferring a similar course or who transfer in 24 or more transfer credit hours of college-level work, will be permitted to substitute another course for ACA 115 or EGR 110 and will not be subject to the above requirement and subsequent restrictions.

ACA 122 is required for the Associate in Arts, Associate in Engineering, Associate in Fine Arts and Associate In Science degrees and substitutions may not be made.

Schedule Adjustments

Dropping a Class

Students may drop classes without a grade through the 10% point of the semester or the 10% point of a minimester (less than a full semester). Classes can be dropped via WebAdvisor or may be processed by Student Services (in the K. Ray Bailey Student Services Center), by an Advisor or at the Madison or South site. Dropped classes do not appear on the official transcript.

Adding a Class

A class may be added until it meets for the first time . For online classes, the first day of the term is considered to be the first day of class.

Withdrawing from a Class

After the 10% point and through the 75% point of the term (full semester or minimester) a student may withdraw from a class by submitting a Withdrawal Request to Student Services in the Bailey Building or to staff at the Madison or South sites. Withdrawal forms must not be mailed or put in a drop box. Distance students must contact the Distance Advisor at distanceadvising@abtech.edu.

Students receiving financial aid benefits are strongly encouraged to consult with the Financial Aid Office prior to withdrawing from courses.. Students receiving Veteran's Affairs benefits must obtain a last date of attendance from the instructor and approval from the VA Coordinator

Final Examinations

Each instructor will schedule a final course evaluation at some point during the last five days of the semester or the last two days of the class. The evaluation may consist of one or multiple components or methods. The course schedule will indicate the date(s) and method(s) of evaluation. If the final evaluation is given prior to the last day of class, the schedule will reflect the class activities to take place after the final evaluation.

Students are required to take their final examinations at the time(s) and place(s) scheduled. Conflicts may be resolved by arrangement with the faculty member.

Auditing Courses

Students wishing to audit courses must register through regular registration procedures and pay standard tuition and fees. Students who register to take a course for credit and then choose to audit the course must submit a Request for an Audit Grade form to the Records and Registration Office Student Services within the first 15 weekdays days of the term for a sixteen week class or an equivalent percentage for minimester classes taught on a shorter schedule. The instructor must sign the form to approve the change to audit status. A student may change from audit to credit status through the Records and Registration Office in Student Services only during the first five days of the term for a sixteen week class or an equivalent percentage for classes taught on a minimester schedule. Audit work does not receive credit and cannot be used toward diploma or degree requirements. All prerequisites must be met before a course can be audited. Physical Education classes may not be audited. Audit work is not covered by financial assistance.

Course Repetition

Students who need a course to graduate may take the course as many times as necessary to pass it. Any course that has been passed or audited may not be taken for credit or audited more than twice per academic year. The twice-per-year regulation also applies to single or elective courses that are not required for graduation. No single Physical Education course may be attempted more than twice.

If a student has a failing grade in a required course, the course must be passed prior to graduation. If a student fails a prerequisite course, it must be repeated successfully before beginning the subsequent course. This could result in the student's being enrolled for a longer period than is normally required to complete requirements for graduation.

As courses are repeated, the higher grade becomes the official grade. Only a grade of "D" or above can replace an existing grade.

Grading System

Final grades will be issued to all students at the end of the term based on the criteria outlined in the course syllabus. A student who wants to appeal a grade must do so within six weeks of the awarding of the grade. A grade cannot be changed after this period without approval by the department chair and the division dean.

Students will be graded by the following system:

A		Excellent academic performance, consistent mastery of facts and concepts, and a thorough understanding of course content.
B		Good academic performance, high-level mastery of course content.
C		Average academic performance.
D		Marginal academic performance, poor mastery of course content.
F		Very poor performance, no demonstration of even minimal mastery of course content.
I	Incomplete	Assigned when a student is unable to complete work or take a final examination because of illness or other reasons over which the student has no control. An incomplete grade must be completedby end of the next semester. Otherwise, the grade becomes an "F." (Exceptions may be approved by the Vice President for Instructional Services.)
P	Proficiency	Does not affect quality point ratio.
R	Retake	Proficiency not demonstrated. Class must be retaken. Does not affect quality point ratio.
U	Unofficial Withdrawal (penalty)	Assigned when the student does not follow the College's official withdrawal policy by the course withdrawal deadline or is dropped for excessive absences. This is equivalent to an "F" grade and will influence the quality point ratio.
W	Official Withdrawal (no penalty)	Assigned when the student OFFICIALLY WITHDRAWS. This will not influence the quality point ratio. Official withdrawals are not allowed after the 75% point of a semester or term, as identified in the official college calendar, except for exceptional and documented emergencies. In such circumstances, the student must withdraw from all courses. Approval for an emergency withdrawal must come from the Vice President for Student Services.

Transcript Codes

Other codes that may appear on the college transcript include the following. These grade codes do not affect the grade point average:

AP	Advanced Placement course credit.
AR	North Carolina High School to Community College Articulation Agreement course credit.
CR	CLEP (College Level Examination Program) course credit, or other academic credit applied from non-course activity.
NS	No Show. Student enrolled but never attended the class.
P	Proficiency.
R	Retake. Proficiency not demonstrated. Class must be retaken.
T/TR	Transfer credit from other colleges, universities, and military credit.
TA	Transfer credit from other North Carolina colleges and universities that articulates under the Comprehensive Articulation Agreement.
TS	Transfer credit from other North Carolina community colleges, which can be used only for diploma or A.A.S. programs.
Y	Audit.

The pound sign next to a grade indicates that the course has been excluded from the quality point average either through course repetition or Academic Fresh Start.

Quality Points

At the end of each semester quality points are assigned in accordance with the following formula. (The minimum program grade-point average for graduation is 2.00 or an average of grade "C.")

A	4 quality points per credit hour	D	1 quality point per credit hour
B	3 quality points per credit hour	F	no quality points
C	2 quality points per credit hour	U	no quality points

The grade-point average (GPA) is determined by dividing the total number of quality points by the number of hours attempted (excluding grades of "I", "P", "R" and "W"). A grade-point average of 2.00 indicates that a student has an average of "C."

Independent Study

Selected courses may be available for independent study, with approval of the appropriate Dean and Department Chair. A student requesting to take a course by independent study must complete the Request for Independent Study form and have it approved by the Department Chair and Division Dean prior to registration. The request to enroll in a course by independent study may be approved when the following conditions are met:

1. The course is not offered during the current semester or is in schedule conflict with another required course and is needed for the student to qualify for graduation or transfer.
2. The student has a cumulative grade point average of 2.0 or higher.
3. The student has completed 15 semester hours of study in his or her academic program at A-B Tech.
4. A full-time faculty member, with the approval of the Department Chair, agrees to serve as the instructor for the semester of independent study.

Any exceptions must be approved by the Vice President for Instructional Services.

Maximum Course Load

Because of the amount of effort that is expected to be put forth in college-level courses, students are limited to a maximum of 20 hours of course work each semester. Exceptions to this rule may be granted by the Vice President for Instructional Services.

Cooperative Education and Work-Based Learning

In selected programs, A-B Tech provides students with an opportunity to integrate classroom learning with supervised work experience in an employment situation directly related to the educational program of the student. The work experience component is an integral part of the total educational process. The primary objective of work-based learning (cooperative education) is to prepare the student for employment.

To be eligible to participate in a work-based learning or cooperative work experience activity, a student must be 18 years of age, be enrolled in a curriculum program that provides a work-based learning or cooperative education option, have a minimum 2.0 cumulative program GPA, have completed required course prerequisites, and have completed a minimum of 9 semester credit hours within the appropriate program of study. Approval by the department chairperson is required for a student to participate in a cooperative education activity. Any exceptions to these requirements must be approved by the appropriate academic dean.

Standards for Academic Progress

The College has established this standard to:

- Provide struggling students with proactive advising to identify solutions and interventions fostering future and ongoing academic success (e.g., limited scheduling, targeted courses, regular advisor meetings, etc.).
- Provide a means for preventing prolonged academic failure.
- Provide students with a warning when they fail to meet satisfactory academic performance standards;

This procedure applies to all curriculum students. Students whose cumulative grade point average (GPA) falls below 2.0 after attempting twelve (12) credit hours (excluding developmental courses) are placed on Academic Warning, which may be followed by Probation and Suspension. Cumulative GPA will be calculated using the current official grade for each course taken that semester at Asheville-Buncombe Technical Community College.

Good Standing

Students whose cumulative GPA is 2.0 or above or who has not attempted 12 hours of GPA affecting coursework is considered to be in good standing.

Academic Warning

Students failing to meet the minimum cumulative GPA at the conclusion of the semester will placed on an academic warning. The warning is posted on the student grade report for that semester, and the student's Academic Program Dean, Department Chair, and Academic Advisor are notified by the Registrar. To assist students in improving their GPA, the following steps are recommended:

a. Student meets with their assigned Academic Advisor within the first few weeks of the semester to develop strategies for academic success; including a review of academic progress prior to next term's registration.
b. Student participates in the "What it Means to Be a Successful Student" seminar.

At the conclusion of the Academic Warning semester, students whose cumulative GPA is:

- Below 2.0 will be moved to Academic Probation.

Academic Probation

Students whose cumulative GPA falls below 2.0 for two successive semesters will be placed on Academic Probation. Academic Probation is posted to the student's official transcript and the student's Academic Program Dean, Department Chair, and Academic Advisor are notified by the Registrar. To assist students in improving their GPA, the following steps are required:

a. Students must meet with their Academic Advisor before the next semester begins in order to retain their class schedule.
b. Students must participate in the "What it Means to Be a Successful Student" seminar.
c. Students will be permitted to enroll only in courses listed in their Educational Plan by their Academic Advisor (LTP = Limit to Term Plan) and may include one or more of the following:
   - A limitation on the number of hours attempted;
   - Registering for developmental courses as needed;
   - Registering for a repeat of unsuccessful courses;
   - Referral to other College resources, such as the Financial Aid Office, to receive further guidance.

   A student remains on Academic Probation if the cumulative GPA continues to be below 2.0 but the semester GPA is 2.0 or above.

Academic Suspension

Students on Academic Probation whose cumulative GPA during the next semester of enrollment is below 2.0 will be placed on Academic Suspension for one semester, excluding summer. The student will be notified by the Vice President for Student Services via student email and the student's Academic Program Dean, Department Chair, and Academic Advisor will also be notified by the Registrar.
Students on Academic Suspension are not allowed to register for curriculum courses but are permitted to enroll in Continuing Education courses. Academic Suspension is posted to the student's official transcript. Students returning from Academic Suspension will be required to complete the Career Exploration Workshops with a Career Counselor to ensure the student has selected an appropriate program of study. Prior to registration, the student must meet with an Academic Advisor and must follow the same steps as a student on Academic Probation.

Academic Appeal

Academic Suspension may only be appealed through the Office of the Vice President for Student Services at least one week prior to the first day of class of each fall and/or spring semester. Appeals will then be considered by the Vice President for Instructional Services or his or her designee(s).
Students may re-register after one semester of Academic Suspension, excluding summer. They must meet with their assigned academic advisor to develop appropriate strategies for academic success and follow the same protocols as outlined for students on Academic Probation.

Academic Fresh Start

Any returning student who has not attended A-B Tech for three years and upon reenrolling maintains a 2.00 GPA for a minimum of 12 semester hours may petition to have grades on all prior course work more than three years old with a grade less than a "C" excluded in calculating the cumulative GPA. Grades below "C" not used in calculating the GPA will not count toward graduation but will remain on the transcript. The student should complete an application for Academic Fresh Start (obtained in the Records and Registration Office), after the end of the semester in which he or she has completed the 12 semester hours required. A student who plans to transfer to another College should contact that institution to determine the impact of Academic Fresh Start on transfer.

Honors and Achievements

Dean's List

1. For the Dean's List, students must be enrolled in an academic program (degree, diploma or certificate) and complete a minimum of eight credit hours of curriculum courses numbered 100 or above.
2. Students must have a minimum 3.75 grade point average to qualify for the Dean's List for the semester under consideration.
3. Students who earn grades of F, I or U are not eligible for the Dean's List for that semester. Students receiving credit for a course by examination are not affected. Only courses numbered 100 and above taken for credit (no audits) will be considered.
4. The Dean's List will be compiled by the Office of Records and Registration. The Vice President for Instructional Services will be responsible for final approval and publication.

President's List

For the President's List, students must be enrolled in an academic program (degree, diploma or certificate) and complete a minimum of twelve credit hours of curriculum courses numbered 100 or above.

1. Students must have a 4.0 grade point average to qualify for the President's List during the semester under consideration.
2. Students who earn grades F, I or U are not eligible for the President's List for that semester. Students receiving credit for a course by examination are not affected. Only courses numbered 100 and above taken for credit (no audits) will be considered.
3. The President's List will be compiled by the Office of Records and Registration. The Vice President for Instructional Services will be responsible for final approval and publication.

Requirements

Degree, Diploma, and Certificate Programs

Asheville-Buncombe Technical Community College confers the Associate in Arts degree, Associate in Applied Science, Associate in Engineering, Associate in Science Degree, and Associate in Fine Arts Degree. A diploma is awarded for completion of one-year applied curricula. Certificates are issued to students who successfully complete designated short-term programs or course sequences. Degrees, diplomas, and certificates are conferred, awarded, or issued by authority of the North Carolina State Board of Community Colleges when all requirements for graduation have been satisfied.

Because of rapid changes in workplace technologies, certain technical courses will "time out" after five years and must be repeated for graduation. Exceptions must be approved by the Dean responsible for the course.

Requirements for Graduation

Degrees and diplomas are conferred and awarded at the end of each academic term. The College holds a single graduation ceremony in May each year. To graduate with a diploma or degree, students must meet the following minimum requirements:

1. Declare and be accepted into the program.
2. Complete all program requirements by the end of the term. Program requirements are defined in the official catalog. The default catalog is the one in effect for the term in which the student declares the program and cannot pre-date the student's first term of enrollment. Catalogs are valid for five academic years (for example a student graduating in Summer 2015 cannot use a catalog dated prior to 2010-2011). Course requirements must be completed by one of the following:
    a. Take the course at A-B Tech and attaining the minimum grade required.
    b. Receive transfer credit. A minimum of 25% of program hours must be completed at A-B Tech. Official transcripts showing required courses must be received by A-B Tech before program completion will be posted to the student's transcript.
    c. Earn Credit-by-Exam, CLEP credit, Advanced Placement credit or credit for licensure/certification.
3. Earn a grade point average of at least 2.0 in the program of study. The Associate of Engineering program requires a 2.5 grade point average.
4. Fulfill any additional program requirements as defined by special accreditation compliance standards.
5. Apply for graduation prior to completion of the program (preferably the term prior to the last term of registration). See Program Completion application deadline information in the college calendar.
6. Be in good standing and fulfill all financial obligations.

Students who have completed degree or diploma requirements in the preceding Fall semester or who are on-track to complete requirements in Spring semester or the subsequent Summer semester will be invited to the May graduation ceremony.

Students with a program GPA of 4.0 will be graduated with Highest Honors.

Students with a program GPA of at least 3.75 and less than 4.0 will be graduated with High Honors.

Students with a program GPA of at least 3.5 and less than 3.75 will be graduated with Honors.

Certificates

Certificates are issued for students who satisfy program requirements following the same criteria as for degrees and diplomas. Certificate completers do not participate in the graduation ceremony unless they also are receiving degrees or diplomas. Honors are not recognized for certificate completions.

Transfer of Credit to Other Institutions

Asheville-Buncombe Technical Community College facilitates the transfer of credit to other institutions. The Associate in Arts, Associate in Engineering, Associate in Fine Arts and Associate in Science degree programs are designed for students to transfer to senior institutions at or near the junior level. College transfer courses identified as satisfying the North Carolina Comprehensive Articulation Agreement (CAA) and passed with a grade of "C" or better will transfer to University of North Carolina system institutions and to participating private universities and colleges.

Associate in Applied Science graduates have the option of entering a career, continuing their education at a senior institution or both.

Curriculum courses are designed to transfer to other Community Colleges within the North Carolina Community College System.

The receiving institution determines how courses will be accepted. Student should contact the transfer institution for details on how courses will transfer.

Student Support Services

Counseling Services and Career Development Services

A-B Tech provides free, confidential counseling and related services for students in the K. Ray Bailey Student Services Center. Students are encouraged to use counseling services if they have personal, academic, or career concerns. The professional counseling staff, after initial assessment, will refer students who need specialized or long-term services to appropriate resources within the community.

Career Development Services are available to students who are undecided or uncertain about career plans and for those who are ready to make the transition from student to employee. Career resource and information tools are available in the K. Ray Bailey Student Services Center and on the College website at abtech.edu/careers. Sessions are available in career exploration, resume writing, interview skills, and other areas of interest. An appointment may be made online at www.abtech.edu/careerscheduling.

Job Board and Career Coach are available to curriculum and continuing education students as well as to the general community. Individuals interested in connecting with area employers may participate in Job Board, an online job posting system. Job seekers may create an account, review posted jobs, and apply for positions of interest. All A-B Tech Work Study positions are posted in Job Board for curriculum students approved for Federal Work Study. Enrolled students may also request resume assistance prior to applying for posted positions.

Academic Advising

In order to ensure that every student receives quality academic advising, A-B Tech has established an academic advising system. Students who are admitted to an applied science degree, diploma, or certificate program are advised by a faculty member from that curriculum. Students who are admitted to the General Occupational Technology degree program or who have been identified as a student in need of additional advising, will be advised by an academic advisor in Student Services. Distance students receive advising from their assigned program advisor or from the distance advisor for new or unclassified students at distanceadvising@abtech.edu.

Student Services advisors are available both on an appointment and walk-in basis.

Students meeting certain criteria may be required to participate in additional advising activities and will be notified of this requirement after completing the placement and orientation process.

Unclassified students may elect to register without meeting with an academic advisor. They may register online via WebAdvisor or at the Express Lane in the K. Ray Bailey Student Services Center. The following process outlines important considerations for individuals choosing to self-advise:

1. Prerequisites and corequisites for courses must be met. Students may submit documentation of prerequisites and corequisites to a student services advisor.
2. High school students must see an advisor to register.
3. New students register during general registration.

Students who desire to register for more than 20 credit hours in a semester will need the approval of the Vice President for Instructional Services or his or her designee.

Services to Students with Disabilities

Asheville-Buncombe Technical Community College is invested in full compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Support Services Office at the College ensures that the programs and facilities of the College are accessible to all students. The College focuses on the student as an individual and works toward equal opportunity, full integration into the campus environment, physical accessibility and the provision of reasonable accommodations, auxiliary aids, and services to students.

Student with disabilities who require the services of interpreters, readers, note-takers, or need other reasonable accommodations should request these services from the Support Services Office since federal law prohibits the College from making pre-admission inquiries about disabilities. This office is located in the Student Advising and Support Services office in the K. Ray Bailey Student Services Center. In order to accommodate each student's needs and to provide the necessary support services, professional documentation of a disability or disabilities must be furnished to the Support Services Office. Information provided by students is voluntary and appropriate confidentiality is maintained. For detailed information, refer to www1.abtech.edu/category/department/student-services/disability-support-services .

Students who need assistance for academic services should call the Support Services Office at 828-398-7581 or e-mail supportservices@abtech.edu. Services are designed and developed on an individual-needs basis, and students may elect to use any or all of the services appropriate to their needs at no charge.

An appointment with the Support Services staff is recommended in order to discuss any special concerns. Students who are not satisfied with the decisions of this office may utilize the College's Student Appeals Policy.

Developmental Studies

This department provides post-secondary students with instruction in basic math, English, and reading. As the point of entry for learners needing academic development, the Developmental Studies department is sensitive to the needs of students making the transition to a college environment. The objective of this department is to enable students to develop skills and behaviors that will lead to successful achievement in A-B Tech's curricula. Developmental Studies mathematics (DMA) courses have a minimum passing grade of 80%. Students achieving at or above this level of mastery will receive a grade of "P" and those who do not reach the 80% mastery will receive a grade of "R" and will be required to retake the module until mastery is demonstrated. Developmental Studies English and Reading Courses (DRE) have a minimum passing grade of 80%. Students achieving at or above this level of mastery will receive a grade of "P" and those who do not reach the 80% mastery will receive a grade of "R" and will be required to retake the courses until mastery is demonstrated.

Completion of Mathematics Sequence

National research and North Carolina Community College System data support a need for students to stay continuously enrolled in math until they finish the highest level math course required in their selected program. Students who take a semester off from math rarely complete their math sequence, and consequently do not finish the diploma or degree they seek. A-B Tech's Retention Plan calls for students to stay continuously enrolled in math until the sequence is finished.

Transitional Studies Program

Transitional Studies offers programs to support academic improvement in the areas of reading, mathematics, English, social studies, science and life skills. Assessment is a basic element of all Transitional Studies programs. Program placement begins with a Test of Adult Basic Education or CASAS Test and students are periodically assessed throughout their enrollment to monitor and assist their progress.

The Adult Basic Education (ABE) program supports the development of reading comprehension, mathematical reasoning and computation, and language and writing skills at pre-high school levels. This is designed to lay the foundation for those students who will go on to seek a high school equivalency credential.

The High School Equivalency (HSE) Preparation program offers instruction in all areas relevant to official high school equivalency credential tests. Classes have been aligned to the common core standards adopted by the state of North Carolina. Instruction for Transitional Studies programs is available at all A-B Tech campuses and sites, a variety of community sites, and through an on-line study option.

The Transitional Studies Plus Jumpstart Program offers support for high school equivalency credential seeking students interested in pursuing certificate-level credentials in a variety of career fields. The program is designed to assist students in completing a variety of classes and certification requirements while they work toward completion of their high school equivalency credential as a means of enhancing their employability and Jumpstarting them into their career field. Certificate programs are available in the following areas: Phlebotomy

Nursing Assistant I, Electronic Health Records, Accounting, Microcomputer Applications, and Computer Installation and Maintenance Central Sterile processing, Early Childhood, Automotive technology I, Basic Welding, Basic Machining, Electrical Wiring,

Computer Integrated Technology Basic Maintenance, Basic Construction and Millwork, Manicuring and Nail Technology, Office Professional, and Logistics Associate.

The Transitional Studies ABE/HSE program also provides instruction for high school graduates wishing to improve their academic skills prior to entering college curriculum classes. Students are encouraged to "tune-up" their language and math skills prior to taking the NC-DAP for enrollment in curriculum classes.

The Transitional Studies English as a Second language (ESL) program offers English instruction to non-native English speakers. Students are placed by level at entry and progress until assessment indicates they have achieved a desired level of proficiency. Students at this level who wish to continue their study either to seek a high school equivalency credential or to meet personal goals are directed toward ESL Academic Track classes offered through the ABE/HSE program.

All Transitonal Studies classes are free. Some Jumpstart career path classes may be fee waived while there may be cost associated with others. Basic Skills students must be 18 years old or have an official minor permission form on record with the program and be a current North Carolina resident.

Students wishing to pursue the high school equivalency credential or to enter the ESL program are required to attend an orientation/registration session.

Please call the ABE/HSE Preparation program office at 828-398-7433 or the ESL program office at 828-398-7384 for more information on orientation/registration dates and sign-up.

Academic Learning Center (ALC)

The Academic Learning Center provides free tutoring services to A-B Tech students. Tutoring is available on a drop-in basis Monday through Thursday from 9:00 am to 6:00 pm, and on Fridays from 9:00 am to 1:00 pm for the following subjects: Developmental Math, Reading, English, Math (algebra, trigonometry, calculus, statistics, etc.), Chemistry, and Physics.
The ALC is a supportive, friendly environment where we encourage students to learn independently. Tutors cannot provide answers for assignments/tests or proofread papers. Students must be referred by an instructor and submit a signed referral form ("green sheet"). Talk to your instructor or stop by the ALC in Ferguson 118 and 114. For more information, go to abtech.edu and click on "Academic Learning Center" at the bottom of the page.

The Writing Center

The A-B Tech Writing Center is open to students in all curriculum programs. Staffed by full-time and adjunct English instructors and by peer tutors, the Center is dedicated to helping students improve their writing in all stages of development. The Writing Center requires no referral form, and walk-ins are welcome; however, scheduled appointments are given priority.

Writing Center tutors are asked not to proof-read or edit papers, but rather assist students in becoming more confident and effective self-editors by providing helpful strategies for deep-level revision and effective proofreading.

The Writing Center's online tutoring component is available to students enrolled in online and hybrid classes and may also be used by students in classroom sections on days when the on-campus Center is closed (for inclement weather, special campus activities, etc.) or when the Center's on-campus schedule is full. The online service, staffed by adjunct English instructors, and the Writing Center Coordinator, accepts submissions 24/7 with a 24-to 48-hour turnaround Sunday through Thursday and a 48-72-hour turnaround on Fridays, Saturdays, and campus holidays.

Student Services for Distance Learners

Effective 2015, all students must complete a computer-based assessment of online learning readiness. Based on the results, students may be required to complete one or more interventions prior to enrolling in an online course. These interventions include successful completion of CTS 060 - Essential Computer Usage and Fast Track to Online Learning. All students must complete Moodle Online Orientation prior to enrolling in an online course.

Following is the list of Student Services available to distance students. Most of these resources are available from the College website at abtech.edu.

1. Application: Application to the College may be made on the College website.
2. Student Orientation: The New Student Orientation is online.
3. Student Handbook: The Student Handbook is also available on the College website.
4. Transcript Evaluation: Transcripts from colleges previously attended may be mailed to A-B Tech by the originating college and can be evaluated for transfer credit, if transfer credit is desired. Students will receive a summary of transfer credits in WebAdvisor.
5. Application for Program Completion: Applications for Program Completion may be mailed to the Office of Records and Registration for evaluation. The application is available on the College website. Applicants will receive an email response to their A-B Tech email account.
6. Catalog: The catalog is available on the College website.
7. A-B Tech Transcripts: Transcript request forms are available on the College website.
8. Adding/Dropping/Withdrawing from Classes: Distance learners may add or drop classes online via WebAdvisor. Distance learners may receive assistance with withdrawing from classes by calling or emailing the Distance Advisor (distanceadvising@abtech.edu).
9. Schedule of Classes: Curriculum schedules are available on the website and in WebAdvisor.
10. Financial Aid: Applications for federal financial aid (FAFSA) are available at www.fafsa.gov and scholarship applications are available on the College website. Financial Aid information is available by emailing financialaidoffice@abtech.edu or calling 828-398-7900.
11. Academic Advising: Academic advice is available as follows: students classified into programs may receive academic advice by emailing their assigned program advisor at the College. Unclassified stu-

dents who are not in any program may receive academic advice by contacting distanceadvising@abtech.edu.

12. Veterans' Services: Veterans' services and advice are available by emailing the Veterans' Coordinator at veteranservices@abtech.edu.

13. Disability Services: Students with disabilities as defined by the Americans with Disabilities Act may seek services by e-mailing the Support Services Office: supportservices@abtech.edu.

14. Career Development Services: For those who need assistance in choosing a major/program, researching specifics of various occupations, writing resumes, and/or interviewing skills, counselors are available by appointment. Students may schedule an appointment at careerscheduling.abtech.edu. Career Development Services and a job and résumé posting service called Job Board are also available online at the College website.

15. Placement Assessment: Placement assessment may be accomplished at any college which offers the North Carolina Diagnostic Assessment and Placement (NC-DAP) test. Scores can then be faxed by the originating college. Additionally, college-level SAT, ACT or Accuplacer scores may be used instead of taking the NC-DAP. The College will also accept Compass or ASSET scores. One of these tests is available at every community college in North Carolina as well as at other colleges throughout the country. For information, contact the Assessment Specialist at testingcenter@abtech.edu. Students may schedule a placement test at abtech.edu/placement.

16. Payment of Tuition and Fees: Tuition and fees may be paid online from the College website or by using WebAdvisor.

17. Purchase of Books: Books may be purchased online from the College Bookstore.

18. Online Technical Assistance: The College provides a Help Desk for students who experience technical issues with Moodle, WebAdvisor and other college-related, online services. Students may contact the HelpDesk at helpdesk@abtech.edu

19. Library Services: Students may access the resources of the Holly Library by visiting abtech.edu/content/holly-library/welcome-holly-library.

20. Academic Assistance: Tutoring for distance learners in certain disciplines is available through smartthinking.com. For help with writing, students can contact the Writing Center at abtech.edu/WritingCenter.

21. College Events: An updated list of college-sponsored activities and events is available on the College's website calendar.

22. Online Learning Readiness Assessment: Prior to taking an online course, prospective students are able to take A-B Tech's Online Learning Readiness Assessment, to ensure that they have the technical and organizational skills to succeed with online learning. The assessment can be found at abtech.edu/nso.

23. Information about computer set-up: The College provides information on the proper technical set-up that will be needed for a student to fully engage in the online learning process. This information is located at abtech.edu/content/distance-learning/setting-your-computer.

24. Moodle Orientation: A self-paced Moodle Online Orientation is available to students . This course provides students with the opportunity to test drive the features of Moodle and solicit feedback from an online instructor prior to the start of their curriculum class(es). Upon successful completion of an objective exam, the student can produce a certificate of completion. This certificate has been suggested as the first assignment in all online courses and is required prior to enrollment in online classes.

Financial Aid

The purpose of the financial aid program at Asheville-Buncombe Technical Community College is to provide financial assistance to students who would otherwise be unable to attend the College. The program is committed to the philosophy that no eligible student should be denied access to a higher education due to a lack of financial resources.

Students who submit a FAFSA will be considered for grants, loans, scholarships, and student employment opportunities. Financial aid is generally awarded to students on the basis of need and academic merit.

Students desiring financial aid for an academic year (August through May) are encouraged to apply early (January through March) to be given priority consideration for the funds available. It is important for students to know that it may take 4 to 6 weeks to process the application.

Application Procedure

In order to be considered for financial aid, a student must complete a Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. Alternative accessible application formats will be made available to individuals with disabilities upon request to the ADA Coordinator or the Financial Aid Office.

For priority consideration, it is important that students complete the General Admissions Procedures for Classified Students.

Financial aid applications are submitted online at www.fafsa.gov. The Financial Aid Office offers FAFSA assistance throughout the academic year, and students are encouraged to sign up for a FAFSA by Appointment

session to receive assistance for completing the application. Students should check the Financial Aid Office FAFSA Appointment Scheduler for dates and times at abtech.edu/financial-aid.

If an applicant is a dependent student and therefore required to provide his or her parents' financial and personal information on the FAFSA, at least one parent must also apply for a PIN. Dependent students are required to have a parent sign the FAFSA. When visiting the website, students will be given explicit instructions. Assistance is also provided by the Department of Education at 1-800-433-3243. TTY users (hearing impaired) may call 1-800-730-8913.

There is a FAFSA worksheet that students may complete prior to completing the application online. Worksheets will be available at their local high school or college. They may also print the worksheet from the www.fafsa.gov website.

When students log into www.fafsa.gov, they will be advised on all the documentation they must have to complete the FAFSA. A complete and accurate application will prevent delays in processing their financial aid. The college code for A-B Tech is 004033.

Students should make sure they receive and retain a copy of the confirmation number when their FAFSA is submitted. After the Department of Education processes the application, an electronic file will be transmitted to the A-B Tech Financial Aid Office for processing. Additionally, when the FAFSA is processed, the student will receive the Student Aid Report (SAR) by email or a hard copy of the report may be mailed.

All correspondence from the Financial Aid Office is sent to students via their A-B Tech student email account. All students who apply to A-B Tech are automatically assigned a student email account. Information regarding how to access the student email account can be found online at abtech.edu. It is the student's responsibility to check their student email regularly for information regarding missing financial aid documentation, class information, registration, billing status, etc.

After the financial aid file is completely processed, students can go to their WebAdvisor account to view their award letter, which displays how much and what types of financial aid they will receive. It is important for students to remember that the award letter is based on a full-time enrollment status. Financial aid awards will be adjusted for all students who are enrolled in a less than full-time enrollment status. Students can access their WebAdvisor account from the A-B Tech website at abtech.edu.

Students will find all the web links mentioned above, as well as other helpful sources of financial aid assistance, on the A-B Tech website. Students should visit abtech.edu and click on the future student link. Computers are available for student use in the K. Ray Bailey Student Services Center.

Students seeking additional information about the Financial Aid Program at A-B Tech are urged to contact the Financial Aid Office in the K. Ray Bailey Student Services Center.

Important Pell Grant Information: Federal regulations state that all Pell eligible students are only eligible to receive the Pell Grant for the equivalency of 12 full-time semesters, or 600%.

Types of Financial Aid Processed by the Financial Aid Office:

- Pell Grant (Maximum eligibility: the equivalency of 12 full-time semesters or 600%)
- Federal Supplemental Educational Opportunity Grant
- William D. Ford Federal Direct Loan Program
- Federal Work Study Program
- North Carolina Community College Grant (Not awarded during the summer semester)
- North Carolina Education Lottery Scholarship (Not awarded during the summer semester)
- A-B Tech Foundation Scholarships
- A-B Tech Enrollment Scholarships

Anticipated Financial Aid Disbursement Dates:

- Fall Semester-Late September
- Spring Semester-Late February
- Summer Semester-Mid June

Higher One

A-B Tech has partnered with Higher One to disburse financial aid refunds. After students have registered for classes, a Higher One debit card will be mailed in a green envelope. All students will be provided four options to receive their disbursement through Higher One. More information can be found on the Financial Aid Office website.

Financial Aid Satisfactory Academic Progress (FASAP) Policy

According to federal regulations, students receiving financial aid must maintain Financial Aid Satisfactory Academic Progress (FASAP). The Financial Aid Office at Asheville-Buncombe Technical Community College monitors a student's academic progress as a condition of eligibility when the student applies for financial aid and at the end of each Spring Semester. These requirements are applied to a student's entire academic history at A-B Tech, including transfer hours from other schools that apply to the student's program and including periods when financial aid was not received (e.g. courses taken through A-B Tech in high school). A student is considered to be making Financial Aid Satisfactory Academic Progress when the following three requirements are satisfied:

1. **Qualitative Standard (Cumulative Grade Point Average) –** A student must maintain a minimum cumulative grade point average of 2.0.
2. **Quantitative Standard (Completion Rate) –** A student must maintain a minimum cumulative completion rate of 50% between 1-29 completed hours. A student must maintain a minimum cumulative completion rate of 67% with 30+ completed hours.
3. **Maximum Timeframe –** A student must successfully complete the program of study within its timeframe. Federal regulations specify that the timeframe may not exceed 150% of the published length of the program. When students exceed the timeframe for their programs of study, they are no longer eligible to receive financial aid. However, students can submit an appeal to the Financial Aid Appeals Committee to have their eligibility extended if there are extenuating circumstances.

Monitoring Financial Aid Financial Aid Satisfactory Academic Progress. A-B Tech will monitor Financial Aid Satisfactory Academic Progress using the chart below.

Credit Hours Attempted*	Minimum Cumulative Completion Rate**	Minimum Cumulative GPA Required***
1-29	50%	2.0
30+	67%	2.0

FASAP Status

Financial Aid Satisfactory Academic Progress statuses will be calculated based on the definitions listed below. Students will be notified of their status at the end of each payment period (year) or when they first apply for financial aid. This notification will be sent to their student email account. **Calculations will only be made once per year, following the Spring Semester.**

Satisfactory: Satisfactory status is achieved when the cumulative GPA, completion rate and timeframe are met.

Suspension: Students who fail to meet any or all of the three Financial Aid Satisfactory Academic Progress requirements are placed on suspension. Students who are placed on suspension forfeit their financial aid. A student may either appeal to have their financial aid eligibility reinstated, or may notify the Financial Aid Office when the student is meeting the Financial Aid Satisfactory Academic Progress policy for students receiving financial aid so that their financial aid eligibility can be reconsidered.

Maximum Timeframe: A student must successfully complete the program of study within its timeframe. Federal regulations specify that the timeframe may not exceed 150% of the published length of the program. When students exceed the timeframe for their programs of study, they are no longer eligible to receive financial aid unless an appeal is upheld.

Appeal Process: Students who are not meeting the Financial Aid Satisfactory Academic Progress (FASAP) policy may appeal for reinstatement of financial aid eligibility. If an appeal is approved, the suspended student is placed on probation. A successful appeal will be accompanied by documentation that supports all unsuccessful terms that appear on a student's transcript. All appeals will be reviewed, approved, and/or denied by the Financial Aid Ad Hoc Appeals Committee. An appeal can only be submitted if a student's failure to make Financial Aid Satisfactory Academic Progress is based upon events beyond their control. Applicable circumstances would include medical issues, death/illnesses, and any other uncontrollable events. Students will need to submit the Financial Aid Financial Aid Satisfactory Academic Progress Appeal form and Financial Aid Student Academic Plan to the Financial Aid Office before the start of their next semester. Students will be notified by email of the committee's decision within 7 business days. **Appeals are ONLY reviewed in between semesters.** If the appeal is denied, the student must pay for classes to bring their status into compliance with the SAP policy, or submit another appeal with evidence that supports the student's appeal. Paying out of pocket for classes or sitting out a semester is not grounds for reinstatement of aid. Students must bring their academic progress back into compliance or have an appeal approved to have aid reinstated. It is important for students to remember that Pell Life-Time Eligibility Used, Undergraduate Loan Limits, and Termination status cannot be appealed.

Probation: Probation occurs when students on suspension have their eligibility for financial aid reinstated by an approved Financial Aid Satisfactory Academic Progress Appeal. Student in the status of probation will have their financial aid eligibility reinstated for one more payment period (year). A student on probation may not receive aid for the subsequent payment period unless:

1. The student is now meeting the financial aid Financial Aid Satisfactory Academic Progress policy at the end of *the probation period (year); or*
2. The student adheres to the financial aid student academic plan. The plan may include one or more of the following stipulations:
   - Limiting the number of credit hours attempted
   - Not withdrawing from any courses
   - Repeat failed courses

*Students may appeal the conditions of their probation due to exceptional circumstances. These appeals must be made prior to the end of the probation period to be considered. These appeals may not be considered after the next SAP calculation has been made.

Continued Probation: Students who fail to meet the Financial Aid Satisfactory Academic Progress requirements, but have met the requirements of the financial aid student academic plan will be placed on continued probation at the end of each semester. Students in the status of continued probation may remain eligible for financial aid until they complete their program of study. After the student has completed the program of study, the financial aid student academic plan is no longer applicable for receiving additional financial aid.

Terminated: Students who fail to meet the terms of their probation for any reason will be terminated. Students in this status will not qualify for aid until they are meeting the Financial Aid Satisfactory Academic Progress (FASAP) standards. This can be accomplished by paying for classes and completing them, and bringing cumulative completion rate and cumulative GPA in to the required percentages while staying within the timeframe of the program. There is no appeal for terminated students.

Key points to remember regarding the FASAP policy and maximum timeframe

Since the timeframe sets the limit for the number of credit hours a student may attempt and remain eligible to receive financial assistance, it is very important that the student plan class schedules carefully with his or her academic advisor and/or the Student Services Advising staff. It is the responsibility of the student to register only for classes listed in his or her chosen major in the College catalog and for scheduling only the number of hours he or she is capable of completing. SOME STUDENTS WILL BE REQUIRED TO TAKE PROVISIONAL (DEVELOPMENTAL) COURSES, WHICH WILL ALSO BE COUNTED AS HOURS ATTEMPTED. Students are responsible for knowing the policy concerning the limitation on hours attempted for financial aid purposes. Registering for more courses than a student is capable of completing, having to withdraw from classes, registering for courses for which the student has already received credit, taking courses in error, etc. all impact the timeframe and could result in losing financial aid eligibility before completing a program of study.

The timeframe is cumulative; therefore, by switching programs without completing the initial program, the student runs the risk of losing financial aid eligibility.

The timeframe begins when the student first attends the College and continues until that student successfully completes a program of study regardless of the number of years that may elapse between enrollment periods.

Only students who successfully complete a program of study will have attempted and completed credit hours from earning a degree, diploma, or certificate deducted from the maximum timeframe calculation for the next program of study. *Students may only complete two academic programs within a five year period receiving financial aid (the five year period will be considered from the time a degree is completed). This rule may not be appealed. All programs completed older than five years can be subtracted from the calculation.

Students who take course work and are unclassified will have those hours attempted added to their timeframe if and when they enter a specific program of study.

Students accepted into a program of study who are required to take developmental course work, as determined by placement testing results and the professional judgment of Student Services, will have the credit hours attempted for such course work count toward their maximum timeframe. (Financial aid can only pay for 30 credit hours of developmental course work).

The credit hours for course incompletes, withdrawals, and repetitions will be counted as hours attempted toward the timeframe.

Credit hours transferred in will be counted toward the maximum timeframe of eligibility only if they count towards the current degree program. Prior degrees earned will be taken into consideration when determining transfer hours.

Students who wish to double major (attempt two programs at once) may appeal to the Appeals Committee to do so. This appeal would be to factor a timeframe for multiple programs. *Students may only complete two academic programs within a five year period receiving financial aid (the five year period will be considered from the time a degree is completed). This rule may not be appealed.

Credit hours attempted will be cumulative and will include all hours for which the student was enrolled as of the 10% point (the point at which a student cannot drop a course for a partial refund, and must receive a W grade) of each academic term, or for which the student received a grade. The census date is defined as the 10% point of a semester. Students have the right to drop courses during this period.

Credit hours completed with grades of A, B, C, D, T, TR, CR, P, or AP only will fulfill this requirement. Grades of F, R, I, U, W, X, and Y will not fulfill this requirement.

Cumulative GPA is calculated by dividing the total number of quality points earned by the total credit hours attempted for which the student received grades of A, B, C, D, F, P, R, and U.

The second quantitative standard referred to as the maximum timeframe will be measured independently of the monitoring chart. For each program of study, a maximum timeframe will be calculated by taking the total credit hours required for the program as outlined in the College catalog and multiplying the total by 150%. Timeframes will vary from program to program.

All classes taken at A-B Tech that appear on the college curriculum transcript are included in SAP calculations (this includes courses taken through Early College, Middle College, and/or High School Dual Enrollment).

Transfer courses may be deducted from the calculation if they do not count towards the student's program of study, however, courses cannot be deducted if they are considered a prerequisite for a course in the program.

If at any point it is determined that a student cannot complete their degree within the maximum timeframe, the student's aid will be suspended.

Federal Return of Title IV Funds Policy; Financial Aid for Students Who Withdraw or Drop Out. The Higher Education Act of 1965, as amended Oct. 1, 1998 allows institutions participating in any Title IV program (e.g. Pell Grant, Direct Loan Program etc.) to implement the policy and make a "good faith effort" to enforce it prior to the writing of the final regulations, which became effective on October 7, 2000.

The law focuses on the return of Title IV Funds received for the semester the student was enrolled if that student completely withdraws or partially withdraws (terms with modules) from the College prior to the 60 percent point of the semester.

If a student withdraws after the 60 percent point of the semester or minimester, the student will be considered to have earned all funds disbursed and no return of funds will be required unless a student had received a loan that was subject to repayment under the terms of the loan.

Any student who decides to completely withdraw, or stop attending classes at the College prior to the 60 percent point of the semester and who has been disbursed Title IV funds may be required to repay a portion of those funds to the Department of Education and/or the College based on the federal calculation.

Scholarships and Other Financial Aid Information

A-B Tech offers a variety of enrollment and foundation scholarships each academic year. There are eligibility requirements for these scholarships. Students should apply through the Scholarship Online Application System. Students are also encouraged to seek out scholarships offered by clubs and organizations in their communities.

- Early January: Scholarship Online Application System is available for students to submit an Enrollment and Foundation scholarship
- Early March: Students should complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov
- Late March: Online application for Foundation scholarships will close
- Early June: Scholarship notifications are sent to students via email

Students may access scholarship criteria on the financial aid website.

Recommended Sites

- www.finaid.org: Students can access FASTWEB, which contains a database of more than 180,000 scholarships.
- www.ncseaa.edu: Scholarships are available to North Carolina residents through the North Carolina State Education Assistance Authority.
- www.cfnc.org: Provides students with information about scholarships, loans, and other programs.
- www.nasfaa.org: Parents and students can find an assortment of information about financial aid.
- www.studentloans.gov: Students can find a significant amount of information pertaining to the William D. Ford Federal Direct Loan Program.

Education Tax Credits

Community college students are eligible to receive education tax credits that can reduce the expense of their education. The credits are based on education expenses paid for them, their spouse, or their dependents.

American Opportunity Credit

Under the American Recovery and Reinvestment Act (ARRA), more parents and students qualify for a tax credit, the American opportunity credit, to pay for college expenses.

The full credit is available to individuals whose modified adjusted gross income is $80,000 or less, or $160,000 or less for married couples filing a joint return. The credit is phased out for taxpayers with incomes above these levels. These income limits are higher than under the prior Hope and existing lifetime learning credit. Many of those eligible qualify for the maximum annual credit of $2,500 per student.

The Lifetime Learning Tax Credit

The lifetime learning credit helps parents and students pay for post-secondary education.

For the tax year, you may be able to claim a lifetime learning credit of up to $2,000 for qualified education expenses paid for all students enrolled in eligible educational institutions. There is no limit on the number of years the lifetime learning credit can be claimed for each student. However, a taxpayer cannot claim both the American opportunity credit and lifetime learning credits for the same student in one year. Thus, the lifetime learning credit may be particularly helpful to graduate students, students who are only taking one course and those who are not pursuing a degree.

This is provided for informational purposes only. For detailed tax information, please consult a tax advisor. Information is also available at ***http://www.irs.gov/Credits-&-Deductions***

Contact Information:
Financial Aid Office
340 Victoria Road
Asheville, NC 28803
828-398-7900 (office)
FinancialAidOffice@abtech.edu
www.abtech.edu/financial-aid

Veterans' Educational Benefits

The Veterans' Coordinator helps incoming veterans process their requests for benefits. The Veterans' Office is located in the K. Ray Bailey Student Services Center. Individuals applying for veteran's benefits must meet all entrance requirements and are required to meet the College's Standards of Academic Progress as they progress through their programs. Failure to meet these standards will result in loss of veteran's educational benefits. For more information, the Veterans' Coordinator can be reached at veteranservices@abtech.edu.

Other Regulations

Intellectual Property

Intellectual property is a creative work that merits protection by a copyright, trademark, or patent. In the pursuit of academic studies, a student or faculty member may produce such a creative work. A-B Tech supports the development and production of intellectual property.

The College publishes an Intellectual Property policy and procedure, the purpose of which is to protect the College and the creators, including students, as they attempt to transfer inventions or creative works to the marketplace. This policy supports the sharing of property rights between the College and the originator as specified in the procedures.

Unless otherwise specified in a rights agreement, the College owns all rights to intellectual property created by an employee inside the normal scope of work or using College resources. If the property was created outside the normal scope of work or without College resources, then the property belongs to the creator. Typically, students retain rights to original works created within the course of their studies, unless otherwise specified in a rights agreement.

For a complete copy of the Intellectual Property policy and procedure, see the Vice President for Instructional Services.

Tobacco Free Campus

It is the policy of the Board of Trustees that Asheville-Buncombe Technical Community College provide students and employees with a safe and healthy environment.

No form of tobacco, e-cigarette, or vaporizing device usage is permitted on A-B Tech's campuses, sites, or at College-affiliated activities and events

Parking Regulations

All students are required to register their vehicles and display parking permits. Copies of parking regulations are available in the K. Ray Bailey Student Services Building lobby and the college website. Parking spaces designated for individuals with disabilities are located at each facility. Spaces marked by yellow lines are for faculty and staff use only. Students park in white-lined spaces. All parking fines must be paid prior to registering for classes, seeing grades or getting transcripts.

Drug and Alcohol Policy

A-B Tech is committed to providing each of its students a drug-free environment in which to attend classes and study. From a safety perspective, the users of drugs or alcohol may impair the well-being of students, interfere with the College's educational environment, and result in damage to College property. Therefore, it is the College's policy that the unlawful manufacture, distribution, dispensation, possession, or use of narcotics, drugs, other controlled substances or alcohol is prohibited on College premises or as part of any College-sponsored activity. The specifics of this policy are as follows:

1. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess, use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic

steroid or any other "controlled substance" before, during, or after school hours on College premises, at any other College locations, or at College sponsored events activities or events. Students in Continuing Education or Brewing programs over the age of 21, in which alcohol is part of the curriculum, may consume beverages as applicable to the course.

A student's legal use of prescribed or over-the-counter drugs is not a violation of policy only if such use does not endanger the student or others and it does not interfere with student learning or participation in student-related activities. Students shall be held strictly accountable for their behavior while under the influence of prescribed drugs or over-the-counter drugs.

2. Any student who possesses, uses, sells, gives, or in any way transfers a controlled substance or manufactures a controlled substance while on College premises or as part of any College-sponsored activity will be subject to disciplinary action up to and including expulsion and referral for prosecution, and possible legal sanctions.
3. A-B Tech hosts a Drug and Alcohol Abuse Awareness program for students each semester. These programs are open to all students, but may be required for students in violation of this policy as a first level disciplinary sanction. Additional educational materials, programs, and other resources are available through both our Student Life and Counseling Services departments.
4. Instructors have the discretion to determine whether a student may be under the influence of drugs or alcohol. If the instructor suspects a student is under the influence of drugs or alcohol, he or she has the authority to contact campus police to remove the student from the classroom. Instructors must notify the Vice President for Student Services or his/her designee of this alleged violation of Code of Student Conduct as soon as possible.

A-B Tech complies with applicable Department of Education requirements by taking the following steps, as they apply to students:

1. Prepares the College's Drug and Alcohol Prevention Program (DAAPP) for annual distribution to all currently enrolled students.
2. Publishes the Drug and Alcohol Policy and Procedures on the website and establishes an annual email notification to students with a link to the online documents.
3. Incorporates information about drug and alcohol Policy and Procedures in New Student Orientation.
4. Reserves the right to search the student, vehicle, and/or personal property of student when on College property or other location where instruction occurs, consistent with applicable law.

Consequences for Violating Policy/Procedures

A student who violates the terms of this policy will be subject to disciplinary action in accordance with the Code of Student Conduct policy and procedures. At his or her discretion, the Vice President for Student Services or his or her designee may require any student who violates the terms of this policy to satisfactorily participate in a drug abuse awareness program or seminar conducted by member of the A-B Tech Counseling staff. For more severe infractions the student may be required to complete an off-campus drug abuse rehabilitation program or an alcoholic rehabilitation program sponsored by an approved private or governmental institution as a precondition of continued enrollment at the College.

College-Wide

A-B Tech complies with the Drug Free Schools and Campuses Act (DFSCA) and applicable Department of Education requirements by instituting the following practices:

1. The College will conduct an annual review of the effectiveness of the DAAPP. This activity will be the responsibility of the Vice President for Student Services or their designees. The review will be completed by June 30 of each year so that this information may be used to revise the DAAPP for optimum effectiveness.
2. Annual review information will be compiled to produce a biennial review as required by the Department of Education and the DFSCA.

Requirements for A-B Tech and Third Party Events when Alcohol is Sold or Served

At A-B Tech events, and events held on A-B Tech property by 3rd parties, the following guidelines shall apply when alcohol is served:

1. Alcoholic beverages may be served no more than one (1) hour before food for the main event is served.
2. Once food has been served for the main event, only beer and wine may be served during the main event.
3. Events at which alcoholic beverages are served may last no longer than three (3) hours.
4. For events that do not precede a meal function, serving heavy hors d'oeuvres, with at least two (2) hot hors d'oeuvres, is required.
5. Service of alcohol must be discontinued fifteen (15) minutes prior to the anticipated end of the event.
6. For all events where alcoholic beverages are served, only a licensed bartender may serve the alcoholic beverages and renting agencies must provide evidence of adequate commercial general liability insurance (covered under Facilities Use Agreement).

7. When serving alcohol, a "Request to Serve Alcohol" application, provided by A-B Tech, must be completed and returned ten (10) full business days prior to the event.
8. All entities, including A-B Tech internal events, must apply for, and be approved for, a "Limited Special Occasion Permit", submitted to, and received from, the NC ABC Commission (.abc.nc.gov/permit/special permits). This permit must be received by A-B Tech no later than five (5) full business days prior to the event date. Failure to obtain, or deliver, this permit will result in alcohol being banned from the event.
9. Alcoholic beverages must be served/consumed only in the area designated for the event. It is not permissible for individuals to take alcoholic beverages from that area.
10. The service of alcohol is limited to invitation-only, private events. Alcohol may not be served at events open to the general public.
11. Violation of this policy may lead to the termination of the event by an A-B Tech staff person and/or A-B Tech Police.

Bartenders and/or Catering Services must be licensed to serve alcohol. They shall provide proof that their staff has been adequately trained to recognize the early signs of intoxication in patrons. Staff must also be trained to exercise adequate intervention techniques to reduce or stop patrons' alcohol intake. Bartenders and/or Catering Services shall provide, in writing, intervention techniques, along with a copy of the liquor/serving license, appropriate insurance coverage, and a list of names, addresses, and ages of those who will distribute the alcohol. This documentation must be provided to A-B Tech Event Coordinator at least ten (10) business days prior to the event.

Food and Non-alcoholic Beverages MUST be made available at all events where alcohol is distributed.

Serving Minors

1. No one under the age of twenty-one (21) will be allowed to consume alcohol at an A-B Tech event or event held on A-B Tech campuses. Sponsoring group will need to provide A-B Tech Event Coordinator with detailed procedures to be followed to prevent service to minors (this is submitted with the "Request to Serve Alcohol" application).
2. A-B Tech Police must be notified at least ten (10) days in advance of the date and time of all events at which alcohol service is to be served. A-B Tech Police will provide security coverage. The sponsoring organization will be responsible for any additional costs associated with that coverage.
3. If requested, guests must provide photo identification for proof of age before being served.
4. No one under the age of twenty-one (21) may sign a Facilities Usage Agreement for an event where alcohol will be served.
5. At an event, if anyone is found to have provided an alcoholic beverage to an underage person, A-B Tech Police will respond and local police may also be called.

All parties involved in coordinating food service or catering an event at A-B Tech must sign a "Notice of Sale or Distribution of Alcoholic Beverages on A-B Tech Property" indicating their agreement and understanding of the above policy guidelines and agree to adhere to them at all times. Any member of the College community found to be in violation of the College alcohol policy shall be subject to disciplinary actions by the appropriate College office. A-B Tech departments require the approval and signature of the College President if students are to be present at the event.

Employees – please see policy 501.05

Sexual and Other Unlawful Harassment

Policy:

It is the policy of the Board of Trustees to maintain an educational institution and working environment free from sexual and other unlawful harassment. Harassment, retaliation, coercion, interference, or intimidation of an employee or student due to his or her race, color, religion, sex, age, national origin, disability, veteran's status, creed, political affiliation or any other legally protected status not listed herein, or that of any employee's or student's relatives, friends, or associates, is strictly forbidden and will not be tolerated of anyone associated with the College either at a campus facility or College sponsored event.

Sexual Harassment:

Sexual Harassment: Sexual harassment includes physical contact and/or conduct that creates an unwelcome or hostile environment. It includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature when submission to the conduct is made a term or condition of an individual's employment or academic performance (either implicitly or explicitly), when submission to or rejection of the conduct is used as the basis for employment or educational decisions affecting the individual, or when the conduct is sufficiently severe, persistent, or pervasive to interfere with an individual's work or academic performance or to create an intimidating, hostile, or offensive working or learning environment. Occasional compliments of a socially acceptable nature do not constitute sexual harassment.

Sexual harassment may include but is not limited to:

- Physical assault, including rape, or any coerced sexual relations.
- Subtle pressure for sexual activity or for a relationship that takes on a sexual or romantic coloring, thereby exceeding the limits of healthy relation.
- Any demeaning sexual propositions.
- Unnecessary touching in any form.
- Sexually explicit or suggestive remarks about a person's physical attributes, clothing, or behavior.
- Sexually stereotyped or sexually charged insults, humor, verbal abuse, or graffiti.
- Any sexually inappropriate behavior that prevents an individual from participating in their employment, academic performance, or in any functions of the College.

Other Unlawful Harassment:

Other unlawful harassment may consist of verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, age, national origin, disability, veteran's status, creed, political affiliation, or any other legally protected status not listed herein, or that of his or her relative, friends, or associates, and has the purpose or effect of creating an intimidating, hostile, or offensive work or learning environment; has the purpose or effect of interfering unreasonably with an individual's work or academic performance; or otherwise adversely affects an individual's employment or educational opportunities.

Other unlawful harassment may include but is not limited to:

- Threatening or intimidating conduct directed at another because of the individual's race, color, religion, age, national origin, disability, veteran's status, creed, political affiliation, or any legally protected status not listed herein.
- Jokes, name calling, or rumors based upon an individual's race, color, religion, age, national origin, disability, veteran's status, creed, political affiliation, or any legally protected status not listed herein.
- Ethnic slurs, negative stereotypes and hostile acts based on an individual's race, color, religion, age, national origin, disability, veteran's status, creed, political affiliation, or any legally protected status not listed herein.

Procedure:

A. **Introduction**

Employees and students, without any fear of reprisal, have the responsibility to bring any form of sexual or other unlawful harassment (whether by a co-worker, student, or other person who is participating in, observing or otherwise engaged in College activities) to the appropriate person so that a prompt investigation into the circumstances of the incident and the alleged harassment can be conducted.

B. **Investigations and Reports**

1. An employee who has a sexual or other unlawful harassment complaint is urged to bring the matter to the Vice President for Human Resources and Organizational Development or, if the Vice President of Human resources and Organizational Development is the alleged harasser, to the President

2. A student who has a sexual or other unlawful harassment complaint is urged to bring the matter to the attention of the Vice President for Student Services or, if the Vice President for Students Services is the alleged harasser, then the Director for Human Resources.

3. Individuals filing sexual or other unlawful harassment complaints are urged to do so in writing as soon as possible but no later than thirty (30) days after disclosure or discovery of the facts giving rise to the complaint. Complaints submitted after the thirty (30) day period may still be investigated; however, individuals should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Vice President for Human Resources and Organizational Development shall fully investigate all employee sexual or other unlawful harassment complaints and, as needed and if the complaint also involves a student, collaborate with the Vice President for Student Services. The Vice President for Student Services shall fully investigate any student sexual or unlawful harassment complaints and will, as needed and if the complaint also involves an employee, collaborate with the Vice President for Human Resources and Organizational Development.

4. A confidential file regarding the complaint shall be maintained by the Vice President for Human Resources and Organizational Development's office (for employees) or in the Vice President for Student Services' office (for students). To the extent possible, the College will keep all information relating to the complaint and investigations confidential; however, to maintain compliance with the Clery Act, both parties will be informed of the outcome of any institutional proceeding alleging a sex offense.

C. **Corrective and/or Disciplinary Action**

Following an investigation, the appropriate Vice President shall prepare a report of his/her investigation and review the report with the person(s) involved and, if appropriate, implement corrective and/or disciplinary action. Appropriate disciplinary action shall depend upon the seriousness of the misconduct and may include a warning, written reprimand, demotion, suspension from employment or from the College, termination of employment, expulsion, removal from College property, or denial of access to College services or programs.

D. **Appeal to the President**

If either party is dissatisfied with the appropriate Vice President›s determination, he/she may appeal the decision to the President. The appeal must be submitted in writing within five (5) business days of receiving the appropriate Vice Presidents› determination. The President may review the documents, conduct any further investigation necessary or take any other steps he/she determines to be appropriate in order to respond to the complaint. The President shall provide a written response within ten (10) business days after receiving the appeal, unless further investigation is needed. The President›s determination is final.

E. **Protection Against Retaliation**

The College will not in any way retaliate against an individual who makes a report of sexual or other unlawful harassment in good faith or who assists in an investigation. Retaliation includes, but is not limited to, any form of intimidation, disciplinary action, reprisal or harassment. Retaliation is a serious violation of this policy and should be reported immediately. The College will take appropriate action against any employee or student found to have retaliated against another in violation of this policy.

F. **Prohibition of Relationships between Employees and Students**

Romantic or sexual relationships between College employees and students are prohibited if the employee and the student have an academic relationship. Academic relationships include any activities in which the employee is a direct or indirect supervisor or instructor for the student, as in a classroom or lab, or is a sponsor for any College activity involving the student, including work study or organizational/club/sport activities. This prohibition shall continue until the student or the employee is no longer affiliated with the College. Employees engaging in inappropriate relationships with students will be subject to disciplinary action, up to and including termination of employment.

A-B Tech Campus Police and Security Department

The department mission is to serve the College in a manner that is unsurpassed and serve as the standard for others to emulate. The primary function is to provide an environment that allows students, staff, faculty and visitors to interact in safe and secure surroundings. The role is to actively support the educational activities of the college through safety, security and parking services. These services will meet the highest level of approval and will constantly strive to anticipate the needs of the College community.

Telephone Numbers for Security Services
Main College: 398-7654
Non-Emergency: 279-3166
Emergency: 398-7125 or 9-911

Safety Tips

The following tips can help students avoid becoming a victim of a crime when they are at school, work, or just out and about.

By taking a few simple precautions, students can reduce their risk, and also discourage those who commit crime.

Be Prepared

- Students should always be alert and aware of the people around them.
- Students should educate themselves concerning prevention tactics.
- Students should be aware of locations and situations which would make them vulnerable to crime, such as alleys and dark parking lots.

Street and Parking Lot Precautions

- Students should be alert to their surroundings and the people around them, especially if they are alone or it is dark.

- Whenever possible, students should travel with someone else.
- Students should stay in well-lit areas as much as possible.
- Students should walk close to the curb, avoiding bushes and alleys where someone could hide.
- Students carrying purses should hold them securely between their arms and body.
- Students should walk confidently, and at a steady pace.

Car Safety

- Students should ALWAYS lock car doors after entering or leaving their cars.
- Students should park in well-lit areas.
- Students should have their car keys in hand before getting to the car.
- Students should check the back seat before entering the car.
- If a student thinks he or she is being followed, the student should drive to a security, police, sheriff or fire station.
- Students should not stop to aid motorists stopped on the side of the road. Students should go to a phone and request help.
- Students should never pick up hitchhikers.

Office and Classroom Safety

- Students should never leave a purse or billfold in plain view or in the pocket of a jacket hanging on a door or chair.
- Students should not leave cash or valuables in an office or classroom, even for a short time, such as a break.
- Students should be aware of escape routes for emergencies.
- Students should report suspicious people and activities to security personnel.
- When sitting in the cafeteria, lounge or on outside benches, students should always keep personal belongings with them.
- If working alone or before/after normal business hours, students keep doors locked.
- If attending night classes or working late, students should try to walk out with one another or call security for an escort.

If a Crime Occurs – Report It

Everyone should consider it his or her responsibility to report crime. Many criminals target favorite areas and have predictable methods of operation. At least one out of two crimes in the United States goes unreported, usually because people don't want to get involved. Not reporting a crime allows the criminal to continue to operate without interference.

In many cases, it is the information provided by victims and witnesses that leads to the arrest of a criminal. No fact is too trivial.

Crime statistics for A-B Tech are posted annually on the US Department of Education, Office of Postsecondary Education's web site at **http://ope.ed.gov/security/.** For a copy of the A-B Tech Annual Security Report, please visit **abtech.edu/security-reporting.**

Workplace Violence Prevention Policy and Procedures

A-B Tech is committed to providing everyone associated with the College a work and learning environment that is safe and free of violence. To this end, the College prohibits any form of violence.

A. Reporting Threats or Acts of Violence

1. Every member of the College community is responsible for reporting any threats or acts of violence that he/she has witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, members of the College community should report any behavior he/she has witnessed which he/she regards as threatening or violent when that behavior is job related, might be carried out on College property, or is connected to College employment or activities.
2. Reports should be made immediately to Campus Police.
3. The College will investigate all threats or acts of violence promptly and objectively.

B. Threats or Acts of Violence

Any member of the College community who threatens or commits an act of violence toward other persons or property on campus, while engaged in any work for or on behalf of the College, or a College-sponsored event, shall be subject to disciplinary action, up to and including dismissal from employment, expulsion from the College, and/or banishment from campus, exclusive of any civil and/or criminal penalties that may be pursued, as appropriate.

No existing College policy, practice, or procedure shall supersede prevention or acts of violence or threats as defined in this Policy.

Weapons On Campus Policy

The Board of Trustees prohibits the use or possession of any weapons on A-B Tech property or at any College-sponsored activities or events except handguns as allowed by NC GS §14-269.4. Handguns are permitted under these circumstances:

- The person has a concealed handgun permit that is lawfully issued
- The handgun is in a closed compartment or container within the person's locked vehicle
- The handgun is in a locked container securely affixed to the person's vehicle.
- A person may unlock the vehicle to enter or exit the vehicle provided the handgun remains in the closed compartment at all times
- The vehicle is locked immediately following the entrance or exit.

The above criteria do not apply to persons and/or situations outlined in GS §14-269, such as sworn law enforcement officers.

Any person found to be in violation of this policy shall be disciplined at the discretion of the A-B Tech administration. Additionally, any person found to be in possession of any weapon will be charged under State law with a misdemeanor or a felony, as stipulated by GS §14-269.2(b) and §14-269.2(c). Upon conviction, a person will be adjudicated at the discretion of the court.

Other College Services and Information

College Services

A-B Tech Café. The Café is located in the Coman Student Activity Center. Breakfast and lunch meals, including sandwiches, salads, and soups, are prepared daily. Regular hours of operation are posted in the Café and are normally from 7 a.m. to 2:30 p.m. for the grill, 7 a.m. to 4 p.m. for the snack shop Monday - Thursday and 7 a.m. to 2:30 p.m. for both grill and snack shop on Fridays. Hours may vary. Vending machines dispensing soft drinks, coffee, and snacks can be found at various locations around campus.

The Culinary Arts and Hospitality students offer dining experiences on most Thursdays during fall and spring semesters. These lunches and dinners are held in the dining rooms of the Magnolia and Fernihurst Buildings on the A-B Tech Asheville Campus. To be on the mailing list, call 398-7244.

A-B Tech Spa. The A-B Tech Spa offers low-cost services to students. For more information or to schedule an appointment, please email spa@abtech.edu or call 398-7670.

Bookstore. A bookstore is operated by the College for the convenience of students and staff members to provide required textbooks and materials. Students should plan to purchase all texts and materials at the beginning of each semester.

Textbook costs vary considerably depending upon the curriculum and semester. Book costs also vary from year to year because of changes in curriculum book prices, texts, and material requirements. Texts and materials will be made available in alternative accessible formats for individuals with disabilities upon request to the Disabilities Services Academic Advisor.

Campus Police and Security. Police and Security personnel are on duty 24 hours a day, seven days a week. Each officer is prepared to respond to medical emergencies. Call 828-279-3166

Child Care. A-B Tech has limited dollars to assist students with child care services rendered off campus. These funds are provided annually by the state of North Carolina, and funding is therefore subject to annual state budgeting. To be eligible, the student must be approved for federal financial aid, having submitted a FAFSA. The student must have unmet need of greater than $1,000, be taking 12 or more credits, with at least 9 credits taken on campus and be in good academic standing with a GPA of at least 2.5. For further information, call 398-7143

College Closing or Delayed Opening. The College will either be closed or opened on a delayed schedule when inclement weather conditions warrant such a decision. (See Student Handbook for Inclement Weather Procedures at **abtech.edu/student-handbook**.) Closing or delaying announcements are placed on the switchboard automated attendant, on the A-B Tech website at **abtech.edu**, and will be made on Asheville radio and television stations and some surrounding community radio stations. Separate decisions and announcements are made for the day and evening programs.

College Events. For an updated list of College-sponsored activities and events, please click on the calendar link on the College website, abtech.edu**.**

Dental Clinic.A-B Tech Allied Dental Clinic offers great savings on dental treatment. The services provided are routine dental cleaning, periodontal (deep) cleaning fluoride treatments, sealants and digital dental radiographs. The clinic is by appointment only and they accept cash, check and cards. For additional information you may call 828-398-7255 or email at kpruett@abtech.edu.

Honorary Societies. The College is proud to sponsor the Alpha Upsilon Eta Chapter of Phi Theta Kappa Academic Honor Society. Membership is open to any student who has a 3.5 GPA after 12 credits of completed work. Eligible students are welcome to seek more information from the Phi Theta Kappa faculty advisor.

Intramurals. A-B Tech offers a wide variety of intramural activities that are open to student or employee participation. Check the calendar portion of the Student Handbook for a listing of intramural activities. Students can sign up for these activities in the gymnasium of the Coman Student Activity Center. For more information, visit **abtech.edu/intramural_sports**.

Health Clinic. The clinic provides examinations by a licensed physician assistant/nurse practitioner. Student fees are $10 per visit. Services include, but are not limited to, treament for aches, blood pressure evaluations, prescriptions, minor emergencies, medical questions, common cold, flu and virus care. For more information call 828-398-7570 or email healthclinic@abtech.edu. Students may be seen as a 'walk-in' patient in the Ferguson Center for Allied Health and Workforce Development (AHWD) in room 115.17

Holly Library. Holly Library has books, journals, DVDs and audio books to check out, and databases and e-books to help with research. Computers are located on both levels and laptops can be checked out for in-building use. The Library has wireless access and offers comfortable seating, quiet study areas and group study rooms. For more information, call the library circulation desk at 398-7301.

Library Hours	
Monday-Thursday	7:30 a.m. – 8:00 p.m.
Friday	7:30 a.m. – 5:00 p.m.
Saturday	9:00 a.m. – 1:00 p.m.

Mountain Tech Spa. The Mountain Tech Spa is an on-campus spa facility, located in the Birch Building, providing practical experience for Cosmetology, Esthetics Technology and Manicuring/Nail Technology students under the direction of College faculty.

Parking Locations and Shuttle Service. Parking is provided at various locations around campus. Refer to the campus map located in this catalog for specific sites. Students with disabilities are provided parking at all locations. Parking areas are lighted during evening hours. Spaces marked with yellow lines are reserved for faculty, staff, disabled persons, and visitors. White-lined spaces are reserved for students. A shuttle service is provided for students who park in remote lots, during the first few weeks of fall and spring semesters. After evaluating ridership and traffic flow, the shuttle service may be changed. Shuttle routes and schedules can be found by calling (828)398-7654

Placement Service. No reputable college can guarantee jobs for graduates. However, the College will assist students and alumni in every possible way to obtain suitable employment. Applied Science department chairs are particularly helpful with placing their program graduates. Career Development Services maintains an online Job Board where employers may post openings and where students/alumni may post their résumés.

Small Business Center. The Small Business Center supports the development of new business and the growth of existing businesses by being a community-based provider of training, counseling, and resource information. Confidential counseling services and access to resource libraries are free of charge as are the majority of seminar offerings.

Student Business Incubation. Students with an entrepreneurial spirit may apply for the student incubation program managed by the Small Business Center. The program is designed to provide a nurturing environment for students to develop and grow their own businesses. They receive guidance toward becoming sustainable and contributing members of a strong economic community. The 12-month extracurricular program is located at A-B Tech's Enka site and is open to all students. More information can be found at **abtech.edu/sbc**.

Student Clubs and Societies. A-B Tech has more than 20 clubs and societies of all varieties. Students can access a full list of clubs and societies on the College website, abtech.edu/student-organizations

Student Lounge. A Café and lounge space are located in the Coman Student Activity Center. The Café offers a full selection of breakfast and lunch options including a salad bar, grill, coffee, juices, etc.

Wireless internet access is available throughout the Coman Student Activity Center. The offices of the Student Government Association and Student Life and Development department are also located within the facility.

Student Housing. Students are responsible for their own living accommodations. A-B Tech neither approves nor maintains housing facilities. Students who are looking for housing or roommates may check bulletin boards in the K. Ray Bailey Student Services Center or the Coman Student Activity Center.

Study Abroad Program. A-B Tech occasionally sponsors both curriculum and continuing education study abroad opportunities for students. Students who want to participate must be enrolled in the College, register for the study abroad course, and purchase health and accident insurance valid outside of the United States. Students who successfully complete the study abroad activity and the course requirements will receive course credit.

Vet Connections Café. the Vet Connections Café, in Ferguson building is a place for veterans attending the College to come to take a break, network with other veterans, study and receive tutoring from volunteers.

General Education for the Associate of Applied Science

As part of the Associate in Applied Science (AAS) degree, students take courses in General Education. These courses provide students with a knowledge base of historical, societal, and environmental contexts for succeeding in the changing global community. General Education courses represent a full spectrum of communication, humanities and fine arts, social and behavioral sciences, and natural sciences and mathematics courses. General Education courses facilitate student acquisition and sharing of knowledge, encourage social interaction, and promote an educated citizenry. General Education courses also develop broad, cross-curriculum knowledge and skill sets that prepare the student for the challenges of post-graduation endeavors.

General Education has the following student learning outcomes

- Communication: Students will communicate in a clear and appropriate manner.
- Humanities/Fine Arts: Students will evaluate significant humanistic and artistic expression.
- Social/Behavioral Sciences: Students will critically analyze information from the social/behavioral disciplinary perspectives.
- Natural Science/Mathematics: Students will present evidence-based solutions to problems by applying mathematical or scientific methodologies.

Most AAS programs require specific general education courses. However, in some programs, students may choose from a list of courses that meet requirements in Humanities/Fine Arts,Social/Behavioral Sciences, Communication, or Natural Sciences/Mathematics. These courses are listed below.

Communication
COM 110
COM 120
COM 231
ENG 110
ENG 111
ENG 112
ENG 114

Humanities/Fine Arts
ART 111
HUM 110
HUM 115
PHI 240

Social/Behavioral Sciences
ECO 251
PSY 150
SOC 210
SOC 225

Natural Science/Mathematics
BIO 161
BIO 163
BIO 168
MAT 110
MAT 121
MAT 143
MAT 171
PHY 121

Allied Health

The Allied Health Division offers a variety of programs designed to meet the increasing demand for specialized professionals in health care. The programs in this division present a broad range of career options for individuals desiring a career in allied health. The division offers a variety of programs at the Associate in Applied Science degree, diploma and certificate levels. Some areas of study are offered on a day and evening basis.

In addition to classroom and laboratory instruction, each program emphasizes learning experiences in health care settings within the community. This extensive training at clinical, pre-hospital, and laboratory settings affords students a unique opportunity to develop the specialized skills required for employment in a health profession.

An individual desiring training in health programs should have a background in chemistry, biology, science, mathematics, and social/behavioral sciences. Applicants should become familiar with the selection criteria and application deadlines for specific programs in the Allied Health Division. People interested in health careers are advised that professional licensure, certification, employment, or admission to clinical/work experience sites may be denied to anyone who has been convicted of a felony or other crime involving moral turpitude.

Graduation Requirements
Because of rapid changes in workplace technologies, certain technical courses will "time out" after five years and must be repeated for graduation. Exceptions must be approved by the department chairperson.

All courses with the following prefixes CVS, DEN, MED, MLT, NUR, PBT, RAD, SON, STP, SUR, and VET are designated as five year "time out" courses and must have been completed within five years of graduation.

A.A.S. Degrees
Associate Degree Nursing
Dental Hygiene
Medical Assisting
Medical Laboratory Technology
Medical Sonography
Occupational Therapy Assistant (Pending ACOTE accreditation)
Pharmacy Technology
Radiography
Surgical Technology
Surgical Technology Bridge
Veterinary Medical Technology

Diplomas
Dental Assisting
Medical Assisting
Pharmacy Technology
Therapeutic Massage

Certificates
Central Sterile Processing
Phlebotomy

Articulation
Associate Degree Nursing Regionally Increasing Baccalaureate Nursing (RIBN) Option/ Western Carolina University

Central Sterile Processing

The Central Sterile Processing curriculum is designed to prepare individuals for the field of Sterile Processing and Central Service Supply.

Students will develop skills necessary to properly disinfect, prepare, process, store, and issue both sterile and nonsterile supplies, instrumentation, and equipment for patient care. Additionally, students will learn to operate sterilizing units and monitor effectiveness of the sterilization process.

Graduates will be eligible to take the Certification Board for Sterile Processing and Distribution, Inc. "Sterile Processing and Distribution (SPD)Technician Exam", earning the title of Central Sterile Processing and Distribution Technician (CSPDT). Employment opportunities include surgery centers, central sterile processing departments in hospitals, and traveling consultation services.

Central Sterile Processing Certificate (C45180)

Courses requiring a grade of "C" or better: STP

First Semester (Fall)			Credits
STP	101	Intro Sterile Processing	8
Second Semester (Spring)			
STP	102	STP Clinical Practice	3
STP	103	Prof Success Prep	1
Total Credit Hours Required			**12**

Dental Assisting

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

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

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

This program is accredited by:

American Dental Association Commission on Dental Accreditation (CODA)

211 East Chicago Avenue

Chicago, IL 60611

Phone: (800) 621-8099, Ext. 2705

www.ada.org

Specific Program Requirements:

1. General college admission requirements.
2. This program has a competitive selection process. See Fall 2016 Competitive Allied Health Program Criteria on the Competitive and Limited Programs page of the A-B Tech website. www.abtech.edu/competitive-and-limited-programs
3. Acceptable report of medical examination by first day of class.
4. Completion of required immunizations by first day of class, including first two doses of Hepatitis B vaccine.
5. Students applying to the Dental Assisting program are encouraged to have successfully completed all General Education requirements prior to program admission due to the rigorous nature of the Dental Assisting curriculum.

Dental Assisting Diploma (D45240)

Courses requiring a grade of "C" or better: BIO, DEN

First Semester (Fall)			Credits
ACA	115	Success and Study Skills	1
DEN	101	Preclinical Procedures	7
DEN	103	Dental Sciences	2
DEN	110	Orofacial Anatomy	3
DEN	111	Infection/Hazard Control	2
DEN	112	Dental Radiography	3
Second Semester (Spring)			
DEN	102	Dental Materials	5
DEN	104	Dental Health Education	3
DEN	105	Practice Management	2
DEN	106	Clinical Practice I	5
COM	120	Intro Interpersonal Communications	3
Third Semester (Summer)			
BIO	161	Intro to Human Biology (or BIO 163)	3
DEN	107	Clinical Practice II	5
PSY	150	General Psychology	3
Total Credit Hours Required			**47**

BIO 163 is recommended if student is continuing on to pursue a degree

Dental Hygiene

This curriculum provides individuals with the knowledge and skills to assess, plan, implement, and evaluate dental hygiene care for the individual and the community.

Students will learn to prepare the operatory, take patient histories, note abnormalities, plan care, teach oral hygiene, clean teeth, take x-rays, apply preventive agents, complete necessary chart entries, and perform other procedures related to dental hygiene care.

Graduates of this program may be eligible to take national and state/regional examinations for licensure, which are required to practice dental hygiene. Employment opportunities include dental offices, clinics, schools, public health agencies, industry, and professional education.

This program is accredited by:
American Dental Association Commission on Dental Accreditation (CODA)

211 East Chicago Avenue
Chicago, IL 60611

Phone: (800) 621-8099, Ext. 2705
www.ada.org

Specific Program Requirements:

1. General college admission requirements.
2. This program has a competitive selection process. See Fall 2016 Competitive Allied Health Program Criteria on the Competitive and Limited Programs page of the A-B Tech website. www.abtech.edu/competitive-and-limited-programs
3. High school chemistry or equivalent from A-B Tech or other regionally-accredited college.
4. Acceptable report of medical examination by the first day of class.
5. Completion of required immunizations by first day of class, including first two doses of Hepatitis B vaccine.
6. Students applying to the Dental Hygiene program are encouraged to have successfully completed all General Education requirements prior to program admission due to the rigorous nature of the Dental Hygiene curriculum.
7. The North Carolina Board of Dental Examiners may deny a license to individuals convicted of a felony or any other crime involving moral turpitude.

Dental Hygiene Associate in Applied Science Degree (A45260)

Courses requiring a grade of "C" or better: BIO, CHM, DEN

Preadmission Requirement			**Credits**
BIO	163	Basic Anatomy & Physiology	5
CHM	130	General, Organic and Biochemistry	3
CHM	130A	Gen, Org & Biochem Lab	1
First Semester (Fall)			
ACA	115	Success and Study Skills	1
DEN	110	Orofacial Anatomy	3
DEN	111	Infection/Hazard Control	2
DEN	112	Dental Radiography	3
DEN	120	Dental Hy Preclinic Lec	2
DEN	121	Dental Hygiene Precl Lab	2
Second Semester (Spring)			
BIO	175	General Microbiology	3
DEN	124	Periodontology	2
DEN	125	Dental Office Emergencies	1
DEN	130	Dental Hygiene Theory I	2
DEN	131	Dental Hygiene Clinic I	3
DEN	223	Dental Pharmacology	2
ENG	111	Writing and Inquiry	3
Third Semester (Summer)			
COM	120	Intro Interpersonal Communication	3
DEN	123	Nutrition/Dental Health	2
DEN	140	Dental Hygiene Theory II	1
DEN	141	Dental Hygiene Clinic II	2
DEN	222	General & Oral Pathology	2
Fourth Semester (Fall)			
DEN	220	Dental Hygiene Theory III	2
DEN	221	Dental Hygiene Clinic III	4
DEN	224	Materials and Procedures	2
DEN	232	Community Dental Health Part A	2
SOC	240	Social Psychology	3
Fifth Semester (Spring)			
DEN	230	Dental Hygiene Theory IV	1
DEN	231	Dental Hygiene Clinic IV	4
DEN	232	Community Dental Health Part B	1
DEN	233	Professional Development	2
HUM	115	Critical Thinking (or PHI 240)	3
Total Credit Hours Required			**72**

Medical Assisting

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations; assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration; and ethical/legal issues associated with patient care.

Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

The Associate Degree program in Medical Assisting is an accredited program by CAAHEP. Program criteria are governed by the Medical Assisting Education Review Board (MAERB). A student must be a graduate of a CAAHEP-accredited Medical Assisting program to be eligible to sit for the American Association of Medical Assistants' certification examination to become Certified Medical Assistants. Graduates from the diploma program will be eligible to sit for the certification exam when the program receives certification through CAAHEP.

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: (727) 210-2350
Fax: (727) 210-2354
www.caahep.org

American Association of Medical Assistants (AAMA)

20 N. Wacker Dr., Ste. 1575
Chicago, IL 60606
Phone: (312) 899-1500
Fax: (312) 899-1259
www.aama-ntl.org

Specific Program Requirements:

1. General college admission requirements.
   a. Complete college application for admission, and the Medical Assisting for the limited/capped program admission
2. Complete College Placement Test.
3. High school units: Algebra and Biology strongly recommended.
4. Students applying to the Medical assisting program are encouraged to have successfully completed MED 116.
5. Acceptable reports of medical examinations by the first day of second semester.
6. Satisfactory completion of required immunizations by the first day of second semester.
7. Criminal background checks and drug screenings will be required prior to admissions to clinical sites that mandate the screenings.
8. Current Red Cross CPR/AED for the Professional Rescuer and Health Care Provider certification by the first day of fifth semester.

Medical Assisting Associate in Applied Science Degree (A45400)

Courses requiring a grade of "C" or better: BIO, CIS, MED and OST

First Semester (Fall)			Credits
MED	110	Orientation to Medical Assisting	1
MED	121	Medical Terminology I	3
MED	118	Medical Law and Ethics	2
MED	130	Admin Office Procedures I	2
MED	138	Infection/Hazard Control	2
MED	116	Intro to A & P	4
ENG	111	Writing and Inquiry	3
Second Semester (Spring)			
MED	122	Medical Terminology II	3
MED	131	Admin Office Procedure II	2
MED	140	Exam Room Procedures I	5
MED	270	Symptomatology	3
MED	272	Drug Therapy	3
Third Semester (Summer)			
CIS	110	Introduction to Computers	3
COM	120	Intro Interpersonal Communication (or COM 140)	3
MAT	110	Mathematical Measurement	3
		Humanities/Fine Arts Elective	3
Fourth Semester (Fall)			
MED	150	Laboratory Procedures I	5
MED	240	Exam Room Procedures II	5
MED	230	Admin Office Procedures III	2
SPA	120	Spanish for the Workplace	3
Fifth Semester (Spring)			
MED	274	Diet Therapy and Nutrition	3
MED	276	Patient Education	2
MED	260	Clinical Externship	5
MED	262	Clinical Perspectives	1
		Social/Behavioral Science Elective	3
Total Credit Hours Required			**74**

Medical Assisting Diploma (D45400)

Courses requiring a grade of "C" or better: BIO, MED

First Semester (Fall)			Credits
MED	116	Intro to A & P	4
MED	110	Orientation to Medical Assisting	1
MED	121	Medical Terminology I	3
MED	130	Admin Office Procedures I	2
Second Semester (Spring)			
MED	122	Medical Terminology II	3
MED	131	Admin Office Procedure II	2
MED	140	Exam Room Procedures I	5
MED	138	Infection/Hazard Control	2
Third Semester (Summer)			
COM	120	Interpersonal Communications (or COM 140)	3
ENG	111	Writing and Inquiry	3
MED	118	Medical Law and Ethics	2
MED	240	Exam Room Procedures II	5
Fourth Semester (Fall)			
MED	260	Clinical Externship	5
MED	262	Clinical Perspectives	1
Total Credit Hours Required			**41**

Medical Laboratory Technology

This curriculum prepares individuals to perform clinical laboratory procedures in chemistry, hematology, microbiology, and immunohematology that may be used in the maintenance of health and diagnosis/treatment of disease.

Course work emphasizes mathematical and scientific concepts related to specimen collection, laboratory testing and procedures, quality assurance and reporting/recording and interpreting findings involving tissues, blood, and body fluids.

Graduates may be eligible to take the Board of Certification for Medical Laboratory Technicians by the American Society of Clinical Pathologists. Employment opportunities include laboratories in hospitals, medical offices, industry and research facilities.

This program is accredited by:
National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N River Rd. Suite 720
Rosemont, IL 60018
Phone: (773) 714-8880
www.naacls.org

Specific Program Requirements:

1. General college admission requirements.
2. High school units:
   a. High school-level chemistry or college-level Chemistry 092 required.
   b. Biology strongly recommended.
3. This program has a competitive selection process. See Fall 2016 Competitive Allied Health Program Criteria on the Competitive and Limited Programs page of the A-B Tech website. www.abtech.edu/competitive-and-limited-programs
4. Acceptable reports of medical examinations by first day of MLT 252 Practicum I.
5. Satisfactory completion of required immunizations by first day of MLT 252 Practicum I.
6. Criminal background checks, drug screens, and seasonal flu vaccines are required prior to admission to clinical sites.
7. Current American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification by the first day of MLT 252 Practicum I.

Medical Laboratory Technology Associate in Applied Science Degree (A45420)

Courses requiring a grade of "C" or better: BIO, CHM, and MLT

First Semester (Fall)			Credits
BIO	163	Basic Anatomy & Physiology	5
CHM	130	Gen, Org & Biochemistry	3
CHM	130A	Gen, Org & Biochem Lab	1
MAT	110	Mathematical Measurement (or MAT 143 or Higher)	3
MLT	110	Intro to MLT	3
MLT	111	Urinalysis & Body Fluids	2
MLT	140	Intro to Microbiology	3
Second Semester (Spring)			
MLT	120	Hematology/Hemostasis I	4
MLT	126	Immunology and Serology	2
MLT	130	Clinical Chemistry I	4
MLT	240	Special Clin Microbiology	3
ENG	111	Writing and Inquiry	3
Third Semester (Summer)			
MLT	127	Transfusion Medicine	3
MLT	252	MLT Practicum I (Phlebotomy)	2

Fourth Semester (Fall)

CIS	110	Introduction to Computers	3
PSY	150	General Psychology	3
MLT	254	MLT Practicum I (Blood Bank)	4
MLT	255	MLT Practicum I (Microbiology)	5
MLT	261	MLT Practicum II (Donor Therapy)	1

Fifth Semester (Spring)

ENG	114	Prof Research & Reporting	3
PHI	240	Introduction to Ethics	3
MLT	215	Professional Issues	1
MLT	265	MLT Practicum II (Hematology)	5
MLT	275	MLT Practicum III (Clinical Chemistry)	5
Total Credit Hours Required			**74**

Medical Sonography

The Medical Sonography curriculum provides knowledge and clinical skills in the application of high frequency sound waves to image internal body structures.

Course work includes physics, cross-sectional anatomy, abdominal, introductory vascular, and obstetrical/gynecological sonography. Competencies are attained in identification of normal anatomy and pathological processes, use of equipment, fetal growth and development, integration of related imaging, and patient interaction skills.

Graduates of accredited programs may be eligible to take examinations in ultrasound physics and instrumentation and specialty examinations administered by the American Registry of Diagnostic Medical Sonographers (ARDMS) and find employment in clinics, physicians' offices, mobile services, hospitals, and educational institutions.

Graduates will be eligible to take all ARDMS examinations in general and vascular concentrations.

The Diagnostic Medical Sonography Program is accredited in general and vascular concentrations. The following are the accrediting agencies:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)
25400 US Highway 19 North, Suite 158
Clearwater, FL 33763
Phone: (727) 210-2350
Fax: (727) 210-2354
www.caahep.org

Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS)
6021 University Boulevard, Suite 500
Ellicott City, MD 21043
Phone: (443) 973-3251
www.jrcdms.org

Specific Program Requirements:

1. General college admission requirements.
2. This program has a competitive selection process. See Fall 2016 Competitive Allied Health Program Criteria on the Competitive and Limited Programs page of the A-B Tech website. www.abtech.edu/competitive-and-limited-programs
3. Keyboarding skills are highly recommended.
4. Final admission to the Medical Sonography program shall be contingent upon documentation of physical and emotional health that would provide evidence indicative of the applicant's ability to provide safe care to the public. Completed medical and immunization records must be submitted before classes begin.
5. Either first dose of Hepatitis B vaccine or completion of series.
6. Current American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification is a prerequisite to full admission and must be maintained throughout the program. This certification must include hands-on skills components, AED use, and other lifesaving skills. Course certifications from any other providers will not be accepted.
7. Satisfactory completion of required immunizations prior to admission to clinical sites. Affiliated clinical sites for Sonography will require an on boarding process, which will include a criminal background check and drug screen prior to the term in which the first clinical experience will occur. If any clinical facility refuses to allow the student to participate in clinical experiences, for any reason, the student will not be able to progress in the program.
8. Sonography students will be required to complete clinical rotations that may require them to travel as much as two hours from campus.
9. Students applying to the Medical Sonography program must have successfully completed: BIO 163 (or BIO 168 and BIO 169), ENG 111, PHY 125, and MAT 152 with a "C" or better prior to full acceptance to the program. Students applying to the Medical Sonography program are encouraged to have successfully completed: COM 120, PHY-240, and PSY-150 prior to program admission due to the rigorous nature of the Medical Sonography curriculum.

Medical Sonography Associate in Applied Science Degree (A45440)

Courses requiring a grade of "C" or better: BIO, COM, ENG, MAT, PHY, and SON

Preadmission Requirements			Credits
BIO	163	Basic Anatomy and Physiology (or BIO 168 and BIO 169)	5
ENG	111	Writing and Inquiry	3
MAT	152	Statistical Methods I	4
PHY	125	Health Sciences Physics	4
First Semester (Fall)			
SON	110	Intro to Sonography	3
SON	130	Abdominal Sonography	3
COM	120	Intro to Interpersonal Communication	3
PSY	150	General Psychology	3
Second Semester (Spring)			
SON	111	Sonographic Physics	4
SON	120	SON Clinical Ed I	5
SON	131	Abdominal Sonography II	2
SON	140	Gynecological Sonography	2
Third Semester (Summer)			
SON	121	SON Clinical Ed II	5
SON	241	Obstetrical Sonography I	2
Fourth Semester (Fall)			
SON	220	SON Clinical Ed III	8
SON	242	Obstetrical Sonography II	2
SON	250	Vascular Sonography	2
Fifth Semester (Spring)			
SON	221	SON Clinical Ed IV	8
SON	225	Case Studies	1
SON	289	Sonographic Topics	2
PHI	240	Introduction to Ethics	3
Total Credit Hours Required			**74**

Program total includes 16 credit hours of successful completion of BIO 163, ENG 111, MAT 152, and PHY 125 with a grade of "C" or better, as a prerequisite to full admission into the Medical Sonography Program.

Nursing

Associate Degree Nursing Option

The Associate Degree Nursing (ADN) curriculum provides knowledge, skills, and strategies to integrate safety and quality into nursing care, to practice in a dynamic environment, and to meet individual needs which impact health, quality of life, and achievement of potential.

Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes the nurse as a member of the interdisciplinary team providing safe, individualized care while employing evidence-based practice, quality improvement, and informatics.

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

Upon completion of the Associate Degree Nursing Program and licensure, the graduate will:

1. Students will demonstrate skills necessary for professional Nursing practice.
2. Students will demonstrate knowledge necessary for professional Nursing practice.
3. Students will demonstrate cultural competency within Nursing.
4. Students will utilize informatics and evidence based data to provide Nursing care to clients.
5. Students will demonstrate behaviors necessary for professional Nursing practice.
6. Students will apply the principles of interdisciplinary team management.

This program is approved by the:
North Carolina Board of Nursing
P.O. Box 2129
Raleigh, NC 27602
Phone: (919) 782-3211
www.ncbon.com

Specific Program Requirements:

1. General college admission requirements.
2. High School units (as evidenced by proof of high school graduation, high-school equivalent, or earned credits from a post-secondary institution):
    a. Chemistry and Biology are strongly suggested
    b. Algebra is highly recommended

3. This program has a competitive selection process. See Fall 2016 Competitive Allied Health Program Criteria on the Competitive and Limited Programs page of the A-B Tech website. www.abtech.edu/competitive-and-limited-programs
4. Final admission to the ADN program shall be contingent upon documentation of physical and emotional health that would provide evidence indicative of the applicant's ability to provide safe nursing care to the public; this is accomplished by submission of a nursing department-issued physical form that has been completed by a licensed health care provider (physician, PA, or NP).
5. To be eligible for admission, all nursing program applicants must submit the following documentation with a completed application:
   a. Hold a documented, current, unrestricted credential as a Nurse Aide I (NAI) on the NC Nurse Aide I Registry (NCNAR) from the NC Division of Health Service Regulation (NC DHSR). A copy of the current listing on the NC DHSR website will be acceptable documentation. (https://www.ncnar.org/verify_listings1.jsp#verify)
   b. Provide documentation of successful completion of an NC-approved Certified Nurse Aide I program which includes theory, lab, and clinical components. A copy of a college transcript or a notarized course completion certificate will be acceptable documentation.

   OR

   c. Provide evidence of employment in NC as an NAI who has worked a minimum of 500 hours within the last 3 calendar years. Proof of employment must be documented by employer(s) won company letterhead.
   d. Satisfactory completion of required immunizations.
6. Current American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification is a prerequisite to full admission and must be maintained throughout the program. This certification must include hands-on skills components, AED use, and other lifesaving skills. Course certifications from any other providers will not be accepted.
7. Students applying to the ADN program must have successfully completed Anatomy and Physiology I and II (BIO 168 & 169) with a "C" or better prior to full acceptance into the Associate Degree Nursing Program. Students are encouraged to have successfully completed: BIO 175 or BIO 275, ENG 111, ENG 112 or ENG 114, PSY 150, PSY 241, and HUM 115, due to the rigorous nature of the ADN curriculum.
8. Affiliated clinical sites for nursing will require an on boarding process, which will include a criminal background check and drug testing prior to participation in the clinical component. If any clinical facility refuses to allow the student to participate in clinical experiences, for any reason, the student will not be able to progress in the program. Applicants for initial licensure in NC must also have a criminal background check.
9. Admission with advanced standing is subject to space available in the clinical component of the nursing program. Students who begin their nursing education at A-B Tech have preference in admission over students requesting transfer into the program. Space will be allotted to transfer students only when no students who have previously enrolled in the A-B Tech ADN Program are requesting and have qualified for re-entry.

Associate Degree Nursing
Associate in Applied Science Degree (A45110)

Fall Admission

Courses requiring a grade of "C" or better: BIO and NUR

Preadmission Requirements			**Credits**
BIO	168	Anatomy and Physiology I	4
BIO	169	Anatomy and Physiology II	4
First Semester (Fall)			
BIO	175	General Microbiology (or BIO 275)	3
NUR	111	Intro to Health Concepts	8
NUR	117	Pharmacology	2
Second Semester (Spring)			
ENG	111	Writing and Inquiry	3
NUR	112	Health-IIlness Concepts	5
NUR	114	Holistic Health Concepts	5
Third Semester (Summer)			
NUR	212	Health System Concepts	5
PSY	150	General Psychology	3
Fourth Semester (Fall)			
ENG	114	Prof Research & Reporting (or ENG 112)	3
NUR	113	Family Health Concepts	5
NUR	211	Health Care Concepts	5
PSY	241	Developmental Psychology	3
Fifth Semester (Spring)			
NUR	213	Complex Health Systems	10
HUM	115	Critical Thinking	3
Total Credit Hours Required			**71**

Program total includes 8 credit hours for successful completion of BIO 168 and BIO 169 with a "C" or better in each course, as prerequisites to full admission into the ADN program.

Spring Admission

Courses requiring a grade of "C" or better: BIO and NUR

Preadmission Requirements			**Credits**
BIO	168	Anatomy and Physiology I	4
BIO	169	Anatomy and Physiology II	4
First Semester (Spring)			
BIO	175	General Microbiology (or BIO 275)	3
NUR	111	Intro to Health Concepts	8
NUR	117	Pharmacology	2
Second Semester (Fall)			
ENG	111	Writing and Inquiry	3
NUR	112	Health-Illness Concepts	5
NUR	114	Holistic Health Concepts	5
Third Semester (Spring)			
ENG	114	Professional Research & Reporting (or ENG 112)	3
NUR	113	Family Health Concepts	5
NUR	211	Health Care Concepts	5
PSY	150	General Psychology	3
Fourth Semester (Summer)			
NUR	212	Health System Concepts	5
PSY	241	Developmental Psychology	3
Fifth Semester (Fall)			
NUR	213	Complex Health Systems	10
HUM	115	Critical Thinking	3
Total Credit Hours Required			**71**

Program total includes 8 credit hours for successful completion of BIO 168 and BIO 169 with a "C" or better in each course, as prerequisites to full admission into the ADN program.

Associate Degree Nursing Regionally Increasing Baccalaureate Nurses (RIBN) Option

The RIBN option is an A.A.S. Dual Enrollment Program offered in collaboration with Western Carolina University (WCU). Students are accepted into and take courses at both A-B Tech and WCU during enrollment in the RIBN option.

This program is approved by the
North Carolina Board of Nursing
P.O. Box 2129

Raleigh, NC 27602
Phone: (919)-782-3211

www.ncbon.com

This program is accredited by:

The Commission on Collegiate Nursing Education

One DuPont Circle, NW Suite 530

Washington, DC 20036

Phone: (202) 887-6791

www.aacn.nche.edu

Specific Program Requirements:

1. Current American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification is a prerequisite to full admission and must be maintained throughout the program. This certification must include hands-on skills components, AED use, and other lifesaving skills. Course certifications from any other providers will not be accepted.
2. Hold a documented, current, unrestricted credential as a Nurse Aide I (NAI) on the NC Nurse Aide I Registry (NCNAR) from the NC Division of Health Service Regulation (NC DHSR). A copy of the current listing on the NC DHSR website will be acceptable documentation. (https://www.ncnar.org/verify_listings1.jsp#verify)
3. Provide documentation of successful completion of an NC-approved Certified Nurse Aide I program which includes theory, lab, and clinical components. A copy of a college transcript or a notarized course completion certificate will be acceptable documentation.
   OR
   Provide evidence of employment in NC as an NAI who has worked a minimum of 500 hours within the last 3 calendar years. Proof of employment must be documented by employer(s) company letterhead by January 1, 2017.
4. Affiliated clinical sites for nursing will require an on boarding process, which will include a criminal background check and drug testing prior to participation in the clinical component. If any clinical facility refuses to allow the student to participate in clinical experiences, for any reason, the student will not be able to progress in the program. Applicants for initial licensure in North Carolina must also have a criminal background check.

5. Maintain dual admission and continued enrollment at both A-B Tech and WCU by completing at least one WCU course each semester (Fall / Spring) during years 1 through 3.
6. Maintain a GPA of 2.25 or greater to progress in the RIBN option, with a minimum grade of "C" in all coursework.
7. Home school will be A-B Tech years 1, 2, and 3.
8. Year 1: enroll in general education courses at A-B Tech and WCU as advised by the RIBN Nursing Student Advisor
9. Year 2 and 3: enroll in Associate Degree Nursing courses at A-B Tech and continue enrollment in WCU courses as advised by RIBN Nursing Student Advisor.
10. Year 4: home school will be WCU
11. Successfully pass NCLEX - RN to progress to year 4.
12. See the RIBN Student Services Advisor (SSA) for the recommended course sequence.

LPN to ADN Advanced Placement Option

This curriculum prepares individuals with the knowledge and skills to provide nursing care to children and adults. Students will participate in assessment, planning, implementing, and evaluating nursing care.

Upon completion of the LPN to ADN Advanced Placement Option and licensure, the graduate will:

1. Students will demonstrate skills necessary for professional Nursing practice.
2. Students will demonstrate knowledge necessary for professional Nursing practice.
3. Students will demonstrate cultural competency within Nursing.
4. Students will utilize informatics and evidence based data to provide Nursing care to clients.
5. Students will demonstrate behaviors necessary for transition to professional Nursing practice.
6. Students will apply the principles of interdisciplinary team management.
7. Graduates of this program are eligible to apply to take the National Council Licensure Examination (NCLEX-RN) which is required for practice as a Registered Nurse. Employment opportunities include hospitals, rehabilitation facilities, long-term care facilities, clinics, physician's offices, and home health agencies.

This program is approved by the:
North Carolina Board of Nursing
P.O. Box 2129
Raleigh, NC 27602
Phone: (919) 782-3211
www.ncbon.com

Specific Program Requirements:

1. General college admission requirements.
2. This program has a competitive selection process. See Fall 2016 Competitive Allied Health Program Criteria on the Competitive and Limited Programs page of the A-B Tech website. www.abtech.edu/competitive-and-limited-programs
3. Current American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification is a prerequisite to full admission and must be maintained throughout the program. This certification must include hands-on skills components, AED use, and other lifesaving skills. Course certifications from any other providers will not be accepted.
4. Current, unrestricted license to practice as an LPN in the state of North Carolina is a prerequisite to admission and must be maintained throughout the program.
5. Affiliated clinical sites for nursing will require an on boarding process, which will include a criminal background check and drug testing prior to participation in the clinical component. If any clinical facility refuses to allow the student to participate in clinical experiences, for any reason, the student will not be able to progress in the program. Applicants for initial licensure in North Carolina must also have a criminal background check.

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Licensed Practical Nurses who are enrolled in the ADN Advanced Placement program will receive credit for NUR 111, NUR 112, and NUR 114. Licensed Practical Nurses in the LPN to ADN Advanced Placement program must complete all general education courses required in the generic Associate Degree Nursing program prior to the application deadline. These courses include: BIO 168, BIO 169, BIO 175 or 275, ENG 111, ENG 112 or ENG 114, PSY 241, and *HUM 115.*

LPN to ADN Advanced Placement Option

Credit is given for NUR 111, NUR 112, and NUR 114 (18 hours); an additional 27 credit hours are required. Courses requiring a grade of "C" or better: NUR

Third Semester (Summer)			**Credits**
NUR	212	Health System Concepts	5
NUR	117	Pharmacology	**2**
Fourth Semester (Fall)			
NUR	113	Family Health Concepts	5
NUR	211	Health Care Concepts	5
Fifth Semester (Spring)			
NUR	213	Complex Health Systems	10
Total Credit Hours Required			**27**

Occupational Therapy Assistant Associate in Applied Science (Pending AOTA accreditation) (A45500)

The Occupational Therapy Assistant (OTA) curriculum prepares individuals to work under the supervision of a registered/licensed occupational therapist in screening, assessing, planning, and implementing treatment and documenting progress for clients receiving occupational therapy services.

Course work includes human growth and development, conditions which interfere with activities of daily living, theory and process of occupational therapy, individual/group treatment activities, therapeutic use of self, activity analysis, and grading/adapting activities and environments.

Graduates may be eligible to take the national certification examination for practice as a certified occupational therapy assistant. Employment opportunities include hospitals, rehabilitation facilities, long-term/extended-care facilities, sheltered workshops, schools, home health programs, and community programs.

The Asheville-Buncombe Technical Community College OTA program has applied for accreditation and has been granted Candidacy Status by the Accreditation Council for Occupational Therapy Education (ACOTE) of the American Occupational Therapy Association (AOTA), located at 4720 Montgomery Lane, Suite 200, Bethesda, MD 20814-3449. ACOTE's telephone number c/o AOTA is (301) 652-AOTA and its web address is www.acoteonline.org. The program must have a pre-accreditation review, complete an on-site evaluation, and be granted Accreditation Status before its graduates will be eligible to sit for the national certification examination for the occupational therapy assistant administered by the National Board for Certification in Occupational Therapy (NBCOT) www.nbcot.org. After successful completion of this exam, the individual will be a Certified Occupational Therapy Assistant (COTA). In addition, most states require licensure in order to practice; however, state licenses are usually based on the results of the NBCOT certification examination. Note that a felony conviction may affect a graduate's ability to sit for the NBCOT certification examination or attain state licensure.

Specific Program Requirements:

1. General college admission requirements.
2. This program has a competitive selection process. See Fall 2016 Competitive Allied Health Program Criteria on the Competitive and Limited Programs page of the A-B Tech website. www.abtech.edu/competitive-and-limited-programs
3. Final admission to the OTA program shall be contingent upon documentation of physical and emotional health that would provide evidence indicative of the applicant's ability to provide safe care to the public.
4. Completed medical and immunization records must be submitted before fieldwork begins.
5. Satisfactory completion of required immunizations prior to admission to fieldwork sites. Affiliated fieldwork sites for OTA will require an on boarding process, which will include a criminal background check and drug screen prior to the term in which the first fieldwork experience will occur. If any fieldwork facility refuses to allow the student to participate in fieldwork experiences, for any reason, the student will not be able to progress in the program.
6. Current American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification is required prior to beginning OTA 161 in the second semester and must be maintained throughout the program. This certification must include hands-on skills demonstration of one and two rescuer adult, child, and Infant CPR, and AED use. Course certifications from any other providers will not be accepted.
7. Students accepted into the program must attend a required program orientation session which will be scheduled in spring of the year they intend to enter the program.
8. Students applying to the OTA program must complete a minimum of 8 hours of observations in two different type occupational therapy settings and submit the completed observation forms to the OTA program chairperson at the required program orientation in the spring.
9. Students applying to the OTA program must successfully complete ACA 115 and MED 120 (or acceptable substitutes) with a "C" or better prior to full acceptance into the program.
10. Students applying to the OTA program are encouraged to have successfully completed: BIO 168, BIO 169, ENG 111, ENG 112, PSY 150, PSY 241, PSY 281, COM 120, and HUM 115 prior to program admission due to the rigorous nature of the OTA curriculum.
11. OTA students will be required to complete fieldwork experiences, which may require them to travel as much as 1 1/2 hours from campus.
12. Students must complete all graduation requirements in a timely manner. This includes completion of all Level II fieldwork within 18 months following completion of the didactic portion of the program.

Occupational Therapy Assistant Associate in Applied Science Degree (A45500)

Courses requiring a grade of "C" or better: ACA, BIO, COM, ENG, HUM, MED, OTA, PSY

Preadmission Requirements			Credits
ACA	115	Success & Study Skills	1
MED	120	Survey of Med Terminology	2

First Semester (Fall)

BIO	168	Anatomy and Physiology I	4
ENG	111	Writing and Inquiry	3
OTA	110	Fundamentals of OT	3
OTA	120	OT Media I	2
OTA	140	Professional Skills I	1
PSY	150	General Psychology	3

Second Semester (Spring)

BIO	169	Anatomy and Physiology II	4
OTA	130	Assessment Skills	3
OTA	135	Kinesiology	1
OTA	170	Physical Dysfunction	3
OTA	161	Fieldwork I Placement 1	1
PSY	241	Developmental Psychology	3

Third Semester (Summer)

COM	120	Intro Interpersonal Communication	3
ENG	112	Writing/Research in the Disc	3
OTA	162	Fieldwork I Placement 2	1
OTA	163	Fieldwork I Placement 3	1
OTA	240	Professional Skills II	1
PSY	281	Abnormal Psychology	3

Fourth Semester (Fall)

HUM	115	Critical Thinking	3
OTA	150	Life Span Skills I	3
OTA	180	Psychosocial Dysfunction	3
OTA	220	OT Media II	3
OTA	245	Professional Skills III	1
OTA	250	Life Span Skills II	3

Fifth Semester (Spring)

OTA	260	Fieldwork II-Placement 1	6
OTA	261	Fieldwork II-Placement 2	6
OTA	280	Professional Transitions	1
Total Credit Hours Required			75

Pharmacy Technology

The Pharmacy Technology Program prepares individuals to assist the pharmacist in duties that a technician can legally perform and to function within the boundaries prescribed by the pharmacist and the employment agency.

Students will prepare prescription medications, mix intravenous solutions and other specialized medications, update patient profiles, maintain inventories, package medications in unit-dose or med-card form, and gather data used by pharmacists to monitor drug therapy.

Employment opportunities include retail, hospitals, nursing homes, research laboratories, wholesale drug companies, and pharmaceutical manufacturing facilities. Graduates from the program may be eligible to take the National Certification Examination to become a certified pharmacy technician.

This program is accredited by:

ASHP-American Society of Health-System Pharmacists
7272 Wisconsin Avenue
Bethesda, Maryland 20814
Phone: 866-279-0681
www.ashp.org

Specific Program Requirements:

1. General college admission requirements.
2. High school units:
   a. High school-level chemistry or college-level Chemistry 092 recommended.
   b. Biology strongly recommended.
3. This program has a competitive selection process. See Fall 2016 Competitive Allied Health Program Criteria on the Competitive and Limited Programs page of the A-B Tech website. www.abtech.edu/competitive-and-limited-programs
4. Acceptable reports of medical examinations by first day of PHM 132 or PHM 134.
5. Satisfactory completion of required immunizations by first day of PHM 132 or PHM 134.
6. Criminal background checks, drug screens, and seasonal flu vaccines are required prior to admission to clinical sites.

Pharmacy Technology Associate in Applied Science Degree (A45580)

Courses requiring a grade of "C" or better: ACA, PHM, and BIO

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
CIS	110	Introduction to Computers	3
PHM	110	Introduction to Pharmacy	3
PHM	111	Pharmacy Practice I	4
PHM	115	Pharmacy Calculations	3
PHM	115A	Pharmacy Calculations Lab	1
PHM	120	Pharmacology I	3

Second Semester (Spring)			
BIO	161	Intro to Human Biology	3
PHM	118	Sterile Products	4
PHM	125	Pharmacology II	3
PHM	140	Trends in Pharmacy	2
PHM	155	Community Pharmacy	3
PHM	165	Pharmacy Prof Practice	2

Third Semester (Summer)			
COM	120	Intro Interpersonal Communication	3
ENG	111	Writing and Inquiry	3
PHM	132	Pharmacy Clinical	2

Fourth Semester (Fall)			
MAT	143	Quantitative Literacy	3
PHM	150	Hospital Pharmacy	4
PHM	160	Pharm Dosage Forms	3
PHM	134	Pharmacy Clinical	4
PSY	150	General Psychology	3

Fifth Semester (Spring)			
HUM	115	Critical Thinking (or PHI 240)	3
PHM	138	Pharmacy Clinical	8
Total Credit Hours Required			**71**

Pharmacy Technology Diploma (D45580)

Courses requiring a grade of "C" or better: ACA, PHM, and BIO

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
CIS	110	Introduction to Computers	3
PHM	110	Introduction to Pharmacy	3
PHM	111	Pharmacy Practice I	4
PHM	115	Pharmacy Calculations	3
PHM	115A	Pharmacy Calculations Lab	1
PHM	120	Pharmacology I	3

Second Semester (Spring)			
BIO	161	Intro to Human Biology	3
PHM	118	Sterile Products	4
PHM	125	Pharmacology II	3
PHM	140	Trends in Pharmacy	2
PHM	155	Community Pharmacy	3
PHM	165	Pharmacy Prof Practice	2

Third Semester (Summer)			
COM	120	Intro Interpersonal Communication	3
ENG	111	Writing and Inquiry	3
PHM	134	Pharmacy Clinical	4
Total Credit Hours Required			**45**

Phlebotomy

The Phlebotomy curriculum prepares individuals to obtain blood and other specimens for the purpose of laboratory analysis.

Course work includes proper specimen collection and handling, communication skills, and maintaining patient data.

Graduates may qualify for employment in hospitals, clinics, physicians' offices, and other health care settings and may be eligible for national certification as phlebotomy technicians.

This program is approved by:

National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)
5600 N. River Rd., Suite 720
Rosemont, IL 60018
Phone: (773) 714-8880
www.naacls.org

Specific Program Requirements:

1. General college admission requirements.
2. Acceptable reports of medical examinations by first day of class.
3. Satisfactory completion of required immunizations.
4. Criminal background checks, drug screens, and seasonal flu vaccines are required prior to admission to clinical sites.
5. Current American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification by the first day of class.

Phlebotomy Certificate (C45600)

Courses requiring a grade of "C" or better: PBT and PSY

First Semester (Fall)			Credits
PBT	100	Phlebotomy Technology	6
PBT	101	Phlebotomy Practicum	3
PSY	150	General Psychology	3
Total Credit Hours Required			**12**

Radiography

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

Course work includes clinical rotations to area health care facilities, radiographic exposure, image processing, radiographic procedures, physics, pathology, patient care and management, radiation protection, quality assurance, anatomy and physiology, and radiobiology.

Graduates of accredited programs are eligible to apply to take the American Registry of Radiologic Technologists' national examination for certification and registration as medical radiographers. Graduates may be employed in hospitals, clinics, physicians' offices, medical laboratories, government agencies, and industry.

Specific Program Requirements:

1. General college admission requirements.
2. This program has a competitive selection process. See Fall 2016 Competitive Allied Health Program Criteria on the Competitive and Limited Programs page of the A-B Tech website. www.abtech.edu/competitive-and-limited-programs
3. High school biology, high school algebra, and keyboarding skills are highly recommended.
4. Final admission to the Radiography program shall be contingent upon documentation of physical and emotional health that would provide evidence indicative of the applicant's ability to provide safe care to the public.
5. Completed medical and immunization records must be submitted to the department chair before classes begin.
6. Either first dose of Hepatitis B vaccine or completion of series.
7. Current American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification is a prerequisite to full admission and must be maintained throughout the program. This certification must include hands-on skills components, AED use, and other lifesaving skills. Course certifications from any other providers will not be accepted.
8. Satisfactory completion of required immunizations prior to admission to clinical sites. Affiliated clinical sites for Radiography will require an on boarding process, which will include a criminal background check and drug testing at cost to the student prior to the term in which the first clinical experience will occur. If any clinical facility refuses to allow the student to participate in clinical experiences, for any reason, the student will not be able to progress in the program.
9. Students applying to the Radiography program must have successfully completed BIO 163 (or BIO 168 and BIO 169) with a "C" or better prior to full acceptance into the Radiography program.
10. Students applying to the Radiography program are encouraged to have successfully completed: MAT 143, ENG 111, COM 120, HUM 115, and SOC 225 prior to program admission due to the rigorous nature of the Radiography curriculum.

This program is accredited by:

Joint Review Committee on Education in Radiologic Technology (JRCERT)
20 N. Wacker Drive, Suite 2850
Chicago, IL 60606-3182
Phone: (312) 704-5300
Fax: (312) 704-5304
www.jrcert.org

Notice: Candidates for certification from the American Registry of Radiologic Technologists (ARRT) must comply with the "Rules of Ethics" contained in the ARRT Standards of Ethics. Any conviction of a crime, including a felony, a gross misdemeanor, or a misdemeanor with the sole exception of speeding and parking violations must be investigated by the ARRT in order to determine eligibility for the certification examination. Additional information may be obtained from the department chairperson or on the ARRT website at **www.arrt.org**.

Radiography students will be required to complete clinical rotations, which may require them to travel as much as 1 1/2 hours from campus. Clinical affiliates are currently located in Asheville, Hendersonville, Fletcher, Brevard, Marion, and Spruce Pine.

Radiography Associate in Applied Science Degree (A45700)

Courses requiring a grade of "C" or better: RAD, BIO

Preadmission Requirements			Credits
BIO	163	Basic Anat & Physiology (or BIO 168/BIO 169)	5
First Semester (Fall)			
ENG	111	Writing and Inquiry (or ENG 110)	3
RAD	110	Radiography Intro & Patient Care	3
RAD	111	RAD Procedures I	4
RAD	151	RAD Clinical Education I	2
RAD	182	RAD Clinical Elective	2
Second Semester (Spring)			
COM	120	Intro Interpersonal Communication	3
MAT	143	Quantitative Literacy	3
RAD	112	RAD Procedures II	4
RAD	121	Radiographic Imaging I	3
RAD	161	RAD Clinical Education II	5

Third Semester (Summer)

RAD	122	Radiographic Imaging II	2
RAD	131	Radiographic Physics I	2
RAD	171	RAD Clinical Education III	4

Fourth Semester (Fall)

RAD	211	RAD Procedures III	3
RAD	231	Radiographic Physics II	2
RAD	241	Radiobiology/Protection	2
RAD	251	RAD Clinical Education IV	7
SOC	225	Social Diversity	3

Fifth Semester (Spring)

HUM	115	Critical Thinking	3
RAD	245	Image Analysis	2
RAD	261	RAD Clinical Education V	7
RAD	271	Radiography Capstone	1
Total Credit Hours Required			**75**

Program total includes 5 credit hours of successful completion of BIO 163 (or BIO 168/BIO 169) with a grade of "C" or better, as a prerequisite to full admission into the Radiography Program.

Surgical Technology

The Surgical Technology curriculum prepares individuals to assist in the care of the surgical patient in the operating room and to function as a member of the surgical team.

Students will apply theoretical knowledge to the care of patients undergoing surgery and develop skills necessary to prepare supplies, equipment, and instruments; maintain aseptic conditions; prepare patients for surgery; and assist surgeons during operations.

Employment opportunities include labor/delivery/emergency departments, inpatient/outpatient surgery centers, dialysis units/facilities, physicians' offices, and central supply processing units.

Students of programs accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) are required to take the national certification exam administered by the National Board on Certification in Surgical Technology and Surgical Assisting (NBSTSA) within a four-week period prior to or after graduation.

Specific Program Requirements:

1. General College admission requirements.
2. This program has a competitive or limited program admission criteria selection process. See Fall 2016 Competitive Allied Health Program Criteria on the Competitive and Limited Programs page of the A-B Tech website. www.abtech.edu/competitive-and-limited-programs
3. Final admission to the Surgical Technology program shall be contingent upon documentation of physical and emotional health that would provide evidence indicative of the applicant's ability to provide safe care to the public.
4. Satisfactory completion of required immunizations.
5. Current American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification is a prerequisite to admission and must be maintained throughout the program.
6. Clinical agencies and/or credentialing bodies require criminal background checks and drug screens prior to admission to clinical sites or issuance of credentials.
7. Students applying to the Surgical Technology program are encouraged to have successfully completed: ACA 115, BIO 163 (or BIO 168 and BIO 169), BIO 175, CIS 110, and ENG 111 prior to program admission due to the rigorous nature of the Surgical Technology curriculum.

The Surgical Technology program is accredited by:

Commission on Accreditation of Allied Health Education Programs (CAAHEP)

25400 US Highway 19 North, Suite 158
Clearwater, FL 33763

Phone: (727) 210-2350

Fax: (727) 210-2354

www.caahep.org

Upon the recommendation of:

Accreditation Review Council on Education in Surgical Technology and Surgical Assisting (ARC-STSA)

6 W. Dry Creek Circle, Suite #110

Littleton, CO 80120

Phone: (303) 694-9262
Fax: (303) 741-3655

www.arcstsa.org

Surgical Technology Associate in Applied Science Degree (A45740)

Courses requiring a grade of "C" or better: ACA, BIO, SUR

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
BIO	163	Basic Anat & Physiology	5
ENG	111	Writing and Inquiry	3
SUR	110	Intro to Surg Tech	3
SUR	111	Periop Patient Care	7
Second Semester (Spring)			
BIO	175	General Microbiology	3
SUR	122	Surgical Procedures I	6
SUR	123	Sur Clinical Practice I	7
Third Semester (Summer)			
CIS	110	Introduction to Computers	3
SUR	134	Surgical Procedures II	5
SUR	135	Sur Clinical Practice II	4
Fourth Semester (Fall)			
ENG	114	Professional Research & Reporting (or COM 120 or COM 231)	3
PSY	150	General Psychology	3
SUR	211	Adv Theoretical Concepts	2
SUR	212	SUR Clinical Supplement	4
Fifth Semester (Spring)			
HUM	115	Critical Thinking (or PHI 240)	3
SOC	210	Introduction to Sociology	3
SUR	210	Adv SUR Clinical Practice	2
SUR	137	Prof Success Prep	1
Total Credit Hours Required			**68**

Surgical Technology Bridge Program

The Surgical Technology Bridge program is designed to allow currently certified non-degree surgical technologists to earn an Associate in Applied Science (A.A.S.) degree in Surgical Technology. Surgical technologists enrolled in the bridge program must have completed their surgical technology certificate or diploma at a Commission on Accreditation for Allied Health Education Programs (CAAHEP) accredited surgical technology program. All major courses along with all related and general education course requirements must be met for the Surgical Technology Associate in Applied Science Degree.

Specific Program Requirements:

1. General college admission requirements.
   a. Complete application for admission.
   b. Successfully complete college placement test.
   c. Official transcript of any prior college credit on file with admissions office.
   d. Diploma or certificate in Surgical Technology from a CAAHEP-accredited program.
2. Current American Heart Association (AHA) Basic Life Support (BLS) for Healthcare Providers certification is a prerequisite to admission and must be maintained throughout the program.
3. Final admission to the Surgical Technology program shall be contingent upon documentation of physical and emotional health that would provide evidence that is indicative of the applicant's ability to provide safe care to the public.
4. Satisfactory completion of required immunizations.
5. Current certification in Surgical Technology (CST) through the NBSTSA (National Board on Surgical Technology and Surgical Assisting) prior to taking SUR 210 course.
6. Clinical agencies and/or credentialing bodies require criminal background checks and drug screens prior to admission to clinical sites.

Copies of 1d. as well as 2-6 must be on file with the Surgical Technology Department.

The CST and Surgical Technology certificate or diploma will provide 33 hours of credit toward the A.A.S. degree. The CST and Surgical Technology certificate or diploma will provide 33 hours of credit toward the A.A.S. degree. Please refer to A-B Tech's transfer policy on page 29 of the catalog.

Students must earn a minimum of 25% of all A.A.S. courses (17 credit hours) at A-B Tech.

Surgical Technology, related, and general education courses can be completed at the student's own pace. It is understood that most students are employed full time during their A.A.S. pursuit. Surgical technology course placement is contingent upon seat availability.

Surgical Technology Bridge Program Associate in Applied Science Degree (A45740BR)

Courses requiring a grade of "C" or better: ACA, BIO, SUR

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
BIO	163	Basic Anat & Physiology	5
ENG	111	Writing and Inquiry	3
Second Semester (Spring)			
BIO	175	General Microbiology	3

Third Semester (Summer)

CIS	110	Introduction to Computers	3

Fourth Semester (Fall)

ENG	114	Professional Research & Reporting (or COM 120 or COM 231)	3
PSY	150	General Psychology	3
SUR	211	Adv Theoretical Concepts	2
BUS	137	Principle of Management (or SUR 212)	3

Fifth Semester (Spring)

HUM	115	Critical Thinking (or PHI 240)	3
SOC	210	Introduction to Sociology	3
SUR	210	Adv SUR Clinical Practice	2
Total Credit Hours Required			**34**

Program Total with SUR Diploma/Certificate courses: 33 credits plus above 34 credits = 67

Therapeutic Massage

The Therapeutic Massage curriculum prepares graduates to work in direct client care settings to provide manipulation, methodical pressure, friction and kneading of the body for maintaining wellness or treating alterations in wellness throughout the lifespan.

Courses will include content in normal human anatomy and physiology, therapeutic massage, ethical/legal issues, business practices, nutrition and psychology.

Employment opportunities include hospitals/ rehabilitation centers, health departments, home health, medical offices, nursing homes, spas/health/ sports clubs, and private practice. Graduates may be eligible to take the Massage and Bodywork Licensing Exam or the National Certification for Therapeutic Massage and Bodywork.

The Mountain Tech Spa, an on-campus spa facility, provides practical experience for Therapeutic Massage students under the direction of College faculty.

Specific Program Requirements:

1. General college admission requirements.
2. Current CPR certification is required by the end of the first semester of study and must be maintained throughout the program.
3. Completion of the Student Medical Form documenting immunization history, medical history, and assessment of the applicant's physical and emotional ability to participate in the activities in a clinical setting.
4. Completion of required Hepatitis B vaccine. First dose to be completed by the first day of class. Second Hepatitis B vaccine to be completed at least one month after the first dose. Third dose must be completed six months after the first dose.
5. Clinical facilities may require a criminal background check and/or drug testing prior to participation in the clinical/co-op component. In addition, national and/or state licensure boards may prohibit eligibility for licensure based on criminal records. Licensure is required to practice as a massage therapist in North Carolina. Please refer to the North Carolina Massage and Bodywork Therapy Practice Act, ARTICLE 36 of CHAPTER 90 of the NORTH CAROLINA GENERAL STATUES (90-629.1) www.bmbt.org.
6. Interview with Department Chair of Spa Therapies and Operations.

Therapeutic Massage Diploma (D45750)

Courses requiring a grade of "C" or better: ACA, BIO, CIS, MTH and PSY

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
BIO	168	Anatomy and Physiology I	4
MTH	110	Fundamentals of Massage	10
MTH	125	Ethics of Massage	2
		Physical Education Elective	1

Second Semester (Spring)

BIO	169	Anatomy and Physiology II	4
MTH	120	Ther Massage Applications	10
MTH	121	Clinical Supplement I	1
MTH	130	Therapeutic Massage Mgmt	2

Third Semester (Summer)

CIS	113	Computer Basics	1
ENG	111	Writing and Inquiry (or ENG 110)	3
PSY	150	General Psychology	3
Total Credit Hours Required			**42**

Physical Education Elective - Choose from PED 117, PED 122, PED 125, PED 217 or PED 235

Veterinary Medical Technology

This curriculum is designed to prepare individuals to assist veterinarians in preparing animals, equipment, and medications for examination and surgery; collecting specimens; performing laboratory, radiographic, anesthetic, and dental procedures; assisting in surgery; and providing proper husbandry of animals and their environment.

Course work includes instruction in veterinary anatomy, nutrition, parasitology, pathology, physiology, radiology, terminology, zoology, office practices, laboratory techniques, dentistry, and small and large animal clinical practices.

Graduates of accredited programs may be eligible to take state and national examinations administered by the North Carolina Veterinary Medical Board.

Graduates may be employed in veterinary clinics; diagnostic, research, or pharmaceutical laboratories; zoos; academic institutions; or other areas associated with animal care.

This program is accredited by:
American Veterinary Medical Association (AVMA)
Committee on Veterinary Technician Education and Activities (CVTEA)
1931 North Meacham Road, Suite 100
Schaumburg, IL 60173-4360
Phone: (800) 248-2862
Fax: (847) 925-1329
www.avma.org

Specific Program Requirements:

1. General college admission requirements.
2. High school units:
   a. Chemistry required.
   b. Biology and algebra highly recommended.
3. This program has a competitive selection process. See Fall 2016 Competitive Allied Health Program Criteria on the Competitive and Limited Programs page of the A-B Tech website. www.abtech.edu/competitive-and-limited-programs
4. Final admission to the Veterinary Medical Technology program shall be contingent upon documentation of physical and emotional health that would provide evidence that is indicative of the applicant's ability to provide safe care to animals.
5. Satisfactory completion of required immunizations.
6. Work Based Learning sites may require criminal background checks and/or drug screening prior to acceptance/placement to that site. Work Based Learning sites can refuse a student's acceptance/placement to that site if the student does not meet any standards set by the policies and procedures of that site. Placement in a Work Based Learning site is not guaranteed.
7. North Carolina Board for Veterinary Medicine may require criminal background checks on all applicants for initial credentialing.

Veterinary Medical Technology Associate in Applied Science Degree (A45780)

Courses requiring a grade of "C" or better: ACA, CHM, MAT, VET, WBL

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
CIS	110	Introduction to Computers	3
VET	110	Animal Breeds & Husbandry	3
VET	120	Vet. Anatomy & Physiology	4
VET	121	Veterinary Medical Terminology	3
VET	137	Veterinary Office Practices	2
Second Semester (Spring)			
CHM	130	Gen, Org, & Biochemistry	3
CHM	130A	Gen, Org, & Biochem Lab	1
MAT	110	Math Measurement & Literacy	3
ENG	111	Writing and Inquiry (or ENG 110)	3
VET	123	Veterinary Parasitology	3
VET	125	Veterinary Diseases I	2
Third Semester (Summer)			
VET	131	Vet Lab Techniques I	3
VET	133	Vet Clinical Practices I	3
Fourth Semester (Fall)			
ENG	114	Prof Research and Reporting (or COM 120 or 231)	3
VET	126	Veterinary Diseases II	2
VET	211	Vet Lab Techniques II	3
VET	213	Vet Clinical Practice II	4
VET	215	Veterinary Pharmacology	3
		Humanities/Fine Arts Elective	3
Fifth Semester (Spring)			
VET	212	Vet Lab Techniques III	3
VET	214	Vet Clinical Practice III	4
VET	217	Large Animal Clin Practices	3
VET	237	Animal Nutrition	3
		Social/Behavioral Sciences Elective	3
Sixth Semester (Summer)			
WBL	112	Work Based Learning I	2
Total Credit Hours Required			**73**

Business & Hospitality Education

The Business & Hospitality Education Division provides technical postsecondary education in the academic departments of Administrative/Medical Systems Technology; Aviation Management & Career Pilot Technology; Baking and Pastry Arts; Brewing, Distillation and Fermentation; Business Administration; Computer Technologies; Culinary Arts; Hospitality Management; and Spa Therapies and Operations. Programs of study are specifically designed to provide students with necessary job skills to meet the personnel needs of local employers. All programs emphasize the mastery of analytical and technology-related skills. Business and Hospitality faculty work in partnership with local employers and program advisory committees to provide students with an appropriate foundation of theoretical and hands-on experiences. Day and evening classes are available for most programs. Some programs offer weekend classes. For students interested in starting or managing their own business, the Student Business Incubator is one of many programs and services offered by the A-B Tech Small Business Center/ Business Incubator.

Objectives of Business and Hospitality Programs

1. To provide students with the necessary skills to compete in local business or hospitality job markets while gaining an appreciation for global markets.
2. To provide students with a challenging and rigorous program of study emphasizing oral and written communication skills along with analytical, computational, and technical proficiencies.
3. To provide an interactive partnership between students, employers and faculty through a variety of methods, including cooperative work experiences, guest lecturers, field trips, and advisory committee input.
4. To invest in the human capital of Buncombe and Madison counties and contribute to the economic development of the business and hospitality community.

Graduation Requirements

Because of rapid changes in workplace technologies, certain technical courses will "time out" after five years and must be repeated for graduation. Exceptions must be approved by the department chairperson.

A.A.S. Degrees

Accounting
Aviation Management & Career Pilot Technology - Aviation Management
Aviation Management & Career Pilot Technology - Career Pilot
Baking and Pastry Arts
Brewing, Distillation and Fermentation
Business Administration: General Business Pathway
Business Administration: Human Resources Pathway
Business Administration: Marketing & Retailing Pathway
Cosmetology
Culinary Arts
Digital Media Technology
Entrepreneurship
Hospitality Management
Information Technology: Information Systems
Information Technology: Network Management
Information Technology: Software and Web Development
Information Technology: Systems Security
Medical Office Administration
Office Administration

Diplomas

Business Administration
Cosmetology
Foodservice Technology
Medical Office Administration
Office Administration

Certificates

Accounting
Aviation - Commercial Pilot
Aviation - Instrument Rating
Aviation - Private Pilot
Baking and Pastry Arts
Cosmetology Instructor
Craft Beverage Lab
Digital Media Technology Digital Video
Digital Media Technology Design Level 1
Digital Media Technology Design Level 2
Entrepreneurship
Esthetics Technology
Food Operations Management
Human Resources Management
Information Technology: Computer Basics
Information Technology: GIS Fundamentals
Information Technology: PC Installation and Maintenance
Information Technology: CNSS 4011/4013
Information Technology: Network Systems Administration
Information Technology: CCNA Preparation
Information Technology: Web Developer
Information Technology: Web Programmer Level I
Information Technology: Web Programmer Level II
Information Technology: Database Management
Manicuring/Nail Technology
Medical Coding
Office Management
Retail Marketing
Word Processing/Desktop Publishing

Accounting

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

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

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

Accounting Associate in Applied Science Degree (A25100)

Courses requiring a grade of "C" or better: ACA, ACC, BUS, CIS, CTS, ECO and MKT

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
ACC	120	Principles of Financial Accounting	4
CIS	110	Introduction to Computers	3
HUM	115	Critical Thinking	3
MAT	143	Quantitative Literacy	3
Second Semester (Spring)			
ACC	121	Principles of Managerial Accounting	4
ACC	150	Accounting Software Applications	2
BUS	115	Business Law I	3
CTS	130	Spreadsheet	3
MKT	120	Principles of Marketing	3
Third Semester (Summer)			
BUS	137	Principles of Management	3
COM	231	Public Speaking	3
ECO	251	Principles of Microeconomics	3
ENG	111	Writing and Inquiry (or ENG 110)	3
Fourth Semester (Fall)			
ACC	129	Individual Income Taxes	3
ACC	140	Payroll Accounting	2
ACC	220	Intermediate Accounting I	4
BUS	225	Business Finance	3
ECO	252	Principles of Macroeconomics	3
Fifth Semester (Spring)			
ACC	130	Business Income Taxes	3
ACC	180	Practices in Bookkeeping	3
ACC	269	Auditing & Assurance Services	3
BUS	110	Introduction to Business	3
BUS	147	Business Insurance	3
Total Credit Hours Required			**71**

Accounting Associate in Applied Science Degree - Evening Schedule (A25100)

Courses requiring a grade of "C" or better: ACA, ACC, BUS, CIS, CTS, ECO and MKT

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
ACC	120	Principles of Financial Accounting	4
HUM	115	Critical Thinking	3
Second Semester (Spring)			
ACC	121	Principles of Managerial Accounting	4
CIS	110	Introduction to Computers	3
MAT	143	Quantitative Literacy	3
Third Semester (Summer)			
BUS	137	Principles of Management	3
ENG	111	Writing and Inquiry (or ENG 110)	3
Fourth Semester (Fall)			
ACC	129	Individual Income Taxes	3
BUS	115	Business Law I	3
ECO	251	Principles of Microeconomics	3
MKT	120	Principles of Marketing	3
Fifth Semester (Spring)			
ACC	130	Business Income Taxes	3
ACC	150	Accounting Software Applications	2
CTS	130	Spreadsheet	3
ECO	252	Principles of Macroeconomics	3
Sixth Semester (Summer)			
BUS	110	Introduction to Business	3
COM	231	Public Speaking	3
Seventh Semester (Fall)			
ACC	140	Payroll Accounting	2
ACC	220	Intermediate Accounting I	4
BUS	147	Business Insurance	3

Eighth Semester (Spring)

ACC	180	Practices in Bookkeeping	3
ACC	269	Auditing	3
BUS	225	Business Finance	3
Total Credit Hours Required			**71**

Accounting Certificate (C25100L3)

The accounting certificate provides training for the entry level accountant. This certification gives the successful candidate a specialization in the accounting field. When coupled with previous experience or an existing degree in another field this certification may lead to advancement in the field.

Courses requiring a grade of "C" or better: ACC

First Semester (Fall)			**Credits**
ACC	120	Principles of Financial Accounting	4
ACC	129	Individual Income Taxes	3

Second Semester (Spring)

ACC	121	Principles of Managerial Accounting	4
ACC	140	Payroll Accounting	2
ACC	150	Accounting Software Applications	2
ACC	180	Practices in Bookkeeping	3
Total Credit Hours Required			**18**

Aviation Management & Career Pilot Technology

The Aviation Management and Career Pilot Technology curriculum prepares individuals for a variety of aviation and aviation-related careers including the commercial airlines, general aviation, the aerospace industry, the military, and state and federal aviation organizations.

Course work includes fundamentals of flight, aerodynamics, aircraft performance, meteorology, navigation, federal regulations, aviation management, and instrument and commercial ground training. Optional course work includes flight and simulator training or business management training.

Graduates will hold a commercial pilot certificate with an instrument rating or specialize in aviation management. Graduates may find employment as commercial, corporate, and military pilots, fixed base operators and airport managers, flight instructors, and flight dispatchers.

The Aviation Management & Career Pilot Technology program is approved by:

Federal Aviation Administration
800 Independence Avenue
Washington, DC 20591
Phone: (703) 230-1664
www.faa.gov

Federal Aviation Administration
Charlotte Flight Standards District Office (FSDO)
3800 Arco Corporate Drive, Suite 233
Charlotte, NC 28273
Phone: (704) 319-7020
www.faa.gov/about/office_org/field_offices/fsdo/clt/

Specific Program Requirements:

1. Students will be required to purchase and wear uniforms while attending class for both day and evening courses. First year students will wear blue shirts (captain shirt for career pilot students; polo or button down shirt for management students) and navy blue or black pants. Second year students will wear white shirts (captain shirt for career pilot students; polo or button down shirt for management students) and navy blue or black pants. Appropriate shirts with the A-B Tech Aviation logo can be found and purchased at Read's Uniforms in Asheville, NC. Students must purchase at least one (1) shirt appropriate to their year and pathway. Cost of shirts vary between approximately $20 -$30 each. Students may purchase more than one shirt if they desire.
2. For career pilot students the cost of flight training is a separate cost incurred by WNC Aviation. The cost of flight training is estimated to be $9,000 for your private pilot license, $9,000 for your instrument rating, and $22,000 for your commercial pilot license. The payment for flight training is billed by and paid directly to the flight school, not A-B Tech. The college is only responsible for collecting tuition and fees for academic courses. Note that management students do not incur the added expense of flight training. Payment for flight lessons must be secured prior to the start of any flight lesson.
3. Career pilot students must obtain a student pilot license/medical certificate. A list of specific Aviation Medical Examiners (AME) can be found at http://www.faa.gov/pilots/amelocator/ The student pilot license/medical certificate is not required prior to starting academic courses, but is required prior to starting your flight training. The cost is approximately $100, and veterans utilizing their benefits for flight/academic courses must obtain a 2nd class medical prior to starting flight lessons.
4. Students seeking the Career Pilot option must complete their Private Pilot flight training, and possess a current and valid FAA Private Pilot License prior to being admitted into this pathway.

Aviation Management and Career Pilot Technology - Aviation Management (A60180AM)

Courses requiring a grade of "C" or better: ACA, AER

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
AER	110	Air Navigation	3
AER	113	History of Aviation	2
AER	150	Private Pilot Flight Theory	3
ENG	111	Writing and Inquiry	3
MAT	121	Algebra/Trigonometry I (or MAT 171)	3
Second Semester (Spring)			
AER	111	Aviation Meteorology	3
AER	160	Instrument Flight Theory	3
COM	231	Public Speaking	3
PHY	110	Conceptual Physics (or PHY 151)	3
PHY	110A	Conceptual Physics Lab (or PHY 151)	1
Third Semester (Summer)			
AER	114	Aviation Management	3
AER	215	Flight Safety	3
AER	218	Human Factors in Aviation	2
Fourth Semester (Fall)			
AER	112	Aviation Laws and FARs	2
AER	170	Commercial Flight Theory	3
AER	216	Engines & Systems	3
CIS	110	Introduction to Computers	3
PSY	150	General Psychology	3
		Aviation Management Elective	3
Fifth Semester (Spring)			
AER	210	Flight Dynamics	3
AER	211	Air Traffic Control	2
AER	217	Air Transportation	3
HUM	115	Critical Thinking	3
		Aviation Management Elective	3
Total Credit Hours Required			**67**

Aviation Management Electives: Take two courses: BUS 137, BUS 255, BUS 260

Aviation Management & Career Pilot Technology - Career Pilot (A60180CP)

Courses requiring a grade of "C" or better: ACA, AER

Preadmission Requirements			Credits
AER	151	Flight - Private Pilot	1
First Semester (Fall)			
ACA	115	Success & Study Skills	1
AER	110	Air Navigation	3
AER	113	History of Aviation	2
AER	150	Private Pilot Flight Theory	3
ENG	111	Writing and Inquiry	3
MAT	121	Algebra/Trigonometry I (or MAT 171)	3
Second Semester (Spring)			
AER	111	Aviation Meteorology	3
AER	160	Instrument Flight Theory	3
COM	231	Public Speaking	3
PHY	110	Conceptual Physics (or PHY 151)	3
PHY	110A	Conceptual Physics Lab (or PHY 151)	1
AER	161	Flight-Instrument Pilot	2
Third Semester (Summer)			
AER	114	Aviation Management	3
AER	215	Flight Safety	3
AER	218	Human Factors in Aviation	2
Fourth Semester (Fall)			
AER	112	Aviation Laws and FARs	2
AER	170	Commercial Flight Theory	3
AER	216	Engines & Systems	3
CIS	110	Introduction to Computers	3
PSY	150	General Psychology	3
Fifth Semester (Spring)			
AER	210	Flight Dynamics	3
AER	211	Air Traffic Control	2
AER	217	Air Transportation	3
HUM	115	Critical Thinking	3
AER	171	Flight-Commercial Pilot	3
Total Credit Hours Required			**67**

The Career Pilot pathway requires the successful completion of AER 151 Flight - Private Pilot as a preadmission requirement to the program.

Aviation - Private Pilot Certificate (C60180C1)

The private pilot certificate is designed for non-career track students to earn their private pilot certification without entering the degree program. Courses taken within this certification are also stackable within the degree program.

Courses requiring a grade of "C" or better: AER

First Semester (Fall)			**Credits**
AER	110	Air Navigation	3
AER	150	Private Pilot Flt Theory	3
Second Semester (Spring)			
AER	112	Aviation Laws and FARs	2
AER	151	Flight – Private Pilot	1
AER	215	Flight Safety	3
Total Credit Hours Required			**12**

Aviation - Instrument Rating Certificate (C60180C2)

The instrument rating certificate is designed for non-career track students to earn their private pilot certification while adding on the instrument rating without entering the degree program. Courses taken within this certification are also stackable within the degree program.

Courses requiring a grade of "C" or better: AER

First Semester (Spring)			**Credits**
AER	111	Aviation Meteorology	3
AER	112	Aviation Laws and FARs	2
AER	151	Flight - Private Pilot	1
AER	160	Instrument Flight Theory	3
AER	161	Flight – Instrument Rating	2
AER	215	Flight Safety	3
Total Credit Hours Required			**14**

Aviation - Commercial Pilot Certificate (C60180C3)

The commercial pilot certificate is designed for individuals that already possess an associate degree or higher, but are transitioning into the aviation industry. Commercial pilot certification allows students to obtain employment as a pilot upon graduation.

Courses requiring a grade of "C" or better: AER

First Semester (Fall)			**Credits**
AER	151	Flight - Private Pilot	1
AER	170	Commercial Flight Theory	3
Second Semester (Spring)			
AER	111	Aviation Meteorology	3
AER	112	Aviation Laws and FARs	2
AER	161	Flight - Instrument Pilot	2
AER	171	Flight – Commercial Pilot	3
Total Credit Hours Required			**14**

Baking and Pastry Arts

This curriculum is designed to provide students with the skills and knowledge required for employment in the baking/pastry industry, including restaurants, hotels, independent bakeries/pastry shops, wholesale/retail markets, and high-volume bakeries, and/or further academic studies.

Students will be provided theoretical knowledge/practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Course work includes specialty/artisanal breads, desserts/pastries, decorative work, high-volume production and food marketing.

Graduates should qualify for entry-level positions, such as pastry/bakery assistant, area pastry chef and assistant pastry chef. American Culinary Federation certification may be available to graduates.

The Baking and Pastry Arts program is accredited by:

American Culinary Federation Education Foundation Accrediting Commission (ACFEF)
180 Center Place Way
St. Augustine, FL 32095
Phone: (904) 824-4468 or (800) 624-9458
www.acfchefs.org/ACF/Education/Accreditation/ACF/Education/Accreditation/

Baking and Pastry Arts Associate in Applied Science Degree (A55130)

Courses requiring a grade of "C" or better: ACA, BPA, CUL, HRM and WBL

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
CUL	110	Sanitation & Safety	2
CUL	142	Fundamentals of Food	5
CUL	150	Food Science	2
CUL	150A	Food Science Lab	1
CUL	160	Baking I	3
MAT	110	Math Measurement & Literacy	3
Second Semester (Spring)			
BPA	120	Petit Fours & Pastries	3
BPA	130	European Cakes and Tortes (or CUL 260)	3
BPA	150	Artisan & Specialty Bread	4
CIS	113	Computer Basics	1
COM	231	Public Speaking	3
CUL	273	Career Development	1
HRM	220	Cost Control - Food & Bev	3
Third Semester (Summer)			
WBL	112	Work-Based Learning I	2
Fourth Semester (Fall)			
BPA	210	Cake Design & Decorating	3
BPA	240	Plated Desserts	3
BPA	250	Dessert/Bread Production	5
CUL	112	Nutrition for Foodservice	3
ENG	111	Writing and Inquiry (or ENG 110)	3
Fifth Semester (Spring)			
BPA	220	Confection Artistry	4
BPA	230	Chocolate Artistry	3
BPA	260	Pastry & Baking Marketing	3
HRM	245	Human Resource Mgmt-Hosp	3
PSY	150	General Psychology	3
		Humanities/Fine Arts Elective	3
Total Credit Hours Required			**73**

Baking and Pastry Arts Certificate (C55130L3)

This curriculum is designed to introduce students to the Baking and Pastry Arts industry, preparing them for entry level positions in commercial bake shops or pastry kitchens. Courses include Sanitation & Safety, Baking I, Baking II, European Cakes and Tortes and Petit Fours & Pastries. Upon completion students should qualify for employment as pastry cook, bakers assistant or assistant pastry chef in food production settings.

Courses requiring a grade of "C" or better: CUL, BPA

First Semester (Fall)			Credits
CUL	110	Sanitation & Safety	2
CUL	160	Baking I	3
CUL	260	Baking II	3
Second Semester (Spring)			
BPA	120	Petit Fours & Pastries	3
BPA	130	European Cakes and Tortes	3
CUL	150	Food Science	2
CUL	150A	Food Science Lab	1
Total Credit Hours Required			**17**

Brewing, Distillation and Fermentation

This curriculum is designed to prepare individuals for various careers in the brewing, distillation and fermentation industry. Classroom instruction, practical laboratory applications of brewing, distillation and fermentation principles and practices are included in the program of study.

Course work in brewing, distillation and fermentation includes production, operations, safety and sanitation and associated process technologies. Related course work is offered in fermentation production, safety and sanitation, applied craft beverage microbiology, agriculture, marketing, management, equipment, packaging and maintenance

Graduates should qualify for employment opportunities in the brewing, distillation and fermentation industry. Students may be eligible to sit for the professional Institute of Brewing and Distilling (IBD) certification exams which correspond to the program of study.

The Brewing, Distillation and Fermentation program prepares individuals to apply technical knowledge and skills to brew, distill and ferment various products, including beverages. Includes instruction in production of fermented products, cultivating, marketing, management, legal issues, inspection, maintenance, service and repair of equipment, facility operations, packaging, sanitation, and welding.

Specific Program Requirements

1. General college admissions requirements

2. Brewing, Distillation and Fermentation is a capped program due to a limited amount of classroom and lab availability. This program has a limited selection process. See the Business & Hospitality Education section on the Competitive and Limited Programs page of the A-B Tech website. www.abtech.edu/competitive-and-limited-programs Requirements do include but are not limited to:
   a. Documentation of successful completion of High School Chemistry or CHM 092.
   b. Demonstrate college level placement in English and math as outlined in selection criteria.
   c. NCCCS requires that all students must be 21 years of age or older by the start of classes.
   d. Student applicants must be able to work in a physically demanding environment including but not limited to standing in a hot and wet work area for extending lengths of time; climbing stairs; repeatedly lifting equipment and product weighing up to 55 lbs., and safely maneuvering by hand equipment that weighs up to 170lbs.
   e. Brewing and Distillation facilities may require a criminal background check and/or drug testing prior to employment or co-op. In addition, national and/or state regulations may prohibit employment or co-op opportunities based on criminal records.

Brewing, Distillation and Fermentation Associate in Applied Science Degree (A15250)

Pathway: Brewing Production, Marketing and Management

Courses requiring a grade of "C" or better: ACA, ACC, BDF, CHM, HRM, SST, WBL

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
BDF	111	BDF Safety & Sanitation	2
BDF	114	Craft Beer Brewing	2
BDF	125	Bev Tech & Calculations	2
BDF	220	Applied Craft Bev Chemistry (or CHM 130 and CHM 130A)	4
HRM	225	Beverage Management	3
SST	110	Intro to Sustainability	3

Second Semester (Spring)

BDF	110	Fermentation Production	4
BDF	115	Applied Craft Bev Microbiology	4
BDF	261	Bev Marketing & Sales	3
CIS	113	Computer Basics	1
ENG	111	Writing and Inquiry (or ENG 110)	3
HRM	220	Cost Control-Food & Bev	3

Third Semester (Summer)

WBL	112	Work-Based Learning I (or BDF 270)	2

Fourth Semester (Fall)

ACC	120	Prin of Financial Accounting	4
BDF	170	Bev Tour & Tasting Mgmt (or BDF 150)	3
BDF	180	Sensory Evaluation	3
BDF	230	Advanced Brewing	3
BDF	230A	Advanced Brewing Lab	1
BDF	250	BDF Packaging & Materials	3
MAT	110	Math Measurement & Literacy	3

Fifth Semester (Spring)

BDF	175	Distillation Operations (or BDF 240)	4
BDF	215	Legal Issues-Fermentation	3
COM	231	Public Speaking	3
ECO	151	Survey of Economics	3
HRM	135	Facilities Management	3
		Humanities/Fine Arts Elective	3
Total Credit Hours Required			**76**

Craft Beverage Lab Certificate (C15250L1)

The Craft Beverage Lab certificate provides beverage industry employees the concepts and skills to upgrade or cross-train in their careers in the beverage industry. In addition, successful completion of the certificate will allow previously trained lab technicians in other fields such as medical to learn new concepts and skills and to transfer knowledge to the beverage industry.

Specific Program Requirements

1. General college admissions requirements

2. Brewing, Distillation and Fermentation is a capped program due to a limited amount of classroom and lab availability. This program has a limited selection process. See the Business & Hospitality Education section on the Competitive and Limited Programs page of the A-B Tech website. www.abtech.edu/competitive-and-limited-programs Requirements do include but are not limited to:
   a. Documentation of successful completion of High School Chemistry or CHM 092.
   b. Demonstrate college level placement in English and math as outlined in selection criteria.
   c. NCCCS requires that all students must be 21 years of age or older by the start of classes.
   d. Student applicants must be able to work in a physically demanding environment including but not limited to standing in a hot and wet work area for extending lengths of time; climbing stairs; repeatedly lifting equipment and product weighing up to 55 lbs., and safely maneuvering by hand equipment that weighs up to 170lbs.
   e. Brewing and Distillation facilities may require a criminal background check and/or drug testing prior to employment or co-op. In addition, national and/or state regulations may prohibit employment or co-op opportunities based on criminal records.

Courses requiring a grade of "C" or better: BDF

First Semester (Fall)			Credits
BDF	114	Craft Beer Brewing	2
BDF	150	Craft Bev Lab Methods	3
BDF	220	Applied Craft Bev Chemistry (or CHM 130/130A)	4
Second Semester (Spring)			
BDF	110	Fermentation Production	4
BDF	115	Applied Craft Bev Microbiology	4
Total Credit Hours Required			**17**

Business Administration

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

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

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

Business Administration Pathway Associate in Applied Science (A25120BA)

Courses requiring a grade of "C" or better: ACA, ACC, BUS, CIS, ECO, MKT, and WEB

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
BUS	110	Introduction to Business	3
CIS	110	Introduction to Computers	3
ENG	111	Writing and Inquiry (or ENG 110)	3
MAT	143	Quantitative Literacy	3
Second Semester (Spring)			
ACC	120	Prin of Financial Accounting	4
BUS	270	Professional Development	3
ECO	251	Prin of Microeconomics	3
MKT	120	Principles of Marketing	3
Third Semester (Summer)			
BUS	115	Business Law I	3
BUS	137	Principles of Management	3
ECO	252	Principles of Macroeconomics	3
HUM	115	Critical Thinking	3
Fourth Semester (Fall)			
ACC	121	Prin of Managerial Accounting	4
BUS	153	Human Resource Management	3
BUS	125	Personal Finance	3
COM	231	Public Speaking	3
Fifth Semester (Spring)			
BUS	147	Business Insurance	3
BUS	239	Bus Applications Seminar	2
CTS	130	Spreadsheet	3
MKT	223	Customer Service	3
WEB	140	Web Development Tools	3
Total Credit Hours Required			**65**

Business Administration Associate in Applied Science - Evening Program or Online Program (A25120BA)

Courses requiring a grade of "C" or better: ACA, ACC, BUS, CIS, ECO, MKT, and WEB

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
BUS	110	Introduction to Business	3
CIS	110	Introduction to Computers	3
ENG	111	Writing and Inquiry (or ENG 110)	3
Second Semester (Spring)			
BUS	115	Business Law I	3
HUM	115	Critical Thinking	3
MAT	143	Quantitative Literacy	3
Third Semester (Summer)			
BUS	137	Principles of Management	3
BUS	125	Personal Finance	3
Fourth Semester (Fall)			
ACC	120	Prin of Financial Accounting	4
ECO	251	Prin of Microeconomics	3
MKT	120	Principles of Marketing	3
Fifth Semester (Spring)			
BUS	153	Human Resource Management	3
CTS	130	Spreadsheet	3
ACC	121	Principles of Managerial Accounting	4
Sixth Semester (Summer)			
BUS	270	Professional Development	3
COM	231	Public Speaking	3

Seventh Semester (Fall)

BUS	147	Business Insurance	3
ECO	252	Prin of Macroeconomics	3
MKT	223	Customer Service	3

Eighth Semester (Spring)

BUS	239	Business Applications Seminar	2
WEB	140	Web Development Tools	3
Total Credit Hours Required			**65**

Business Administration Diploma (D25120)

The Business Administration Diploma is designed as a supplemental program to provide a basic understanding of business principles and practices for students enrolled in or completing a non-business related program. The diploma is not intended to be a stand-alone credential leading to employment in a business field.

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
ACC	120	Prin of Financial Accounting	4
BUS	110	Introduction to Business	3
BUS	115	Business Law I	3
BUS	137	Principles of Management	3

Second Semester (Spring)

BUS	153	Human Resources Management	3
BUS	125	Personal Finance	3
BUS	270	Professional Development	3
CIS	110	Introduction to Computers	3
ECO	251	Prin of Microeconomics	3
ENG	111	Writing and Inquiry (or ENG 110)	3

Third Semester (Summer)

MAT	143	Quantitative Literacy	3
MKT	120	Principles of Marketing	3
MKT	223	Customer Service	3
Total Credit Hours Required			**41**

Cosmetology

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

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

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

The Mountain Tech Spa, an on-campus spa facility, provides practical experience for Cosmetology students under the direction of College faculty.

The Cosmetology program is approved by the:
North Carolina Board of Cosmetic Art Examiners
1207 Front Street, Suite 110
Raleigh, NC 27609
Phone: (919) 733-4117
Fax: (919) 733-4127
www.nccosmeticarts.com

Specific Program Requirements

1. General college admission requirements.
2. Submission of proper documentation is required by the Spa Therapies and Operations Department and the NC Board of Cosmetic Art Examiners prior to class start. Required documentation includes Hepatitis B record, current government-issued photo ID showing date of birth, and social security card.
3. Completion of required Hepatitis B vaccine. First dose to be completed by the first day of class. Second Hepatitis B vaccine to be completed at least one month after the first dose. Third dose must be completed six months after the first.
4. To earn hours, Cosmetology students must be physically present in the laboratory. When leaving a laboratory, students must clock out.
5. Students enrolled in the program should not be pregnant, be color blind, or have sensitivity to chemicals.
6. Students should be physically able to use cosmetology equipment such as clippers and shears and be able to stand for long periods of time.

Cosmetology Associate in Applied Science (A55140)

Courses requiring a grade of "C" or better: ACA, BUS, CIS, and COS

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
CIS	113	Computer Basics	1
COS	111	Cosmetology Concepts I	4
COS	112	Salon I	8

Second Semester (Spring)

BUS	270	Professional Development	3
COS	113	Cosmetology Concepts II	4
COS	114	Salon II	8

Third Semester (Summer)

COM	120	Intro Interpersonal Com	3
COS	115	Cosmetology Concepts III	4
COS	116	Salon III	4

Fourth Semester (Fall)

COS	117	Cosmetology Concepts IV	2
COS	118	Salon IV	7
ENG	111	Writing and Inquiry (or ENG 110)	3

Fifth Semester (Spring)

BUS	280	REAL Small Business (or BUS 137)	4
COS	260	Design Applications	2
MAT	110	Math Measurement & Literacy	3
PSY	150	General Psychology	3
		Humanities/Fine Arts Elective	3
Total Credit Hours Required			**67**

Cosmetology Associate in Applied Science (A55140) - Evening Schedule

Courses requiring a grade of "C" or better: ACA, BUS, CIS, and COS

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
CIS	113	Computer Basics	1
COS	111AB	Cosmetology Concepts I	2
COS	112AB	Salon I	4

Second Semester (Spring)

BUS	270	Professional Development	3
COS	111BB	Cosmetology Concepts I	2
COS	112BB	Salon I	4

Third Semester (Summer)

COS	113AB	Cosmetology Concepts II	2
COS	114AB	Salon II	4

Fourth Semester (Fall)

COS	113BB	Cosmetology Concepts II	2
COS	114BB	Salon II	4
ENG	111	Writing and Inquiry (or ENG 110)	3

Fifth Semester (Spring)

COS	115	Cosmetology Concepts III	4
COS	116	Salon III	4

Sixth Semester (Summer)

COM	120	Intro Interpersonal Com	3
COS	117AB	Cosmetology Concepts IV	1
COS	118AB	Salon IV	2
PSY	150	General Psychology	3

Seventh Semester (Fall)

COS	117BB	Cosmetology Concepts IV	1
COS	118BB	Salon IV	5
MAT	110	Math Measurement & Literacy	3

Eighth Semester (Spring)

BUS	280	REAL Small Business (or BUS 137)	4
COS	260	Design Applications	2
		Humanities/Fine Arts Elective	3
Total Credit Hours Required			**67**

Cosmetology – Diploma (D55140)

Courses requiring a grade of "C" or better: ACA and COS

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
COS	111	Cosmetology Concepts I	4
COS	112	Salon I	8

Second Semester (Spring)

COS	113	Cosmetology Concepts II	4
COS	114	Salon II	8

Third Semester (Summer)

COM	120	Intro Interpersonal Com	3
COS	115	Cosmetology Concepts III	4
COS	116	Salon III	4

Fourth Semester (Fall)

COS	117	Cosmetology Concepts IV	2
COS	118	Salon IV	7
PSY	150	General Psychology	3
Total Credit Hours Required			**48**

Cosmetology – Diploma (D55140) - Evening Schedule

Courses requiring a grade of "C" or better: ACA and COS

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
COS	111AB	Cosmetology Concepts I	2
COS	112AB	Salon I	4
Second Semester (Spring)			
COS	111BB	Cosmetology Concepts I	2
COS	112BB	Salon I	4
Third Semester (Summer)			
COS	113AB	Cosmetology Concepts II	2
COS	114AB	Salon II	4
Fourth Semester (Fall)			
COS	113BB	Cosmetology Concepts II	2
COS	114BB	Salon II	4
Fifth Semester (Spring)			
COS	115	Cosmetology Concepts III	4
COS	116	Salon III	4
Sixth Semester (Summer)			
COM	120	Intro Interpersonal Com	3
COS	117AB	Cosmetology Concepts IV	1
COS	118AB	Salon IV	2
PSY	150	General Psychology	3
Seventh Semester (Fall)			
COS	117BB	Cosmetology Concepts IV	1
COS	118BB	Salon IV	5
Total Credit Hours Required			**48**

Cosmetology Instructor

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

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

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

The Cosmetology Instructor program is approved by the:

North Carolina Board of Cosmetic Art Examiners
1207 Front Street, Suite 110
Raleigh, NC 27609
Phone: (919) 733-4117
Fax: (919) 733-4127
www.nccosmeticarts.com

Specific Program Requirements

1. General college admission requirements.
2. Submission of proper documentation is required by the Spa Therapies and Operations Department and the NC Board of Cosmetic Art Examiners prior to class start. Required documentation includes Hepatitis B record, current government-issued photo ID showing date of birth, and social security card.
3. Completion of required Hepatitis B vaccine. First dose to be completed by the first day of class. Second Hepatitis B vaccine to be completed at least one month after the first dose. Third dose must be completed six months after the first.
4. To earn hours, Cosmetology Instructor students must be physically present in the laboratory. When leaving a laboratory, students must clock out.
5. Students enrolled in the program should not be pregnant, be color blind, or have sensitivity to chemicals.
6. Students should be physically able to use cosmetology equipment such as clippers and shears and be able to stand for long periods of time.
7. Applicants of the Cosmetology Instructor program should hold a current NC Board of Cosmetic Arts Examiners Cosmetologist license.

Cosmetology Instructor – Certificate (C55160)

Courses requiring a grade of "C" or better: COS

First Semester (Fall)			Credits
COS	271	Instructor Concepts I	5
COS	272	Instructor Practicum I	7
Second Semester (Spring)			
COS	273	Instructor Concepts II	5
COS	274	Instructor Practicum II	7
Total Credit Hours Required			**24**

Culinary Arts

This curriculum provides specific training required to prepare students to assume positions as trained culinary professionals in a variety of foodservice settings including full service restaurants, hotels, resorts, clubs, catering operations, contract foodservice and health care facilities.

Students will be provided theoretical knowledge/ practical applications that provide critical competencies to meet industry demands, including environmental stewardship, operational efficiencies and professionalism. Courses include sanitation/ safety, baking, garde manger, culinary fundamentals/ production skills, nutrition, customer service, purchasing/cost control, and human resource management.

Graduates should qualify for entry-level opportunities including prep cook, line cook, and station chef. American Culinary Federation certification may be available to graduates. With experience, graduates may advance to positions including sous chef, pastry chef, executive chef, or foodservice manager.

The Baking and Pastry Arts program is accredited by:

American Culinary Federation Education Foundation Accrediting Commission (ACFEF)
180 Center Place Way
St. Augustine, FL 32095
Phone: (904) 824-4468 or (800) 624-9458
www.acfchefs.org/ACF/Education/Accreditation/ACF/Education/Accreditation/

Culinary Arts Associate in Applied Science Degree (A55150)

Courses requiring a grade of "C" or better: ACA, CUL, HRM, and WBL

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
CUL	110	Sanitation & Safety	2
CUL	140	Culinary Skills I	5
CUL	150	Food Science	2
CUL	150A	Food Science Lab	1
ENG	111	Writing and Inquiry (or ENG 110)	3
MAT	110	Math Measurement & Literacy	3
Second Semester (Spring)			
CIS	113	Computer Basics	1
CUL	160	Baking I	3
CUL	170	Garde Manger I	3
CUL	240	Culinary Skills II	5
CUL	240A	Culinary Skills II Lab	1
CUL	273	Career Development	1
HRM	220	Cost Control - Food & Bev	3
Third Semester (Summer)			
WBL	112	Work-Based Learning I	2
Fourth Semester (Fall)			
CUL	112	Nutrition for Food Service	3
CUL	130	Menu Design	2
CUL	230	Global Cuisines (or CUL 275)	5
CUL	260	Baking II (or CUL 285)	3
CUL	270	Garde Manger II	3
HRM	225	Beverage Management	3
Fifth Semester (Spring)			
COM	231	Public Speaking	3
CUL	135	Food & Beverage Service	2
CUL	135A	Food & Beverage Service Lab	1
CUL	250	Classical Cuisine	5
HRM	245	Human Resource Mgmt - Hosp	3
		Humanities/Fine Arts Elective	3
PSY	150	General Psychology	3
Total Credit Hours Required			**75**

Digital Media Technology

The Digital Media Technology program prepares students for entry-level jobs in the digital design and multimedia industry. Students learn to synthesize multimedia, hypertext, computer programming, information architecture, and client/server technologies using both Internet and non-network-based media.

Students develop skills in communication, critical thinking, and problem solving as well as interface design, multimedia formats, application programming, data architecture, and client/server technologies. The program develops technical skills through practical applications that employ current and emerging standards and technologies.

Graduates should qualify for employment as web designers, graphic artists/designers, multimedia specialists, web developers, web content specialists, media specialists, information specialists, digital media specialists, animation specialists, interface designers, and many new jobs yet to be defined in this expanding field.

Digital Media Technology Associate in Applied Science Degree (A25210)

Courses requiring a grade of "C" or better: ACA, ART, CIS, DBA, DME, FVP, GIS, SGD, WBL, and WEB

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
CIS	110	Introduction to Computers	3
DME	110	Intro to Digital Media	3
DME	115	Graphic Design Tools	3
WEB	115	Web Markup and Scripting	3
Second Semester (Spring)			
CIS	115	Intro to Prog & Logic	3
DME	120	Intro to Multimedia Appl	3
DME	140	Intro to Audio/Video Media	3
DME	215	Adv Graphic Design Tools	3
WEB	210	Web Design	3
Third Semester (Summer)			
ENG	111	Writing and Inquiry	3
MAT	110	Mathematical Measurement (or MAT 171)	3
Fourth Semester (Fall)			
DME	130	Digital Animation I	3
DME	210	User Interface Design	3
DME	220	Interactive Multimedia Prog	3
ENG	114	Prof. Research & Reporting	3
		Major Elective I	3
Fifth Semester (Spring)			
DME	260	Emerging Tech Digital Media	3
DME	270	Prof Prac Digital Media	3
DME	285	Systems Project	3
		Major Elective II	3
Sixth Semester (Summer)			
ART	111	Art Appreciation (or HUM 110 or HUM 115)	3
PSY	150	General Psychology (or SOC 210)	3
Total Credit Hours Required			**67**

Major Electives

Students have the ability to select an area of interest through the selection of their major electives. The following are the five interest areas and the associated classes. Students should meet with their advisor to help determine the courses that best meet their needs.

Web Track:

Major Electives: DBA 120, WEB 111, WEB 125, WEB 182, WEB 213, WEB 215, WEB 225, WBL 212/WBL 215

Mobile Track:

Major Electives: SGD 168, SGD 268, WEB 141, WEB 151, WEB 251,

Artistic Track:

Major Electives: ART 171, ART 264, ART 266, ART 267, ART 275, ART 276, WEB 111

Video Track:

Major Electives: FVP 250, DME 240

GIS Track:

Major Electives: GIS 111, GIS 121, GIS 222

Digital Media Technology Associate in Applied Science Degree (A25210) - Evening Schedule

Courses requiring a grade of "C" or better: ACA, ART, CIS, DBA, DME, FVP, GIS, SGD, WBL, and WEB

(Begins in even years only)

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
CIS	110	Introduction to Computers	3
DME	110	Intro to Digital Media	3
WEB	115	Web Markup and Scripting	3
Second Semester (Spring)			
DME	115	Graphic Design Tools	3
MAT	110	Mathematical Measurement (or MAT 171)	3
WEB	210	Web Design	3
Third Semester (Summer)			
ENG	111	Writing and Inquiry	3
PSY	150	General Psychology (or SOC 210)	3
Fourth Semester (Fall)			
CIS	115	Intro to Prog & Logic	3
DME	120	Intro to Multimedia Appl	3
DME	215	Adv Graphic Design Tools	3

Fifth Semester (Spring)			
DME	130	Digital Animation I	3
DME	140	Intro to Audio/Video Media	3
DME	210	User Interface Design	3
		Major Elective I	3
Sixth Semester (Summer)			
ART	111	Art Appreciation	3
		(or HUM 110 or HUM 115)	
ENG	114	Prof. Research & Reporting	3
Seventh Semester (Fall)			
DME	220	Interactive Multimedia Prog	3
DME	260	Emerging Tech Digital Media	3
Eighth Semester (Spring)			
DME	270	Prof Prac Digital Media	3
DME	285	Systems Project	3
		Major Elective II	3
Total Credit Hours Required			**67**

Major Electives

Students have the ability to select an area of interest through the selection of their major electives. The following are the five interest areas and the associated classes. Students should meet with their advisor to help determine the courses that best meet their needs.

Web Track:

Major Electives: DBA 120, WEB 111, WEB 125, WEB 182, WEB 213, WEB 215, WEB 225, WBL 212/WBL 215

Mobile Track:

Major Electives: SGD 168, SGD 268, WEB 141, WEB 151, WEB 251,

Artistic Track:

Major Electives: ART 171, ART 264, ART 266, ART 267, ART 275, ART 276, WEB 111

Video Track:

Major Electives: FVP 250, DME 240

GIS Track:

Major Electives: GIS 111, GIS 121, GIS 222

Digital Media Technology Digital Video Certificate (C25210L1)

The Digital Video certificate provides training in multiple aspects of digital video and audio technologies, including creating graphics for video, camera and lighting techniques, capturing video, non-linear editing, and compression of audio/video media.

This certificate is designed for students who have experience with computers and want to improve digital audio and video skills. If a student does not have the prior proficiency, other course work might be required to meet course pre-requisites.

Courses requiring a grade of "C" or better: DME, FVP

First Semester (Fall)			**Credits**
DME	110	Intro to Digital Media	3
DME	115	Graphic Design Tools	3
Second Semester (Spring)			
DME	140	Intro to Audio/Video Media	3
FVP	250	Production Specialties I	3
Fourth Semester (Fall)			
DME	240	Media Compression	3
Total Credit Hours Required			**15**

Digital Media Technology Design Level I Certificate (C25210L4)

The Level I Certificate provides training with a foundation in digital media technologies, project planning, software, graphic design, and programming skills. Students will complete print and screen-based projects using digital media tools and techniques.

This certificate is designed for students who have experience with computers and want to improve digital graphics and design skills.

Courses requiring a grade of "C" or better: DME, WEB

First Semester (Fall)			
Credits			
DME	110	Intro to Digital Media	3
DME	115	Graphic Design Tools	3
WEB	115	Web Markup and Scripting	3
Second Semester (Spring)			
DME	215	Adv Graphic Design Tools	3
DME	120	Intro to Multimedia Appl	3
WEB	210	Web Design	3
Total Credit Hours Required			**18**

Digital Media Technology Design Level II Certificate (C25210L5)

The Level II Certificate provides advanced training using industry standard design tools, project planning / documentation, graphic design, and portfolio preparation. Students will complete advanced print and screen-based projects demonstrating use of planning, design, programming and interactivity.

This certificate is designed for students who have successfully completed the Level I Certificate and want to create a portfolio of work demonstrating advanced design and programming techniques.

Courses requiring a grade of "C" or better: DME

First Semester (Fall)			**Credits**
DME	130	Digital Animation I	3
DME	140	Intro to Audio/Video Media	3
DME	210	User Interface Design	3
Second Semester (Spring)			
DME	220	Interact Multimedia Prog	3
DME	260	Emerging Tech Digital Media	3
DME	270	Prof Pract Digital Media	3
Total Credit Hours Required			**18**

Entrepreneurship

The Entrepreneurship curriculum is designed to provide students with the knowledge and the skills necessary for employment and growth as self-employed business owners.

Course work includes developing a student's ability to make informed decisions as future business owners. Courses include entrepreneurial concepts learned in innovation and creativity, business funding, and marketing. Additional course work includes computers and economics.

Through these skills, students will have a sound education base in entrepreneurship for lifelong learning. Graduates are prepared to be self-employed and open their own businesses.

Entrepreneurship Associate in Applied Science Degree (A25490)

Courses requiring a grade of "C" or better: ACA, ACC, BUS, CIS, ECO and ETR

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
ACC	120	Prin of Financial Accounting	4
BUS	110	Introduction to Business	3
CIS	110	Introduction to Computers	3
ENG	111	Writing and Inquiry	3
HUM	115	Critical Thinking	3
Second Semester (Spring)			
ACC	121	Prin of Managerial Accounting	4
CTS	130	Spreadsheet	3
ENG	114	Professional Research & Reporting	3
ETR	210	Intro to Entrepreneurship	3
ETR	220	Innovation and Creativity	3
PSY	150	General Psychology	3
Third Semester (Summer)			
BUS	137	Principles of Management	3
COM	231	Public Speaking	3
ECO	251	Principles of Microeconomics	3
MAT	143	Quantitative Literacy	3
Fourth Semester (Fall)			
ECO	252	Principles of Macroeconomics	3
ETR	215	Law for Entrepreneurs	3
ETR	230	Entrepreneur Marketing	3
ETR	240	Funding for Entrepreneurs	3
WEB	140	WEB Development Tools	3
Fifth Semester (Spring)			
ACC	150	Accounting Software Appl	2
BUS	175	Contract Negotiations	3
BUS	280	REAL Small Business	4
ETR	270	Entrepreneurship Issues	3
Total Credit Hours Required			**75**

Entrepreneurship Certificate (C25490L1)

The Entrepreneurship Certificate is designed to provide students with basic knowledge and skills necessary in establishing a new business venture. Course work includes financial accounting and understanding of the operation of a business in the free enterprise system, as well as principles of entrepreneurship and development of a business plan. Students will develop a detailed business plan that may be used for the establishment of a business venture.

Courses requiring a grade of "C" or better: ACC, BUS, and ECO

First Semester (Fall)			Credits
ACC	120	Principles of Financial Accounting	4
ETR	210	Introduction to Entrepreneurship	3
ETR	240	Funding for Entrepreneurs	3
Second Semester (Spring)			
BUS	280	REAL Small Business	4
WEB	140	WEB Development Tools	3
Total Credit Hours Required			**17**

Esthetics Technology

The Esthetics Technology curriculum provides competency-based knowledge, scientific/artistic principles and hands-on fundamentals associated with the art of skin care. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional Esthetics Technology, business/human relations, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and cosmetic/skin care salons, as a platform artist, and in related businesses.

The Mountain Tech Spa, an on-campus spa facility, provides practical experience for Esthetics students under the direction of College faculty.

The Esthetics Technology program is approved by the:
North Carolina Board of Cosmetic Art Examiners
1207 Front Street, Suite 110
Raleigh, NC 27609
Phone: (919) 733-4117
Fax: (919) 733-4127
www.nccosmeticarts.com

Specific Program Requirements

1. General college admission requirements.
2. Submission of proper documentation is required by the Spa Therapies and Operations Department and the NC Board of Cosmetic Art Examiners prior to class start. Required documentation includes Hepatitis B record, current government-issued photo ID showing date of birth, and social security card.
3. Completion of required Hepatitis B vaccine. First dose to be completed by the first day of class. Second Hepatitis B vaccine to be completed at least one month after the first dose. Third dose must be completed six months after the first.
4. Esthetics Technology students must clock out when leaving the laboratory. To earn hours, students must be physically present in the laboratory.
5. Students should be physically able to operate esthetics equipment and safely use products used in esthetics.

Esthetics Technology Certificate (C55230)

Courses requiring a grade of "C" or better: COS

First Semester (Fall)			Credits
COS	119	Esthetics Concepts I	2
COS	120	Esthetics Salon I	6
Second Semester (Spring)			
COS	125	Esthetics Concepts II	2
COS	126	Esthetics Salon II	6
Total Credit Hours Required			**16**

Foodservice Technology

This curriculum is designed to introduce students to the foodservice industry and prepare them for entry-level positions in industrial, institutional or commercial production foodservice operations.

Courses include sanitation, basic and intermediate foodservice production skills, baking, menus, purchasing and basic cost control.

Graduates should qualify for employment as line cooks, prep cooks, or bakers in production foodservice settings or entry-level kitchen management in an institutional foodservice setting.

Foodservice Technology Diploma (D55250)

Courses requiring a grade of "C" or better: ACA, CUL and HRM

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
CUL	110	Sanitation & Safety	2
CUL	140	Culinary Skills I	5
ENG	111	Writing and Inquiry (or ENG 110)	3
HRM	110	Intro to Hosp & Tourism	3
PSY	150	General Psychology	3
Second Semester (Spring)			
CUL	130	Menu Design	2
CUL	160	Baking I	3
CUL	170	Garde Manger I	3
CUL	240	Culinary Skills II	5
CUL	260	Baking II	3
CUL	273	Career Development	1
HRM	260	Procurement for Hosp	3
Total Credit Hours Required			**37**

Hospitality Management

This curriculum prepares individuals to understand and apply the administrative and practical skills needed for supervisory and managerial positions in hotels, motels, resorts, inns, restaurants, institutions, and clubs.

Course work includes guest services, leadership, management, restaurant operations, lodging operations, marketing, sanitation, food preparation, food and beverage management and other critical areas.

Graduates should qualify for management or entry-level supervisory positions in food and lodging operations, including restaurants, foodservice, beverage service, catering, front office, reservations and housekeeping. Opportunities are also available in product services, and technology support and sales.

Mountain Tech Lodge

An on-campus lodging facility, the Mountain Tech Lodge, is operated and maintained by the Hospitality Management students, and provides practical experience under the direction of College faculty.

Hospitality Management Associate in Applied Science Degree (A25110)

Courses requiring a grade of "C" or better: ACA, ACC, CUL, HRM and WBL

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
CUL	110	Sanitation & Safety	2
CUL	142	Fundamentals of Food	5
HRM	110	Intro to Hosp & Tourism	3
HRM	124	Guest Service Management	3
MAT	110	Math Measurement & Literacy	3
Second Semester (Spring)			
CUL	135	Food & Beverage Service	2
CUL	135A	Food & Beverage Serv Lab	1
CUL	273	Career Development	1
ENG	111	Writing and Inquiry (or ENG 110)	3
HRM	210	Meetings & Event Planning (or HRM 260)	3
HRM	120	Front Office Procedures	3
HRM	120A	Front Office Procedures Lab	1
HRM	220	Cost Control-Food & Bev	3
Third Semester (Summer)			
WBL	112	Work-Based Learning I	2
Fourth Semester (Fall)			
ACC	120	Prin of Financial Accounting	4
CIS	113	Computer Basics	1
HRM	215	Restaurant Management	3
HRM	215A	Restaurant Management Lab	1
HRM	225	Beverage Management	3
HRM	240	Marketing for Hospitality	3
HRM	245	Human Resource Mgmt-Hosp	3
Fifth Semester (Spring)			
COM	231	Public Speaking	3
HRM	135	Facilities Management	3
HRM	140	Legal Issues-Hospitality	3
HRM	280	Mgmt Problems - Hospitality	3
PSY	150	General Psychology	3
		Humanities/Fine Arts Elective	3
Total Credit Hours Required			**72**

Food Operations Management (C25110L3)

The Food Operations Management certificate provides line employees with the concepts and skills to upgrade or cross-train in their career in the hotel and restaurant management industry. In addition, successful completion of CUL 110, HRM 135, HRM 225 and HRM 245 leads to nationally recognized certifications from the National Restaurant Association and the American Hotel and Lodging Association.

First Semester (Fall)			Credits
HRM	220	Cost Control-Food & Bev	3
HRM	225	Beverage Management	3
HRM	245	Human Resource Mgmt-Hosp	3
Second Semester (Spring)			
CUL	110	Sanitation & Safety	2
HRM	135	Facilities Management	3
HRM	260	Procurement for Hosp	3
Total Credit Hours Required			**17**

Business Administration: Human Resources Management Pathway

Human Resources Management is a concentration under the curriculum title of Business Administration. The curriculum is designed to meet the demands of business and service agencies. The objective is the development of generalists and specialists in the administration, training and management of human resources.

Course work includes studies in management, interviewing, placement, needs assessment, planning, compensation and benefits, and training techniques. Also included are topics such as people skills, learning approaches, skills building, and development of instructional and training materials.

Graduates of this program will have a sound business educational base for lifelong learning. Students will be prepared for employment opportunities in personnel, training, and other human resources development areas.

This program is offered in the evening only.

Business Administration: Human Resources Management Pathway Associate in Applied Science Degree (A25120HR) Evening Program

Courses requiring a grade of "C" or better: ACA, ACC, BUS, CIS, ECO and MKT

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
BUS	110	Introduction to Business	3
BUS	151	People Skills	3
CIS	110	Introduction to Computers	3
Second Semester (Spring)			
ACC	120	Prin of Financial Accounting	4
BUS	153	Human Resource Management	3
ENG	111	Writing and Inquiry (or ENG 110)	3
Third Semester (Summer)			
BUS	137	Principles of Management	3
BUS	115	Business Law I	3
Fourth Semester (Fall)			
ACC	140	Payroll Accounting	2
BUS	256	Recruit Select & Per Plan	3
MAT	143	Quantitative Literacy	3
Fifth Semester (Spring)			
BUS	217	Employment Law and Regs	3
BUS	240	Business Ethics	3
BUS	255	Org Behavior in Business	3
Sixth Semester (Summer)			
COM	231	Public Speaking	3
HUM	115	Critical Thinking	3
Seventh Semester (Fall)			
BUS	234	Training and Development	3
BUS	258	Compensation and Benefits	3
ECO	251	Principles of Microeconomics	3
MKT	120	Principles of Marketing	3
Eighth Semester (Spring)			
BUS	270	Professional Development	3
BUS	259	HRM Applications	3
CTS	130	Spreadsheet	3
ECO	252	Principles of Macroeconomics	3
Total Credit Hours Required			**73**

Human Resources Management Certificate (C25120L1)

The Human Resources Management Certificate is designed to provide students with the basic knowledge and skills necessary to advance their skill set in the area of human resources management. Course work includes topics related to compensation and benefits, training and development, and employment law. The Human Resources Management Certificate targets individuals already working in the HR field with the desire to expand their knowledge.

Courses requiring a grade of "C" or better: BUS

This Program is offered in the evenings only

First Semester (Fall)			**Credits**
BUS	217	Employment Law and Regulations	3
BUS	234	Training and Development	3
BUS	256	Recruit Select & Per Plan	3
BUS	258	Compensation and Benefits	3
Second Semester (Spring)			
BUS	153	Human Resources Management	3
BUS	259	HRM Applications	3
Total Credit Hours Required			**18**

Information Technology: Information Systems

The Information Systems curriculum is designed to prepare graduates for employment with organizations that use computers to process, manage, and communicate information. This is a flexible curriculum that can be customized to meet community information system needs.

Course work will develop a student's ability to communicate complex technical issues related to computer hardware, software, and networks in a manner that computer users can understand. Classes cover computer operations and terminology, operating systems, database, networking, security, and technical support.

Graduates should qualify for employment in entry-level positions with businesses, educational systems, and governmental agencies that rely on computer systems to manage information. Graduates should be prepared to sit for industry-recognized certification exams.

Information Technology: Information Systems Associate in Applied Science Degree (A25590IS)

Courses requiring a grade of "C" or better: ACA, CIS, CTI, CTS, DBA, GIS, NET, NOS, WBL, and WEB

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
CTI	110	Web, Pgm, & Db Foundation	3
CTI	120	Network & Sec Foundation	3
ENG	111	Writing and Inquiry	3
NOS	110	Operating System Concepts	3
WEB	115	Web Markup and Scripting	3
Second Semester (Spring)			
CIS	110	Introduction to Computers	3
CIS	115	Intro to Prog & Logic	3
CTS	115	Info Sys Business Concepts	3
DBA	110	Database Concepts	3
MAT	110	Mathematical Measurement (or MAT 171)	3
Third Semester (Summer)			
COM	231	Public Speaking	3
DBA	120	Database Programming I	3
NOS	120	Linux/UNIX Single User	3
Fourth Semester (Fall)			
WEB	125	Mobile Web Design (or WEB 210)	3
CTS	120	Hardware/Software Support	3
CTS	225	Spreadsheet Data Analysis	3
GIS	111	Introduction to GIS	3
NOS	130	Windows Single User	3
Fifth Semester (Spring)			
CTS	285	Systems Analysis & Design	3
CTS	289	System Support Project	3
ART	111	Art Appreciation (or HUM 110 or HUM 115)	3
PSY	150	General Psychology (or SOC 210)	3
		Major Elective	3
Total Credit Hours Required			**70**

Major Electives: CTS 220, GIS 222, GIS 232, NET 125, NOS 220, NOS 230, WEB 120, WEB 182, WEB 213, WBL 212/WBL 215

Information Technology: Information Systems Associate in Applied Science Degree (A25590IS) Evening Schedule

Courses requiring a grade of "C" or better: ACA, CIS, CTI, CTS, DBA, GIS, NET, NOS, WBL, and WEB (Begins in even years only)

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
CIS	115	Intro to Prog & Logic	3
CTI	110	Web, Pgm, & Db Foundation	3
CTI	120	Network & Sec Foundation	3
Second Semester (Spring)			
CTS	115	Info Sys Business Concepts	3
DBA	110	Database Concepts	3
WEB	115	Web Markup and Scripting	3
Third Semester (Summer)			
ART	111	Art Appreciation	3
		(or HUM 110 or HUM 115)	
CIS	110	Introduction to Computers	3
MAT	110	Mathematical Measurement	3
		(or MAT 171)	
Fourth Semester (Fall)			
CTS	225	Spreadsheet Data Analysis	3
GIS	111	Introduction to GIS	3
NOS	110	Operating System Concepts	3
Fifth Semester (Spring)			
CTS	120	Hardware/Software Support	3
NOS	120	Linux/UNIX Single User	3
NOS	130	Windows Single User	3
Sixth Semester (Summer)			
ENG	111	Writing and Inquiry	3
DBA	120	Database Programming I	3
Seventh Semester (Fall)			
PSY	150	General Psychology	3
		(or SOC 210)	
WEB	125	Mobile Web Design	3
		(or WEB 210)	
		Major Elective	3
Eighth Semester (Spring)			
COM	231	Public Speaking	3
CTS	285	Systems Analysis & Design	3
CTS	289	System Support Project	3
Total Credit Hours Required			**70**

Major Electives: CTS 220, GIS 222, GIS 232, NET 125, NOS 220, NOS 230, WEB 120, WEB 182, WEB 213, WBL 212/WBL 215

Information Technology: Computer Basics Certificate (C25590I1)

The Computer Basics certificate provides students with an essential set of skills to prepare for the workplace. Students will learn to: (1) use a popular software application package, (2) create and design databases, (3) design web sites and (4) perform operating system, networking, and security basics. This certificate is designed for students who want to improve their skills for the workplace.

Courses requiring a grade of "C" or better: CIS, CTI, DBA, and WEB

First Semester (Fall)			Credits
CIS	110	Introduction to Computers	3
CTI	110	Web, Pgm, & Db Foundation	3
CTI	120	Network & Sec Foundation	3
Second Semester (Spring)			
		Major Elective I	3
		Major Elective II	3
Total Credit Hours Required			**15**

Major Electives: CIS 115, DBA 110, WEB 115

Information Technology: GIS Fundamentals Certificate (C25590I2)

The GIS Fundamentals Certificate provides a curriculum based on a solid foundation in GIS concepts. Students enrolled in this certificate will learn the different forms of spatial data and their essential properties; ways spatial data can be used to investigate complex problems; principles and methods for collecting spatial data; principles of map design and effective cartographic communication; designing, creating and manipulating GIS databases and operating GPS technology.

This certificate is designed for students who have experience with computers and want to improve geospatial technology skills. If a student does not have prior computer proficiency, other coursework might be required to meet course pre-requisites.

Courses requiring a grade of "C" or better: CTI, GIS

First Semester (Fall)			Credits
CTI	110	Web, Pgm, & Db Foundation	3
GIS	111	Introduction to GIS	3
Second Semester (Spring)			
GIS	121	Georeferencing and Mapping	3
GIS	215	GIS Data Models	3
Total Credit Hours Required			**12**

PC Installation and Maintenance Certificate (C25590I3)

Students learn how to install, optimize, upgrade, and troubleshoot personal computer hardware and software. They gain both theoretical and hands-on experience using a variety of current hardware and software technologies. Topics such as testing electrical components, using diagnostics utilities, and user PC support interactions will be covered.

Preparation for the A+ Certification examination is an integral objective of this certificate program. Success as a PC technician requires essential knowledge and skills that may be tested by the internationally-recognized A+ Certification exam.

Courses requiring a grade of "C" or better: CIS, CTS, NOS

First Semester (Fall)			Credits
CIS	110	Introduction to Computers	3
NOS	110	Operating System Concepts	3
Second Semester (Spring)			
CTS	120	Hardware/Software Support	3
NOS	120	Linux/UNIX Single User	3
NOS	130	Windows Single User	3
Third Semester (Summer)			
CTS	220	Advanced Hardware/Software Support	3
Total Credit Hours Required			**18**

Information Technology: Network Management

The Network Management curriculum prepares individuals for employment supporting network infrastructure environments. Students will learn how to use technologies to provide reliable transmission and delivery of data, voice, image, and video communications in business, industry, and education.

Course work includes design, installation, configuration, and management of network infrastructure technologies and network operating systems. Emphasis is placed on the implementation and management of network software and the implementation and management of hardware such as switches and routers.

Graduates may find employment in entry-level jobs as local area network managers, network operators, network analysts, and network technicians. Graduates may also be qualified to take certification examinations for various network industry certifications, depending on their local program.

Information Technology: Network Management Associate in Applied Science Degree (A25590NM)

Courses requiring a grade of "C" or better: ACA, CTI, CTS, NET, NOS, and SEC

First Semester (Fall)			Credits
ACA	115	Success and Study Skills	1
CTI	110	Web, Pgm, & Db Foundation	3
CTI	120	Network & Sec Foundation	3
ENG	111	Writing and Inquiry	3
NET	125	Introduction to Networks	3
NOS	110	Operating Systems Concepts	3
Second Semester (Spring)			
MAT	171	Precalculus Algebra	4
NET	126	Routing Basics	3
NOS	120	Linux/UNIX Single User	3
NOS	130	Windows Single User	3
SEC	110	Security Concepts	3
Third Semester (Summer)			
COM	231	Public Speaking (or ENG 114)	3
CTS	115	Info Sys Business Concepts	3
SEC	160	Security Administration I	3
Fourth Semester (Fall)			
CTI	240	Virtualization Admin I	3
NET	225	Routing & Switching I	3
NET	226	Routing and Switching II	3
NOS	220	Linux/UNIX Admin I	3
NOS	230	Windows Administration I	3
Fifth Semester (Spring)			
ART	111	Art Appreciation (or HUM 110 or HUM 115)	3
CTS	120	Hardware/Software Support	3
NET	130	Convergence Concepts	3
NET	289	Networking Project	3
PSY	150	General Psychology (or SOC 210)	3
Total Credit Hours Required			**71**

Information Technology: Network Systems Administration Certificate (C25590N1)

This certificate will prepare individuals to perform tasks commonly associated with systems administrators. Students will learn how to monitor, manage, and troubleshoot computer systems and servers. Upon successful completion of this certificate program students will be able to install, manage, and configure Microsoft Windows™ and Linux operating systems.

Courses requiring a grade of "C" or better: NET, NOS

First Semester (Fall)			Credits
NET	125	Introduction to Networks	3
NOS	110	Operating System Concepts	3
Second Semester (Spring)			
NOS	120	Linux/UNIX Single User	3
NOS	130	Windows Single User	3
Fourth Semester (Fall)			
NOS	220	Linux/UNIX Admin I	3
NOS	230	Windows Administration I	3
Total Credit Hours Required			**18**

Information Technology: CCNA Preparation Certificate (C25590N2)

This certificate is designed to help prepare students for the Cisco Certified Network Associate (CCNA) examination. Topics include network topologies and design, router configuration and protocols, switching theory, virtual LANS and threaded case studies. Upon successful completion of the four course sequence, students will have acquired the knowledge necessary to perform entry level design, construction, and maintenance of network infrastructures. This certificate will help prepare students for the Cisco Certified Network Associate certification exam.

Courses requiring a grade of "C" or better: NET

First Semester (Fall)			Credits
NET	125	Introduction to Networks	3
NET	126	Routing Basics	3
Second Semester (Spring)			
NET	225	Routing & Switching I	3
NET	226	Routing and Switching II	3
Total Credit Hours Required			**12**

Information Technology: Software and Web Development

The Software and Web Development curriculum prepares graduates for careers in the information technology arena using computers and mobile devices to disseminate and collect information via the Internet.

Course work in this program covers the terminology and use of computers, Internet-ready devices, servers, databases, programming languages, as well as Internet applications, site development and design. Studies will provide opportunity for students to learn related industry standards.

Graduates should qualify for career opportunities as designers, administrators, or developers in the areas of Internet and mobile applications, websites, web services, and related areas of Internet technologies.

Information Technology: Software and Web Development Associate in Applied Science Degree (A25590WB)

Courses requiring a grade of "C" or better: ACA, CIS, CSC, CTI, CTS, DBA, GIS, WBL, WEB

First Semester (Fall)			Credits
ACA	115	Success and Study Skills	1
CIS	115	Intro to Prog & Logic	3
CTI	110	Web, Pgm, & Db Foundation	3
CTI	120	Network & Sec Foundation	3
ENG	111	Writing and Inquiry	3
WEB	115	Web Markup and Scripting	3
Second Semester (Spring)			
DBA	110	Database Concepts	3
MAT	110	Mathematical Measurement (or MAT 171)	3
WEB	111	Intro to Web Graphics	3
WEB	182	PHP Programming	3
WEB	210	Web Design	3
Third Semester (Summer)			
COM	231	Public Speaking (or ENG 114)	3
CTS	115	Info Sys Business Concepts	3
DBA	120	Database Programming I	3
Fourth Semester (Fall)			
ART	111	Art Appreciation (or HUM 110 or HUM 115)	3
WEB	125	Mobile Web Design	3
WEB	215	Adv Markup and Scripting	3
WEB	225	Content Management Sys	3
WEB	250	Database Driven Websites	3

Fifth Semester (Spring)

PSY	150	General Psychology	3
		(or SOC 210)	
WEB	120	Intro to Internet Multimedia	3
WEB	213	Internet Mkt & Analytics	3
WEB	289	Internet Technologies Project	3
		Major Elective	3
Total Credit Hours Required			**70**

Major Electives: CSC 134, CSC 151, CSC 163, CTS 120, DBA 210, GIS 111, GIS 215, GIS 222, GIS 232, WEB 141, WBL 212/WBL 215

Information Technology: Software and Web Development Associate in Applied Science Degree (A25590WB) Evening Schedule

Courses requiring a grade of "C" or better: ACA, CIS, CSC, CTI, CTS, DBA, GIS, WBL, WEB

(Begins in even years only)

First Semester (Fall) **Credits**

ACA	115	Success and Study Skills	1
CIS	115	Intro to Prog & Logic	3
CTI	110	Web, Pgm, & Db Foundation	3
CTI	120	Network & Sec Foundation	3

Second Semester (Spring)

DBA	110	Database Concepts	3
WEB	111	Intro to Web Graphics	3
WEB	115	Web Markup and Scripting	3

Third Semester (Summer)

ART	111	Art Appreciation	3
		(or HUM 110 or HUM 115)	
CTS	115	Info Sys Business Concepts	3
MAT	110	Mathematical Measurement	3
		(or MAT 171)	

Fourth Semester (Fall)

DBA	120	Database Programming I	3
WEB	182	PHP Programming	3
WEB	210	Web Design	3

Fifth Semester (Spring)

WEB	125	Mobile Web Design	3
WEB	215	Adv Markup and Scripting	3
WEB	250	Database Driven Websites	3

Sixth Semester (Summer)

ENG	111	Writing and Inquiry	3
PSY	150	General Psychology	3
		(or SOC 210)	

Seventh Semester (Fall)

WEB	120	Intro to Internet Multimedia	3
WEB	225	Content Management Sys	3
		Major Elective	3

Eighth Semester (Spring)

COM	231	Public Speaking	3
		(or ENG 114)	
WEB	213	Internet Mkt & Analytics	3
WEB	289	Internet Technologies Project	3
Total Credit Hours Required			**70**

Major Electives: CSC 134, CSC 151, CSC 163, CTS 120, DBA 210, GIS 111, GIS 215, GIS 222, GIS 232, WEB 141, WBL 212/WBL 215

Information Technology: Web Developer Certificate (C25590W1)

The Web Developer certificate provides students with an essential set of courses that prepares them to design and create Web sites. Students will learn essential skills of Web design and gain proficiency in the software tools necessary to create Web sites. Courses cover multiple aspects of Internet-related technologies, including: Internet protocols and tools, web site design, markup languages, Internet marketing, and multimedia development.

This certificate is designed for students who have experience with computers and wish to acquire a credential that provides evidence of their proficiency in web design. If a student does not have prior computer proficiency, other course work might be required to meet course pre-requisites.

Courses requiring a grade of "C" or better: CIS, WEB

First Semester (Fall) **Credits**

CIS	115	Intro to Prog & Logic	3
WEB	115	Web Markup and Scripting	3

Second Semester (Spring)

WEB	111	Intro to Web Graphics	3
WEB	210	Web Design	3

Third Semester (Fall)

WEB	213	Internet Mkt & Analytics	3
Total Credit Hours Required			**15**

Information Technology: Web Programmer Level I Certificate (C25590W2)

The Web Programmer Level I Certificate provides introductory courses related to programming, database and Internet technologies. Coursework includes client- and server-side scripting, and Web/database programming.

Courses requiring a grade of C or better: DBA, WEB

First Semester (Fall)			Credits
CIS	115	Intro to Prog & Logic	3
WEB	115	Web Markup and Scripting	3
Second Semester (Spring)			
DBA	110	Database Concepts	3
WEB	111	Intro to Web Graphics	3
WEB	210	Web Design	3
Total Credit Hours Required			**15**

Information Technology: Web Programmer Level II Certificate (C25590W3)

The Web Programmer Level II Certificate provides courses related to interactive Internet technologies. Coursework includes client- and server-side scripting, Web/database programming, and advanced programming electives. Students must complete the Web Program Level I Certificate to meet the pre-requisite skill set.

Courses requiring a grade of C or better: CSC, DBA, WEB

First Semester (Fall)			Credits
DBA	120	Database Programming I	3
WEB	182	PHP Programming	3
		Major Elective	3
Second Semester (Spring)			
WEB	215	Adv Markup and Scripting	3
WEB	250	Database Driven Websites	3
		Major Elective	3
Total Credit Hours Required			**18**

Major Electives: CSC 134, CSC 151, CSC 163, WEB 120, WEB 213, WEB 225

Information Technology: Database Management Certificate (C25590W4)

Students will learn how to design, manipulate and update databases using a variety of database programs. Upon completion of the certificate students should be able to write programs which create, update and produce databases, tables and reports representative of industry standards.

This certificate is designed for students who have experience with computers and want to improve database skills. If a student does not have the prior proficiency, other course work might be required to meet course prerequisites.

Courses requiring a grade of "C" or better: CIS, DBA, WEB

First Semester (Fall)			Credits
CIS	115	Intro to Prog & Logic	3
WEB	115	Web Markup and Scripting	3
Second Semester (Spring)			
DBA	110	Database Concepts	3
DBA	120	Database Programming I	3
Third Semester (Fall)			
DBA	210	Database Administration	3
WEB	182	PHP Programming	3
Total Credit Hours Required			**18**

Information Technology: Systems Security

The Systems Security curriculum covers a broad expanse of technology concepts. This curriculum provides individuals with the skills required to implement effective and comprehensive information security controls.

Course work includes networking technologies, operating systems administration, information policy, intrusion detection, security administration, and industry best practices to protect data communications.

Graduates should be prepared for employment as security administrators. Additionally, they will acquire the skills that allow them to pursue security certifications.

NSA-NIATP Courseware Certification

Courseware in the Information Systems Security program has been certified by the National Security Agency, National Information Assurance Education and Training Program meeting the requirements as set forth by the national training standards Information Systems Security (INFOSEC) Professionals NSTISSI No. 4011 and Systems Administrators (SA), CNSSI 4013. This certification gives A-B Tech the authority to

recognize candidates who demonstrate that they have met 4011 and 4013 training standards. Candidates who have met the standard will be issued a certificate of recognition acknowledging their completion of the CNSS 4011 and 4013 requirements.

Information Technology: Systems Security Associate in Applied Science Degree (A25590SS)

Courses requiring a grade of "C" or better: ACA, CTI, CTS, NET, NOS and SEC

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
CTI	110	Web, Pgm, & Db Foundation	3
CTI	120	Network & Sec Foundation	3
ENG	111	Writing and Inquiry	3
NET	125	Introduction to Networks	3
NOS	110	Operating Systems Concepts	3
Second Semester (Spring)			
MAT	171	Precalculus Algebra	4
NET	126	Routing Basics	3
NOS	120	Linux/UNIX Single User	3
NOS	130	Windows Single User	3
SEC	110	Security Concepts	3
Third Semester (Summer)			
ENG	114	Professional Research and Reporting (or COM 231)	3
CTS	115	Info Sys Business Concepts	3
SEC	160	Security Administration I	3
Fourth Semester (Fall)			
CTI	240	Virtualization Admin I	3
NET	225	Routing & Switching I	3
NET	226	Routing and Switching II	3
SEC	210	Intrusion Detection	3
SEC	150	Secure Communication	3
Fifth Semester (Spring)			
ART	111	Art Appreciation (HUM 110 or HUM 115)	3
CTS	120	Hardware/Software Support	3
PSY	150	General Psychology (SOC 210)	3
SEC	260	Security Admin II	3
SEC	285	Systems Security Project	3
Total Credit Hours Required			**71**

Information Technology: CNSS 4011/4013 Certificate (C25590S1)

This certificate is intended for information security professionals and system administrators responsible for the security oversight or management of critical networks. A-B Tech is authorized to recognize individuals completing the national training requirements set forth by the Committee on National Security Systems in Information Systems Security (INFOSEC) Professionals NSTISSI No. 4011 and Systems Administrators (SA), CNSSI 4013. Candidates who demonstrate their attainment of the knowledge and skills required by these training standards will be issued a certificate of recognition acknowledging their completion of the requirements.

The instruction included in this program is required for those INFOSEC professionals and systems administrators employed by a federal government department or agency. It is also desirable for those same individuals working for a private sector entity under contract to provide management services to the federal government to have this training.

Applicants to this program must already have at least an Associate of Applied Science degree in an information technology field, be enrolled in an information technology-related degree program, or have permission from the department chair.

Courses requiring a grade of "C" or better: NET, SEC

First Semester (Fall)			**Credits**
NET	125	Introduction to Networks	3
SEC	110	Security Concepts	3
Second Semester (Spring)			
SEC	160	Security Admininstration I	3
SEC	150	Secure Communication	3
Total Credit Hours Required			**12**

Manicuring/Nail Technology

The Manicuring/Nail Technology curriculum provides competency-based knowledge, scientific/artistic principles, and hands-on fundamentals associated with the nail technology industry. The curriculum provides a simulated salon environment which enables students to develop manipulative skills.

Course work includes instruction in all phases of professional nail technology, business/computer principles, product knowledge, and other related topics.

Graduates should be prepared to take the North Carolina Cosmetology Board Licensing Exam and upon passing be licensed and qualify for employment in beauty and nail salons, as a platform artist, and in related businesses.

The Mountain Tech Spa, an on-campus spa facility, provides practical experience for Manicuring/Nail Technology students under the direction of College faculty.

The Manicuring/Nail Technology program is approved by the:

North Carolina Board of Cosmetic Art Examiners
1207 Front Street, Suite 110
Raleigh, NC 27609
Phone: (919) 733-4117
Fax: (919) 733-4127
www.nccosmeticarts.com

Specific Program Requirements

1. General college admission requirements.
2. Submission of proper documentation is required by the Spa Therapies and Operations Department and the NC Board of Cosmetic Art Examiners prior to class start. Required documentation includes Hepatitis B record, current government-issued photo ID showing date of birth, and social security card.
3. Completion of required Hepatitis B vaccine. First dose to be completed by the first day of class. Second Hepatitis B vaccine to be completed at least one month after the first dose. Third dose must be completed six months after the first.
4. Manicuring/Nail Technology students must clock out when leaving the laboratory. To earn hours, students must be physically present in the laboratory.
5. Students should be physically able to operate manicuring/nail technology equipment and safely use manicuring/nail technology products for long periods of time.

Manicuring/Nail Technology Certificate (C55400)

Courses requiring a grade of "C" or better: COS

First Semester (Fall)			Credits
CIS	113	Computer Basics	1
COS	121	Manicure/Nail Technology I	6
Second Semester (Spring)			
BUS	270	Professional Development	3
COS	222	Manicure/Nail Tech. II	6
Total Credit Hours Required			**16**

Marketing and Retailing

Marketing and Retailing is a concentration under the curriculum title of Business Administration. This curriculum is designed to provide students with fundamental skills in marketing and retailing.

Course work includes marketing, retailing, merchandising, selling, advertising, computer technology, and management.

Graduates should qualify for marketing positions within manufacturing, retailing, and service organizations.

Business Administration: Marketing and Retailing Pathway Associate in Applied Science Degree (A25120MK)

Courses requiring a grade of "C" or better: ACA, ACC, BUS, CIS, ECO and MKT

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
ACC	120	Prin of Financial Accounting	4
BUS	110	Introduction to Business	3
BUS	115	Business Law I	3
CIS	110	Introduction to Computers	3
ENG	111	Writing and Inquiry (or ENG 110)	3
Second Semester (Spring)			
BUS	137	Principles of Management	3
MKT	120	Principles of Marketing	3
MKT	121	Retailing	3
MKT	122	Visual Merchandising	3
MKT	221	Consumer Behavior	3
Third Semester (Summer)			
ECO	251	Prin of Microeconomics	3
HUM	115	Critical Thinking	3
MAT	143	Quantitative Literacy	3

Fourth Semester (Fall)

ECO	252	Prin of Macroeconomics	3
MKT	123	Fundamentals of Selling	3
MKT	232	Social Media Marketing	4
MKT	223	Customer Service	3

Fifth Semester (Spring)

COM	231	Public Speaking	3
MKT	220	Advertising and Sales Promotion	3
MKT	225	Marketing Research	3
MKT	227	Marketing Applications	3
MKT	229	Special Events Production	2
Total Credit Hours Required			**68**

Business Administration: Marketing and Retailing Pathway Associate in Applied Science Degree (A25120MK) Evening Program

Courses requiring a grade of "C" or better: ACA, ACC, BUS, CIS, ECO and MKT

First Semester (Fall) **Credits**

ACA	115	Success & Study Skills	1
ACC	120	Prin of Financial Accounting	4
BUS	110	Introduction to Business	3
BUS	115	Business Law I	3

Second Semester (Spring)

CIS	110	Introduction to Computers	3
MKT	120	Principles of Marketing	3
MKT	232	Social Media Marketing	4

Third Semester (Summer)

BUS	137	Principles of Management	3
ENG	111	Writing and Inquiry (or ENG 110)	3
MAT	143	Quantitative Literacy	3

Fourth Semester (Fall)

ECO	251	Prin of Microeconomics	3
MKT	123	Fundamentals of Selling	3
MKT	223	Customer Service	3

Fifth Semester (Spring)

ECO	252	Prin of Macroeconomics	3
MKT	220	Advertising and Sales Promotion	3

Sixth Semester (Summer)

COM	231	Public Speaking	3
HUM	115	Critical Thinking	3

Seventh Semester (Fall)

MKT	121	Retailing	3
MKT	122	Visual Merchandising	3
MKT	221	Consumer Behavior	3

Eighth Semester (Spring)

MKT	225	Marketing Research	3
MKT	227	Marketing Applications	3
MKT	229	Special Events Production	2
Total Credit Hours Required			**68**

Retail Marketing Certificate (C25120M1)

The Retail Marketing Certificate is designed to prepare students to be successful in a retail marketing environment. Students will learn the fundamentals of marketing goods and services. This certificate will provide students with the essential knowledge of retailing, including effective operations, retail structure, non-store retailing, and upcoming trends. Students will learn how to design stimulating visual displays and the importance of visual merchandising. The uniqueness of consumer behavior will be explored with emphasis on the decision-making process.

Courses requiring a grade of "C" or better: BUS, MKT

First Semester (Fall) **Credits**

BUS	110	Introduction to Business	3
MKT	120	Principles of Marketing	3
MKT	121	Retailing	3
MKT	122	Visual Merchandising	3
MKT	221	Consumer Behavior	3
Total Credit Hours Required			**15**

Medical Office Administration

This curriculum prepares individuals for employment in medical and other healthcare related offices.

Course work will include medical terminology; information systems; office management; medical coding, billing and insurance; legal and ethical issues; and formatting and word processing. Students will learn administrative and support functions and develop skills applicable in medical environments.

Employment opportunities are available in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations.

Medical Office Administration Associate in Applied Science Degree (A25310)

Courses requiring a grade of "C" or better: ACA, ACC, CIS, and OST

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
CIS	110	Introduction to Computers	3
OST	131	Keyboarding	2
OST	136	Word Processing	3
OST	141	Med Terms I-Med Office	3
OST	164	Text Editing Applications	3
Second Semester (Spring)			
BIO	163	Basic Anatomy & Physiology	5
OST	134	Text Entry & Formatting	3
OST	142	Med Terms II-Med Office	3
OST	148	Med Coding, Billing & Insurance	3
OST	184	Records Management	3
Third Semester (Summer)			
ENG	111	Writing and Inquiry (or ENG 110)	3
OST	132	Keyboard Skill Building	2
OST	149	Medical Legal Issues	3
OST	243	Med Office Simulation	3
OST	289	Administrative Office Management	3
Fourth Semester (Fall)			
ACC	120	Prin of Financial Accounting	4
MAT	110	Math Measurement & Literacy	3
OST	137	Office Software Applications	3
OST	286	Professional Development	3
		Humanities/Fine Arts Elective	3
Fifth Semester (Spring)			
COM	231	Public Speaking	3
OST	233	Office Publications Design	3
PSY	150	General Psychology	3
		Major Elective	3
Total Credit Hours Required			**74**

Major Electives: BUS 110, BUS 153, CTS 130, DBA 110, SPA 120, or OST 247/OST 248. OST 247 and OST 248 require departmental approval.

Medical Office Administration Diploma (D25310)

Courses requiring a grade of "C" or better: ACA, CIS and OST

Entrance requirements: Keyboarding placement test into OST 134 consisting of 25 gross words a minute (gwam) at 98% accuracy using the touch system and college English placement test.

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
CIS	110	Introduction to Computers	3
ENG	111	Writing and Inquiry (or ENG 110)	3
OST	136	Word Processing	3
OST	141	Medical Terms I-Med Office	3
OST	164	Text Editing Applications	3
Second Semester (Spring)			
BIO	163	Basic Anatomy & Physiology	5
OST	134	Text Entry & Formatting	3
OST	142	Medical Terms II-Med Office	3
OST	148	Med Coding, Billing, & Insurance	3
OST	184	Records Management	3
		Major Elective	3
Third Semester (Summer)			
OST	132	Keyboard Skill Building	2
OST	149	Medical Legal Issues	3
OST	243	Med Office Simulation	3
OST	289	Administrative Office Mgt	3
Total Credit Hours Required			**47**

Major Electives: BUS 110, BUS 153, CTS 130, DBA 110, SPA 120, or OST 247/OST 248. OST 247 and OST 248 require departmental approval.

Medical Office Administration Diploma (D25310) - Evening Schedule

(Begins in even-numbered years only)

Courses requiring a grade of "C" or better: ACA, CIS and OST

Entrance requirements: Keyboarding placement test into OST 134 consisting of 25 gross words a minute (gwam) at 98% accuracy using the touch system and college English placement test.

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
CIS	110	Introduction to Computers	3
OST	136	Word Processing	3
OST	164	Text Editing Applications	3

Second Semester (Spring)			
BIO	163	Basic Anatomy & Physiology	5
OST	134	Text Entry & Formatting	3
OST	141	Medical Terms I-Med Office	3

Third Semester (Summer)			
ENG	111	Writing and Inquiry (or ENG 110)	3
OST	132	Keyboard Skill Building	2
OST	142	Medical Terms II-Med Office	3

Fourth Semester (Fall)			
OST	148	Med Coding, Billing, & Insurance	3
OST	184	Records Management	3
		Major Elective	3

Fifth Semester (Spring)			
OST	149	Medical Legal Issues	3
OST	243	Medical Office Simulation	3
OST	289	Administrative Office Mgt	3
Total Credit Hours Required			**47**

Major Electives: BUS 110, BUS 153, CTS 130, DBA 110, SPA 120, or OST 247/OST 248. OST 247 and OST 248 require departmental approval.

Medical Office Administration Medical Coding Certificate (C25310L1)

The Medical Coding Certificate program will prepare individuals for entry-level employment opportunities in the allied health specialty of medical coding. This is an introductory program that may, with experience and additional training, lead to national certification.

Courses requiring a grade of "C" or better: OST

First Semester (Fall)			Credits
BIO	163	Basic Anatomy and Physiology	5
OST	141	Medical Terms I - Med Office	3

Second Semester (Spring)			
OST	142	Medical Terms II - Med Office	3
OST	148	Medical Coding, Billing, and Insurance	3

Third Semester (Summer)			
OST	247	Procedure Coding	2
OST	248	Diagnostic Coding	2
Total Credit Hours Required			**18**

Office Administration

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace.

Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills.

Graduates qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

Office Administration Associate in Applied Science Degree (A25370)

Courses requiring a grade of "C" or better: ACA, ACC, CIS, CTS, DBA, OST and WEB

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
ACC	120	Prin of Financial Accounting	4
CIS	110	Introduction to Computers	3
ENG	111	Writing and Inquiry (or ENG 110)	3
OST	131	Keyboarding	2
OST	286	Professional Development	3

Second Semester (Spring)			
CTS	130	Spreadsheet	3
MAT	110	Math Measurement & Literacy	3
OST	134	Text Entry & Formatting	3
OST	136	Word Processing	3
OST	164	Text Editing Applications	3
OST	184	Records Management	3

Third Semester (Summer)

ACC	140	Payroll Accounting	2
COM	231	Public Speaking	3
OST	132	Keyboard Skill Building	2
OST	289	Administrative Office Mgt	3
PSY	150	General Psychology	3

Fourth Semester (Fall)

DBA	110	Database Concepts	3
OST	137	Office Software Applications	3
WEB	140	Web Development Tools	3
		Major Elective	3

Fifth Semester (Spring)

OST	233	Office Publications Design	3
		Humanities/Fine Arts Elective	3
		Major Elective	3
Total Credit Hours Required			**68**

Major Electives: ACC 150, BUS 110, BUS 115, BUS 137, BUS 153, BUS 240, SPA 120

Office Administration Diploma (D25370)

Courses requiring a grade of "C" or better: ACA, ACC, CIS, CTS, OST, and WEB

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
ACC	120	Prin of Financial Accounting	4
CIS	110	Introduction to Computers	3
ENG	111	Writing and Inquiry (or ENG 110)	3
OST	131	Keyboarding	2
OST	286	Professional Development	3

Second Semester (Spring)

CTS	130	Spreadsheet	3
OST	134	Text Entry & Formatting	3
OST	136	Word Processing	3
OST	164	Text Editing Applications	3
OST	184	Records Management	3

Third Semester (Summer)

ACC	140	Payroll Accounting	2
COM	231	Public Speaking	3
OST	132	Keyboard Skill Building	2
OST	289	Administrative Office Mgt	3
		Major Elective	3
Total Credit Hours Required			**44**

Major Electives: ACC 150, BUS 110, BUS 115, BUS 137, BUS 153, DBA 110, SPA 120

Office Administration – Office Management Certificate (C25370L2)

The Office Management Certificate will prepare individuals for entry-level office management positions in business, government, and industry.

Courses requiring a grade of "C" or better: ACC and OST

First Semester (Fall)			**Credits**
ACC	120	Prin of Financial Accounting	4

Second Semester (Spring)

OST	136	Word Processing	3
OST	164	Text Editing Applications	3
OST	184	Records Management	3

Third Semester (Summer)

OST	289	Administrative Office Mgt	3
Total Credit Hours Required			**16**

Office Administration – Word Processing/ Desktop Publishing Certificate (C25370L1)

This certificate program provides essential training in word processing and desktop publishing. Students will learn state-of-the-art computer software that is used in offices and businesses today.

Courses requiring a grade of "C" or better: CIS and OST

First Semester (Fall)			**Credits**
CIS	110	Introduction to Computers	3
OST	131	Keyboarding	2
OST	136	Word Processing	3

Second Semester (Spring)

OST	134	Text Entry and Formatting	3
OST	164	Text Editing Applications	3
OST	233	Office Publications Design	3
Total Credit Hours Required			**17**

Emergency Services

The Division of Emergency Services includes the following professional programs: Basic Law Enforcement Training, Criminal Justice Technology, Emergency Medical Science, Fire Protection Technology, and Human Services Technology. The Division offers training in both curriculum and continuing education. It offers a variety of academic credentials, including associate degrees, certificates, and diplomas. Many of the Division's curriculum courses are designed to meet licensure/certification requirements necessary for employment.

In addition to classroom and laboratory instruction, each program provides experiential learning through field/clinical experiences. These field/clinical experiences occur at emergency services sites in the community, including medical, law enforcement, and fire and rescue settings.

Applicants should become familiar with the selection criteria and application deadlines for the specific program. Persons interested in a public service career are advised that professional licensure, certification, employment, or admission to clinical/work experience sites may be denied to anyone who has been convicted of a felony or other crime involving moral turpitude.

A.A.S. Degrees
Criminal Justice Technology
Emergency Medical Science
Fire Protection Technology
Human Services Technology

Certificates
Basic Law Enforcement Training
Fire Protection Technology
Human Service & Substance Abuse Studies
Human Services & Youth Studies

Basic Law Enforcement Training

Basic Law Enforcement Training (BLET) is designed to give students essential skills required for entry-level employment as law enforcement officers with state, county, or municipal governments, or with private enterprise.

This program utilizes State commission-mandated topics and methods of instruction. General subjects include, but are not limited to, criminal, juvenile, civil, traffic, and alcoholic beverage laws; investigative, patrol, custody, and court procedures; emergency responses; and ethics and community relations.

Students must successfully complete and pass all units of study which include the certification examination by the North Carolina Criminal Justice Education and Training Standards Commission and the North Carolina Sheriffs' Education and Training Standards Commission to receive a certificate.

The BLET program is accredited by the:

North Carolina Criminal Justice Education and Training Standards Commission

PO Drawer 149
Raleigh, NC 27602
Phone: (919) 661-5980
www.ncdoj.gov

Specific Program Requirements

1. General college admission requirements.
2. Individuals must meet the Minimum Standard for Employment Criteria outlined in North Carolina Code Book - General Statute 17-A and Title-12, Chapter 9, North Carolina Administrative Code.
3. Individuals must be sponsored by a North Carolina law enforcement agency. The letter of sponsorship must:
   a. Be signed by the agency head; i.e., Chief or Sheriff.
   b. Include a statement of sponsorship that certifies that the applicant meets the standards for certification as stated in number two above.
   c. State that a background investigation was conducted.
4. Individuals must submit their sponsorship letter and college application to the School Director at least 15 days prior to the courses' scheduled start date. Applicants are accepted on a first-come, first-served basis. Priority will be given to full-time employees of law enforcement agencies.
5. Individuals must provide the School Director with a certified criminal record check for local and state records for the time period since the trainee became 16 years of age and from all locations where the trainee has resided since becoming an adult. An Administrative Office of the Courts criminal record check or a comparable out-of-state criminal record check will satisfy this requirement.
6. If accepted into the program, the student must submit completed North Carolina State Forms F-1 and F-2.
7. Prior to admission each student must achieve a reading score of at least the tenth grade level. This testing can be done AFTER submitting an application for enrollment. A student's placement test will be scheduled by the School Director after all paperwork has been turned in.

Basic Law Enforcement Training Certificate Program (C55120)

Major Requirements			Credits
CJC	100	Basic Law Enforcement Training	19
Total Credit Hours Required			**19**

Criminal Justice Technology

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

Emphasis is on criminal justice systems, criminology, juvenile justice, criminal and constitutional law, investigative principles, ethics, and community relations. Additional study may include issues and concepts of government, counseling, communications, computers and technology.

Employment opportunities exist in a variety of local, state, and federal law enforcement, corrections, and security fields. Examples include police officer, deputy sheriff, county detention officer, state trooper, intensive probation/parole surveillance officer, correctional officer, and loss prevention specialist.

Criminal Justice Technology Associate in Applied Science Degree (A55180)

Courses requiring a grade of "C" or better: ACA, CJC

First Semester			Credits
ACA	115	Success & Study Skills	1
CIS	110	Introduction to Computers	3
CJC	111	Intro to Criminal Justice	3
CJC	113	Juvenile Justice	3
CJC	231	Constitutional Law	3
ENG	111	Writing and Inquiry	3

Second Semester

CJC	112	Criminology	3
CJC	131	Criminal Law	3
HUM	115	Critical Thinking	3
PSY	150	General Psychology	3
MAT	143	Quantitative Literacy	3
		(or MAT 152 or Dean Approved Higher Math)	
		CJC Elective	3

Third Semester

CJC	221	Investigative Principles	4
ENG	114	Prof Research & Reporting	3
CJC	222	Criminalistics	3
SOC	225	Social Diversity	3
		(or POL 120, PSY 281, or SOC 210)	
		CJC Elective	3

Fourth Semester

CJC	212	Ethics & Comm Relations	3
CJC	255	Issues in Crim Justice Appl	3
SPA	120	Spanish for the Workplace	3
		(or SPA-110, SPA 111, or COM 231)	
		CJC Electives (Choose 2)	6
Total Credit Hours Required			**65**

CJC Electives: CJC 121, CJC 122, CJC 132, CJC 141, CJC 151, CJC 160, CJC 161, CJC 170, CJC 213, CJC 214, CJC 215, , CJC 223, CJC 225, CJC 232

Students who have successfully completed a curriculum offering of Basic Law Enforcement Training within 10 years of their application to the Criminal Justice Technology Program will receive credit for CJC 121, CJC 131, CJC 132, CJC 221, and CJC 231.

Emergency Medical Science

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

Students will gain complex knowledge, competency, and experience while employing evidence based practice under medical oversight, and serve as a link from the scene into the healthcare system.

Graduates of this program may be eligible to take state and/or national certification examinations.

Employment opportunities include providers of emergency medical services, fire departments, rescue agencies, hospital specialty areas, industry, educational and government agencies.

Specific Requirements

1. General college admission requirements:
   a. Complete application for admission.
   b. Successfully complete College Placement Test.
   c. Official transcript of any prior college credit on file with admissions office.
2. Must be 18 years of age by the end of the first semester of the program.
3. Current N.C. driver's license.
4. Acceptable reports of medical examinations and immunizations.
5. Criminal background checks will be required prior to admission to clinical sites.

Emergency Medical Science Associate in Applied Science Degree (A45340)

Courses requiring a grade of "C" or better: ACA, EMS

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
BIO	168	Anatomy and Physiology I	4
CIS	111	Basic PC Literacy (or CIS 110)	2
EMS	110	EMT	8
EMS	150	Emergency Vehicles and EMS Comm	2
MED	120	Survey of Med Terminology	2

Second Semester (Spring)

BIO	169	Anatomy and Physiology II	4
EMS	122	EMS Clinical Practicum I	1
EMS	130	Pharmacology	4
EMS	131	Advanced Airway Management	2
EMS	160	Cardiology I	2
ENG	111	Writing and Inquiry	3

Third Semester (Summer)

EMS	220	Cardiology II	3
EMS	221	EMS Clinical Practicum II	2
EMS	140	Rescue Scene Management	2
EMS	240	Patients W/ Special Challenges	2

Fourth Semester (Fall)

EMS	231	EMS Clinical Pract III	3
EMS	250	Medical Emergencies	4
EMS	260	Trauma Emergencies	2
ENG	114	Prof Research & Reporting	3
SOC	225	Social Diversity	3

Fifth Semester

EMS	241	EMS Clinical Practicum IV	4
EMS	270	Life Span Emergencies	3
EMS	285	EMS Capstone	2
PHI	240	Introduction to Ethics	3
Total Credit Hours Required			**71**

Emergency Medical Science Bridge Program (A45340BR)

The Emergency Medical Science Bridge Program is designed to allow currently certified non-degree paramedics to earn an Associate in Applied Science (A.A.S.) degree in Emergency Medical Science.

Specific Requirements

1. General college admission requirements:
   a. Complete application for admission.
   b. Successfully complete College Placement Test.
   c. Official transcript of any prior college credit on file with admissions office.
2. Possess current North Carolina driver's license.
3. Complete interview with EMS Department faculty.
4. At least 4,000 hours of patient contact at the paramedic level as evidenced by the signature of the director of the EMS agency with which the paramedic is affiliated and the medical director of the Advanced Life Support system with which the paramedic is affiliated.
5. Current Emergency Medical Technician-Paramedic certification. (A copy of the paramedic education program transcript must be on file in the EMS Department.)
6. Current Basic Cardiac Life Support certification.
7. Current Advanced Cardiac Life Support certification.
8. Current Basic Trauma Life Support certification.
9. Current Pediatric Advanced Life Support certification.

The above certifications and experience (4-9) will provide 40 hours of proficiency credit toward the A.A.S. degree and will count toward the A–B Tech residency requirement. These 40 hours represent the major area (EMS) courses required for EMT-Basic, EMT-Intermediate, and Paramedic certification that are not required as part of the EMS Bridge Program.

Emergency Medical Science Bridge Program Associate in Applied Science Degree (A45340BR)

First Semester (Fall)			Credits
BIO	168	Anatomy and Physiology I	4
CIS	111	Basic PC Literacy (or CIS 110)	2
EMS	140	Rescue Scene Management	2
EMS	150	Emergency Vehicles & EMS Comm	2
ENG	111	Writing and Inquiry	3
Second Semester (Spring)			
BIO	169	Anatomy and Physiology II	4
EMS	280	EMS Bridge Course	3
EMS	285	EMS Capstone	2
Third Semester (Summer)			
ENG	114	Professional Research & Reporting	3
PHI	240	Introduction to Ethics	3
SOC	225	Social Diversity	3
Total Credit Hours Required			**31**

Fire Protection Technology

The Fire Protection Technology curriculum is designed to provide students with knowledge and skills in the technical, managerial, and leadership areas necessary for advancement within the fire protection community and related firefighting industries, and to provide currently employed firefighters with knowledge and skills often required for promotional consideration.

Course work includes diverse fire protection subject areas, including fire prevention and safety, public education, building construction, fire ground strategies and tactics, and local government finance and laws, as they apply to emergency services management. Emphasis includes understanding fire characteristics and the structural consequences of fire; risk assessment and management; and relevant research, communications, and leadership methodologies.

Employment opportunities exist with fire departments, governmental agencies, industrial firms, insurance rating organizations, and educational organizations.

Fire Protection Technology Associate in Applied Science Degree (A55240)

Courses requiring a grade of "C" or better: ACA, EPT, FIP

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
ENG	111	Writing and Inquiry	3
FIP	120	Intro to Fire Protection	3
FIP	140	Industrial Fire Protection	3
Second Semester (Spring)			
ENG	114	Prof Research & Reporting	3
FIP	124	Fire Prevention and Public Ed	3
FIP	128	Detection and Investigation	3
MAT	143	Quantitative Literacy	3
Third Semester (Fall)			
FIP	230	Chem of Hazardous Mat I	5
FIP	132	Building Construction	3
Fourth Semester (Spring)			
FIP	152	Fire Protection Law	3
FIP	220	Fire Fighting Strategies	3
FIP	136	Inspections & Codes	3
FIP	232	Hydraulics & Water Distribution	3

Fifth Semester (Fall)

FIP	224	Fire Instructor I & II	4
FIP	240	Fire Service Supervision	3
PSY	150	General Psychology	3
EPT	140	Emergency Management	3

Sixth Semester (Spring)

FIP	228	Local Govt Finance	3
FIP	260	Fire Protection Planning	3
FIP	276	Managing Fire Services	3
		Humanities/Fine Arts Elective	3
Total Credit Hours Required			**67**

Fire Protection Technology Certificate (C55240L1)

The certificate in Fire Protection Technology provides recognition of the accomplishment of selected courses within the Fire Protection Technology program. These courses should be of particular value to those who are serving or who aspire to serve as officers in fire departments and similar organizations as these courses are comparable with the requirements of NFPA 1021, the National Standard for Fire Officer Professional Qualifications, for Fire Officer Level I and Level II.

Courses requiring a grade of "C" or better: FIP

First Semester (Fall)			**Credits**
ENG	111	Writing and Inquiry	3
FIP	132	Building Construction	3
FIP	240	Fire Service Supervision	3

Second Semester (Spring)

FIP	152	Fire Protection Law	3
FIP	220	Fire Fighting Strategies	3
FIP	276	Managing Fire Services	3
Total Credit Hours Required			**18**

Human Services Technology

The Human Services Technology curriculum prepares students for entry-level positions in institutions and agencies that provide social, community, and educational services. Along with core courses, students take courses that prepare them for specialization in specific human service areas.

Students will take courses from a variety of disciplines. Emphasis in core courses is placed on development of relevant knowledge, skills, and attitudes in human services. Fieldwork experience will provide opportunities for application of knowledge and skills learned in the classroom.

Graduates should qualify for positions in mental health, child care, family services, social services, rehabilitation, correction, and educational agencies. Graduates choosing to continue their education may select from a variety of transfer programs at senior public and private institutions.

Specific Program Requirements

1. General college admission requirements.
2. At least 50% of the credit hours required for the certificate must be completed at the College.
3. Compliance with the expectations and standards outlined in the Human Service Technology student handbook.
4. Students pursuing the degree should be aware that employers in the human services field (substance abuse and otherwise) can require prospective volunteers, interns, and employees to pass medical examinations, criminal background, drug & alcohol screen, immunization, and citizenship verification checks before they will be allowed to work at an organization.

Human Services Technology Associate in Applied Science Degree (A45380)

Courses requiring a grade of "C" or better: ACA, DDT, HSE, PSY, SAB, SOC, SWK

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
ACA	220	Professional Transition	1
HSE	110	Intro to Human Services	3
PSY	150	General Psychology	3
SAB	135	Addictive Process	3
SAB	140	Pharmacology	3

Second Semester (Spring)

CIS	110	Introduction to Computers	3
DDT	110	Developmental Disabilities	3
ENG	111	Writing & Inquiry	3
HSE	220	Case Management	3
PSY	241	Developmental Psychology	3

Third Semester (Summer)

COM	231	Public Speaking	3
HUM	115	Critical Thinking	3
PSY	281	Abnormal Psychology	3
SOC	225	Social Diversity	3

Fourth Semester (Fall)

BIO	161	Intro to Human Biology	3
		(or BIO 163 or BIO 168/169)	
		Human Services Elective	3
HSE	123	Interviewing Techniques	3
HSE	240	Issues in Client Services	3
SOC	213	Sociology of the Family	3

Fifth Semester (Spring)

HSE	112	Group Process I	2
HSE	125	Counseling	3
HSE	210	Human Services Issues	2
HSE	225	Crisis Intervention	3
		Human Services Elective	3
Total Credit Hours Required			**69**

Human Services & Substance Abuse Studies Certificate (C45380L1)

This certificate offers students an opportunity to learn about substance abuse and professional human services practice. The certificate has been designed to enhance the professional knowledge base of individuals who have obtained or who desire to obtain entry-level employment in human services settings, particularly those serving individuals affected by substance abuse issues.

The certificate's course work can be of particular value to:

1. Workers already employed in the human services field who desire to increase their knowledge of substance abuse and professional human services practice.
2. Individuals seeking to obtain or renew credentials as a substance abuse professional through the North Carolina Substance Abuse Professional Practice Board (NCSAPPB); consult the NCSAPPB website for credentialing requirements.
3. Students who are currently completing or who have previously completed the requirements of the College's associate degree in Human Services Technology who desire to expand their knowledge of substance abuse as a component of wider human services practice.

Student interested in completing the certificate have the following options:

1. Since the certificate's course work can be counted toward the course requirements for the College's associate degree in Human Services Technology, students can graduate with both the certificate and the associate degree at the same time.
2. Students can earn the certificate and then complete the requirements of the associate degree at a later time.
3. The certificate can be pursued separately from other credentials offered by the College, including its associate degree in Human Services Technology.
4. To earn the certificate 100% online, students take SAB 110, SAB 140, SAB 210, and 3 of the following: DDT 110, PSY 281, SWK 110, SAB 235, HSE 227.

Specific Program Requirements

1. General college admission requirements.
2. At least 50% of the credit hours required for the certificate must be completed at the College.
3. Compliance with the expectations and standards outlined in the Human Service Technology student handbook.
4. Students pursuing the certificate should be aware that employers in the human services field (substance abuse and otherwise) can require prospective volunteers, interns, and employees to pass criminal background, drug screen, and citizenship verification checks before they will be allowed to work at an organization.

Courses requiring a grade of "C" or better: DDT, HSE, PSY, SAB, and SWK

Major Requirements			**Credits**
SAB	135	Addictive Process	3
SAB	140	Pharmacology	3
SAB	210	Substance Abuse Counseling	3

Select 3 courses from the following list:

DDT	110	Developmental Disabilities	3
HSE	110	Introduction to Human Services	3
HSE	112	Group Process I	2
HSE	123	Interviewing Techniques	3
HSE	125	Counseling	3
HSE	210	Human Services Issues	2
HSE	220	Case Management	3
HSE	225	Crisis Intervention	3
HSE	227	Children & Adolescents in Crisis	3
HSE	240	Issues in Client Services	3
PSY	281	Abnormal Psychology	3
SWK	110	Introduction to Social Work	3
SAB	235	Children & Adolescents	3
Total Credit Hours Required			**16-18**

Human Services and Youth Studies Certificate (C45380L2)

This certificate introduces students to theories, concepts, and practices of the human services field with an emphasis on the child and adolescent population. It is designed to enhance the knowledge base of individuals who are interested in pursuing further education in the human services field and/ or who desire to obtain entry-level employment in human services settings, particularly those serving youth and their significant others

Specific Requirements

1. General college admission requirements.
2. At least 50% of the credit hours required for the certificate must be completed at A-B Tech.
3. Compliance with the expectations and standards outlined in the Human Service Technology student handbook.
4. Students pursuing the certificate should be aware that employers in the human services field (substance abuse and otherwise) can require prospective volunteers, interns, and employees to pass criminal background, drug screen, and citizenship verification checks before they will be allowed to work at an organization.

Courses requiring a grade of "C" or better: DDT, HSE, PSY, and SAB

Major Requirements			**Credits**
DDT	110	Developmental Disabilities	3
HSE	227	Children & Adolescents in Crisis	3
PSY	150	General Psychology	3
PSY	241	Developmental Psychology	3
PSY	281	Abnormal Psychology	3
SAB	235	Children & Adolescents	3
Total Credit Hours Required			**18**

Engineering and Applied Technology

The Engineering and Applied Technology division offers a variety of Associate in Applied Science degree programs in engineering technologies and applied technologies. Most programs are available on a day and evening basis.

Students enrolled in this division are provided an appropriate mix of theory and hands-on applications. Students in the diploma programs spend much of their time working under industrial shop conditions. Modern facilities include well-equipped laboratories and shops to support goals of the programs. Emphasis is placed on student proficiency in the use of procedures, equipment, and instruments related to the specific program area. Appropriate related and general education courses support these applied programs.

For students interested in starting or managing their own business, the Student Business Incubator is one of many programs and services offered by the A-B Tech Small Business Center/Business Incubator.

A.A.S. Degrees

Air Conditioning, Heating & Refrigeration Technology
Automotive Systems Technology
Civil Engineering Technology
Computer-Aided Drafting Technology
Computer Engineering Technology
Computer-Integrated Machining
Construction Management Technology
Diesel and Heavy Equipment Technology
Electrical Systems Technology
Electronics Engineering Technology
Environmental Engineering Technology
Geomatics Technology
Industrial Systems Technology
Mechanical Engineering Technology
Sustainability Technologies
Welding Technology

Diplomas

Air Conditioning, Heating & Refrigeration Technology
Automotive Systems Technology
Bldg Construction Science
Computer-Integrated Machining
Diesel and Heavy Equipment
Electrical Systems Technology
Welding Technology

Certificates

Air Conditioning and Heating - Basic
Air Conditioning and Heating - Intermediate
Automotive Certificate I
Automotive Certificate II
Architectural Drafting
Basic Construction and Millwork
Basic Maintenance
Bldg Instrumentation & Control
Computer-Aided Drafting
Computer-Integrated Machining and CNC Programming
Construction Management Technology
Diesel and Heavy Equipment Technology
Electrical Wiring
Geomatics Technology Land Surveying Fundamentals
Mechanical Engineering Technology Automation & Robotics
PC and Network Maintenance
Welding Technology - Basic Welding I

Air Conditioning, Heating & Refrigeration Technology

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

Topics include mechanical refrigeration, heating and cooling theory, electricity, controls, and safety. The diploma program covers air conditioning, furnaces, heat pumps, tools and instruments. In addition, the AAS degree covers residential building codes, residential system sizing, and advanced comfort systems.

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

Air Conditioning, Heating & Refrigeration Technology Degree - Evening (A35100)

Courses requiring a grade of "C" or better: AHR, and ELC

First Semester (Fall)			Credits
ACA	115	Success & Study Skills (or EGR 110)	1
AHR	111	HVACR Electricity	3
AHR	112	Heating Technology	4
AHR	170	Heating Lab	1
Second Semester (Spring)			
AHR	130	HVAC Controls	3
PHY	121	Applied Physics I	4
WLD	113	Soldering and Brazing	2
Third Semester (Fall)			
AHR	110	Intro to Refrigeration	5
COM	110	Intro Interpersonal Com	3
		(or COM 120 or COM 231)	
ELC	132	Electrical Drawings	2
Fourth Semester (Spring)			
AHR	113	Comfort Cooling	4
AHR	171	Comfort Cooling Lab	1
AHR	160	Refrigerant Certification	1
AHR	213	HVACR Building Code	2
Fifth Semester (Fall)			
AHR	114	Heat Pump Technology	4
AHR	172	Heat Pump Lab (or WBL 111)	1
EGR	125	Appl Software for Tech	2
		(or CIS 110, CIS 111, or CIS 113)	
Sixth Semester (Spring)			
AHR	211	Residential Systems Design	3
ELC	128	Intro to PLC	3
ENG	110	Freshman Composition (or ENG 111)	3
Seventh Semester (Fall)			
ELC	117	Motors and Controls	4
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science Elective	3
Eighth Semester (Spring)			
AHR	212	Advanced Comfort Systems	4
AHR	115	Refrigeration Systems	2
Total Credit Hours Required			**68**

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112
Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Air Conditioning, Heating & Refrigeration Technology Diploma (D35100)

Courses requiring a grade of "C" or better: AHR and ELC

First Semester (Fall)			Credits
AHR	111	HVACR Electricity	3
AHR	112	Heating Technology	4
AHR	130	HVAC Controls	3
AHR	170	Heating Lab	1
ELC	132	Electrical Drawings	2
PHY	121	Applied Physics I	4
WLD	113	Soldering and Brazing	2
Second Semester (Spring)			
AHR	110	Introduction to Refrigeration	5
AHR	113	Comfort Cooling	4
AHR	160	Refrigerant Certification	1
AHR	171	Comfort Cooling Lab	1
AHR	213	HVACR Building Code	2
		(or AHR 211 or AHR 212)	
COM	110	Intro Interpersonal Com	3
		(or COM 120, COM 231, or ENG 110)	

Third Semester (Summer)			
AHR	114	Heat Pump Technology	4
AHR	172	Heat Pump Lab (or WBL 111)	1
Total Credit Hours Required			**40**

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112
Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Air Conditioning, Heating & Refrigeration Technology Diploma - Evening (D35100)

Courses requiring a grade of "C" or better: AHR and ELC

First Semester (Fall)			Credits
AHR	111	HVACR Electricity	3
AHR	112	Heating Technology	4
AHR	170	Heating Lab	1
Second Semester (Spring)			
AHR	130	HVAC Controls	3
WLD	113	Soldering and Brazing	2
PHY	121	Applied Physics I	4
Third Semester (Fall)			
AHR	110	Introduction to Refrigeration	5
COM	110	Intro Interpersonal Com	3
		(or COM 120, COM 231, or ENG 110)	
ELC	132	Electrical Drawings	2
Fourth Semester (Spring)			
AHR	113	Comfort Cooling	4
AHR	171	Comfort Cooling Lab	1
AHR	160	Refrigerant Certification	1
AHR	213	HVACR Building Code	2
Fifth Semester (Fall)			
AHR	114	Heat Pump Technology	4
AHR	172	Heat Pump Lab (or WBL 111)	1
Total Credit Hours Required			**40**

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112
Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Air Conditioning and Heating - Basic Certificate (C35100L1)

The Air Conditioning and Heating Basic Certificate program teaches the student concepts and skills needed to install and service various types of domestic heating and cooling systems. The material for the EPA's CFC certification(s) will be covered, and the exam will be given during the program.

Courses requiring a grade of "C" or better: AHR, and ELC

Required Courses			Credits
AHR	110	Intro to Refrigeration	5
AHR	111	HVACR Electricity	3
AHR	112	Heating Technology	4
AHR	160	Refrigerant Certification	1
AHR	170	Heating Lab	1
ELC	132	Electrical Drawings	2
WLD	113	Soldering and Brazing	2
Total Credit Hours Required			**18**

Air Conditioning and Heating - Intermediate Certificate (C35100L2)

The Air Conditioning and Heating Intermediate Certificate program teaches students concepts and skills needed to service and repair domestic and light commercial heat pumps, air conditioning, and heating units.

The Air Conditioning and Heating Basic Certificate program must be completed successfully before beginning this program.

Courses requiring a grade of "C" or better: AHR

Required Courses			Credits
AHR	113	Comfort Cooling	4
AHR	114	Heat Pump Technology	4
AHR	130	HVAC Controls	3
AHR	171	Comfort Cooling Lab	1
AHR	172	Heat Pump Lab (or WBL 111)	1
AHR	211	Residential System Design (or AHR 212)	3
AHR	213	HVACR Building Code	2
Total Credit Hours Required			**18**

Automotive Systems Technology

The Automotive Systems Technology program prepares individuals to apply technical knowledge and skills to repair, service, and maintain all types of automobiles. Includes instruction in brake systems, electrical systems, engine performance, engine repair, suspension and steering, automatic and manual transmissions and drive trains, and heating and air conditioning systems.

National Automotive Technicians Education Foundation
101 Blue Seal Drive, SE, Suite 101
Leesburg, VA 20175
Phone: (703) 669-6650
Fax: (703) 669-6125
www.natef.org/certified.cfm

Automotive Systems Technology Associate in Applied Science Degree (A60160)

Courses requiring a grade of "C" or better: ACA, AUT, TRN and WBL

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
AUT	116	Engine Repair	3
AUT	116A	Engine Repair Lab	1
PHY	121	Applied Physics 1	4
		(or PHY 110/110A, or CHM 121/121A)	
TRN	110	Intro to Transport Tech	2
TRN	120	Basic Transp Electricity	5

Second Semester (Spring)			
AUT	151	Brake Systems	3
AUT	151A	Brake Systems Lab	1
AUT	181	Engine Performance I	3
AUT	281	Advanced Engine Performance	3
ENG	110	Freshman Composition (or ENG 111)	3
TRN	145	Adv Transp Electronics	3

Third Semester (Summer)			
AUT	141	Suspension and Steering	3
AUT	141A	Suspension and Steering Lab	1
TRN	130	Intro to Sustainable Transp	3
TRN	140	Transp Climate Control	2
TRN	140A	Transp Climate Cont Lab	2

Fourth Semester (Fall)			
AUT	231	Man Trans/Axles/Drtrains	3
AUT	231A	Man Trans/Ax/Drtrains Lab	1
CIS	110	Introduction to Computers	3
WBL	112	Work Based Learning I	2
		Communications Elective	3

Fifth Semester (Spring)			
AUT	221	Auto Transm/Transaxles	3
AUT	221A	Auto Transm/Transax Lab	1
WBL	122	Work Based Learning II	2
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science Elective	3
Total Credit Hours Required			**67**

Communications Electives: COM 110, COM 120, COM 231, or ENG 114

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112

Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Automotive Systems Technology Associate in Applied Science Degree (A60160) - Evening Schedule

Courses requiring a grade of "C" or better: ACA, AUT, TRN and WBL

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
ENG	110	Freshman Composition (or ENG 111)	3
TRN	110	Intro to Transport Tech	2
TRN	120	Basic Transp Electricity	5

Second Semester (Spring)			
AUT	116	Engine Repair	3
AUT	116A	Engine Repair Lab	1
AUT	181	Engine Performance I	3
TRN	145	Adv Transp Electronics	3

Third Semester (Summer)			
AUT	281	Advanced Engine Performance	3
TRN	140	Transp Climate Control	2
TRN	140A	Transp Climate Cont Lab	2

Fourth Semester (Fall)			
AUT	141	Suspension and Steering Sys	3
AUT	141A	Suspension and Steering Lab	1
AUT	151	Brake Systems	3
AUT	151A	Brake Systems Lab	1

Fifth Semester (Spring)			
PHY	121	Applied Physics 1	4
		(or PHY 110/110A, or CHM 121/121A)	
TRN	130	Intro to Sustainable Transp	3

Sixth Semester (Fall)			
AUT	231	Man Trans/Axles/Drtrains	3
AUT	231A	Man Trans/Ax/Drtrains Lab	1
CIS	110	Introduction to Computers	3
		Communications Elective	3
WBL	112	Work Based Learning I	2
Seventh Semester (Spring)			
AUT	221	Auto Transm/Transaxles	3
AUT	221A	Auto Transm/Transax Lab	1
WBL	122	Work Based Learning II	2
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science Elective	3
Total Credit Hours Required			**67**

Communications Electives: COM 110, COM 120, COM 231, or ENG 114

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112

Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Automotive Systems Technology Diploma (D60160)

Courses requiring a grade of "C" or better: ACA, AUT, and TRN

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
AUT	116	Engine Repair	3
AUT	116A	Engine Repair Lab	1
PHY	121	Applied Physics 1	4
		(or PHY 110/110A, or CHM 121/121A)	
TRN	110	Intro to Transport Tech	2
TRN	120	Basic Transp Electricity	5
Second Semester (Spring)			
AUT	151	Brake Systems	3
AUT	151A	Brake Systems Lab	1
AUT	181	Engine Performance I	3
AUT	281	Adv Engine Performance	3
ENG	110	Freshman Composition (or ENG 111)	3
TRN	145	Adv Transp Electronics	3
Third Semester (Summer)			
AUT	141	Suspension and Steering Sys	3
AUT	141A	Suspension and Steering Lab	1
TRN	130	Intro to Sustainable Transp	3
TRN	140	Transp Climate Control	2
TRN	140A	Transp Climate Control Lab	2
Total Credit Hours Required			**43**

Automotive Systems Technology Diploma (D60160) - Evening

Courses requiring a grade of "C" or better: ACA, AUT, and TRN

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
ENG	110	Freshman Composition (or ENG 111)	3
TRN	110	Intro to Transport Tech	2
TRN	120	Basic Transp Electricity	5
Second Semester (Spring)			
AUT	116	Engine Repair	3
AUT	116A	Engine Repair Lab	1
AUT	181	Engine Performance I	3
TRN	145	Adv Transp Electronics	3
Third Semester (Summer)			
AUT	281	Adv Engine Performance	3
TRN	140	Transp Climate Control	2
TRN	140A	Transp Climate Control Lab	2
Fourth Semester (Fall)			
AUT	141	Suspension and Steering Sys	3
AUT	141A	Suspension and Steering Lab	1
AUT	151	Brake Systems	3
AUT	151A	Brake Systems Lab	1
Fifth Semester (Spring)			
PHY	121	Applied Physics 1	4
		(or PHY 110/110A, or CHM 121/121A)	
TRN	130	Intro to Sustainable Transp	3
Total Credit Hours Required			**43**

Automotive Systems Technology - Certificate I (C60160L6)

Courses requiring a grade of "C" or better: AUT and TRN

First Semester (Fall)			**Credits**
AUT	116	Engine Repair	3
AUT	116A	Engine Repair Lab	1
AUT	151	Brake Systems	3
AUT	151A	Brake Systems Lab	1
TRN	110	Intro to Transport Tech	2
TRN	120	Basic Transp Electricity	5
Total Credit Hours Required			**15**

Automotive Systems Technology - Certificate II (C60160L7)

The Automotive Systems Technology Certificate I program must be completed successfully before beginning this program.

Courses requiring a grade of "C" or better: AUT and TRN

Second Semester (Spring)			Credits
AUT	181	Engine Performance I	3
AUT	281	Adv Engine Performance	3
TRN	130	Intro to Sustainable Transp	3
TRN	145	Adv Transp Electronics	3
Total Credit Hours Required			**12**

Civil Engineering Technology

The Civil Engineering Technology course of study prepares students to use basic engineering principles and technical skills to carry out planning, documenting, and supervising tasks in sustainable land development, public works, and facilities projects.

Coursework includes instruction in the communication and computational skills required for materials testing, structural testing, field and laboratory testing, site analysis, estimating, project management, plan preparation, hydraulics, environmental technology, and surveying.

Graduates should qualify for technician-level jobs with both public and private engineering, construction, and surveying agencies

Civil Engineering Technology Associate in Applied Science Degree (A40140)

Courses requiring a grade of "C" or better: CEG, CIV, DFT, EGR, MAT, and SRV

First Semester (Fall)			Credits
CEG	111	Intro to GIS and GNSS	4
CEG	115	Intro to Tech & Sustainability	3
EGR	110	Introduction to Engineering Tech (or ACA 115)	2
EGR	125	Appl Software for Tech (or CIS 110)	2
MAT	121	Algebra/Trigonometry I (or MAT 171)	3
Second Semester (Spring)			
DFT	151	CAD I	3
EGR	250	Statics/Strength of Materials	5
MAT	122	Algebra/Trigonometry II (or MAT 172)	3
SRV	110	Surveying I	4
Third Semester (Summer)			
CEG	211	Hydrology & Erosion Control	3
SRV	111	Surveying II	4
		Humanities/Fine Arts Elective	3
		Social/Behavioral Sciences Elective	3
Fourth Semester (Fall)			
CEG	212	Intro to Environmental Tech	3
CIV	125	Civil/Surveying CAD	3
CIV	215	Highway Technology	3
CIV	220	Basic Structural Concepts	2
ENG	111	Writing and Inquiry	3
Fifth Semester (Spring)			
CEG	210	Construction Mtls & Methods	3
CEG	235	Project Management/Estimating	3
CIV	111	Soils and Foundations	4
CIV	250	Civil Eng Tech Project	2
ENG	114	Prof Research & Reporting (or COM 110, COM 120, or COM 231)	3
Total Credit Hours Required			**71**

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112
Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Civil Engineering Technology Associate in Applied Science Degree – Evening Schedule (A40140)

Courses requiring a grade of "C" or better: CEG, CIV, DFT, EGR, MAT, and SRV

First Semester (Fall)			Credits
CEG	115	Intro to Tech & Sustainability	3
EGR	110	Introduction to Engineering Tech (or ACA 115)	2
MAT	121	Algebra/Trigonometry I (or MAT 171)	3
Second Semester (Spring)			
CEG	111	Intro to GIS and GNSS	4
MAT	122	Algebra/Trigonometry II (or MAT 172)	3
Third Semester (Summer)			
ENG	111	Writing and Inquiry	3
SRV	110	Surveying I	4
Fourth Semester (Fall)			
EGR	125	Appl Software for Tech (or CIS 110)	2
EGR	250	Statics/Strength of Materials	5

Fifth Semester (Spring)			
DFT	151	CAD I	3
CEG	211	Hydrology & Erosion Control	3
Sixth Semester (Summer)			
ENG	114	Prof Research & Reporting	3
		(or COM 110, COM 120, or COM 231)	
SRV	111	Surveying II	4
Seventh Semester (Fall)			
CEG	210	Construction Mtls & Methods	3
CIV	111	Soils and Foundations	4
CIV	215	Highway Technology	3
Eighth Semester (Spring)			
CIV	125	Civil/Surveying CAD	3
CIV	220	Basic Structural Concepts	2
Ninth Semester (Summer)			
CEG	212	Intro to Environmental Tech	3
		Social/Behavioral Sciences Elective	3
Tenth Semester (Fall)			
CEG	235	Project Management/Estimating	3
CIV	250	Civil Eng Tech Project	2
		Humanities/Fine Arts Elective	3
Total Credit Hours Required			**71**

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112
Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Computer-Aided Drafting Technology

The Computer-Aided Drafting Technology curriculum prepares students to apply technical skills and advanced computer software and hardware to develop plans and related documentation, and manage the hardware and software of a CAD system. Includes instruction in architectural drafting, computer-assisted drafting and design (CADD), creating and managing two and three-dimensional models, linking CAD documents to other software applications, and operating systems. Graduates should qualify for CAD jobs in architectural and engineering firms and industrial design businesses. Sustainable design practices are emphasized.

Computer-Aided Drafting Technology Associate in Applied Science Degree (A50150)

Courses requiring a grade of "C" or better: ACA, ARC, ART, BPR, CET, CIS, DFT, EGR, GIS, LAR, and MEC

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
		(or EGR 110)	
ARC	111	Intro to Arch Technology	3
BPR	111	Print Reading	2
DFT	151	CAD I	3
EGR	125	Appl Software for Tech	2
		(or CIS 110 or CIS 111)	
SST	110	Intro to Sustainability	3
Second Semester (Spring)			
ARC	112	Constr Matls & Methods	4
ARC	113	Residential Arch Tech	3
BPR	121	Blueprint Reading-Mech	2
DFT	152	CAD II	3
MAT	121	Algebra/Trigonometry I (or MAT 171)	3
Third Semester (Summer)			
COM	231	Public Speaking (or ENG 114)	3
ENG	111	Writing and Inquiry (or ENG 110)	3
		Social/Behavioral Sciences Elective	3
		Humanities/Fine Arts Elective	3
Fourth Semester (Fall)			
ARC	230	Environmental Systems	4
DFT	153	CAD III	3
DFT	154	Intro to Solid Modeling	3
DFT	253	CAD Data Management	3
LAR	210	Prin of Landscape Arch	2
Fifth Semester (Spring)			
CET	111	Computer Upgrade/Repair I	3
DFT	259	CAD Project	3
MEC	110	Introduction to CAD/CAM	2
		Major Elective	3
Total Credit Hours Required			**67**

Major Electives: ARC 131, ARC 210, ARC 240, ARC 261, ART 121, ART 171, CET 211, DFT 170, DFT 254, GIS 111, WBL 111, WBL 112
Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112
Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Computer-Aided Drafting Certificate (C50150L1)

The purpose of this certificate program is to provide basic computer-aided drafting (CAD) skills. Students learn CAD techniques for producing 2D and 3D technical drawings using different CAD software programs. Accurate and efficient use of the computer and software are emphasized.

Courses requiring a grade of "C" or better: DFT

First Semester (Fall)			Credits
DFT	151	CAD I	3
Second Semester (Spring)			
DFT	152	CAD II	3
Third Semester (Fall)			
DFT	153	CAD III	3
DFT	154	Intro to Solid Modeling (or CIV 125 or DFT 253)	3
Total Credit Hours Required			**12**

Architectural Drafting Certificate (C50150L2)

The purpose of this certificate program is to provide basic architectural drafting skills. Students will produce residential construction drawings, including floor plans, foundation plans, typical wall sections, elevations, and details following standard practices. Topics include drafting practices, 2D CAD software, traditional and sustainable building methods, and building materials.

Courses requiring a grade of "C" or better: ARC, DFT

First Semester (Fall)			Credits
ARC	111	Intro to Architecture Technology	3
DFT	151	CAD I	3
Second Semester (Spring)			
ARC	112	Construction Materials and Methods	4
ARC	113	Residential Architecture Technology	3
Total Credit Hours Required			**13**

Computer Engineering Technology

The Computer Engineering Technology program prepares the students to use basic engineering principles and technical skills for installing, servicing, and maintaining computers, peripherals, networks, and microprocessor and computer controlled equipment. Includes instruction in mathematics, computer electronics and programming, prototype development and testing, systems installation and testing, solid state and microminiature circuitry, peripheral equipment, and report preparation. Graduates should qualify for employment opportunities in electronics technology, computer service, computer networks, server maintenance, programming, and other areas requiring knowledge of electronic and computer systems. Graduates may also qualify for certification in electronics, computers, or networks.

Computer Engineering Technology Associate in Applied Science Degree (A40160)

Courses requiring a grade of "C" or better: CET, CSC, EGR, ELC, and ELN

First Semester (Fall)			Credits
CET	111	Computer Upgrade/Repair I	3
CET	125	Voice and Data Cabling	3
EGR	110	Intro to Engineering Tech	2
ENG	111	Writing and Inquiry	3
MAT	121	Algebra/Trigonometry I (or MAT 171)	3
ELC	111	Intro to Electricity	3
Second Semester (Spring)			
CET	211	Computer Upgrade/Repair II	3
ELC	127	Software for Technicians	2
MAT	122	Algebra/Trigonometry II (or MAT 172)	3
ELC	131	Circuit Analysis I	4
		Humanities/Fine Arts Elective	3
Third Semester (Summer)			
ELC	117	Motors and Controls	4
ELN	237	Local Area Networks	3
ELN	238	Advanced LANs	3
PHY	151	College Physics	4
Fourth Semester (Fall)			
CET	161	Procedural Programming	3
ELC	128	Introduction to PLC	3
ELN	131	Analog Electronics I	4
ELN	133	Digital Electronics	4

Fifth Semester (Spring)			
ELN	232	Intro to Microprocessors	4
ELN	234	Communications Systems	4
COM	231	Public Speaking	3
		Social/Behavioral Science Elective	3
Total Credit Hours Required			**74**

MAT 171, MAT 172, and PHY 151 are recommended for students seeking transfer for bachelor's degree in engineering technology.

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112

Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

PC and Network Maintenance Certificate (C40160L1)

This training program provides the individual the theory and hands-on experience to become a PC specialist capable of performing maintenance and upgrades on all types of personal computer systems. This program combines the theory of computer and network operation with the practical skills necessary for efficient diagnosis and repair work in the field. The program provides the foundation for further study of networks and new computer-based products.

Courses requiring a grade of "C" or better: CET and ELN.

First Semester (Fall)			Credits
CET	111	Computer Upgrade/Repair I	3
CET	125	Voice and Data Cabling	3
Second Semester (Spring)			
CET	211	Computer Upgrade/Repair II	3
Third Semester (Summer)			
ELN	237	Local Area Networks	3
ELN	238	Advanced LAN	3
Total Credit Hours Required			**15**

Computer-Integrated Machining

The Computer-Integrated Machining curriculum prepares students with the analytical, creative and innovative skills necessary to take a production idea from an initial concept through design, development, and production, resulting in a finished product.

Coursework may include manual machining, computer applications, engineering design, computer-aided drafting (CAD), computer-aided machining (CAM), blueprint interpretation, advanced computerized numeric control (CNC) equipment, basic and advanced machining operations, precision measurement, and high-speed multi-axis machining.

Graduates should qualify for employment as machining technicians in high-tech manufacturing, rapid-prototyping and rapid-manufacturing industries, specialty machine shops, fabrication industries, and high-tech or emerging industries such as aerospace, aviation, medical, and renewable energy, and to sit for machining certification examinations.

Computer-Integrated Machining Associate in Applied Science Degree (A50210)

Courses requiring a grade of "C" or better: ACA, BPR, ISC, MAC, MEC, WBL, and WLD

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
BPR	111	Print Reading	2
ISC	112	Industrial Safety	2
MAC	121	Intro to CNC	2
MAC	141	Machining Applications I (or MAC 111)	4
MAC	151	Machining Calculations	2
		Social/Behavioral Science Elective	3
Second Semester (Spring)			
BPR	121	Blueprint Reading-Mech	2
ENG	110	Freshman Composition (or ENG 111)	3
MAC	122	CNC Turning	2
MAC	124	CNC Milling	2
MAC	142	Machining Applications II (or MAC 112)	4
MAC	142A	Machining Appl II Lab	2
MAC	152	Adv Machining Calc	2
Third Semester (Summer)			
MAC	143	Machining Appl III	4
MAC	248	Production Procedures	2

Fourth Semester (Fall)

MAC	226	CNC EDM Machining	2
MAC	241	Jigs & Fixtures I	4
MEC	231	Computer-Aided Manufact I	3
MAT	121	Algebra/Trigonometry (or PHY 121)	3
WLD	112	Basic Welding Processes	2
		(or WBL 112 or WBL 111/WBL 121)	

Fifth Semester (Spring)

COM	231	Public Speaking	3
		(or COM 110 or COM 120)	
MAC	222	Advanced CNC Turning	2
MAC	224	Advanced CNC Milling	2
MAC	245	Mold Construction I	4
MEC	232	Comp-Aided Manuf II	3
		Humanities/Fine Arts Elective	3
Total Credit Hours Required			**70**

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112
Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Computer-Integrated Machining - Diploma (D50210)

Courses requiring a grade of "C" or better: ACA, BPR, ISC, MAC, WBL, and WLD

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
BPR	111	Print Reading	2
ISC	112	Industrial Safety	2
MAC	121	Intro to CNC	2
MAC	141	Machining Applications I (or MAC 111)	4
MAC	151	Machining Calculations	2
WLD	112	Basic Welding Processes	2
		(or WBL 112 or WBL 111/WBL 121)	
		Social/Behavioral Science Elective	3

Second Semester (Spring)

BPR	121	Blueprint Reading-Mech	2
MAC	142	Machining Applic. II (or MAC 112)	4
MAC	142A	Machining Application II Lab	2
MAC	152	Adv Machining Calc	2
ENG	110	Freshman Composition (or ENG 111)	3
MAC	122	CNC Turning	2
MAC	124	CNC Milling	2

Third Semester (Summer)

MAC	248	Production Procedures	2
MAC	143	Machining Appl III	4
Total Credit Hours Required			**41**

Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Computer-Integrated Machining - Basic Machining and CNC Programming Certificate (C50210L5)

The purpose of this certificate program is to introduce basic CAD/CAM programming skills to individuals who want to learn CNC machining. Students will learn 2D and 3D programming as well as 2 axis and 3 axis machining. The student will make the parts they design.
Courses requiring a grade of "C" or better: BPR and MAC

Courses Required			**Credits**
BPR	111	Print Reading	2
BPR	121	Blueprint Reading-Mech	2
MAC	121	Intro to CNC	2
MAC	122	CNC Turning	2
MAC	124	CNC Milling	2
MAC	141	Machining Applications I (or MAC 111)	4
MAC	151	Machining Calculations	2
Total Credit Hours Required			**16**

Construction Management Technology

The Construction Management Technology program prepares individuals to supervise, manage, and inspect construction sites, buildings, and associated facilities. Includes instruction in site safety, personnel supervision, labor relations, diversity training, construction documentation, scheduling, resource and cost control, bid strategies, rework prevention, construction insurance and bonding, accident management and investigation, applicable law and regulations, and communication skills.

Graduates will qualify for entry-level positions in the field of construction management.

CMT students are eligible for entry-level management positions in traditional commercial and residential construction projects as well as non-traditional construction projects such as large wind turbine and photovoltaic solar projects.

Construction Management Technology Associate in Applied Science (A35190)

Courses requiring a grade of "C" or better: ACA, ALT, ARC, BPR, CIS, CST, CIV, CMT, ELC, EGR, SPA, SST and WBL

First Semester (Fall)			Credits
ARC	112	Const Matls & Methods	4
BPR	130	Print Reading-Construction	3
CIS	111	Basic PC Literacy (or EGR 125)	2
EGR	110	Intro. to Engineering Tech (or ACA-115)	2
		Major Elective	8
Second Semester (Spring)			
ARC	131	Building Codes	3
CST	241	Planning/Estimating I	3
ENG	110	Freshman Composition (or ENG 111)	3
SST	140	Green Bldg & Design Concepts	3
		Other Required Elective	3
		Major Elective	4
Third Semester (Summer)			
COM	110	Introduction to Communication (or COM 120 or COM 231 or ENG 114)	3
WBL	111	Work-Based Learning I	1
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science Elective	3
Fourth Semester (Fall)			
ACC	120	Prin of Financial Accounting	4
CMT	210	Construction Management Fund	3
CMT	212	Total Safety Performance	3
MAT	121	Algebra/Trigonometry I (or PHY 110/110A or PHY121)	3
Fifth Semester (Spring)			
CMT	214	Planning & Scheduling	3
CMT	216	Cost & Productivity	3
CMT	218	Human Relation Issues	3
SPA	120	Spanish for the Workplace	3
Total Credit Hours Required			**73**

Major Electives: ALT 120, CAB 119, CST 111, CST 112, CST 113, CST 244, ELC 111, SST 110, SST 120

Other Required Electives: CST 150, DFT 151, ELC 220

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112

Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

CMT 212, 214, 216, and 218 prefix classes are offered in the evenings only.

Construction Management Technology Associate in Applied Science – Evening Schedule (A35190)

Courses requiring a grade of "C" or better: ACA, ALT, ARC, BPR, CIS, CIV, CMT, CST, EGR, ELC, SPA, SST and WBL

First Semester (Fall)			Credits
CIS	111	Basic PC Literacy (or EGR 125)	2
EGR	110	Intro. to Engineering Tech (or ACA-115)	2
		CMT Major Elective	4
Second Semester (Spring)			
SST	140	Green Bldg & Design Concepts	3
		Other Required Electives	3
Third Semester (Summer)			
ENG	111	Writing and Inquiry	3
		Social/Behavioral Science Elective	3
Fourth Semester (Fall)			
BPR	130	Print Reading - Construction	3
		Major Elective	4
Fifth Semester (Spring)			
ACC	120	Principles of Financial Accounting	4
		Major Elective	4
Sixth Semester (Summer)			
COM	110	Introduction to Communication (or COM 120, COM 231, or ENG 114)	3
WBL	111	Work-Based Learning I	1
Seventh Semester (Fall)			
CMT	210	Construction Management Fund	3
CMT	212	Total Safety Performance	3
MAT	121	Algebra/Trigonometry I (or PHY 110/110A or PHY121)	3
Eighth Semester (Spring)			
CMT	214	Planning & Scheduling	3
CMT	216	Costs & Productivity	3
CMT	218	Human Relation Issues	3
Ninth Semester (Summer)			
SPA	120	Spanish for the Workplace	3
		Humanities/Fine Arts Elective	3

Tenth Semester (Fall)

ARC	112	Const Matls & Methods	4
CST	241	Planning/Estimating I	3

Eleventh Semester (Spring)

ARC	131	Building Codes	3
WBL	111	Work-Based Learning I	1
Total Credit Hours Required			**73**

Major Electives: ALT 120, CAB 119, CST 111, CST 112, CST 113, CST 244, ELC 111, SST 110, SST 120

Other Required Electives: CST 150, DFT 151, ELC 220

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112

Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

ARC 112, ARC 131, CST 111, CST 112, CST 113, CST 241, and SST 140 are offered as day classes only.

Building Construction Science Diploma - Day Schedule (D35190)

This program focuses on live projects and hands-on activities to teach students energy efficient construction materials and methods associated with high-performance buildings. Students will learn advanced framing methods and other alternative building techniques associated with 'green building'. Students will also learn energy auditing techniques and software associated with building energy analysis. Students will graduate from this program with the skills required to build high-performance buildings and monitor their energy use. As the construction industry reinvents itself around more sustainable building concepts, the Building Construction Science Program at A-B Tech is the "go to" place for training and retraining for a new era of construction.

All credits in this program can transfer into the Associates Degree in Construction Management Technologies which would allow a student to graduate in two years with a diploma and a degree. Many of the credits transfer into our Sustainability Technologies program as well. Furthermore, some credits will transfer into four-year programs.

Courses requiring a grade of "C" or better: ARC, BPR, CIS, CMT, CST , and SST

First Semester (Fall)			**Credits**
ARC	112	Constr Matls & Methods	4
BPR	130	Print Reading - Construction	3
CIS	111	Basic PC Literacy (or EGR 125)	2
CMT	210	Construction Management Fund	3
CST	111	Construction I	4
CST	112	Construction II	4

Second Semester (Spring)

ARC	131	Building Codes	3
CST	113	Construction III	4
CST	244	Sustainable Bldg. Design	3
CST	241	Planning/ Estimating I	3
SST	120	Energy Use Analysis	3
SST	140	Green Bldg & Design Concepts	3

Third Semester (Summer)

ENG	110	Freshman Composition	3
		(or ENG 111, COM 110, or COM 120)	
MAT	121	Algebra/Trigonometry I	3
		(or PHY 121 or PHY 110/110A)	
Total Credit Hours Required			**45**

Construction Management Technology Certificate - Evening Schedule (C35190L1)

The Construction Management Technology certificate is designed for the skilled tradesman who is experienced in the construction industry and has the desire to advance to construction management.

Courses requiring a grade of "C" or better: BPR and CMT

First Semester (Fall)			**Credits**
BPR	130	Print Reading/Construction	3
CMT	210	Construction Management Fund	3
CMT	212	Total Safety Performance	3

Second Semester (Spring)

CMT	214	Planning and Scheduling	3
CMT	216	Costs and Productivity	3
CMT	218	Human Relations Issues	3
Total Credit Hours Required			**18**

Basic Construction & Millwork Certificate - Day Schedule (C35190L2)

Whether you are building your own home or just looking for practical skills to help with projects around the house, the Basic Construction & Millwork Certificate program is consolidated and focuses on hands on construction cabinet-making/woodworking skill-sets.

Students who want to gain applicable skills for personal construction projects or to become more employable in the construction industry can look no further… the Basic Construction & Millwork program focuses on four classes that will help you become the handy man or woman you've always wanted to be.

One way to manage the affordable housing issue in our area is to have skills that can provide sweat equity in your own home or perhaps help pay the rent. These are practical skills that can be taken anywhere while providing the security of a labor force that is difficult to outsource in the global economy. Come utilize our great shop & equipment resources & see why A-B Tech is the community's Community College.

Courses requiring a grade of "C" or better: BPR, CST

First Semester (Fall)			**Credits**
BPR	130	Print Reading - Construction	3
CAB	119	Cabinetry/ Millworking	7
CST	111	Construction I	4
CST	112	Construction II	4
Total Credit Hours Required			**18**

Diesel and Heavy Equipment Technology

The Diesel and Heavy Equipment program prepares individuals to apply technical knowledge and skills to repair, service, and maintain diesel engines in vehicles such as Heavy Duty Trucks over one ton classification, buses, ships, railroad locomotives, and equipment; as well as stationary diesel engines in electrical generators and related equipment.

Diesel and Heavy Equipment Diploma (D60460)

Courses requiring a grade of "C" or better: ACA, HET and TRN

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
HET	110	Diesel Engines	6
HET	125	Preventative Maintenance	2
MEC	111	Machine Processes I	3
PHY	121	Applied Physics I (or MAT 121)	4
TRN	110	Intro to Transport Tech	2

Second Semester (Spring)			
ENG	110	Freshman Composition (or ENG 111)	3
HET	115	Electronic Engines	3
HET	119	Mechanical Transmissions	3
TRN	120	Basic Transp Electricity	5
TRN	120A	Basic Transp Electrical Lab	1
WLD	112	Basic Welding Processes	2

Third Semester (Summer)			
HET	231	Med/Hvy. Duty Brake Systems	2
HET	233	Suspension and Steering	4
HYD	112	Hydraulics-Med/Heavy Duty	2
TRN	140	Transp Climate Control	2
Total Credit Hours Required			**45**

Diesel and Heavy Equipment Technology Associate in Applied Science - Associate Degree Completion (A60460) - Evening Only Program

To be taken after completion of Diploma (day) program.

Courses requiring a grade of "C" or better: HET, TRN and WBL

Fourth Semester (Fall)			
HET	114A	Power Trains	3
WBL	112	Work Based Learning I	2
		Humanities/Fine Arts Elective	3

Fifth Semester (Spring)			
HET	114B	Power Trains	2
TRN	130	Intro to Sustainable Transp	3
WBL	122	Work Based Learning I	2
		Communications Elective	3
		Social/Behavioral Science Elective	3
Total Credit Hours Required			**69**

Communications Electives: COM 110, COM 120, COM 231, or ENG 114

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112

Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Diesel and Heavy Equipment Technology Certificate (C60460L1)

Courses requiring a grade of "C" or better: HET and TRN

First Semester (Fall)			Credits
HET	110	Diesel Engines	6
HET	125	Preventative Maintenance	2
TRN	110	Intro to Transport Tech	2
Second Semester (Spring)			
TRN	120	Basic Transp Electricity	5
TRN	120A	Basic Transp Electrical Lab	1
Third Semester (Summer)			
HET	231	Med/Hvy. Duty Brake Systems (or HET 119)	2
Total Credit Hours Required			**18**

Electrical Systems Technology

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

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

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

Electrical Systems Technology Associate in Applied Science Degree (A35130)

Courses requiring a grade of "C" or better: EGR, ELC, ELN and WBL

First Semester (Fall)			Credits
EGR	110	Intro to Engineering Tech	2
ELC	111	Intro To Electricity	3
ELC	113	Residential Wiring	4
ENG	111	Writing and Inquiry (or ENG 110)	3
MAT	121	Algebra/Trigonometry (or MAT 171)	3
Second Semester (Spring)			
ELC	115	Industrial Wiring	4
ELC	127	Software for Technicians	2
ELC	131	Circuit Analysis I	4
ELN	152	Fabrication Techniques	2
MAT	122	Algebra/Trigonometry II (or MAT 172)	3
Third Semester (Summer)			
ELC	117	Motors and Controls	4
ELC	131A	Circuit Analysis I Lab	1
PHY	151	College Physics I	4
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science Elective	3
Fourth Semester (Fall)			
COM	231	Public Speaking	3
ELC	128	Introduction to PLC	3
ELN	133	Digital Electronics	4
ELN	131	Analog Electronics I	4
Fifth Semester (Spring)			
ELC	118	National Electrical Code	2
ELC	213	Instrumentation	4
ELC	228	PLC Applications	4
HYD	110	Hydraulics/Pneumatics I	3
		Major Elective	2
Total Credit Hours Required			**74**

Major Electives: ALT 120, ELC 220, ELC 229, ISC 112, SST 120, WBL 112

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112

Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Electrical Systems Technology Associate in Applied Science Degree (A35130) – Evening Schedule

Courses requiring a grade of "C" or better: EGR, ELC, ELN and WBL

First Semester (Fall)			Credits
EGR	110	Intro to Engineering Technology	2
ELC	111	Intro To Electricity	3
MAT	121	Algebra/Trigonometry (or MAT 171)	3

Second Semester (Spring)

ELC	131	Circuit Analysis I	4
ELC	131A	Circuit Analysis I Lab	1
ELN	152	Fabrication Techniques	2
MAT	122	Algebra/Trigonometry II (or MAT 172)	3

Third Semester (Summer)

ENG	111	Writing and Inquiry (or ENG 110)	3
PHY	151	College Physics I	4

Fourth Semester (Fall)

ELC	127	Software for Technicians	2
ELC	113	Residential Wiring	4
ELN	131	Analog Electronics I	4

Fifth Semester (Spring)

ELC	115	Industrial Wiring	4
ELC	118	National Electrical Code	2
ELN	133	Digital Electronics	4

Sixth Semester (Summer)

		Humanities/Fine Arts Elective	3
		Social/Behavioral Science Elective	3

Seventh Semester (Fall)

COM	231	Public Speaking	3
ELC	117	Motors and Controls	4
ELC	128	Introduction to PLC	3
		Major Elective	2

Eighth Semester (Spring)

ELC	213	Instrumentation	4
ELC	228	PLC Applications	4
HYD	110	Hydraulics and Pneumatics I	3
Total Credit Hours Required			**74**

Major Electives: ALT 120, ELC 220, ELC 229, ISC 112, SST 120, WBL 112

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112

Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Electrical Systems Technology Diploma (D35130) - Evening Schedule

Courses requiring a grade of "C" or better: EGR, ELC and ELN

First Semester (Fall)			**Credits**
ELC	111	Intro to Electricity	3
MAT	121	Algebra/Trigonometry I	3

Second Semester (Spring)

ELC	127	Software for Technicians	2
ELC	131	Circuit Analysis I	4
ELC	131A	Cicuit Analysis I Lab	1
ELN	152	Fabrication Techniques	2

Third Semester (Summer)

COM	120	Intro Interpersonal Com (or ENG 110 or ENG 111)	3

Fourth Semester (Fall)

ELC	113	Residential Wiring	4
ELC	117	Motors and Controls	4

Fifth Semester (Spring)

ELC	115	Industrial Wiring	4
ELC	128	Introduction to PLC	3
ELC	118	National Electrical Code	2
ELC	213	Instrumentation	4
Total Credit Hours Required			**39**

Electrical Systems Technology Electrical Wiring Certificate (C35130L1)

The Electrical Wiring Certificate program teaches the student the concepts and skills needed to install and repair residential, commercial, and industrial wiring systems. Preparation for state and local licenses are achieved through laboratory and classroom studies that focus on the National Electrical Code.

Courses requiring a grade of "C" or better: ELC

First Semester (Fall)			**Credits**
ELC	111	Intro To Electricity	3
ELC	113	Residential Wiring	4

Second Semester (Spring)

ELC	115	Industrial Wiring	4
ELC	118	National Electrical Code	2
Total Credit Hours Required			**13**

Electrical Systems Technology Building Instrumentation & Control Certificate (C35130L4)

The Building Instrumentation and Control Certificate program teaches the student the concepts and skills needed to program, install, calibrate, and service systems that acquire and record industrial and environmental data. It also is intended to prepare students to install and maintain automated energy and environmental control systems.

Courses requiring a grade of "C" or better: ELC

First Semester (Fall)			Credits
ELC	111	Intro to Electricity	3
ELC	128	Intro to PLC	3
SST	120	Energy Use Analysis	3
Second Semester (Spring)			
ELC	213	Instrumentation	4
Third Semester (Summer)			
ELC	117	Motors and Controls	4
Total Credit Hours Required			**17**

Electronics Engineering Technology

The Electronics Engineering Technology program prepares the students to apply basic engineering principles and technical skills to become technicians who design, build, install, test, troubleshoot, repair, and modify developmental and production electronic components, equipment, and systems such as industrial/computer controls, manufacturing systems, communication systems, and power electronic systems. Includes instruction in mathematics, basic electricity, solid-state fundamentals, digital concepts, and microprocessors or programmable logic controllers. Graduates should qualify for employment as electronics engineering technician, field service technician, instrumentation technician, maintenance technician, electronic tester, electronic systems integrator, bench technician, and production control technician.

Electronics Engineering Technology Associate in Applied Science Degree (A40200)

Courses requiring a grade of "C" or better: DFT, ELC, ELN and WBL

First Semester (Fall)			Credits
CET	111	Computer Upgrade/Repair I	3
EGR	110	Intro to Engineering Tech	2
ELC	111	Intro to Electricity	3
ENG	111	Writing and Inquiry	3
MAT	121	Algebra/Trigonometry I (or MAT 171)	3
Second Semester (Spring)			
DFT	151	CAD I (or ELN 150)	3
ELC	127	Software for Technicians	2
ELC	131	Circuit Analysis I	4
ELN	152	Fabrication Techniques	2
MAT	122	Algebra/Trigonometry II (or MAT 172)	3
Third Semester (Summer)			
ELC	117	Motors and Controls	4
PHY	131	Physics-Mechanics (or PHY 151)	4
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science Elective	3
Fourth Semester (Fall)			
COM	231	Public Speaking	3
ELC	128	Intro to PLC	3
ELN	131	Analog Electronics I	4
ELN	133	Digital Electronics	4
Fifth Semester (Spring)			
ELN	132	Analog Electronics II	4
ELN	133A	Digital Electronics Lab	1
ELN	232	Intro to Microprocessors	4
ELN	234	Communication Systems	4
		Major Elective	3
Total Credit Hours Required			**72**

MAT 171, MAT 172, and PHY 151 are recommended courses for students seeking transfer for bachelor's degree in engineering technology.

Major Electives: CET 125, CET 211, EGR 285, ELC 213, ELC 228, ELC 229, ELN 237, MAT 271, PHY 152, SST 120, WBL 111/112

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112

Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Electronics Engineering Technology Associate in Applied Science Degree (A40200) - Evening Schedule

Courses requiring a grade of "C" or better: DFT, ELC, ELN and WBL

First Semester (Fall)			Credits
EGR	110	Intro to Engineering Tech	2
ELC	111	Intro to Electricity	3
MAT	121	Algebra/Trigonometry I (or MAT 171)	3

Second Semester (Spring)

ELC	131	Circuit Analysis I	4
ELN	152	Fabrication Techniques	2
MAT	122	Algebra/Trigonometry II	3
		(or MAT 172)	

Third Semester (Summer)

ENG	111	Writing and Inquiry	3
PHY	131	Physics - Mechanics (or PHY 151)	4

Fourth Semester (Fall)

CET	111	Computer Upgrade/Repair I	3
ELC	127	Software for Technicians	2
ELN	131	Analog Electronics I	4

Fifth Semester (Spring)

DFT	151	CAD I (or ELN 150)	3
ELN	133	Digital Electronics	4
ELN	133A	Digital Electronics Lab	1

Sixth Semester (Summer)

ELN	132	Analog Electronics II	4
		Social/Behavioral Science Elective	3

Seventh Semester (Fall)

ELC	117	Motors and Controls	4
ELC	128	Intro to PLC	3
		Major Elective	3

Eighth Semester (Spring)

ELN	232	Intro to Microprocessors	4
ELN	234	Communication Systems	4

Ninth Semester (Summer)

COM 231		Public Speaking	3
		Humanities/Fine Arts Elective	3
Total Credit Hours Required			**72**

MAT 171, MAT 172, and PHY 151 are recommended courses for students seeking transfer for bachelor's degree in engineering technology.

Major Electives: CET 125, CET 211, EGR 285, ELC 213, ELC 228, ELC 229, ELN 237, MAT 271, PHY 152, SST 120, WBL 111/112
Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112
Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Environmental Engineering Technology

The Environmental Engineering Technology curriculum prepares students to use mathematical and scientific principles to modify, test, and operate equipment and devices used in the prevention, control, and remediation of environmental problems and development of environmental remediation devices. Includes instruction in environmental safety principles, environmental standards, testing and sampling procedures, laboratory techniques, instrumentation calibration, safety, and protection procedures, equipment maintenance, and report preparation.

Coursework includes the communication and computational skills required, as well as environmental safety principles, environmental standards, testing and sampling procedures, laboratory techniques, instrumentation calibration, safety and protection procedures, equipment maintenance, and report preparation.

Graduates should qualify for technician level jobs with both public and private engineering, materials testing, construction, regulatory, and research agencies.

Associate in Applied Science Degree (A40150)

Courses requiring a grade of "C" or better: CEG, CHM, CIV, DFT, EGR, ENV, MAT and SRV

First Semester (Fall)			**Credits**
CEG	111	Intro to GIS and GNSS	4
CEG	115	Intro to Tech & Sustainability	3
EGR	110	Intro to Engineering Tech (or ACA 115)	2
EGR	125	Appl Software for Tech (or CIS 110)	2
MAT	121	Algebra/Trigonometry I	3

Second Semester (Spring)

DFT	151	CAD I	3
EGR	250	Statics/Strength of Materials	5
MAT	122	Algebra/Trigonometry II	3
SRV	110	Surveying I	4

Third Semester (Summer)

CEG	211	Hydrology & Erosion Control	3
ENG	111	Writing and Inquiry	3
		Humanities/Fine Arts Elective	3
		Social/Behavioral Sciences Elective	3

Fourth Semester (Fall)

CEG	212	Intro to Environmental Tech	3
CHM	151	General Chemistry I	4
ENV	110	Environmental Science	3
		(or BIO 140 and BIO 140A)	
ENV	214	Water Quality	4

Fifth Semester (Spring)

CEG	230	Subdivision Planning & Design	3
CIV	111	Soils and Foundations	4
ENG	114	Prof Research and Reporting	3
		(or COM 110, COM 120, or COM 231)	
ENV	210	Management of Waste	4
ENV	226	Environmental Law	3
Total Credit Hours Required			**73**

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112
Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Geomatics Technology

The Geomatics Technology curriculum prepares students to use mathematical and scientific principles for the delineation, determination and planning of land tracts, boundaries, contours, and features by applying principles of route and construction surveying, photogrammetry, mapping, global positioning systems, geographical information systems, and other kinds of property description and measurement to create related maps, charts, and reports.

Course work includes instruction in applied geodesy, computer graphics, photointerpretation, plane and geodetic surveying, mensuration, traversing, survey equipment operation and maintenance, instrument calibration, and basic cartography.

Graduates should qualify for jobs as survey party chief, instrument person, surveying technician, highway surveyor, mapper, GPS technician, and CAD operator. Graduates will be prepared to pursue the requirements necessary to become a Professional Land Surveyor and will also be able to transfer and complete a four-year degree in the field.

Geomatics Technology Associate in Applied Science Degree (A40420)

Courses requiring a grade of "C" or better: CEG, CIV, DFT, EGR, MAT, and SRV

First Semester (Fall)

			Credits
CEG	111	Intro to GIS and GNSS	4
CEG	115	Intro to Tech & Sustainability	3
EGR	110	Introduction to Engineering Tech (or ACA 115)	2
EGR	125	Appl Software for Tech	2
MAT	121	Algebra/Trigonometry I (or MAT 171)	3

Second Semester (Spring)

DFT	151	CAD I	3
ENG	111	Writing and Inquiry	3
MAT	122	Algebra/Trigonometry II (or MAT 172)	3
SRV	110	Surveying I	4

Third Semester (Summer)

CEG	211	Hydrology & Erosion Control	3
SRV	111	Surveying II	4
		Humanities/Fine Arts Elective	3
		Social/Behavioral Sciences Elective	3

Fourth Semester (Fall)

CIV	125	Civil/Surveying CAD	3
CIV	215	Highway Technology	3
SRV	210	Surveying III	4
SRV	240	Topographic/Site Surveying	4

Fifth Semester (Spring)

CEG	230	Subdivision Planning & Design	3
ENG	114	Prof. Research and Reporting	3
		(or COM 120, or COM 231)	
SRV	220	Surveying Law	3
SRV	250	Advanced Surveying	4
Total Credit Hours Required			**66**

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112
Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Geomatics Technology Land Surveying Fundamentals Certificate (C40420L1)

Courses requiring a grade of "C" or better: CEG, DFT, MAT, and SRV

First Semester (Fall)

			Credits
CEG	111	Intro to GIS and GNSS	4
CEG	115	Intro to Tech & Sustainability	3
MAT	121	Algebra/Trigonometry I (or MAT 171)	3

Second Semester (Spring)

DFT	151	CAD I	3
SRV	110	Surveying I	4
Total Credit Hours Required			**17**

Industrial Systems Technology

The Industrial Systems Technology curriculum is designed to prepare or upgrade individuals to safely service, maintain, repair, or install equipment. Instruction includes theory and skill training needed for inspecting, testing, troubleshooting, and diagnosing industrial systems.

Students will learn multi-craft technical skills in print reading, mechanical systems maintenance, electricity, hydraulics/pneumatics, welding, machining or fabrication, and includes various diagnostic and repair procedures. Practical application in these industrial systems will be emphasized and additional advanced course work may be offered.

Upon completion of this curriculum, graduates should be able to individually, or with a team, safely install, inspect, diagnose, repair, and maintain industrial process and support equipment. Students will also be encouraged to develop their skills as life-long learners.

Industrial Systems Technology Associate in Applied Science Degree (A50240)

Courses requiring a grade of "C" or better: ACA, AHR, BPR, CMT, DFT, EGR, ELC, HYD, ISC, MAC, MEC, MNT, WBL and WLD

First Semester (Fall)			**Credits**
EGR	110	Intro to Engineering Tech (or ACA 115)	2
BPR	111	Print Reading	2
DFT	151	CAD I (or DFT 170)	3
EGR	125	Appl Software for Tech	2
ELC	111	Intro to Electricity	3
ENG	110	Freshman Composition (or ENG 111)	3

Second Semester (Spring)			
AHR	120	HVACR Maintenance	2
BPR	121	Blueprint Reading-Mech	2
CMT	210	Construction Management Fund	3
COM	231	Public Speaking	3
		(or COM 110, COM 120, or ENG 114)	
HYD	110	Hydraulics/Pneumatics I	3
MEC	111	Machining Processes I (or MAC 141)	3
MNT	110	Intro to Maint Procedures	2

Third Semester (Summer)			
ELC	117	Motors and Controls	4
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science Elective	3

Fourth Semester (Fall)			
ELC	128	Intro to PLC	3
ISC	112	Industrial Safety	2
ATR	112	Intro to Automation	3
PHY	121	Applied Physics	4
		(or PHY 110/110A, CHM 121/121A, or MAT 121)	
WLD	112	Basic Welding Processes	2
		Major Elective	2

Fifth Semester (Spring)			
ELC	213	Instrumentation	4
MNT	111	Maintenance Practices	3
MNT	120	Industrial Wiring Methods (or ELC 115)	2
MNT	240	Indust Equip Troubleshoot	2
		Major Elective	3
Total Credit Hours Required			**73**

Major Electives: ELC 213, ELC 228, MEC 145, WBL 111, WBL 121, WBL 112, WLD 212
Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112
Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Industrial Systems Technology Basic Maintenance Certificate (C50240L1)

The Industrial Systems Basic Maintenance program teaches the student concepts and skills needed to service and repair various types of mechanical equipment.

Courses requiring a grade of "C" or better: BPR, DFT, EGR, ELC, HYD, ISC, MNT, and WLD

Courses		..	**Credits**
BPR	111	Print Reading	2
DFT	151	CAD I (or DFT 170)	3
ELC	111	Intro to Electricity	3
HYD	110	Hydraulics/Pneumatics I	3
ISC	112	Industrial Safety	2
MNT	110	Intro to Maint Procedures	2
WLD	112	Basic Welding Processes	2
Total Credit Hours Required			**18**

Mechanical Engineering Technology

A course of study that prepares students to use basic engineering principles and technical skills to design, develop, test, and troubleshoot projects involving mechanical systems. Includes instruction in principles of mechanics, applications to specific engineering systems, design testing procedures, prototype and operational testing and inspection procedures, manufacturing system-testing procedures, test equipment operation and maintenance, computer applications, critical thinking, planning and problem solving, and oral and written communications. Graduates of the curriculum will find employment opportunities in the manufacturing or service sectors of engineering technology. Engineering technicians may obtain professional certification by application to organizations such as ASQC, SME, and NICET.

Mechanical Engineering Technology Associate in Applied Science Degree (A40320)

Courses requiring a grade of "C" or better: ACA, ATR, BPR, DFT, EGR, ELC, HYD, ISC, MAC, MAT, MEC, PLA and WBL

First Semester (Fall)			Credits
EGR	110	Intro to Engineering Technology	2
BPR	111	Print Reading	2
EGR	125	Appl Software for Tech	2
ELC	111	Intro to Electricity	3
ENG	110	Freshman Composition (or ENG 111)	3
MAT	121	Algebra Trigonometry I (or MAT 171)	3

Second Semester (Spring)			
ISC	112	Industrial Safety	2
HYD	110	Hydraulics/Pneumatics I	3
MEC	111	Machine Processes I (or MAC 141)	3
MEC	145	Mfg. Materials I	3
PHY	151	College Physics I	4

Third Semester (Summer)			
COM	231	Public Speaking	3
		(or COM 110, COM 120 or ENG 114)	
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science Elective	3

Fourth Semester (Fall)			
ATR	112	Intro to Automation	3
DFT	154	Intro to Solid Modeling	3
EGR	250	Statics/Strength of Mater	5
ELC	128	Intro to PLC	3
PLA	120	Injection Molding	3

Fifth Semester (Spring)			
ATR	212	Industrial Robots	3
DFT	151	CAD I (or DFT 170)	3
DFT	254	Intermed Solid Model/Render	3
MEC	260	Fund of Machine Design	3
		Major Elective	2
Total Credit Hours Required			**70**

Major Electives: BPR 121, ELC 117, ISC 132, MEC 187, WBL 111, WBL 122
Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112
Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Mechanical Engineering Technology - Automation & Robotics Certificate (C40320L5)

The Mechanical Engineering Technology Automation and Robotics Certificate program is designed to develop fundamental skills necessary to safely operate and maintain robotic and automated equipment. This certificate prepares students for employment opportunities in automated industries.

Courses requiring a grade of "C" or better: ATR and ELC

Courses Required			Credits
ATR	112	Intro to Automation	3
ATR	212	Industrial Robots	3
ELC	111	Intro to Electricity	3
ELC	117	Motor and Controls	4
ELC	128	Intro to PLC	3
Total Credit Hours Required			**16**

Sustainability Technologies

The Sustainability Technologies curriculum is designed to prepare individuals for employment in environmental, construction, renewable energy, or related industries, where key emphasis is placed on energy production and waste reduction along with sustainable technologies.

Course work includes renewable energy, green building technology, and environmental technologies. Additional topics may include sustainability, energy management, waste reduction, renewable energy, site assessment, and environmental responsibility.

Graduates should qualify for positions within the renewable energy, construction, and/or environmental industries. Employment opportunities exist in both the government and private industry sectors where graduates may function as renewable energy technicians, sustainability consultants, environmental technicians, or green building supervisors.

Sustainability Technologies Associates in Applied Science Technology - Day Schedule (A40370)

Courses requiring a grade of "C" or better: ALT, ARC, BIO and SST

First Semester (Fall)			Credits
ARC	112	Construction Matls & Methods	4
EGR	110	Intro to Engineering Tech (or EGR 150)	2
EGR	125	Appl Software for Tech	2
ELC	111	Intro to Electricity	3
MAT	121	Algebra/Trigonometry I (or MAT 171)	3
SST	110	Intro to Sustainability	3
Second Semester (Spring)			
ALT	120	Renewable Energy Tech	3
ARC	111	Intro to Arch Technology	3
ARC	131	Building Codes	3
CST	111	Construction I	4
DFT	170	Engineering Graphics (or DFT 151)	3
SST	140	Green Building & Design Concepts	3
Third Semester (Summer)			
ENG	111	Writing and Inquiry	3
		Humanities/Fine Arts Elective	3
		Social/Behavioral Science Elective	3
Fourth Semester (Fall)			
ELC	220	Photovoltaic Sys Tech	3
CST	150	Building Science	3
ARC	261	Solar Technology	2
AGR	267	Permaculture	3
SST	130	Modeling Renewable Energy	3
Fifth Semester (Spring)			
ENG	114	Prof Research & Reporting	3
BIO	140	Environmental Biology	3
BIO	140A	Environmental Biology Lab	1
SST	120	Energy Use Analysis	3
SST	210	Issues on Sustainability	3
Total Credit Hours Required			**72**

Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112

Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Welding Technology

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metal industry. Instruction includes consumable and non-consumable electrode welding and cutting processes.

Courses provide the student with industry-standard skills developed through classroom training and practical application.

Successful graduates of the Welding Technology curriculum may be employed as entry-level technicians in welding and metalworking industries. Career opportunities also exist in construction, manufacturing, fabrication, sales, quality control, supervision, and welding-related self-employment.

Welding Technology Associate in Applied Science Degree (A50420)

Courses requiring a grade of "C" or better: ACA and WLD

First Semester (Fall)			Credits
ACA	115	Success & Study Skills	1
PHY	121	Applied Physics I	4
WLD	110	Cutting Processes	2
WLD	115	SMAW (Stick) Plate	5
WLD	121	GMAW (MIG) FCAW/Plate	4
Second Semester (Spring)			
ENG	110	Freshman Composition (or ENG 111)	3
WLD	116	SMAW (Stick) Plate/Pipe	4
WLD	131	GTAW (TIG) Plate	4
WLD	141	Symbols and Specifications	3
		Communications Elective	3
Third Semester (Summer)			
WLD	122	GMAW (MIG) Plate/Pipe	3
WLD	132	GTAW (TIG) Plate/Pipe	3
Fourth Semester (Fall)			
ISC	112	Industrial Safety	2
MEC	111	Machine Processes I	3
WLD	151	Fabrication I	4
WLD	231	GTAW (TIG) Pipe	3
WLD	261	Certification Practices	2
		Humanities/Fine Arts Elective	3

Fifth Semester (Spring)			
MEC	110	Intro to CAD/CAM	2
WLD	215	SMAW (Stick) Pipe	4
WLD	251	Fabrication II	3
WLD	262	Inspection & Testing	3
		Social/Behavioral Science Elective	3
Total Credit Hours Required			**71**

Communications Electives: COM 110, COM 120, COM 231, ENG 114
Humanities/Fine Arts Electives: ART 111, HUM 110, HUM 115, MUS 110, MUS 112
Social/Behavioral Science Electives: ECO 251, HIS 112, HIS 131, PSY 150, SOC 210

Welding Technology - Diploma (D50420)

Courses requiring a grade of "C" or better: ACA and WLD

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
PHY	121	Applied Physics I	4
WLD	110	Cutting Processes	2
WLD	115	SMAW (Stick) Plate	5
WLD	121	GMAW (MIG) FCAW/Plate	4
Second Semester (Spring)			
ENG	110	Freshman Composition	3
MEC	110	Intro to CAD/CAM	2
WLD	116	SMAW (Stick) Plate/Pipe	4
WLD	131	GTAW (TIG) Plate	4
WLD	141	Symbols and Specifications	3
Third Semester (Summer)			
WLD	122	GMAW (MIG) Plate/Pipe	3
WLD	132	GTAW (TIG) Plate/Pipe	3
Total Credit Hours Required			**38**

Welding Technology - Basic Welding Certificate I (C50420L2)

The following courses give students a basic understanding of the principles and skills of modern day welding. Upon completion, students should be able to apply basic welding techniques in both SMAW and GMAW welding.

Courses requiring a grade of "C" or better: WLD

Courses Required			**Credits**
WLD	110	Cutting Processes	2
WLD	115	SMAW (Stick) Plate	5
WLD	121	GMAW (MIG) FCAW/Plate	4
WLD	122	GMAW (MIG) Plate/Pipe (or WLD 131)	3
Total Credit Hours Required			**14**

Arts and Sciences

A.A.S. Degrees
Associate in Arts
Associate in Engineering
Associate in Science
Associate in Fine Arts in Visual Arts
Early Childhood Education
General Occupational Technology
Health and Fitness Science

Certificates
Early Childhood
Special Education
Infant/Toddler Care

The North Carolina Comprehensive Articulation Agreement (CAA) is a statewide agreement governing the transfer of credits between NC community colleges and NC public universities. The CAA's objective is to facilitate the smooth transfer of students. The CAA does the following:

- Assures admission to one of the 16 UNC institutions.
- Enables NC community college graduates of two-year Associate in Arts and Associate in Science degree programs who are admitted to constituent institutions of the UNC system to transfer with junior status.
- Provides a Transfer Credit Appeal Procedure.

The Associate in Arts (A10100) degree is designed for students who want to pursue a four-year degree in one of the liberal arts disciplines or training at a professional school that requires a strong liberal arts background.

The Associate in Science (A10400) degree is designed for students who want to pursue a four-year degree in areas of study such as computer science, engineering, mathematics, the sciences, or professional programs that require strong mathematics and science backgrounds.

As part of the Associate in Arts and Associate in Science degrees, students take courses in the Universal General Education Transfer Core (UGETC). These courses provide students with a knowledge base of historical, societal, and environmental contexts for succeeding in the changing global community. UGETC represents a full spectrum of English composition, humanities and fine arts, social and behavioral sciences, natural sciences, and mathematics courses. General education courses facilitate student acquisition and sharing of knowledge, encourage social interaction, and promote an educated citizenry. General education courses also develop broad, cross-curriculum knowledge and skill sets that prepare the student for the challenges of post-graduation endeavors.

For additional information about the Comprehensive Articulation Agreement, visit www.cfnc.org.

General Education student learning outcomes follow:

- Communication: Students will communicate in a clear and appropriate manner.
- Humanities/Fine Arts: Students will evaluate significant humanistic and artistic expression.
- Social/Behavioral Sciences: Students will critically analyze information from the social/behavioral disciplinary perspectives.
- Natural Science/Mathematics: Students will present evidence-based solutions to problems by applying mathematical or scientific methodologies.

The Honors Program

The Honors Program offers engaging and intellectually stimulating classes for highly motivated and academically talented students who want to get more out of their experiences at A-B Tech. The Honors class sections are academically rigorous and challenge students to maximize their intellectual abilities and potential in a variety of General Education courses. Completion of Honors classes demonstrates to universities and prospective employers the student's pursuit of academic excellence and intellectual growth. Students who successfully complete 12 hours or more of Honors classes while maintaining a cumulative GPA of 3.5 earn a notation on their transcript and the ability to transfer directly into Honors Colleges at select universities.

Please see your transfer advisor or the Honors Program Director for more information.

Associate in Arts (AA) Degree (A10100)

General Education (45 Hours)

English Composition - 6 hours

ENG	111	Writing and Inquiry
ENG	112	Writing/Research in the Disc

Humanities/Fine Arts (Courses must be from at least two different disciplines) - 9 hours

ART	111	Art Appreciation
ART	114	Art History Survey I
ART	115	Art History Survey II
COM	231	Public Speaking
ENG	231	American Literature I
ENG	232	American Literature II
ENG	241	British Literature I
ENG	242	British Literature II
MUS	110	Music Appreciation
MUS	112	Introduction to Jazz
PHI	215	Philosophical Issues
PHI	240	Introduction to Ethics

Social / Behavioral Sciences (Courses must be from at least two disciplines) - 9 hours

Pick one of the following:

HIS	111	World Civilizations I
HIS	112	World Civilizations II
HIS	131	American History I
HIS	132	American History II

Pick two of the following:

ECO	251	Prin of Microeconomics
ECO	252	Prin of Macroeconomics
HIS	111	World Civilizations I
HIS	112	World Civilizations II
HIS	131	American History I
HIS	132	American History II
POL	120	American Government
PSY	150	General Psychology
SOC	210	Introduction to Sociology

Mathematics - 3-4 hours

MAT	143	Quantitative Literacy
MAT	152	Statistical Methods
MAT	171	Precalculus Algebra

Natural Sciences - 4 hours

AST	111	Descriptive Astronomy
AST	111A	Descriptive Astronomy Lab
BIO	110	Principles of Biology
BIO	111	General Biology
CHM	151	General Chemistry
GEL	111	Introductory Geology
PHY	110	Conceptual Physics
PHY	110A	Conceptual Physics Lab

Additional General Education Requirements - 13-14 hours

HUM	220	Human Values and Meaning

Additional General Education courses as designated in pathway. Courses listed in **bold** meet this requirement.

Other Required Hours - 15

ACA 122 College Transfer Success
Additional hours from the list below (14 hours)

ACC 120	BIO 155	**ECO 251**	**MAT 143**
ACC 121	BIO 163	**ECO 252**	**MAT 152**
ANT 220	BIO 168	EGR 150	**MAT 171**
ART 111	BIO 169	EGR 212	**MAT 172**
ART 114	BIO 175	EGR 215	**MAT 263**
ART 115	BIO 271	EGR 216	**MAT 271**
ART 121	BIO 275	EGR 220	**MAT 272**
ART 122	BUS 110	EGR 228	**MAT 273**
ART 131	BUS 115	**ENG 114**	MAT 280
ART 171	BUS 137	ENG 125	MAT 285
ART 214	CIS 110	**ENG 231**	**MUS 110**
ART 231	CIS 115	**ENG 232**	**MUS 112**
ART 240	CHM 130	**ENG 241**	MUS 131
ART 241	CHM130A	**ENG 242**	MUS 132
ART 244	**CHM 132**	**FRE 111**	MUS 231
ART 261	**CHM 151**	**FRE 112**	MUS 232
ART 264	**CHM 152**	**FRE 211**	PED 110
ART 266	CHM 251	**FRE 212**	PED 117
ART 267	CHM 252	**GEL 111**	PED 118
ART 275	CHM 271	GIS 111	PED 119
ART 276	CJC 111	HEA 110	PED 120
ART 281	CJC 121	HEA 112	PED 122
ART 283	CJC 141	**HIS 111**	PED 123
ART 284	**COM 110**	**HIS 112**	PED 125
AST	**COM 120**	**HIS 131**	PED 126
111/111A	**COM 140**	**HIS 132**	PED 128
BIO 110	COM 150	HIS 236	PED 130
BIO 111	**COM 231**	**HUM 110**	PED 143
BIO 112	CSC 134	**HUM 115**	PED 145
BIO 120	CSC 151	**HUM 120**	PED 171
BIO 130	CTS 115	**HUM 160**	PED 211
BIO 140	**DFT 170**	HUM 230	PED 217
BIO 140A	**ECO 151**	JOU 216	PED 218

PED 235	**PHY 251**	**SOC 210**	**SPA 211**
PHI 215	**PHY 252**	**SOC 213**	**SPA 212**
PHI 240	**POL 120**	**SOC 220**	
PHY	**PSY 150**	**SOC 225**	
110/110A	**PSY 237**	**SOC 240**	
PHY 151	**PSY 241**	**SPA 111**	
PHY 152	**PSY 281**	**SPA 112**	

Associate in Arts (AA) Pathways

The following pathways are for full-time students. Please see the Transfer Advising Center or an advisor for part-time pathways.

Art Education Pathway to UNC Asheville

First Semester			Credits
ACA	122	College Transfer Success	1
ART	114	Art History Survey I	3
ART	121	Two-Dimensional Design	3
ENG	111	Writing and Inquiry	3
MAT	143	Quantitative Literacy	3

Second Semester

ART	115	Art History Survey II	3
ART	131	Drawing I	3
BIO	110	Principles of Biology	4
ENG	112	Writing/Research in the Disc	3
MUS	112	Introduction to Jazz	3

Third Semester

ART		Elective	3
AST	111	Descriptive Astronomy	3
AST	111A	Descriptive Astronomy Lab	1
FRE	111	Elementary French I (or SPA 111)	3
HIS	111	World Civilization I	3
PSY	150	General Psychology	3

Fourth Semester

ART	122	Three-Dimensional Design	3
FRE	112	Elementary French II (or SPA 112)	3
HIS	112	World Civilization II	3
HUM	220	Human Values and Meaning	3
SOC	210	Introduction to Sociology	3

Business/Accounting Pathway

First Semester			Credits
ACA	122	College Transfer Success	1
COM	231	Public Speaking	3
ECO	251	Prin of Microeconomics	3
ENG	111	Writing and Inquiry	3
MAT	152	Statistical Methods 1	4

Second Semester

BUS	115	Business Law I	3
BUS	137	Principles of Management	3
ECO	252	Prin of Macroeconomics	3
ENG	112	Writing/Research in the Disc	3

Third Semester

ACC	120	Prin of Financial Accounting	4
BIO	111	General Biology I	4
FRE	111	Elementary French I (or SPA 111)	3
MUS	112	Introduction to Jazz	3
PHI	240	Introduction to Ethics	3

Fourth Semester

ACC	121	Prin of Managerial Accounting	4
BIO	112	General Biology II	4
FRE	112	Elementary French II (or SPA 112)	3
HIS	112	World Civilizations II	3
HUM	220	Human Values and Meaning	3

Creative Arts Pathway to UNC Asheville

First Semester			Credits
ACA	122	College Transfer Success	1
ENG	111	Writing and Inquiry	3
MAT	143	Quantitative Literacy	3
MUS	110	Music Appreciation	3
MUS	131	Chorus I	1
PSY	150	General Psychology	3

Second Semester

ART	266	Videography I	3
BIO	110	Principles of Biology	4
ENG	112	Writing/Research in the Disc	3
MUS	112	Introduction to Jazz	3
MUS	132	Chorus II	1

Third Semester			Credits
ART	111	Art Appreciation	3
COM	231	Public Speaking	3
ENG	125	Creative Writing I	3
FRE	111	Elementary French I (or SPA 111)	3
HIS	111	World Civilizations I	3
MUS	231	Chorus III	1

Fourth Semester			
ART		Elective	3
AST	111	Descriptive Astronomy	3
AST	111A	Descriptive Astronomy Lab	1
FRE	112	Elementary French II (or SPA 112)	3
HIS	112	World Civilizations II	3
HUM	220	Human Values and Meaning	3
MUS	232	Chorus IV	1

Communication Pathway

First Semester			Credits
ACA	122	College Transfer Success	1
COM	231	Public Speaking	3
ENG	111	Writing and Inquiry	3
MAT	152	Statistical Methods I	4
PSY	150	General Psychology	3

Second Semester			
COM	110	Introduction to Communication	4
ENG	112	Writing/Research in the Disc	3
HEA	110	Personal Health/Wellness	3
PHI	240	Introduction to Ethics	3
SOC	210	Introduction to Sociology	3

Third Semester (Summer)			
COM	120	Intro to Interpersonal Com	3
FRE	111	Elementary French I (or SPA 111)	3

Fourth Semester			
COM	150	Intro to Mass Comm	3
ENG	232	American Literature II	3
FRE	112	Elementary French II (or SPA 112)	3
JOU	216	Writing for Mass Media	3

Fifth Semester			Credits
BIO	111	General Biology I	4
COM	140	Intro Intercultural Com	3
HIS	112	World Civilizations II	3
HUM	220	Human Values and Meaning	3

Elementary Education Pathway to Appalachian State University

First Semester			Credits
ACA	122	College Transfer Success	1
COM	231	Public Speaking	3
ENG	111	Writing and Inquiry	3
MAT	143	Quantitative Literacy	3
PSY	150	General Psychology	3

Second Semester			
ENG	112	Writing/Research in the Disc	3
HIS	112	World Civilizations II	3
MAT	152	Statistical Methods I	4
SOC	210	Introduction to Sociology	3

Third Semester (Summer)			
MUS	110	Music Appreciation	3
HEA	110	Personal Health/Wellness	3
FRE	111	Elementary French I (or SPA 111)	3

Fourth Semester			
ART	111	Art Appreciation	3
BIO	111	General Biology I	3
ECO	251	Prin of Microeconomics	3
HIS	131	American History I	3

Fifth Semester			
BIO	112	General Biology II	4
HIS	132	American History II	3
HUM	220	Human Values and Meaning	3
POL	120	American Government	3

English Pathway

First Semester			Credits
ACA	122	College Transfer Success	1
COM	231	Public Speaking	3
ENG	111	Writing and Inquiry	3
MAT	143	Quantitative Literacy	3
PSY	150	General Psychology	3

Second Semester			
BIO	111	General Biology I	3
ENG	112	Writing/Research in the Disc	3
HUM	115	Critical Thinking	3
PED	110	Fit and Well for Life	2
PHI	240	Introduction to Ethics	3

Third Semester (Summer)			
FRE	111	Elementary French I (or SPA 111)	3
SOC	210	Introduction to Sociology	3

Fourth Semester			
ENG	231	American Literature I	3
ENG	241	British Literature I	3
ENG	125	Creative Writing I	3
FRE	112	Elementary French II (or SPA 112)	3
HUM	160	Introduction to Film	3

Fifth Semester			
ENG	232	American Literature II	3
ENG	242	British Literature II	3
HIS	112	World Civilizations II	3
HUM	220	Human Values and Meaning	3

History Pathway

First Semester			Credits
ACA	122	College Transfer Success	1
ART	114	Art History Survey 1	3
ENG	111	Writing and Inquiry	3
HIS	111	World Civilizations I	3
MAT	152	Statistical Methods 1	4

Second Semester			Credits
ANT	220	Cultural Anthropology	3
BIO	110	Principles of Biology	4
ENG	112	Writing/Research in the Disc	3
HIS	112	World Civilizations II	3
POL	120	American Government	3

Third Semester			
ENG	231	American Literature I	3
FRE	111	Elementary French I (or SPA 111)	3
GEL	111	Geology	4
HIS	131	American History I	3
HIS	236	North Carolina History	3

Fourth Semester			
ECO	251	Prin of Microeconomics	3
ENG	232	American Literature II	3
FRE	112	Elementary French II (or SPA 112)	3
HIS	132	American History II	3
HUM	220	Human Values and Meaning	3

Philosophy Pathway

First Semester			Credits
ACA	122	College Transfer Success	1
COM	231	Public Speaking	3
ENG	111	Writing and Inquiry	3
MAT	143	Quantitative Literacy	3
PSY	150	General Psychology	3

Second Semester			
AST	111	Descriptive Astronomy	3
AST	111A	Descriptive Astronomy Lab	1
ENG	112	Writing/Research in the Disc	3
FRE	111	Elementary French I (or SPA 111)	3
HIS	111	World Civilizations I	3
PHI	240	Introduction to Ethics	3

Third Semester			Credits
BIO	110	Principles of Biology	4
FRE	112	Elementary French II (or SPA 112)	3
HIS	112	World Civilizations II	3
HUM	115	Critical Thinking	3
PED		Elective	1
SOC	210	Introduction to Sociology	3

Fourth Semester

FRE	211	Intermediate French I (or SPA 211)	3
HEA	110	Personal Health/Wellness	3
HUM	220	Human Values and Meaning	3
PHI	215	Philosophical Issues	3
SOC	213	Sociology of the Family	3

Political Science Pathway

First Semester

ACA	122	College Transfer Success	1
ART	114	Art History Survey 1	3
ENG	111	Writing and Inquiry	3
HIS	111	World Civilizations I	3
MAT	152	Statistical Methods 1	4

Second Semester

ANT	220	Cultural Anthropology	3
BIO	110	Principles of Biology	4
ENG	112	Writing/Research in the Disc	3
HIS	112	World Civilizations II	3
POL	120	American Government	3

Third Semester

CJC	111	Intro to Criminal Justice	3
GEL	111	Geology	4
HEA	110	Personal Health/Wellness	3
HIS	131	American History I	3
HIS	236	North Carolina History	3

Fourth Semester			Credits
ECO	251	Prin of Microeconomics	3
ENG	232	American Literature II	3
HIS	132	American History II	3
HUM	220	Human Values and Meaning	3
PSY	150	General Psychology	3

Psychology Pathway

First Semester			Credits
ACA	122	College Transfer Success	1
COM	231	Public Speaking	3
ENG	111	Writing and Inquiry	3
MAT	152	Statistical Methods 1	4
PSY	150	General Psychology	3

Second Semester

BIO	110	Principles of Biology	4
ENG	112	Writing/Research in the Disc	3
FRE	111	Elementary French I (or SPA 111)	3
HIS	112	World Civilizations II	3
PSY	237	Social Psychology	3

Third Semester (UNC-Asheville or Appalachian State University)

ANT	220	Cultural Anthropology	3
FRE	112	Elementary French II (or SPA 112)	3
MUS	110	Music Appreciation	3
PSY	241	Developmental Psych	3
SOC	210	Introduction to Sociology	3

Third Semester (Western Carolina University)

HEA	110	Personal Health/Wellness	3
FRE	112	Elementary French II (or SPA 112)	3
MUS	110	Music Appreciation	3
PSY	241	Developmental Psych	3
SOC	210	Introduction to Sociology	3

Fourth Semester			**Credits**
BIO	140	Environmental Biology	3
BIO	140A	Environmental Biology Lab	1
FRE	211	Intermediate French I (or SPA 211)	3
HUM	220	Human Values and Meaning	3
PHI	240	Introduction to Ethics	3
PSY	281	Abnormal Psychology	3

Sociology Pathway

First Semester			**Credits**
ACA	122	College Transfer Success	1
ENG	111	Writing and Inquiry	3
MAT	152	Statistical Methods 1	4
PSY	150	General Psychology	3
SOC	210	Introduction to Sociology	3

Second Semester			
BIO	110	Principles of Biology	4
ENG	112	Writing/Research in the Disc	3
FRE	111	Elementary French (or SPA 111)	3
HIS	112	World Civilizations II	3
SOC	240	Social Psychology	3

Third Semester (UNC Asheville or Appalachian State University)			
ANT	220	Cultural Anthropology	3
ART	111	Art Appreciation	3
FRE	112	Elementary French II (or SPA 112)	3
MUS	110	Music Appreciation	3
SOC	220	Social Problems	3

Third Semester (Western Carolina University)			
ART	111	Art Appreciation	3
COM	231	Public Speaking	3
FRE	112	Elementary French II (or SPA 112)	3
MUS	110	Music Appreciation	3
SOC	220	Social Problems	3

Fourth Semester (UNC Asheville or Appalachian State University)			**Credits**
BIO	140	Environmental Biology	3
BIO	140A	Environmental Biology Lab	1
FRE	211	Intermediate French I (or SPA 211)	3
HUM	220	Human Values and Meaning	3
PHI	240	Introduction to Ethics	3
SOC	225	Social Diversity	3

Fourth Semester (Western Carolina University)			
BIO	140	Environmental Biology	3
BIO	140A	Environmental Biology Lab	1
FRE	211	Intermediate French I (or SPA 211)	3
HEA	110	Personal Health/Wellness	3
HUM	220	Human Values and Meaning	3
SOC	225	Social Diversity	3

Spanish Pathway

First Semester			**Credits**
ACA	122	College Transfer Success	1
COM	231	Public Speaking	3
ENG	111	Writing and Inquiry	3
MAT	143	Quantitative Literacy	3
SPA	111	Elementary Spanish I	3

Second Semester			
BIO	110	Principles of Biology	4
ENG	112	Writing/Research in the Disc	3
HIS	111	World Civilizations I	3
HUM	115	Critical Thinking	3
SPA	112	Elementary Spanish II	3

Third Semester			
BIO	140	Environmental Biology	3
BIO	140A	Environmental Biology Lab	1
ENG	231	American Literature I	3
MUS	110	Music Appreciation	3
SOC	210	Introduction to Sociology	3
SPA	211	Intermediate Spanish I	3

Fourth Semester			
HEA	110	Personal Health/Wellness	3
HIS	112	World Civilizations II	3
HUM	220	Human Values and Meaning	3
SPA	212	Intermediate Spanish II	3
SOC	225	Social Diversity	3

Associate in Science (AS) Degree (A10400)

General Education (45 Hours)

English Composition - 6 hours

ENG	111	Writing and Inquiry
ENG	112	Writing/Research in the Disc

Humanities/Fine Arts (Courses must be from two different disciplines) - 6 hours

ART	111	Art Appreciation
ART	114	Art History Survey I
ART	115	Art History Survey II
COM	231	Public Speaking
ENG	231	American Literature I
ENG	232	American Literature II
ENG	241	British Literature I
ENG	242	British Literature II
MUS	110	Music Appreciation
MUS	112	Introduction to Jazz
PHI	215	Philosophical Issues
PHI	240	Introduction to Ethics

Social / Behavioral Sciences (Courses must be from at least two disciplines) - 6 hours

Pick one of the following:

HIS	111	World Civilizations I
HIS	112	World Civilizations II
HIS	131	American History I
HIS	132	American History II

Pick one of the following:

ECO	251	Prin of Microeconomics
ECO	252	Prin of Macroeconomics
POL	120	American Government
PSY	150	General Psychology
SOC	210	Introduction to Sociology

Mathematics - 8 hours

MAT	171	Precalculus Algebra
MAT	172	Precalculus Trigonometry
MAT	263	Brief Calculus
MAT	271	Calculus I
MAT	272	Calculus II

Natural Sciences - 8 hours

BIO	110	Principles of Biology
BIO	111	General Biology I and BIO 112 General Biology II
CHM	151	General Chemistry I and CHM 152 General Chemistry II
GEL	111	Geology
PHY	110	Conceptual Physics and PHY 110A Conceptual Physics Lab
PHY	151	College Physics I and PHY 152 College Physics II
PHY	251	General Physics I and PHY 252 General Physics II

Additional General Education Requirements- 11 hours

HUM	220	Human Values and Meaning

Additional General Education courses as designated in pathway. Courses listed in **bold** meet this requirement.

Other Required Hours -15 hours

ACA	122	College Transfer Success

Additional hours from the list below (14 hours)

ACC 120	**BIO 140A**	DFT 170	**HUM 160**
ACC 121	BIO 155	**ECO 151**	HUM 230
ANT 220	BIO 163	**ECO 251**	JOU 216
ART 111	BIO 168	**ECO 252**	**MAT 143**
ART 114	BIO 169	EGR 150	**MAT 152**
ART 115	BIO 175	EGR 212	**MAT 171**
ART 121	BIO 271	EGR 215	**MAT 172**
ART 122	BIO 275	EGR 216	**MAT 263**
ART 131	BUS 110	EGR 220	**MAT 271**
ART 171	BUS 115	EGR 228	**MAT 272**
ART 214	BUS 137	**ENG 114**	**MAT 273**
ART 231	CIS 110	ENG 125	MAT 280
ART 240	CIS 115	**ENG 231**	MAT 285
ART 241	CHM 130	**ENG 232**	**MUS 110**
ART 244	CHM130A	**ENG 241**	**MUS 112**
ART 261	**CHM 132**	**ENG 242**	MUS 131
ART 264	**CHM 151**	**FRE 111**	MUS 132
ART 266	**CHM 152**	**FRE 112**	MUS 231
ART 267	CHM 251	**FRE 211**	MUS 232
ART 275	CHM 252	**FRE 212**	PED 110
ART 276	CHM 271	**GEL 111**	PED 117
ART 281	CJC 111	GIS 111	PED 118
ART 283	CJC 121	HEA 110	PED 119
ART 284	CJC 141	HEA 112	PED 120
AST 111/ AST 111A	**COM 110** **COM 120**	**HIS 111** **HIS 112**	PED 122 PED 123
BIO 110	**COM 140**	**HIS 131**	PED 125
BIO 111	COM 150	**HIS 132**	PED 126
BIO 112	**COM 231**	HIS 236	PED 128
BIO120	CSC 134	**HUM 110**	PED 130
BIO 130	CSC 151	**HUM 115**	PED 143
BIO 140	CTS 115	**HUM 120**	PED 145

PED 171	**PHI 240**	**PHY 252**	**SOC 210**
PED 211	**PHY**	**POL 120**	**SOC 213**
PED 217	**110/110A**	**PSY 150**	**SOC 220**
PED 218	**PHY 151**	**PSY 237**	**SOC 225**
PED 235	**PHY 152**	**PSY 241**	**SOC 240**
PHI 215	**PHY 251**	**PSY 281**	**SPA 111**

Biology Pathway

First Semester			**Credits**
ACA	122	College Transfer Success	1
BIO	111	General Biology I	4
COM	231	Public Speaking	3
ENG	111	Writing and Inquiry	3
MAT	171	Precalculus Algebra (or MAT 172)	4

Second Semester

BIO	112	General Biology II	4
ENG	112	Writing/Research in the Disc	3
HIS	112	World Civilizations II	3
MAT	172	Precalculus Trigonometry (or MAT 271)	4

Third Semester (Summer) (UNC-Asheville or Western Carolina University)

CHM	151	General Chemistry I	4

Third Semester (Summer) (Appalachian State University)

CHM	151	General Chemistry I (or MAT 271)	4

Fourth Semester (UNC Asheville)

ART	111	Art Appreciation	3
BIO	120	Introductory Botany	4
CHM	152	General Chemistry II	4
PSY	150	General Psychology	3

Fourth Semester (Appalachian State University)

BIO	140	Environmental Biology	3
BIO	140A	Environmental Biology Lab	1
CHM	152	General Chemistry II (or CHM 151)	4
PHY	151	College Physics I	4
PSY	150	General Psychology	3

Fourth Semester (Western Carolina University)

			Credits
CHM	152	General Chemistry II	4
HEA	110	Personal Health/Wellness (or MAT 271)	3
PHY	251	General Physics I	4
PSY	150	General Psychology	3

Fifth Semester (UNC Asheville)

BIO	130	Introductory Zoology	4
CHM	251	Organic Chemistry I	4
HUM	220	Human Values and Meaning	3
MAT	152	Statistical Methods 1	4

Fifth Semester (Appalachian State University)

ART	111	Art Appreciation	3
CHM	251	Organic Chemistry I (or CHM 152)	4
HUM	220	Human Values and Meaning	3
PHY	152	College Physics II	4

Fifth Semester (Western Carolina University)

ART	111	Art Appreciation	3
HUM	220	Human Values and Meaning	3
PHY	152	College Physics II	4
SOC	210	Introduction to Sociology	3

Chemistry Pathway

First Semester			**Credits**
ACA	122	College Transfer Success	1
CHM	151	General Chemistry I	4
COM	231	Public Speaking	3
ENG	111	Writing and Inquiry	3
MAT	172	Precalculus Trigonometry	4

Second Semester

CHM	152	General Chemistry II	4
ENG	112	Writing/Research in the Disciplines	3
MAT	271	Calculus I	4
PSY	150	General Psychology	3

Third Semester (Summer) (UNC Asheville)			**Credits**
ART	111	Art Appreciation	3
HIS	111	World Civilizations I	3

Third Semester (Summer) (Appalachian State University or Western Carolina University)			
ART	111	Art Appreciation	3
HIS	112	World Civilizations II	3

Fourth Semester			
CHM	251	Organic Chemistry I	4
MAT	272	Calculus II	4
PHY	251	General Physics I	4

Fifth Semester (UNC Asheville)			
CHM	252	Organic Chemistry II	4
HIS	112	World Civilizations II	3
HUM	220	Human Values and Meaning	3
PHY	252	General Physics II	4

Fifth Semester (Appalachian State University or Western Carolina University)			
CHM	252	Organic Chemistry II	4
HEA	110	Personal Health/Wellness	3
HUM	220	Human Values and Meaning	3
PHY	252	General Physics II	4

Math Pathway

First Semester			**Credits**
ACA	122	College Transfer Success	1
COM	231	Public Speaking	3
ECO	251	Prin of Microeconomics	3
ENG	111	Writing and Inquiry	3
MAT	171	Precalculus Algebra (or MAT 172)	4

Second Semester			
CIS	115	Intro to Prog & Logic (Students transferring to UNC Asheville)	3
HEA	110	Personal Health/Wellness (Students transferring to Appalachian State University or Western Carolina University)	3
ENG	112	Writing/Research in the Disc	3
HIS	112	World Civilizations II	3
MAT	172	Precalculus Trigonometry (or MAT 271)	4
PHI	240	Introduction to Ethics	3

Third Semester (Summer)			
MAT	271	Calculus I (or MAT 272)	4

Fourth Semester			**Credits**
CHM	151	General Chemistry I (or PHY 251)	4
ECO	252	Prin of Macroeconomics (or MAT 272)	3
FRE	111	Elementary French I (or SPA 111)	3
MAT	280	Linear Algebra (Students transferring to Appalachian State University or Western Carolina University)	3
CSC	151	JAVA Programming (Students transferring to UNC Asheville)	3

Fifth Semester			
CHM	152	General Chemistry II (or PHY 252)	4
FRE	112	Elementary French II (or SPA II)	3
HUM	220	Human Values and Meaning	3
MAT	273	Calculus III	4

Associate in Fine Arts in Visual Arts (AFA) Degree (A10600)

The Associate in Fine Arts in Visual Arts degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of college transfer courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

Universal General Education Transfer Component (UGETC)

All Universal General Education Transfer Component courses will transfer for equivalency credit.

General Education (28 Hours)

English Composition - 6 hours

ENG	111	Writing and Inquiry
ENG	112	Writing/Research in the Disc

Communication and Humanities/Fine Arts (Courses must be from two different disciplines) - 6 hours

ART	111	Art Appreciation
COM	231	Public Speaking
ENG	231	American Literature I
ENG	232	American Literature II
ENG	241	British Literature I
ENG	242	British Literature II
MUS	110	Music Appreciation
MUS	112	Introduction to Jazz
PHI	215	Philosophical Issues
PHI	240	Introduction to Ethics

Social / Behavioral Sciences (Courses must be from at least two disciplines) - 6 hours

ECO	251	Prin of Microeconomics
ECO	252	Prin of Macroeconomics
HIS	111	World Civilizations I
HIS	112	World Civilizations II
HIS	131	American History I
HIS	132	American History II
POL	120	American Government
PSY	150	General Psychology
SOC	210	Introduction to Sociology

Mathematics - 3-4 hours

MAT	143	Quantitative Literacy
MAT	152	Statistical Methods I
MAT	171	Precalculus Algebra
MAT	271	Calculus I
MAT	272	Calculus II

Natural Sciences - 4 hours

AST	111	Descriptive Astronomy and AST 111A Descriptive Astronomy Lab
BIO	110	Principles of Biology
BIO	111	General Biology I
CHM	151	General Chemistry I
GEL	111	Geology
PHY	110	Conceptual Physics and PHY 110A Conceptual Physics Lab

Major Art Core Requirements (15 hours)

ART	114	Art History Survey I
ART	115	Art History Survey II
ART	121	Two-Dimensional Design
ART	122	Three-Dimensional Design
ART	131	Drawing I

Other Required Hours (2 hours)

ACA	122	College Transfer Success
ART	214	Portfolio and Resume

An additional 15 SHC of courses should be selected from the courses classified as pre-major, elective, general education, or UGETC within the Comprehensive Articulation Agreement. Students should select these courses based on their intended major and transfer university.

Art Major Elective Hours (15 hours)

Select five courses from the following:

ART	231	Printmaking I
ART	171	Computer Art I
ART	240	Painting I
ART	241	Painting II
ART	244	Watercolor
ART	261	Photography I
ART	264	Digital Photography I
ART	266	Videography I
ART	267	Videography II
ART	275	Introduction to Graphic Design
ART	276	Interactive Media Design
ART	281	Sculpture I
ART	283	Ceramics I
ART	284	Ceramics II

Associate in Engineering (AE) Degree (A10500)

The Associate in Engineering (AE) degree shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses. Within the degree program, the institution shall include opportunities for the achievement of competence in reading, writing, oral communication, fundamental mathematical skills, and basic computer use.

The degree plan includes required general education and prerequisite courses that are acceptable to all state funded Bachelor of Engineering programs. Students who follow the degree progression plan will meet the entrance requirements at all of the North Carolina public Bachelor of Science Engineering programs. Associate in Engineering graduates may then apply to any of these programs without taking additional and sometimes duplicative courses. Admission to Engineering programs is highly competitive and admission is not guaranteed.

To be eligible for the transfer of credits under the AE to the Bachelor of Science in Engineering Articulation Agreement, community college graduates must obtain a grade of "C" or better in each course and an overall GPA of at least 2.5 on a 4.0 scale.

General Education (42 Hours)

English Composition - 6 hours

ENG	111	Writing and Inquiry
ENG	112	Writing/Research in the Disc

Communication and Humanities/Fine Arts (Courses must be from two different categories) - 6 hours

Humanities

ENG	231	American Literature I
ENG	232	American Literature II
PHI	215	Philosophical Issues
PHI	240	Introduction to Ethics

Fine Arts and Communication

ART	111	Art Appreciation
ART	114	Art History Survey I
ART	115	Art History Survey II
COM	231	Public Speaking
MUS	110	Music Appreciation
MUS	112	Introduction to Jazz

Social / Behavioral Sciences - 6 hours

Required:

ECO	251	Prin of Microeconomics

Choose One:

HIS	111	World Civilizations I
HIS	112	World Civilizations II
HIS	131	American History I
HIS	132	American History II
POL	120	American Government
PSY	150	General Psychology
SOC	210	Introduction to Sociology

Mathematics - 12 hours
Students who are not calculus-ready will need to take additional math courses.

MAT	271	Calculus I
MAT	272	Calculus II
MAT	273	Calculus III

Natural Sciences - 12 hours

CHM	151	General Chemistry I
PHY	251	General Physics I
PHY	252	General Physics II

Other Required Hours (18 Hours)

Academic Transition

ACA	122	College Transfer Success

Pre-major Elective

EGR	150	Intro to Engineering

Other General Education and Pre-major Elective Hours

BIO 110	EGR 210	EGR 228
CHM 152	EGR 212	HUM 110
COM 110	EGR 215	MAT 280
CSC 134	EGR 216	MAT 285
DFT 170	EGR 220	PED 110
ECO 252	EGR 225	

The Associate in Engineering program is designed to be taken in the Fall and Spring semesters for transfer to Western Carolina University. For Summer semesters and/or transfer to other universities, see your advisor.

Western Carolina University Pathway

First Semester (Fall)			Credits
ACA	122	College Transfer Success	1
EGR	150	Introduction to Engineering	2
ENG	111	Writing and Inquiry	3
COM	231	Public Speaking	3
MAT	271	Calculus I	4

Second Semester (Spring)			
ECO	251	Prin of Microeconomics	3
ENG	112	Writing/Research in the Disc	3
MAT	272	Calculus II	4
HIS	112	World Civilizations II	3
PHI	240	Introduction to Ethics	3

Third Semester (Fall)			
CHM	151	General Chemistry I	4
DFT	170	Engineering Graphics (Mechanical Engineering pathway)	3
EGR	220	Engineering Statics (Mechanical Engineering pathway)	3
EGR	212	Logic System Design I (Electrical Engineering pathway)	3
EGR	215	Network Theory I (Electrical Engineering pathway)	3
MAT	273	Calculus III	4
PHY	251	General Physics I	4

Fourth Semester (Spring)			
CSC	134	C++ Programming	3
EGR	216	Logic and Network Lab (Electrical Engineering pathway)	1
EGR	228	Introduction to Solid Mechanics (Mechanical Engineering pathway)	3
MAT	285	Differential Equations	3
PED	110	Fit and Well for Life (Electrical Engineering pathway)	2
PHY	252	General Physics II	4

Early Childhood Associate

This curriculum prepares individuals to work with children from infancy through early childhood in diverse learning environments. Students will combine theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes childhood growth and development, physical/nutritional needs of children, care and guidance of children, and communication with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

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

This degree is accredited by the
National Association for the Education of Young Children (NAEYC)
1313 L St. NW, Suite 500
Washington, DC 20005
Phone: (202) 232-8777
www.naeyc.org

Specific Program Requirements

1. General college admission requirements.
2. According to GS 110-91, "No person shall be an operator of nor be employed in a child care facility who has been convicted of a crime involving child neglect, child abuse, or moral turpitude, or who is a habitually excessive user of alcohol or who illegally uses narcotic or other impairing drugs, or who is mentally or emotionally impaired to an extent that may be injurious to children."
3. Criminal background checks are required prior to the second semester of coursework.

See advisor about bi-lateral transfer agreements with select universities.

Early Childhood Associate in Applied Science Degree (A55220)

Courses requiring a grade of "C" or better: ACA, CIS, and EDU

First Semester (Fall)			Credits
ACA	115	Success and Study Skills	1
CIS	110	Introduction to Computers	3
EDU	119	Intro to Early Childhood Educ	4
EDU	144	Child Development I	3
EDU	145	Child Development II	3
ENG	111	Writing and Inquiry (or ENG 110)	3

Second Semester (Spring)			Credits
EDU	131	Child, Family & Comm	3
EDU	146	Child Guidance	3
EDU	154	Social/Emotion/Behav Dev	3
EDU	234	Infants, Toddlers, and Twos	3
PSY	150	General Psychology	3
Third Semester (Summer)			
COM	120	Interpersonal Communication	3
MAT	143	Quantitative Literacy	3
		Humanities/Fine Arts Elective	3
Fourth Semester (Fall)			
EDU	151	Creative Activities	3
EDU	221	Children with Exceptional	3
EDU	251	Exploration Activities (or EDU 184)	3
EDU	271	Educational Technology	3
EDU	280	Language & Literacy Exp	3
Fifth Semester (Spring)			
EDU	153	Health, Safety and Nutrition	3
EDU	248	Developmental Delays	3
EDU	284	Early Childhood Capstone Prac	4
Total Credit Hours Required			**66**

Early Childhood Certificate (C55220L1)

The Early Childhood Certificate program is designed to provide students minimum entry-level skills to work with children from infancy through early childhood. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Head Start programs, and school-age programs.

Specific Program Requirements

1. General college admission requirements.
2. According to GS 110-91, "No person shall be an operator of nor be employed in a child care facility who has been convicted of a crime involving child neglect, child abuse, or moral turpitude, or who is a habitually excessive user of alcohol or who illegally uses narcotic or other impairing drugs, or who is mentally or emotionally impaired to an extent that may be injurious to children."
3. Criminal background checks are required prior to the second semester of coursework.

First Semester (Fall)			
EDU	119	Intro to Early Childhood Educ	4
EDU	146	Child Guidance	3
EDU	151	Creative Activities	3
Second Semester (Spring)			
EDU	145	Child Development II	3
EDU	251	Exploration Activities	3
Total Credit Hours Required			**16**

Special Education Certificate (C55220L2)

The Early Childhood Special Education Certificate focuses on working with children from infancy through middle childhood in diverse learning environments.

Course work defines the field of special education, exploring the growth, development, and guidance of children with special needs. Additionally, courses examine characteristics, causes, expressions, prevention, and management of challenging behaviors, as well as methods of inclusion in educational settings and assessment of educational strategies, family involvement, and services for children with developmental delays.

Students who complete these courses are eligible to earn a certificate in Special Education. The Special Education certificate will prepare the student to provide early childhood educational services to special needs populations.

First Semester (Fall)			Credits
EDU	144	Child Development I	3
EDU	145	Child Development II	3
EDU	146	Child Guidance	3
Second Semester (Spring)			
EDU	248	Developmental Delays	3
EDU	154	Social/Emotion/Behav Dev	3
Third Semester (Fall)			
EDU	221	Children with Exceptionalities	3
Total Credit Hours Required			**18**

Infant/Toddler Care Certificate (C55290

The Infant/Toddler Care certificate prepared individuals to work with children from infancy to three years of age in diverse learning environments. Students will combine learned theories, competency-based knowledge, and practice in actual settings with young children under the supervision of qualified teachers.

Coursework includes infant/toddler growth and development, physical/nutritional needs of infants and toddlers, safety issues in the care of infants and toddlers, care and guidance, communication skills with parents and children; design and implementation of appropriate curriculum; and other related topics.

Graduates should be prepared to plan and implement developmentally appropriate infant/toddler programs in early childhood settings. Employment opportunities include child development and child care programs, preschools, public and private schools, recreational centers, Early Head Start programs, and other infant/toddler programs.

Specific Program Requirements

1. General college admission requirements.
2. According to GS 110-91, "No person shall be an operator of nor be employed in a child care facility who has been convicted of a crime involving child neglect, child abuse, or moral turpitude, or who is a habitually excessive user of alcohol or who illegally uses narcotic or other impairing drugs, or who is mentally or emotionally impaired to an extent that may be injurious to children."
3. Criminal background checks are required prior to the second semester of coursework.

First Semester (Fall)			**Credits**
EDU	119	Intro to Early Childhood Educ	4
EDU	144	Child Development I	3
EDU	131	Child, Family, & Commun	3
Second Semester (Spring)			
EDU	153	Health, Safety & Nutrit	3
EDU	234	Infants, Toddlers, and Twos	3
Total Credit Hours Required			**16**

General Occupational Technology

The General Occupational Technology curriculum provides individuals with an opportunity to upgrade their skills and to earn an associate degree by taking courses suited for their occupational interests and/or needs.

The curriculum content will be individualized for students according to their occupational interests and needs. A program of study for each student will be selected from non-developmental level courses offered by the College.

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

A.A.S. Degree (A55280) Program Summary

Credit Hours	
General Education	
ENG 111 Writing and Inquiry (or ENG 110)	3
Humanities/Fine Arts	3
Social/Behavioral Sciences	3
Communication/English	3
Natural Sciences/Mathematics	3
Other Required Hours	
ACA 115	1
Major Hours	**48-55**
Total Credit Hours Required	**64-71**

Health and Fitness Science

The Health and Fitness Science program is designed to provide students with the knowledge and skills necessary for employment in the fitness and exercise industry.

Students will be trained in exercise science and be able to administer basic fitness tests and health risk appraisals, teach specific exercise and fitness classes and provide instruction in the proper use of exercise equipment and facilities.

Graduates should qualify for employment opportunities in commercial fitness clubs, YMCA's/YWCA's, wellness programs in business and industry, Parks & Recreation Departments and other organizations implementing exercise & fitness programs.

Health and Fitness Associate in Applied Science Degree (A45630)

Courses requiring a grade of "C" or better: ACA, BIO, HEA and PSF

First Semester (Fall)			**Credits**
ACA	115	Success & Study Skills	1
ENG	111	Writing and Inquiry	3
PED	110	Fit and Well for Life	2
PSF	110	Exercise Science	4
PSF	116	Pvnt & Care Exer Injuries	3
PSY	150	General Psychology	3
		PED Elective	1

Second Semester (Spring)			
BIO	155	Nutrition	3
BIO	168	Anatomy & Physiology I	4
COM	110	Introduction to Communication	3
PSF	111	Fitness & Exer Testing I	4
		PED Elective	1

Third Semester (Summer)			
MAT	143	Quantitative Literacy or higher	3
		Humanities/Fine Arts Elective	3

Fourth Semester (Fall)			
BIO	169	Anatomy & Physiology II	4
BUS	137	Principles of Management	3
HEA	112	First Aid and CPR	3
PSF	120	Group Exercise Instruction	3
PSF	218	Lifestyle Chng & Wellness	4

Fifth Semester (Spring)			
PSF	114	Phys Fit Theory & Instr	4
PSF	118	Fitness Facility Mgmt	4
PSF	210	Personal Training	4
PSF	212	Exercise Programming	3
WBL	111	Work-Based Learning	1
		PED Elective	1
Total Credit Hours Required			**74**

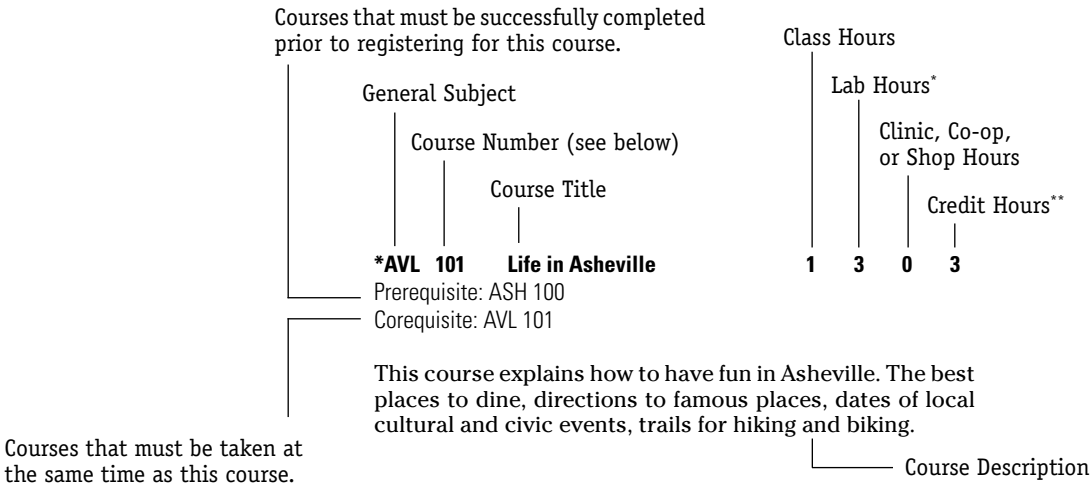
PED Elective: PED 117, PED 118, PED 120, PED 122, PED 217

NOTE: Graduates of the Health and Fitness Science program will be required to sit for the American Council on Exercise Personal Trainer Certification Exam before graduation. Graduates may also be eligible to sit for a variety of other examinations that pertain to the health and fitness industry.

Course Descriptions

The following section contains descriptions of courses offered by Asheville-Buncombe Technical Community College. The following example explains each component of the course description entry.

* When only three numbers are listed, the middle number always designates Lab Hours.
** Credit Hours are always the last number.



Please examine each course description before registering and determine if all prerequisites have been met. Prerequisites shown are those courses that must be successfully completed before attempting further study. In certain cases the department chairperson may waive some prerequisites.

***Credit by Examination is not available for courses marked with an asterisk because of the nature of the course and in some cases safety requirements in the use of equipment. Any exceptions must be with the approval of the department chairperson.**

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

Course Descriptions

ACA Academic Related ... 161
ACC Accounting ... 161
AER Aerospace and Flight Training ... 162
AGR Agriculture ... 163
AHR Air Conditioning, Heating, and Refrigeration ... 163
ALT Alternative Energy Technology ... 165
ANT Anthropology ... 165
ARC Architecture ... 165
ART Art ... 165
AST Astronomy ... 167
ATR Automation & Robotics ... 168
AUT Automotive ... 168
BDF Brewing/Distillation/Fermentation ... 169
BIO Biology ... 170
BPA Baking and Pastry Arts ... 172
BPR Blueprint Reading ... 173
BUS Business ... 173
CAB Cabinetmaking ... 175
CEG Civil Engineering and Geomatics ... 175
CET Computer Engineering Technology ... 176
CHM Chemistry ... 176
CIS Information Systems ... 177
CIV Civil Engineering ... 178
CJC Criminal Justice ... 178
CMT Construction Management ... 180
COM Communication ... 181
COS Cosmetology ... 181
CSC Computer Science ... 183
CST Construction ... 183
CTI Computer Tech Integration ... 184
CTS Computer Information Technology ... 184
CUL Culinary ... 185
DBA Database Management Technology ... 187
DDT Developmental Disabilities ... 187
DEN Dental ... 187
DFT Drafting ... 189
DMA Developmental Mathematics ... 190
DME Digital Media Technology ... 191
DRE Developmental Reading/English ... 192
ECO Economics ... 192
EDU Education ... 193
EGR Engineering ... 195
ELC Electrical ... 195
ELN Electronics ... 196
EMS Emergency Medical Science ... 197
ENG English ... 199
ENV Environmental Science ... 200
EPT Emergency Preparedness ... 200
ETR Entrepreneurship ... 200
FIP Fire Protection ... 201
FRE French ... 202
FVP Film and Video Production ... 203
GEL Geology ... 203
GIS Geographic Information Systems ... 203
HEA Health ... 203
HET Heavy Equipment Maintenance ... 204
HIS History ... 204
HRM Hotel & Restaurant Management ... 205
HSE Human Services ... 206
HUM Humanities ... 207
HYD Hydraulics ... 208
ISC Industrial Science ... 208
JOU Journalism ... 208
LAR Landscape Architecture Technology ... 208
MAC Machining ... 208
MAT Mathematics ... 210
MEC Mechanical ... 211
MED Medical Assisting ... 212
MKT Marketing and Retailing ... 213
MLT Medical Laboratory Technology ... 214
MNT Maintenance ... 216
MTH Therapeutic Massage ... 216
MUS Music ... 217
NET Networking Technology ... 217
NOS Network Operating Systems ... 218
NUR Nursing ... 218
OST Office Systems Technology ... 219
OTA Occupational Therapy Assistant ... 220
PBT Phlebotomy ... 222
PED Physical Education ... 222
PHI Philosophy ... 224
PHM Pharmacy ... 224
PHY Physics ... 226
PLA Plastics ... 227
POL Political Science ... 227
PSF Physical Fitness Technology ... 227
PSY Psychology ... 228
RAD Radiography ... 228
SAB Substance Abuse ... 229
SEC Information Systems Security ... 230
SGD Simulation & Game Development ... 230
SOC Sociology ... 231
SON Medical Sonography ... 231
SPA Spanish ... 232
SRV Surveying ... 233
SST Sustainability Technologies ... 233
STP Central Sterile Processing ... 234
SUR Surgery ... 234
SWK Social Work ... 235
TRN Transportation Technology ... 235
VET Veterinary Medicine ... 236
WBL Work-Based Learning ... 237
WEB Web Technologies ... 238
WLD Welding ... 239

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

Academic Related

ACA 115 Success and Study Skills 0 2 1
Prerequisites: None
Corequisites: None
This course provides an orientation to the campus resources and academic skills necessary to achieve educational objectives. Emphasis is placed on an exploration of facilities and services, study skills, library skills, self-assessment, wellness, goal-setting, and critical thinking. Upon completion, students should be able to manage their learning experiences to successfully meet educational goals.

ACA 122 College Transfer Success 0 2 1
Prerequisites: None
Corequisites: None
This course provides information and strategies necessary to develop clear academic and professional goals beyond the community college experience. Topics include the CAA, college policies and culture, career exploration, gathering information on senior institutions, strategic planning, critical thinking and communications skills for a successful academic transition. Upon completion, students should be able to develop an academic plan to transition successfully to senior institutions.

ACA 220 Professional Transition 1 0 1
Prerequisites: None
Corequisites: None
This course provides preparation for meeting the demands of employment or education beyond the community college experience. Emphasis is placed on strategic planning, gathering information on workplaces or colleges, and developing human interaction skills for professional, academic, and/or community life. Upon completion, students should be able to successfully make the transition to appropriate workplaces or senior institutions.

Accounting

ACC 120 Prin of Financial Accounting 3 2 4
Prerequisites: None
Corequisites: None
This course introduces business decision-making using accounting information systems. Emphasis is placed on analyzing, summarizing, reporting, and interpreting financial information. Upon completion, students should be able to prepare financial statements, understand the role of financial information in decision-making and address ethical considerations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ACC 121 Prin of Managerial Accounting 3 2 4
Prerequisites: ACC 120
Corequisites: None
This course includes a greater emphasis on managerial and cost accounting skills. Emphasis is placed on managerial accounting concepts for external and internal analysis, reporting and decision-making. Upon completion, students should be able to analyze and interpret transactions relating to managerial concepts including product costing systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ACC 129 Individual Income Taxes 2 2 3
Prerequisites: None
Corequisites: None
This course introduces the relevant laws governing individual income taxation. Topics include tax law, electronic research and methodologies, and the use of technology for preparation of individual tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various individual tax forms.

ACC 130 Business Income Taxes 2 2 3
Prerequisites: ACC 129
Corequisites: None
This course introduces the relevant laws governing business and fiduciary income taxes. Topics include tax law relating to business organizations, electronic research and methodologies, and the use of technology for the preparation of business tax returns. Upon completion, students should be able to analyze basic tax scenarios, research applicable tax law, and complete various business tax forms.

ACC 140 Payroll Accounting 1 2 2
Prerequisites: ACC 115 or ACC 120
Corequisites: None
This course covers federal and state laws pertaining to wages, payroll taxes, payroll tax forms, and journal and general ledger transactions. Emphasis is placed on computing wages; calculating social security, income, and unemployment taxes; preparing appropriate payroll tax forms; and journalizing/posting transactions. Upon completion, students should be able to analyze data, make appropriate computations, complete forms, and prepare accounting entries using appropriate technology.

ACC 150 Accounting Software Appl 1 2 2
Prerequisites: ACC 115 or ACC 120
Corequisites: None
This course introduces microcomputer applications related to accounting systems. Topics include general ledger, accounts receivable, accounts payable, inventory, payroll, and correcting, adjusting, and closing entries. Upon completion, students should be able to use a computer accounting package to solve accounting problems.

ACC 180 Practices in Bookkeeping 3 0 3
Prerequisites: ACC 120
Corequisites: None
This course provides advanced instruction in bookkeeping and record-keeping functions. Emphasis is placed on mastering adjusting entries, correction of errors, depreciation, payroll, and inventory. Upon completion, students should be able to conduct all key bookkeeping functions for small businesses.

***ACC 220 Intermediate Accounting I 3 2 4**
Prerequisites: ACC 120
Corequisites: None
This course is a continuation of the study of accounting principles with in-depth coverage of theoretical concepts and financial statements. Topics include generally accepted accounting principles and extensive analysis of balance sheet components. Upon completion, students should be able to demonstrate competence in the conceptual framework underlying financial accounting, including the application of financial standards.

***ACC 269 Auditing & Assurance Services 3 0 3**
Prerequisites: ACC 220
Corequisites: None
This course introduces selected topics pertaining to the objectives, theory and practices in engagements providing auditing and other assurance services. Topics will include planning, conducting and reporting, with emphasis on the related professional ethics and standards. Upon completion, students should be able to demonstrate an understanding of the types of professional services, the related professional standards, and engagement methodology.

Aerospace and Flight Training

***AER 110 Air Navigation 2 2 3**
Prerequisites: None
Corequisites: None
This course covers the basic elements of air navigation, fundamentals of pilotage and dead reckoning, and the use of a plotter, computer, and aerial charts. Topics include pilotage, dead reckoning, radio navigation, LORAN, Global Positioning Systems, and the use of FAA publications. Upon completion, students should be able to interpret aeronautical charts and apply navigational principles.

***AER 111 Aviation Meteorology 3 0 3**
Prerequisites: None
Corequisites: None
This course covers the atmosphere, interpretation and measurement of meteorological elements, and the effects of such on aircraft operations and performance. Topics include heat exchanges in the atmosphere; temperature, pressure, stability, clouds, air masses, fronts, and thunderstorms; and the use and interpretation of weather data. Upon completion, students should be able to analyze weather data for flight planning and safe flying.

***AER 112 Aviation Laws and FARs 2 0 2**
Prerequisites: None
Corequisites: None
This course provides an in-depth study of the state, federal, and international regulations forming the structure of aviation law. Emphasis is placed on Federal Aviation Regulations Parts 61, 91, and 135 with additional emphasis on legal issues in aviation law. Upon completion, students should be able to apply legal principles and interpret federal air regulations.

***AER 113 History of Aviation 2 0 2**
Prerequisites: None
Corequisites: None
This course provides a historical survey of the efforts of manned-flight. Topics include the development of aircraft, milestones in aviation, noted pioneers, and the socioeconomic impact of flight upon modern civilization. Upon completion, students should be able to demonstrate an understanding of the advancements that aviation has accrued for society and contemporary changes in aviation.

***AER 114 Aviation Management 3 0 3**
Prerequisites: None
Corequisites: None
This course covers operation of a flight department on a cost-effective basis and analysis of profit and loss statements. Topics include flight operations costs, aircraft acquisition analysis and cost comparisons, costs versus revenue, and break-even points. Upon completion, students should be able to calculate cost of flight operations and apply monthly and annual budget analysis.

***AER 150 Private Pilot Flt Theory 2 2 3**
Prerequisites: None
Corequisites: None
This course covers the aeronautical knowledge required to meet the Federal Aviation Administration regulations for private pilot certification. Topics include the principles of flight, the flight environment, basic aircraft systems and performance, basic meteorology and weather data interpretation, and FAA regulations. Upon completion, students should be able to demonstrate the competencies required for the FAA written examination for a private pilot certificate.

***AER 151 Flight-Private Pilot 0 3 1**
Prerequisites: None
Corequisites: None
This course provides the hands-on training needed to qualify for a Federal Aviation Administration private pilot certificate. Topics include flight maneuvers (ground procedures, take-offs, climbs, level flight, turns, glides, stalls, slow flight, descents, slips, landings, emergency procedures) and cross-country planning and navigation. Upon completion, students should be able to demonstrate the competencies required for the flight test practical exam for the private pilot certificate.

***AER 160 Instrument Flight Theory 2 2 3**
Prerequisites: None
Corequisites: None
This course covers the required aeronautical knowledge of the Federal Aviation Administration Regulation Instrument Ground School. Topics include a study of instruments, systems, instrument flight charts, instrument flight planning, approach procedures, and the IFR regulations. Upon completion, students should be able to demonstrate the competencies required to complete the FAA written examination for an instrument rating.

***AER 161 Flight-Instrument Pilot 0 6 2**
Prerequisites: AER151
Corequisites: None
This course covers the required aeronautical knowledge of the Federal Aviation Administration Regulation Instrument Ground School. Topics include a study of instruments, systems, instrument flight charts, instrument flight planning, approach procedures, and the IFR regulations. Upon completion, students should be able to demonstrate the competencies required to complete the FAA written examination for an instrument rating.

***AER 170 Commercial Flight Theory 3 0 3**
Prerequisites: None
Corequisites: None
This course covers advanced aircraft control, cross-country operations, and other topics required for the FAA commercial pilot written exam. Emphasis is placed on the principles of aircraft performance and operation, take-off performance, cruise performance, descent and landing performance, and weight and balance computations. Upon completion, students should be able to demonstrate commercial pilot skills and competence in the materials required for the FAA written commercial pilot examination.

***AER 171 Flight-Commercial Pilot 0 6 3**
Prerequisites: AER161
Corequisites: None
This course covers advanced aircraft control, cross-country operations, and other topics required for the FAA commercial pilot written exam. Emphasis is placed on the principles of aircraft performance and operation, take-off performance, cruise performance, descent and landing performance, and weight and balance computations. Upon completion, students should be able to demonstrate commercial pilot skills and competence in the materials required for the FAA written commercial pilot examination.

***AER 210 Flight Dynamics 3 0 3**
Prerequisites: None
Corequisites: None
This course covers basic and advanced principles of aerodynamic phenomena and fluid flow. Topics include airflow phenomena; lift/weight/thrust/drag; aircraft configuration characteristics, stability, and control; subsonic, transonic, and supersonic flight; critical Mach numbers; and the V-g Diagram. Upon completion, students should be able to explain the elements of applied aerodynamics and aeronautical engineering which relate directly to the problems of flight operations.

***AER 211 Air Traffic Control 2 0 2**
Prerequisites: None
Corequisites: None
This course provides a detailed analysis of all aspects of air traffic control. Emphasis is placed on an in-depth analysis of air traffic control, including utilization of the air traffic environment based on the pilot's and controller's perspective. Upon completion, students should be able to operate an aircraft within the national airspace system under FAA air traffic control.

***AER 215 Flight Safety 3 0 3**
Prerequisites: None
Corequisites: None
This course covers the basic procedures and practices of aircraft accident prevention, accident investigation, and reporting. Topics include a comprehensive review of federal regulations pertinent to aviation safety and analyses of actual aviation accident cases and their causes. Upon completion, students should be able to demonstrate an understanding and respect for specific personal factors such as attitude, motivation, and skill related to flight safety.

***AER 216 Engines & Systems 2 2 3**
Prerequisites: None
Corequisites: None
This course introduces piston and turbine aircraft engines and associated systems. Topics include aircraft hydraulic, pneumatic, electrical, air conditioning, and pressurization systems along with the theory of engine operations, including power and thrust computations. Upon completion, students should be able to apply principles of engine and systems operation.

***AER 217 Air Transportation 3 0 3**
Prerequisites: None
Corequisites: None
This course covers the development and present status of the air transportation system. Topics include federal legislation, characteristics and classification of air carriers, development of the air traffic control system, and the organization and function of the FAA. Upon completion, students should be able to relate the knowledge acquired to career development.

***AER 218 Human Factors in Aviation 2 0 2**
Prerequisites: None
Corequisites: None
This course analyzes interpersonal relationships in the cockpit and related psychological factors that affect pilot performance and efficiency during flight operations. Topics include cockpit management, judgment, aircraft and flight crew coordination and control, physiological factors, responsibility, and decision-making capabilities. Upon completion, students should be able to apply work-proven routines to stress management, crew responsibility, and the team concept in the cockpit.

Agriculture

AGR 267 Permaculture 2 2 3
Prerequisites: None
Corequisites: None
This course introduces the design of sustainable human habitats as part of a sustainable system, with emphasis placed on living systems of the temperate region. Topics include fundamentals of permaculture system design for farms, including gardens, fields, water, animals, buildings, economics, and society. Upon completion, students should be able to design a functional holistic farm system.

Air Conditioning, Heating, and Refrigeration

***AHR 110 Intro to Refrigeration 2 6 5**
Prerequisites: None
Corequisites: AHR 111
This course introduces the basic refrigeration process used in mechanical refrigeration and air conditioning systems. Topics include terminology, safety, and identification and function of components, refrigeration cycle, and tools and instrumentation used in mechanical refrigeration systems. Upon completion, students should be able to identify refrigeration systems and components, explain the refrigeration process, and use the tools and instruments of the trade.

***AHR 111 HVACR Electricity 2 2 3**
Prerequisites: None
Corequisites: None
This course introduces electricity as it applies to HVACR equipment. Emphasis is placed on power sources, interaction of electrical components, wiring of simple circuits, and the use of electrical test equipment. Upon completion, students should be able to demonstrate good wiring practices and the ability to read simple wiring diagrams.

***AHR 112 Heating Technology 2 4 4**
Prerequisites: None
Corequisites: AHR 111
This course covers the fundamentals of heating including oil, gas, and electric heating systems. Topics include safety, tools and instrumentation, system operating characteristics, installation techniques, efficiency testing, electrical power, and control systems. Upon completion, students should be able to explain the basic oil, gas, and electrical heating systems and describe the major components of a heating system.

***AHR 113 Comfort Cooling 2 4 4**
Prerequisites: AHR 110
Corequisites: None
This course covers the installation procedures, systems operations, and maintenance of residential and light commercial comfort cooling systems. Topics include terminology, component operation, and testing and repair of equipment used to control and produce assured comfort levels. Upon completion, students should be able to use psychometrics, manufacturer specifications, and test instruments to determine proper system operation.

***AHR 114 Heat Pump Technology 2 4 4**
Prerequisites: AHR 110 or AHR 113
Corequisites: None
This course covers the principles of air source and water source heat pumps. Emphasis is placed on safety, modes of operation, defrost systems, refrigerant charging, and system performance. Upon completion, students should be able to understand and analyze system performance and perform routine service procedures.

***AHR 115 Refrigeration Systems 1 3 2**
Prerequisites: AHR 110
Corequisites: None
This course introduces refrigeration systems and applications. Topics include defrost methods, safety and operational control, refrigerant piping, refrigerant recovery and charging, and leak testing. Upon completion, students should be able to assist in installing and testing refrigeration systems and perform simple repairs.

***AHR 120 HVACR Maintenance 1 3 2**
Prerequisites: None
Corequisites: None
This course introduces the basic principles of industrial air conditioning and heating systems. Emphasis is placed on preventive maintenance procedures for heating and cooling equipment and related components. Upon completion, students should be able to perform routine preventive maintenance tasks, maintain records, and assist in routine equipment repairs.

***AHR 130 HVAC Controls 2 2 3**
Prerequisites: AHR 111 or ELC 111
Corequisites: None
This course covers the types of controls found in residential and commercial comfort systems. Topics include electrical and electronic controls, control schematics and diagrams, test instruments, and analysis and troubleshooting of electrical systems. Upon completion, students should be able to diagnose and repair common residential and commercial comfort systems controls.

AHR 160 Refrigerant Certification 1 0 1
Prerequisites: None
Corequisites: AHR 110
This course covers the requirements for the EPA certification examinations. Topics include small appliances, high pressure systems, and low pressure systems. Upon completion, students should be able to demonstrate knowledge of refrigerants and be prepared for the EPA certification examinations.

AHR 170 Heating Lab 0 3 1
Prerequisites: None
Corequisites: AHR 112
This course provides a laboratory experience in heating technology. Emphasis is placed on providing practical experience in the fundamentals of heating. Upon completion, students should be able to demonstrate an understanding of electric, oil, and gas fueled heating systems.

AHR 171 Comfort Cooling Lab 0 3 1
Prerequisites: None
Corequisites: AHR 113
This course provides a laboratory experience in comfort cooling. Emphasis is placed on providing practical experience in installation, operations, and maintenance of residential and light commercial comfort cooling systems. Upon completion, students should be able to demonstrate an understanding of comfort cooling systems.

AHR 172 Heat Pump Lab 0 3 1
Prerequisites: None
Corequisites: AHR 114
This course provides a laboratory experience in heat pump technology. Emphasis is placed on providing practical experience with air source and water heat pumps. Upon completion, students should be able to demonstrate an understanding of heat pump year-round comfort systems.

***AHR 211 Residential System Design 2 2 3**
Prerequisites: AHR 112 or AHR 113
Corequisites: None
This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system.

***AHR 212 Advanced Comfort Systems 2 6 4**
Prerequisites: AHR 114
Corequisites: None
This course covers water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pump systems including variable speed drives and controls. Emphasis is placed on the application, installation, and servicing of water-source systems and the mechanical and electronic control components of advanced comfort systems. Upon completion, students should be able to test, analyze, and troubleshoot water-cooled comfort systems, water-source/geothermal heat pumps, and high efficiency heat pumps. Hydronic (hot water) and steam heating systems will also be studied.

AHR 213 HVACR Building Code **1 2 2**
Prerequisites: AHR 112 or AHR 113
Corequisites: None
This course covers the North Carolina codes that are applicable to the design and installation of HVACR systems. Topics include current North Carolina codes as applied to HVACR design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of North Carolina codes that apply to specific areas of the HVACR trade.

Alternative Energy Technology

ALT 120 Renewable Energy Tech **2 2 3**
Prerequisites: AHR 111, ELC 111, ELC 112, or ELC 139
Corequisites: None
This course provides an introduction to multiple technologies that allow for the production and conservation of energy from renewable sources. Topics include hydro-electric, wind power, passive and active solar energy, tidal energy, appropriate building techniques, and energy conservation methods. Upon completion, students should be able to demonstrate an understanding of renewable energy production and its impact on humans and their environment.

Anthropology

ANT 220 Cultural Anthropology **3 0 3**
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: None
This course introduces the nature of human culture. Emphasis is placed on cultural theory, methods of fieldwork, and cross-cultural comparisons in the areas of ethnology, language, and the cultural past. Upon completion, students should be able to demonstrate an understanding of basic cultural processes and how cultural data are collected and analyzed. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

Architecture

ARC 111 Intro to Arch Technology **1 6 3**
Prerequisites: None
Corequisites: None
This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details, reprographic techniques, and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.

ARC 112 Constr Matls & Methods **3 2 4**
Prerequisites: None
Corequisites: None
This course introduces construction materials and methodologies. Topics include construction terminology, traditional and alternative materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.

***ARC 113 Residential Arch Tech** **1 6 3**
Prerequisites: ARC 111 and DFT 151
Corequisites: ARC 112
This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.

ARC 131 Building Codes **2 2 3**
Prerequisites: ARC 112
Corequisites: None
This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects.

***ARC 230 Environmental Systems** **3 3 4**
Prerequisites: Take One Set
Set 1: ARC 111, DFT 151, and MAT 121
Set 2: ARC 111, DFT 151, and MAT 171
Corequisites: None
This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to perform related calculations.

ARC 261 Solar Technology **1 2 2**
Prerequisites: ARC 111
Corequisites: None
This course introduces passive and active solar design theory and application. Topics include passive solar design, active solar theory, heat loss analysis, and other related topics. Upon completion, students should be able to design a passive solar system.

Art

ART 111 Art Appreciation **3 0 3**
Prerequisites: None
Corequisites: None
This course introduces the origins and historical development of art. Emphasis is placed on the relationship of design principles to various art forms including but not limited to sculpture, painting, and architecture. Upon completion, students should be able to identify and analyze a variety of artistic styles, periods, and media. This is a Universal General Education Transfer Component (UGETC) course that satisfies Humanities/Fine Arts.

ART 114 Art History Survey I **3 0 3**
Prerequisites: None
Corequisites: None
This course covers the development of art forms from ancient times to the Renaissance. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This is a Universal General Education Transfer Component (UGETC) course that satisfies Humanities/Fine Arts.

ART 115 Art History Survey II 3 0 3
Prerequisites: None
Corequisites: None
This course covers the development of art forms from the Renaissance to the present. Emphasis is placed on content, terminology, design, and style. Upon completion, students should be able to demonstrate an historical understanding of art as a product reflective of human social development. This is a Universal General Education Transfer Component (UGETC) course that satisfies Humanities/Fine Arts.

ART 121 Two-Dimensional Design 0 6 3
Prerequisites: None
Corequisites: None
This course introduces the elements and principles of design as applied to two-dimensional art. Emphasis is placed on the structural elements, the principles of visual organization, and the theories of color mixing and interaction. Upon completion, students should be able to understand and use critical and analytical approaches as they apply to two-dimensional visual art. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

ART 122 Three-Dimensional Design 0 6 3
Prerequisites: None
Corequisites: None
This course introduces basic studio problems in three-dimensional visual design. Emphasis is placed on the structural elements and organizational principles as applied to mass and space. Upon completion, students should be able to apply three-dimensional design concepts. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

ART 131 Drawing I 0 6 3
Prerequisites: None
Corequisites: None
This course introduces the language of drawing and the use of various drawing materials. Emphasis is placed on drawing techniques, media, and graphic principles. Upon completion, students should be able to demonstrate competence in the use of graphic form and various drawing processes. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

ART 171 Computer Art I 0 6 3
Prerequisites: None
Corequisites: None
This course introduces the use of the computer as a tool for solving visual problems. Emphasis is placed on fundamentals of computer literacy and design through bit-mapped image manipulation. Upon completion, students should be able to demonstrate an understanding of paint programs, printers, and scanners to capture, manipulate, and output images. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

ART 214 Portfolio and Resume 0 2 1
Prerequisites: None
Corequisites: None
This course covers resume writing, interview skills, and the preparation and presentation of an art portfolio. Emphasis is placed on the preparation of a portfolio of original artwork, the preparation of a photographic portfolio, approaches to resume writing, and interview techniques. Upon completion, students should be able to mount original art for portfolio presentation, photograph and display a professional slide portfolio, and write an effective resume. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

ART 231 Printmaking I 0 6 3
Prerequisites: None
Corequisites: None
This course introduces printmaking: its history, development techniques, and processes. Emphasis is placed on basic applications with investigation into image source and development. Upon completion, students should be able to produce printed images utilizing a variety of methods. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

ART 240 Painting I 0 6 3
Prerequisites: None
Corequisites: None
This course introduces the language of painting and the use of various painting materials. Emphasis is placed on the understanding and use of various painting techniques, media, and color principles. Upon completion, students should be able to demonstrate competence in the use of creative processes directed toward the development of expressive form. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

ART 241 Painting II 0 6 3
Prerequisites: C or better in ART 121 or ART 131; C or better in ART 240
Corequisites: None
This course provides a continuing investigation of the materials, processes, and techniques of painting. Emphasis is placed on the exploration of expressive content using a variety of creative processes. Upon completion, students should be able to demonstrate competence in the expanded use of form and variety. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

ART 244 Watercolor 0 6 3
Prerequisites: None
Corequisites: None
This course introduces basic methods and techniques used in watercolor. Emphasis is placed on application, materials, content, and individual expression. Upon completion, students should be able to demonstrate a variety of traditional and nontraditional concepts used in watercolor media. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

ART 261 Photography I 0 6 3
Prerequisites: None
Corequisites: None
This course introduces photographic equipment, theory, and processes. Emphasis is placed on camera operation, composition, darkroom technique, and creative expression. Upon completion, students should be able to successfully expose, develop, and print a well-conceived composition. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

ART 264 Digital Photography I 1 4 3
Prerequisites: None
Corequisites: None
This course introduces digital photographic equipment, theory and processes. Emphasis is placed on camera operation, composition, computer photo manipulation and creative expression. Upon completion, students should be able to successfully expose, digitally manipulate, and print a well-conceived composition. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

ART 266 Videography I 0 6 3
Prerequisites: None
Corequisites: None
This course introduces various aspects of basic video production including concept development, scripting, camera operation, and post-production. Emphasis is placed on creative expression, camera handling, story boarding and editing. Upon completion, students should be able to demonstrate a basic understanding of video camera operation and production techniques. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

ART 267 Videography II 0 6 3
Prerequisites: C or better in ART 266
Corequisites: None
This course is designed to provide a framework for the production of a long-term video project. Emphasis is placed on realization of the unique creative vision. Upon completion, students should be able to produce a thematically coherent, edited video with sound and titling. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

ART 275 Introduction to Graphic Design 0 6 3
Prerequisites: ART 171
Corequisites: None
This course introduces students to the field of graphic design. Emphasis is placed on the basic concepts of visual communication, the design process and the ability to evaluate and discuss design issues in a critical manner. Upon completion, students will be able to use contemporary design software and visual language techniques as they apply to creative visual problem-solving involving typography, image manipulation, symbolic representation and page management while being responsive to the relationship between client, designer and audience. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

ART 276 Interactive Media Design 0 6 3
Prerequisites: ART 171
Corequisites: None
Interactive Media Design introduces students to the concepts and techniques used in designing and producing interactive projects. Emphasis is placed on the interactive development process, aesthetics of visual solutions, technical proficiency, and graphical user interface (GUI) with projects including digital imaging, web design, simple animation, graphics and copyright issues. Upon completion students should be able to use contemporary software to solve a variety of multimedia problems for a range of platforms and devices that may include web-based interaction, mobile devices or other emerging technology. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

ART 281 Sculpture I 0 6 3
Prerequisites: None
Corequisites: None
This course provides an exploration of the creative and technical methods of sculpture with focus on the traditional processes. Emphasis is placed on developing basic skills as they pertain to three-dimensional expression in various media. Upon completion, students should be able to show competence in a variety of sculptural approaches. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

ART 283 Ceramics I 0 6 3
Prerequisites: None
Corequisites: None
This course provides an introduction to three-dimensional design principles using the medium of clay. Emphasis is placed on fundamentals of forming, surface design, glaze application, and firing. Upon completion, students should be able to demonstrate skills in slab and coil construction, simple wheel forms, glaze technique, and creative expression. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

ART 284 Ceramics II 0 6 3
Prerequisites: C or better in ART 283
Corequisites: None
This course covers advanced hand building and wheel techniques. Emphasis is placed on creative expression, surface design, sculptural quality, and glaze effect. Upon completion, students should be able to demonstrate a high level of technical competence in forming and glazing with a development of three-dimensional awareness. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

Astronomy

AST 111 Descriptive Astronomy 3 0 3
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: AST 111A
This course introduces an overall view of modern astronomy. Topics include an overview of the solar system, the sun, stars, galaxies, and the larger universe. Upon completion, students should be able to demonstrate an understanding of the universe around them. This is a Universal General Education Transfer Component (UGETC) course that satisfies Natural Sciences for the Associate of Arts Degree.

AST 111A Descriptive Astronomy Lab 0 2 1
Prerequisites: None
Corequisites: AST 111
The course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. This is a Universal General Education Transfer Component (UGETC) course that satisfies Natural Sciences for the Associate of Arts Degree.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

Automation & Robotics

***ATR 112 Intro to Automation 2 3 3**
Prerequisites: None
Corequisites: None
This course introduces the basic principles of automated manufacturing and describes the tasks that technicians perform on the job. Topics include the history, development, and current applications of robots and automated systems including their configuration, operation, components, and controls. Upon completion, students should be able to understand the basic concepts of automation and robotic systems.

***ATR 212 Industrial Robots 2 3 3**
Prerequisites: ATR 112 or ATR 282
Corequisites: None
Available: As needed
This course covers the operation of advanced industrial robots. Topics include the classification of robots, activators, grippers, work envelopes, computer interfaces, overlapping work envelopes, installation, and programming. Upon completion, students should be able to install, program, and troubleshoot industrial robots.

Automotive

***AUT 116 Engine Repair 2 3 3**
Prerequisites: None
Corequisites: AUT 116A
This course covers the theory, construction, inspection, diagnosis, and repair of internal combustion engines and related systems. Topics include fundamental operating principles of engines and diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement, and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

***AUT 116A Engine Repair Lab 0 3 1**
Prerequisites: None
Corequisites: AUT 116
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include diagnosis, inspection, adjustment, and repair of automotive engines using appropriate service information. Upon completion, students should be able to perform basic diagnosis, measurement, and repair of automotive engines using appropriate tools, equipment, procedures, and service information.

***AUT 141 Suspension & Steering Sys 2 3 3**
Prerequisites: None
Corequisites: AUT 141A
This course covers principles of operation, types, and diagnosis/repair of suspension and steering systems to include steering geometry. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

***AUT 141A Suspension and Steering Lab 0 3 1**
Prerequisites: None
Corequisites: AUT 141
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include manual and power steering systems and standard and electronically controlled suspension and steering systems. Upon completion, students should be able to service and repair steering and suspension components, check and adjust alignment angles, repair tires, and balance wheels.

***AUT 151 Brake Systems 2 3 3**
Prerequisites: None
Corequisites: AUT 151A
This course covers principles of operation and types, diagnosis, service, and repair of brake systems. Topics include drum and disc brakes involving hydraulic, vacuum boost, hydra-boost, electrically powered boost, and anti-lock and parking brake systems. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

***AUT 151A Brake Systems Lab 0 3 1**
Prerequisites: None
Corequisites: AUT 151
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics Include drum and disc brakes involving hydraulic, vacuum-boost, hydra-boost, electrically powered boost, and anti-lock parking brake systems and emergency brake systems technologies. Upon completion, students should be able to diagnose, service, and repair various automotive braking systems.

***AUT 181 Engine Performance 1 2 3 3**
Prerequisites: None
Corequisites: None
This course covers the introduction, theory of operation, and basic diagnostic procedures required to restore engine performance to vehicles equipped with complex engine control systems. Topics include an overview of engine operation, ignition components and systems, fuel delivery, injection components and systems and emission control devices. Upon completion students should be able to describe operation of and diagnose/repair basic ignition, fuel and emission related drivability problems using appropriate test equipment and service information.

***AUT 221 Auto Transm/Transaxles 2 3 3**
Prerequisites: None
Corequisites: AUT 221A
This course covers operation, diagnosis, service, and repair of automatic transmissions/transaxles. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair automatic drive trains.

***AUT 221A Auto Transm/Transax Lab 0 3 1**
Prerequisites: None
Corequisites: AUT 221
This course is an optional lab to be used as an alternative to co-op placement in meeting the NATEF standards for total hours. Topics include hydraulic, pneumatic, mechanical, and electrical/electronic operation of automatic drive trains and the use of appropriate service tools and equipment. Upon completion, students should be able to diagnose and repair automatic drive trains.

***AUT 231 Man Trans/Axles/Drtrains 2 3 3**
Prerequisites: None
Corequisites: AUT 231A
This course covers the operation, diagnosis, and repair of manual transmissions/transaxles, clutches, drive shafts, axles, and final drives. Topics include theory of torque, power flow, and manual drive train servicing and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to explain operational theory, diagnose and repair manual drive trains.

***AUT 231A Man Trans/Ax/Drtrains Lab 0 3 1**
Prerequisites: None
Corequisites: AUT 231
This course is an optional lab for the program that needs to meet NATEF hour standards, but does not have a co-op component in the program. Topics include manual drive train diagnosis, service and repair using appropriate service information, tools, and equipment. Upon completion, students should be able to diagnose and repair manual drive trains.

***AUT 281 Adv Engine Performance 2 2 3**
Prerequisites: None
Corequisites: None
This course utilizes service information and specialized test equipment to diagnose and repair power train control systems. Topics include computerized ignition, fuel and emission systems, related diagnostic tools and equipment, data communication networks, and service information. Upon completion, students should be able to perform diagnosis and repair.

Brewing/Distillation/Fermentation

***BDF 110 Fermentation Production 2 4 4**
Prerequisites: BDF 114
Corequisites: None
This course introduces the basic methodologies used in fermentation. Emphasis is placed on the production of fermented products including ingredients, techniques, fermentation management, storage and sanitation. Upon completion, students should be able to design/produce pilot-scale products to demonstrate how material selection and process conditions can generate different kinds/qualities of products.

***BDF 111 BDF Safety & Sanitation 1 2 2**
Prerequisites: None
Corequisites: None
This course covers sanitation, handling and safety with fermentation products, facilities and equipment. Emphasis is placed on the proper chemicals, their selection, handling and storage for sanitation control within the fermentation environment. Upon completion, students should be able to safely maintain quality and stability of fermentation products. This course will include industry relevant OSHA and forklift certification training.

***BDF 114 Craft Beer Brewing 1 3 2**
Prerequisites: None
Corequisites: None
This course introduces entry level skills in craft beer brewing. Topics include recipe development, basic sanitation, techniques and equipment used in the production of small batches (5 gallon or less) of craft beer. Upon completion, students should be able to demonstrate how to produce small batches of craft beer and be able to extrapolate concepts to larger future production.

***BDF 115 Applied Craft Bev Microbiology 3 2 4**
Prerequisites: None
Corequisites: None
This course provides an introduction to microbiology and laboratory practices in the brewing industry. Emphasis is placed on yeast biology, fermentation and microorganisms in brewery/distillation and sanitation. Upon completion, students should be able to demonstrate an understanding of microbiology, laboratory techniques, and commonly used analysis methodologies applied in the brewing industry.

***BDF 125 Bev Tech & Calculations 1 3 2**
Prerequisites: DMA 080 or placement
Corequisites: BDF 111, BDF 114
This course introduces technology and mathematical calculations used in craft beverage production. Emphasis is placed on equipment and technology relating to scheduling/record keeping, and recipe development/alcohol control and ingredient usage calculations. Upon completion, students should be able to identify/demonstrate technology and equipment used in craft beverage production and recipe development.

***BDF 150 Craft Bev Lab Methods 2 2 3**
Prerequisites: None
Corequisites: None
This course covers the operation of laboratory equipment and basic laboratory techniques which are used in the craft beverage laboratory setting. Emphasis is placed on hands-on use and applications of basic craft beverage laboratory techniques including calibrating, troubleshooting, record keeping, measurement, and laboratory procedure development. Upon completion, students should be able to properly operate and maintain basic laboratory equipment and be able to prepare and test samples in the completion of individual and team projects.

***BDF 170 Bev Tour & Tasting Mgmt 2 2 3**
Prerequisites: None
Corequisites: None
This course covers the role of craft beverage as a destination attraction. Emphasis is placed on developing, marketing and managing the craft beverage experience including customer service, special events, and tasting room operations. Upon completion, students should be able to demonstrate tasting room management for craft beverages and its application to tourism and economic development.

***BDF 175 Distillation Operations 2 4 4**
Prerequisites: BDF 230, BDF 250
Corequisites: None
This course covers the principles and production techniques involved in the distillation of grains, fruits and other carbohydrates associated with craft beverage distillation. Emphasis is placed on materials/processing, fermentation applications, distillation technology, sensory evaluation, quality control, engineering, and craft distillery management. Upon completion, students should be able to demonstrate an understanding of distillation operation/management and the impact of sanitation, fermentation, maturation and aging in the production of distillations.

***BDF 180 Sensory Evaluation** **2 2 3**
Prerequisites: None
Corequisites: None
This course introduces the visual, olfactory and gustatory parameters used in the evaluation of beer and distillery products. Emphasis is placed on aromas, finish, flavor/taste interactions and factors affecting product quality, as well as descriptive analysis/model systems, judging systems, set-up and operation for beverage competitions. Upon completion, students should be able to demonstrate the fundamental principles/practices in sensory analysis and identify elements that influence sensory qualities of particular craft beverages.

***BDF 215 Legal Issues-Fermentation** **3 0 3**
Prerequisites: None
Corequisites: None
This course covers the laws and regulatory environment particular to the brewing, distillation and fermentation industry. Emphasis is placed on social/ethical responsibilities and the state/federal regulations including licensing, taxation, labeling, record keeping, permits, inspections and laws regarding interstate and international commerce. Upon completion, students should be able to demonstrate an understanding of the laws and regulations that influence the brewing, distillation and fermentation industry.

***BDF 220 Applied Craft Bev Chemistry** **3 2 4**
Prerequisites: None
Corequisites: None
This course introduces chemistry fundamentals as they apply to the brewing and distillation industry. Emphasis is placed on elements impacting brewing/distillation including ingredient analysis/fermentation/production chemicals, and properties of gasses/liquids, pH, and pressure. Upon completion, students should be able to demonstrate basic chemistry principles/laboratory techniques to assess/control chemical properties associated with major products of the alcoholic beverage industry.

***BDF 230 Advanced Brewing** **2 2 3**
Prerequisites: BDF 110, BDF 111, BDF 114, BDF 115
Corequisites: BDF 250
This course covers advanced brewing processes utilizing the equipment of an on-site brewery and fermentation facility. Topics include advanced beer making processes, analysis/monitoring of fermentation, specialty beer production, quality control, sustainable practices and facilities operations and management. Upon completion, students should be able to understand and demonstrate the proper applications of high volume brewing in a production facility.

***BDF 230A Advanced Brewing Lab** **0 2 1**
Prerequisites: BDF 110, BDF 111, BDF 114, BDF 115
Corequisites: BDF 230, BDF 250
This course provides additional laboratory experience for enhancing student skills in advanced brewing processes utilizing the equipment of an on-site brewery and fermentation facility. Topics include advanced beer making processes, analysis/monitoring of fermentation, specialty beer production, quality control, sustainable practices and facilities operations and management. Upon completion, students should be able to demonstrate the proper applications of high volume brewing in a production facility.

***BDF 240 Seasonal Beer Production** **2 4 4**
Prerequisites: BDF 230, BDF 250
Corequisites: None
This course covers the brewing of seasonal and specialty beers using advanced brewing techniques. Topics include original recipe development, lab analysis, production techniques and packaging. Upon completion, students should be able to develop original recipes for seasonal and specialty beers, and provide analysis, production and packaging.

***BDF 250 BDF Packaging & Materials** **2 3 3**
Prerequisites: None
Corequisites: BDF 230
This course covers the practices associated with packaging including canning, bottling, box presentations and kegging of beer and distilled products. Emphasis is placed on techniques related to expansion of the product shelf life which may include container selection, temperature/light control, and labeling, capping, and sealing options. Upon completion, students should be able to demonstrate and perform practical operations critical to packaging.

***BDF 261 Bev Marketing & Sales** **3 0 3**
Prerequisites None
Corequisites: None
This course covers the planning and resources required to market grains/hops/fruit and brewed or distilled products. Emphasis is placed on the nature of the craft beverage market including industry/consumer trends, economic, legal, and social considerations related to branding, pricing, promotion, and distribution. Upon completion, students should be able to demonstrate a basic proficiency of the marketing principles and practices for craft beverages and the grains/hops/fruit from which they are produced.

***BDF 270 Craft Beverage Business Lab** **0 6 2**
Prerequisites: BDF 110 and BDF 111
Corequisites: BDF 115
This course covers concepts of management, production, marketing and economics through hands-on experience in an on-site brewery/fermentation facility. Topics include management/control systems, marketing/distribution and product development/evaluation. Upon completion, students should be able to craft and market fermented beverages using appropriate management and production techniques.

Biology

BIO 110 Principles of Biology **3 3 4**
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: None
This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. This is a Universal General Education Transfer Component (UGETC) course that satisfies Natural Sciences.

BIO 111 General Biology I 3 3 4
Prerequisites: DMA 040 and DRE 098 or C or better in ENG 110
Corequisites: None
This course introduces the principles and concepts of biology. Emphasis is placed on basic biological chemistry, cell structure and function, metabolism and energy transformation, genetics, evolution, classification, and other related topics. Upon completion, students should be able to demonstrate understanding of life at the molecular and cellular levels. This is a Universal General Education Transfer Component (UGETC) course that satisfies Natural Sciences.

BIO 112 General Biology II 3 3 4
Prerequisites: C or better in BIO 111
Corequisites: None
This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. This is a Universal General Education Transfer Component (UGETC) course that satisfies Natural Sciences for the Associate of Science Degree.

BIO 120 Introductory Botany 3 3 4
Prerequisites: C or better in BIO 110 or BIO 111
Corequisites: None
This course provides an introduction to the classification, relationships, structure, and function of plants. Topics include reproduction and development of seed and non-seed plants, levels of organization, form and function of systems, and a survey of major taxa. Upon completion, students should be able to demonstrate comprehension of plant form and function, including selected taxa of both seed and non-seed plants. This course has been approved for transfer under the CAA as a general education course in Natural Science.

BIO 130 Introductory Zoology 3 3 4
Prerequisites: C or better in BIO 110 or BIO 111
Corequisites: None
This course provides an introduction to the classification, relationships, structure, and function of major animal phyla. Emphasis is placed on levels of organization, reproduction and development, comparative systems, and a survey of selected phyla. Upon completion, students should be able to demonstrate comprehension of animal form and function including comparative systems of selected groups. This course has been approved for transfer under the CAA as a general education course in Natural Science.

BIO 140 Environmental Biology 3 0 3
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: BIO 140A
This course introduces environmental processes and the influence of human activities upon them. Topics include ecological concepts, population growth, natural resources, and a focus on current environmental problems from scientific, social, political, and economic perspectives. Upon completion, students should be able to demonstrate an understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA as a general education course in Natural Science.

BIO 140A Environmental Biology Lab 0 3 1
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: BIO 140
This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. This course has been approved for transfer under the CAA as a general education course in Natural Science.

BIO 155 Nutrition 3 0 3
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: None
This course covers the biochemistry of foods and nutrients with consideration of the physiological effects of specialized diets for specific biological needs. Topics include cultural, religious, and economic factors that influence a person's acceptance of food, as well as nutrient requirements of the various life stages. Upon completion, students should be able to identify the functions and sources of nutrients, the mechanisms of digestion, and the nutritional requirements of all age groups. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

BIO 161 Intro to Human Biology 3 0 3
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: None
This course provides a basic survey of human biology. Emphasis is placed on the basic structure and function of body systems and the medical terminology used to describe normal and pathological states. Upon completion, students should be able to demonstrate an understanding of normal anatomy and physiology and the appropriate use of medical terminology.

BIO 163 Basic Anat and Physiology 4 2 5
Prerequisites: DMA 040 and DRE 098 or C or better in ENG 110
Corequisites: None
This course provides a basic study of the structure and function of the human body. Topics include a basic study of the body systems as well as an introduction to homeostasis, cells, tissues, nutrition, acid-base balance, and electrolytes. Upon completion, students should be able to demonstrate a basic understanding of the fundamental principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

BIO 168 Anatomy and Physiology I 3 3 4
Prerequisites: DMA 050 and DRE 098 or C or better in ENG 110
Corequisites: None
This course provides a comprehensive study of the anatomy and physiology of the human body. Topics include body organization, homeostasis, cytology, histology, and the integumentary, skeletal, muscular, and nervous systems, and special senses. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

BIO 169 Anatomy and Physiology II 3 3 4
Prerequisites: C or better in BIO 168
Corequisites: None
This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include the endocrine, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems as well as metabolism, nutrition, acid-base balance, and fluid and electrolyte balance. Upon completion, students should be able to demonstrate an in-depth understanding of principles of anatomy and physiology and their interrelationships This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

BIO 175 General Microbiology 2 2 3
Prerequisites: C or better in BIO 110, BIO 111, BIO 163, BIO 165 or BIO 168
Corequisites: None
This course covers principles of microbiology with emphasis on microorganisms and human disease. Topics include an overview of microbiology and aspects of medical microbiology, identification and control of pathogens, disease transmission, host resistance, and immunity. Upon completion, students should be able to demonstrate knowledge of microorganisms and the disease process as well as aseptic and sterile techniques. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

BIO 271 Pathophysiology 3 0 3
Prerequisites: C or better in BIO 163, BIO 166 or BIO 169
Corequisites: None
This course provides an in-depth study of human pathological processes and their effects on homeostasis. Emphasis is placed on interrelationships among organ systems in deviations from homeostasis. Upon completion, students should be able to demonstrate a detailed knowledge of pathophysiology. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

BIO 275 Microbiology 3 3 4
Prerequisites: C or better in BIO 110, BIO 111, BIO 163, BIO 165 or BIO 168
Corequisites: None
This course covers principles of microbiology and the impact these organisms have on man and the environment. Topics include the various groups of microorganisms, their structure, physiology, genetics, microbial pathogenicity, infectious diseases, immunology, and selected practical applications. Upon completion, students should be able to demonstrate knowledge and skills including microscopy, aseptic technique, staining, culture methods, and identification of microorganisms. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Baking and Pastry Arts

***BPA 120 Petit Fours & Pastries 1 4 3**
Prerequisites: CUL 110 and CUL 160
Corequisites: None
This course introduces the basic principles of the preparation and plating of a variety of petit fours and individual dessert pastries. Emphasis is placed on traditional and contemporary petit fours and pastries utilizing updated production methods. Upon completion, students should be able to produce individual pastries and petit fours for buffet and special event settings.

***BPA 130 European Cakes and Tortes 1 4 3**
Prerequisites: CUL 110 and CUL 160
Corequisites: None
This course introduces the production of a wide variety of classical and modern cakes suitable for restaurants, retail shops and large-scale production. Emphasis is placed on classic cakes using the methods of mixing, filling, glazing and icing. Upon completion, students should be able to prepare, assemble and decorate gelatin-based and layered tortes and cakes such as Bavarian, Dobos, and Sacher.

***BPA 150 Artisan & Specialty Bread 1 6 4**
Prerequisites: CUL 110, CUL 142 and CUL 160
Corequisites: None
This course provides an advanced study in the art and craft of bread making. Topics include pertinent formulas and techniques associated with naturally leavened loaves, hearth breads, focaccia, flat breads, and other breads utilizing a variety of grains. Upon completion, students should be able to prepare artisan and specialty breads that meet or exceed the expectations of restaurant and retail publics.

***BPA 210 Cake Design & Decorating 1 4 3**
Prerequisites: CUL 110 and CUL 160
Corequisites: None
This course covers advanced concepts in the design and decoration of wedding cakes and other specialty cakes. Topics include baking, filling and assembling cakes; cake design; finishing techniques utilizing gum paste, fondant, and royal icing; and advanced piping skills. Upon completion, students should be able to design, create, finish and evaluate the quality of wedding and specialty cakes.

***BPA 220 Confection Artistry 1 6 4**
Prerequisites: BPA 240, CUL 110 and CUL 160
Corequisites: None
This course introduces the principles and techniques of decorative sugar work and confectionary candy. Topics include nougat, marzipan modeling, pastillage and cocoa painting, confection candy and a variety of sugar techniques including blown, spun, poured and pulled. Upon completion, students should be able to prepare edible centerpieces and confections to enhance dessert buffets and plate presentations.

***BPA 230 Chocolate Artistry 1 4 3**
Prerequisites: BPA 240, CUL 110 and CUL 160
Corequisites: None
This course provides a study in the art and craft of chocolate. Topics include chocolate tempering, piping, and molding; decorative work associated with cakes and centerpieces; and the candy production techniques of filling, enrobing and dipping. Upon completion, students should be able to properly evaluate tempered chocolate; and produce a variety of chocolate candies and decorative elements for garnishing desserts.

***BPA 240 Plated Desserts 1 4 3**
Prerequisites: BPA 120, BPA 130, CUL 110, CUL 160, and WBL 112
Corequisites: None
This course provides a study in the elements and principles of design as they relate to plated desserts. Topics include plate composition, portioning, flavor pairings, textures, temperatures, eye appeal, balance, color harmony and plate decorating/painting techniques such as stenciling and chocolate striping. Upon completion, students should be able to demonstrate competence in combining a variety of dessert components enhanced with plate decorating techniques.

***BPA 250 Dessert/Bread Production 1 8 5**
Prerequisites: BPA 150, CUL 110, CUL 160 and WBL 112
Corequisites: None
This course is designed to merge artistry and innovation with the practical baking and pastry techniques utilized in a production setting. Emphasis is placed on quantity bread and roll-in dough production, plated and platter presentations, seasonal/theme product utilization and cost effectiveness. Upon completion, students should be able to plan, prepare and evaluate breads and desserts within a commercial environment and determine production costs and selling prices.

***BPA 260 Pastry & Baking Marketing 2 2 3**
Prerequisites: BPA 150, BPA 210, BPA 240, and WBL 112
Corequisites: BPA 220 and, BPA 230, and BPA 250
This course is designed to cover the marketing concepts and merchandising trends utilized in bakery and pastry operations. Emphasis is placed on menu planning, pricing products/strategies, resale and wholesale distribution methods, legal implications, and advertising techniques. Upon completion, students should be able to create a marketing plan that will serve as a basis for a capstone experience.

Blueprint Reading

BPR 111 Print Reading 1 2 2
Prerequisites: None
Corequisites: None
This course introduces the basic principles of blueprint reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic blueprints and visualize the features of a part.

BPR 121 Blueprint Reading-Mech 1 2 2
Prerequisites: BPR 111 or MAC 131
Corequisites: None
This course covers the interpretation of intermediate blueprints. Topics include tolerancing, auxiliary views, sectional views, and assembly drawings. Upon completion, students should be able to read and interpret a mechanical working drawing.

BPR 130 Print Reading-Construction 3 0 3
Prerequisites: None
Corequisites: None
This course covers the interpretation of prints and specifications that are associated with design and construction projects. Topics include interpretation of documents for foundations, floor plans, elevations, and related topics. Upon completion, students should be able to read and interpret construction prints and documents.

Business

BUS 110 Introduction to Business 3 0 3
Prerequisites: None
Corequisites: None
This course provides a survey of the business world. Topics include the basic principles and practices of contemporary business. Upon completion, students should be able to demonstrate an understanding of business concepts as a foundation for studying other business subjects. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

BUS 115 Business Law I 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the student to the legal and ethical framework of business. Contracts, negotiable instruments, the law of sales, torts, crimes, constitutional law, the Uniform Commercial Code, and the court systems are examined. Upon completion the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

BUS 116 Business Law II 3 0 3
Prerequisites: BUS 115
Corequisites: None
This course includes the study of the legal and ethical framework of business. Business Organizations, property law, intellectual property law, agency and employment law, consumer law, secured transactions, and bankruptcy are examined. Upon completion, the student should be able to identify legal and ethical issues that arise in business decisions and the laws that apply to them.

BUS 125 Personal Finance 3 0 3
Prerequisites: None
Corequisites: None
This course provides a study of individual and family financial decisions. Emphasis is placed on building useful skills in buying, managing finances, increasing resources, and coping with current economic conditions. Upon completion, students should be able to develop a personal financial plan.

BUS 135 Principles of Supervision 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the basic responsibilities and duties of the supervisor and his/her relationship to higher-level supervisors, subordinates, and associates. Emphasis is placed on effective utilization of the work force and understanding the role of the supervisor. Upon completion, students should be able to apply supervisory principles in the work place.

BUS 137 Principles of Management 3 0 3
Prerequisites: None
Corequisites: None
This course is designed to be an overview of the major functions of management. Emphasis is placed on planning, organizing, controlling, directing, and communicating. Upon completion, students should be able to work as contributing members of a team utilizing these functions of management. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

BUS 147 Business Insurance 3 0 3
Prerequisites: None
Corequisites: None
This course surveys the basic concepts of risk management. Topics include principles and applications of health, property, life, and casualty insurance. Upon completion, students should be able to evaluate different insurance needs and assist an organization in acquiring adequate insurance coverage.

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BUS 151 People Skills 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the basic concepts of identity and communication in the business setting. Topics include self-concept, values, communication styles, feelings and emotions, roles versus relationships, and basic assertiveness, listening, and conflict resolution. Upon completion, students should be able to distinguish between unhealthy, self-destructive, communication patterns and healthy, non-destructive, positive communication patterns.

BUS 153 Human Resource Management 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the functions of personnel/human resource management within an organization. Topics include equal opportunity and the legal environment, recruitment and selection, performance appraisal, employee development, compensation planning, and employee relations. Upon completion, students should be able to anticipate and resolve human resource concerns.

BUS 175 Contract Negotiations 3 0 3
Prerequisites: None
Corequisites: None
This course covers theory, strategies, techniques and tactics for negotiating contracts, and principles and practices of negotiations for government, corporate or institutional procurements. Topics include preparation and conduct of negotiations and methods of dealing with situations under different types of negotiations. Upon completion, students should be able to effectively negotiate contracts.

BUS 217 Employment Law and Regs 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the principle laws and regulations affecting public and private organizations and their employees or prospective employees. Topics include fair employment practices, EEO, affirmative action, and employee rights and protections. Upon completion, students should be able to evaluate organization policy for compliance and assure that decisions are not contrary to law.

BUS 225 Business Finance 2 2 3
Prerequisites: ACC 120
Corequisites: None
This course provides an overview of business financial management. Emphasis is placed on financial statement analysis, time value of money, management of cash flow, risk and return, and sources of financing. Upon completion, students should be able to interpret and apply the principles of financial management.

BUS 234 Training and Development 3 0 3
Prerequisites: None
Corequisites: None
This course covers developing, conducting, and evaluating employee training with attention to adult learning principles. Emphasis is placed on conducting a needs assessment, using various instructional approaches, designing the learning environment, and locating learning resources. Upon completion, students should be able to design, conduct, and evaluate a training program.

***BUS 239 Bus Applications Seminar 1 2 2**
Prerequisites: Take One Set:
Set 1: ACC 120, BUS 115, BUS 137, MKT 120, and ECO 151
Set 2: ACC 120, BUS 115, BUS 137, MKT 120, and ECO 251
Set 3: ACC 120, BUS 115, BUS 137, MKT 120, and ECO 252
Corequisites: None
This course is designed as a capstone course for Business Administration majors. Emphasis is placed on decision making in the areas of management, marketing, production, purchasing, and finance. Upon completion, students should be able to apply the techniques, processes, and vital professional skills needed in the work place.

BUS 240 Business Ethics 3 0 3
Prerequisites: None
Corequisites: None
This course introduces contemporary and controversial ethical issues that face the business community. Topics include moral reasoning, moral dilemmas, law and morality, equity, justice and fairness, ethical standards, and moral development. Upon completion, students should be able to demonstrate an understanding of their moral responsibilities and obligations as members of the workforce and society.

BUS 255 Org Behavior in Business 3 0 3
Prerequisites: None
Corequisites: None
This course covers the impact of different management practices and leadership styles on worker satisfaction and morale, organizational effectiveness, productivity, and profitability. Topics include a discussion of formal and informal organizations, group dynamics, motivation, and managing conflict and change. Upon completion, students should be able to analyze different types of interpersonal situations and determine an appropriate course of action.

BUS 256 Recruit Select & Per Plan 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the basic principles involved in managing the employment process. Topics include personnel planning, recruiting, interviewing and screening techniques, maintaining employee records; and voluntary and involuntary separations. Upon completion, students should be able to acquire and retain employees who match position requirements and fulfill organizational objectives.

BUS 258 Compensation and Benefits 3 0 3
Prerequisites: None
Corequisites: None
This course is designed to study the basic concepts of pay and its role in rewarding performance. Topics include wage and salary surveys, job analysis, job evaluation techniques, benefits, and pay-for-performance programs. Upon completion, students should be able to develop and manage a basic compensation system to attract, motivate, and retain employees.

***BUS 259 HRM Applications 3 0 3**
Prerequisites: BUS 217, BUS 234, BUS 256, and BUS 258
Corequisites: None
This course provides students in the Human Resource Management concentration the opportunity to reinforce their learning experiences from preceding HRM courses. Emphasis is placed on application of day-to-day HRM functions by completing in-basket exercises and through simulations. Upon completion, students should be able to determine the appropriate actions called for by typical events that affect the status of people at work.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

BUS 260 Business Communication 3 0 3
Prerequisites: Take one set:
Set 1: CIS 110 and ENG 111
Set 2: CIS 110 and ENG 110
Corequisites: None
This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the workplace.

BUS 270 Professional Development 3 0 3
Prerequisites: None
Corequisites: None
This course provides basic knowledge of self-improvement techniques as related to success in the professional world. Topics include positive human relations, job-seeking skills, and projecting positive self-image. Upon completion, students should be able to demonstrate competent personal and professional skills necessary to get and keep a job.

BUS 280 REAL Small Business 4 0 4
Prerequisites: None
Corequisites: None
This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

Cabinetmaking

CAB 119 Cabinetry/Millworking 4 9 7
Prerequisites: None
Corequisites: None
This course introduces wood technology, cabinet construction, and millworking. Topics include safety, hand/power tools, wood identification and use, wood joinery, abrasives, cabinet layout, laminates, finishing techniques, and other related topics. Upon completion, students should be able to select and process materials using accurate drawings and cut lists and install finished products.

Civil Engineering and Geomatics

CEG 111 Intro to GIS and GNSS 2 4 4
Prerequisites: None
Corequisites: None
This course introduces the methods and techniques used in the Geographic Information Systems (GIS) and Global Navigation Satellite Systems (GNSS) professions. Emphasis is placed on data collection and mapping using GIS software. Upon completion, students should be able to use GNSS technologies to collect field data and create GIS maps.

CEG 115 Intro to Tech & Sustainability 2 3 3
Prerequisites: None
Corequisites: None
This course introduces basic skills, sustainability concepts and career fields for technicians. Topics include career options, technical vocabulary, dimensional analysis, measurement systems, engineering graphics, professional ethics, and related topics. Upon completion, students should be able to identify drawing elements and create sketches, perform basic engineering computations, and identify measures of sustainable development.

***CEG 210 Construction Mtls & Methods 2 3 3**
Prerequisites: None
Corequisites: None
This course covers the behavior and properties of Portland cement, asphaltic concretes, and other construction materials, including construction methods and equipment. Topics include cementing agents, aggregates, water and admixture materials with their proportions, production, placement, consolidation, curing; and their inspection. Upon completion, students should be able to proportion Portland concrete mixes to attain predetermined strengths, perform standard control tests on Portland cement concrete, identify inspection criteria for concretes, and identify construction equipment and applications.

CEG 211 Hydrology & Erosion Control 2 3 3
Prerequisites: Take One Set
Set 1: MAT 121
Set 2: MAT 171
Set 3: DMA 060, DMA 070, and DMA 080
Corequisites: None
This course introduces basic engineering principles and characteristics of hydrology, erosion and sediment control. Topics include stormwater runoff, gravity pipe flow, open channel flow, low impact development (LID), erosion control devices and practices. Upon completion, students should be able to analyze and design gravitational drainage structures, identify LID and erosion control elements, and prepare a stormwater drainage plan.

CEG 212 Intro to Environmental Tech 2 3 3
Prerequisites Take One: EGR 250, EGR 251, or MEC 210
Corequisites: None
This course introduces basic engineering principles of hydraulics, and water and wastewater technologies. Topics include fluid statics, fluid dynamics, flow measurement, the collection, treatment, and distribution of water and wastewater. Upon completion, students should be able to identify water and wastewater system elements, describe water and wastewater system processes, and perform basic hydraulics and treatment computations.

***CEG 230 Subdivision Planning & Design 1 6 3**
Prerequisites Take One Course from Each Set:
SET 1: CEG 151, DFT 151, or EGR 120
SET 2: CEG 211
SET 3: SRV 111 or CIV 215
Corequisites: None
This course covers the planning and design concepts related to subdivisions including analysis of development standards, engineering, and the creation of CAD drawings. Topics include applicable codes, lot creation, roadway system layout, storm water drainage, low impact development (LID) concepts, and related topics. Upon completion, students should be able to prepare a set of subdivision plans.

CEG 235 Project Management/Estimating 2 3 3
Prerequisites Take One: CEG 115, CIS 110, CIS 111, EGR 115, or EGR 125
Corequisites: None
This course covers planning and estimating practices which are applicable to the civil engineering and related construction industries. Emphasis is placed on construction project planning and management, material take-offs labor and equipment requirements in accordance with industry formats, and other economic topics. Upon completion, students should be able to accurately complete material take-offs, prepare cost estimates, and prepare construction schedules.

Computer Engineering Technology

***CET 111 Computer Upgrade/Repair I 2 3 3**
Prerequisites: Take One Set
Set 1: DMA 030 and DRE 097, or placement
Set 2: DMA 030 and ENG 110, or placement
Set 3: DMA 040 and DRE 097, or placement
Set 4: DMA 040 and ENG 110, or placement
Corequisites: None
This course covers repairing, servicing, and upgrading computers and peripherals in preparation for industry certification. Topics include CPU/memory/bus identification, disk subsystems, hardware/software installation/configuration, common device drivers, data recovery, system maintenance, and other related topics. Upon completion, students should be able to safely repair and/or upgrade computer systems to perform within specifications.

***CET 125 Voice and Data Cabling 2 3 3**
Prerequisites: DMA 040 and DRE 097
Corequisites: None
This course provides an understanding of the industry and its worldwide standards, types of media and cabling, physical and logical networks, including signal transmission. Topics include network design documentation, part list set-up, pulling and mounting cable, cable management, wiring closets, patch panel installation and termination including cable testing. Upon completion, students should be able to understand documentation, design, installation and safety issues associated with voice and data cabling.

***CET 161 Procedural Programming 2 3 3**
Prerequisites: DMA 040 and DRE 097
Corequisites: None
This course introduces procedural programming for engineering applications. Emphasis is placed on event-driven programming methods, including creating and manipulating data, sequencing, iteration, and blocking of code. Upon completion, students should be able to design, code, test and debug at a beginning level.

***CET 211 Computer Upgrade/Repair II 2 3 3**
Prerequisites: CET 111
Corequisites: None
This course covers concepts of repair service, and upgrade of computers and peripherals in preparation for industry certification. Topics may include resolving resource conflicts and system bus specifications, configuration and troubleshooting peripherals, operating system configuration and optimization, and other related topics. Upon completion, students should be able to identify and resolve system conflicts and optimize system performance.

Chemistry

CHM 092 Fundamentals of Chemistry 3 2 4
Prerequisites: DRE 096 or (RED 080 and ENG 080) and DMA 040
Corequisites: None
This course covers fundamentals of chemistry with laboratory applications. Topics include measurements, matter, energy, atomic theory, bonding, molecular structure, nomenclature, balancing equations, stoichiometry, solutions, acids and bases, gases, and basic organic chemistry. Upon completion, students should be able to understand and apply basic chemical concepts and demonstrate basic laboratory skills necessary for success in college-level science courses.

CHM 121 Foundations of Chemistry 3 0 3
Prerequisites: DRE 096 and DMA 040
Corequisites: CHM 121A
This course is designed for those who have no previous high school chemistry or a grade of C or less in high school chemistry. Topics include matter, structure of the atom, nomenclature, chemical equations, bonding and reactions; mathematical topics include measurements, scientific notation, and stoichiometry. Upon completion, students should be able to demonstrate an understanding of chemical concepts and an ability to solve related problems in subsequent chemistry courses.

CHM 121A Foundations of Chemistry Laboratory 0 2 1
Prerequisites: None
Corequisites: CHM 121
This course is a laboratory for CHM 121. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 121. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 121.

CHM 130 Gen, Org, & and Biochemistry 3 0 3
Prerequisites: High school chemistry or CHM 092, DRE 098 or C or better in ENG 110
Corequisites: CHM 130A
This course provides a survey of basic facts and principles of general, organic, and biochemistry. Topics include measurement, molecular structure, nuclear chemistry, solutions, acid-base chemistry, gas laws, and the structure, properties, and reactions of major organic and biological groups. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CHM 130A Gen, Org, and Biochem Lab 0 2 1
Prerequisites: None
Corequisites: CHM 130
This course is a laboratory for CHM 130. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 130. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 130. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CHM 132 Organic and Biochemistry 3 3 4
Prerequisites: C or better in CHM 131/131A or CHM 151
Corequisites: None
This course provides a survey of major functional classes of compounds in organic and biochemistry. Topics include structure, properties, and reactions of the major organic and biological molecules and basic principles of metabolism. Upon completion, students should be able to demonstrate an understanding of fundamental chemical concepts needed to pursue studies in related professional fields. This course has been approved for transfer under the CAA as a general education course in Natural Science.

CHM 151 General Chemistry I 3 3 4
Prerequisites: High school chemistry or CHM 092 or CHM 121/121A, DMA 080, DRE 098 or C or better in ENG 110
Corequisites: None
This course covers fundamental principles and laws of chemistry. Topics include measurement, atomic and molecular structure, periodicity, chemical reactions, chemical bonding, stoichiometry, thermochemistry, gas laws, and solutions. Upon completion, students should be able to demonstrate an understanding of fundamental chemical laws and concepts as needed in CHM 152. This is a Universal General Education Transfer Component (UGETC) course that satisfies Natural Sciences.

CHM 152 General Chemistry II 3 3 4
Prerequisites: C or better in CHM 151; C or better in MAT 160 or MAT 171
Corequisites: None
This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complex ions. Upon completion, students should be able to demonstrate an understanding of chemical concepts as needed to pursue further study in chemistry and related professional fields. This is a Universal General Education Transfer Component (UGETC) course that satisfies Natural Sciences for the Associate of Science Degree.

CHM 251 Organic Chemistry I 3 3 4
Prerequisites: C or better in CHM 152
Corequisites: None
This course provides a systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of hydrocarbons, alkyl halides, alcohols, and ethers; further topics include isomerization, stereochemistry, and spectroscopy. Upon completion, students should be able to demonstrate an understanding of the fundamental concepts of covered organic topics as needed in CHM 252. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CHM 252 Organic Chemistry II 3 3 4
Prerequisites: C or better in CHM 251
Corequisites: None
This course provides continuation of the systematic study of the theories, principles, and techniques of organic chemistry. Topics include nomenclature, structure, properties, reactions, and mechanisms of aromatics, aldehydes, ketones, carboxylic acids and derivatives, amines and heterocyclics; multi-step synthesis will be emphasized. Upon completion, students should be able to demonstrate an understanding of organic concepts as needed to pursue further study in chemistry and related professional fields. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CHM 271 Biochemical Principles 3 0 3
Prerequisites: C or better in CHM 252
Corequisites: None
The course covers fundamental principles of biochemistry. Topics include structures, properties, reactions, and mechanisms of biomacromolecules including amino acids, peptides, proteins, carbohydrates and nucleic acids, enzymatic metabolic pathways, and biochemical genetics. Upon completion, students should be able to demonstrate an understanding of fundamental biochemical processes. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Information Systems

CIS 110 Introduction to Computers 2 2 3
Prerequisites: Basic computer literacy is necessary. (CTS 060 will provide students the foundation for this course.)
Corequisites: None
This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. Microsoft Office will be used in this course; this includes Word, Excel, Access and PowerPoint. This course has been approved for transfer under the CAA as a general education course in Mathematics (Quantitative).

CIS 111 Basic PC Literacy 1 2 2
Prerequisites: Basic computer literacy is necessary. (CTS 060 will provide students the foundation for this course.)
Corequisites: None
This course provides an overview of computer concepts. Emphasis is placed on the use of personal computers and software applications for personal and fundamental workplace use. Upon completion, students should be able to demonstrate basic personal computer skills.

CIS 113 Computer Basics 0 2 1
Prerequisites: None
Corequisites: None
This course introduces basic computer usage for non-computers majors. Emphasis is placed on developing basic personal computer skills. Upon completion, students should be able to demonstrate competence in basic computer applications.

CIS 115 Intro to Prog & Logic 2 3 3
Prerequisites: Take One Set:
Set 1: DMA 040 or placement
Set 2: MAT 121
Set 3: MAT 171
Corequisites: None
This course introduces computer programming and problem solving in a structured program logic environment. Topics include language syntax, data types, program organization, problem solving methods, algorithm design, and logic control structures. Upon completion, students should be able to manage files with operating system commands, use top-down algorithm design, and implement algorithmic solutions in a programming language. This course has been approved for transfer under the Comprehensive Articulation Agreement as a general education course in Mathematics (Quantitative Option).

Civil Engineering

CIV 111 Soils and Foundations 2 4 4
Prerequisites: Take One: EGR 250, EGR 251, or MEC 210
Corequisites: None
This course presents an overview of soil as a construction material using both analysis and testing procedures. Topics include index properties, classification, stress analysis, compressibility, compaction, dewatering, excavation, stabilization, settlement, and foundations. Upon completion, students should be able to perform basic soil tests and analyze engineering properties of soil.

CIV 125 Civil/Surveying CAD 1 6 3
Prerequisites: CEG 151 or DFT 151
Corequisites: None
This course introduces civil/surveying computer-aided drafting (CAD) software. Topics include drawing, editing, and dimensioning commands, plotting, and other related civil/surveying topics. Upon completion, students should be able to produce civil/surveying drawings using CAD software.

CIV 215 Highway Technology 2 3 3
Prerequisites: Take One Set:
Set 1: CEG 115 and MAT 121
Set 2: CEG 115 and MAT 171
Set 3: EGR 115 and MAT 121
Set 4: EGR 115 and MAT 171
Corequisites: None
This course introduces the essential elements of roadway components and design. Topics include subgrade and pavement construction, roadway drawings and details, traffic analysis, geometric design and other related topics. Upon completion, students should be able to interpret roadway details and specifications, and produce street and highway construction drawings.

CIV 220 Basic Structural Concepts 1 3 2
Prerequisites: Take One: EGR 250, EGR 251, or MEC 210
Corequisites: None
This course covers the historical perspective of structures as well as types, materials, common elements, and mechanical principles of structures. Topics include basic structure shapes, advantages and disadvantages of standard building materials, application of structural concepts, and other related topics. Upon completion, students should be able to demonstrate an understanding of basic structural concepts.

***CIV 250 Civil Eng Tech Project 1 3 2**
Prerequisites: Department Chair Approval
Corequisites: None
This course includes an integrated team approach to civil engineering technology projects. Emphasis is placed on project proposal, site selection, analysis/design of structures, construction material selection, time and cost estimating, planning, and management of a project. Upon completion, students should be able to apply team concepts, prepare estimates, submit bid proposals, and manage projects.

Criminal Justice

***CJC 100 Basic Law Enforcement Training 9 30 19**
Prerequisites: None
Corequisites: None
This course covers the basic skills and knowledge needed for entry-level employment as a law enforcement officer in North Carolina. Topics are divided into general units of study: legal, patrol duties, law enforcement, communications, investigations, practical application and sheriff-specific. Upon successful completion, the student will be able to demonstrate competence in the topics and areas required for the state comprehensive certification examination.

***CJC 111 Intro to Criminal Justice 3 0 3**
Prerequisites: None
Corequisites: None
This course introduces the components and processes of the criminal justice system. Topics include history, structure, functions, and philosophy of the criminal justice system and their relationship to life in our society. Upon completion, students should be able to define and describe the major system components and their interrelationships and evaluate career options. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

***CJC 112 Criminology 3 0 3**
Prerequisites: None
Corequisites: None
This course introduces deviant behavior as it relates to criminal activity. Topics include theories of crime causation; statistical analysis of criminal behavior; past, present, and future social control initiatives; and other related topics. Upon completion, students should be able to explain and discuss various theories of crime causation and societal response.

***CJC 113 Juvenile Justice 3 0 3**
Prerequisites: None
Corequisites: None
This course covers the juvenile justice system and related juvenile issues. Topics include an overview of the juvenile justice system, treatment and prevention programs, special areas and laws unique to juveniles, and other related topics. Upon completion, students should be able to identify/discuss juvenile court structure/procedures, function and jurisdiction of juvenile agencies, processing/detention of juveniles, and case disposition.

***CJC 121 Law Enforcement Operations 3 0 3**
Prerequisites: None
Corequisites: None
This course introduces fundamental law enforcement operations. Topics include the contemporary evolution of law enforcement operations and related issues. Upon completion, students should be able to explain theories, practices, and issues related to law enforcement operations. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

***CJC 122 Community Policing 3 0 3**
Prerequisites: None
Corequisites: None
This course covers the historical, philosophical, and practical dimensions of community policing. Emphasis is placed on the empowerment of police and the community to find solutions to problems by forming partnerships. Upon completion, students should be able to define community policing, describe how community policing strategies solve problems, and compare community policing to traditional policing.

***CJC 131 Criminal Law 3 0 3**
Prerequisites: None
Corequisites: None
This course covers the history/evolution/principles and contemporary applications of criminal law. Topics include sources of substantive law, classification of crimes, parties to crime, elements of crimes, matters of criminal responsibility, and other related topics. Upon completion, students should be able to discuss the sources of law and identify, interpret, and apply the appropriate statutes/elements.

***CJC 132 Court Procedure & Evidence 3 0 3**
Prerequisites: None
Corequisites: None
This course covers judicial structure/process/procedure from incident to disposition, kinds and degrees of evidence, and the rules governing admissibility of evidence in court. Topics include consideration of state and federal courts, arrest, search and seizure laws, exclusionary and statutory rules of evidence, and other related issues. Upon completion, students should be able to identify and discuss procedures necessary to establish a lawful arrest/search, proper judicial procedures, and the admissibility of evidence.

***CJC 141 Corrections 3 0 3**
Prerequisites: None
Corequisites: None
This course covers the history, major philosophies, components, and current practices and problems of the field of corrections. Topics include historical evolution, functions of the various components, alternatives to incarceration, treatment programs, inmate control, and other related topics. Upon completion, students should be able to explain the various components, processes, and functions of the correctional system. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

***CJC 151 Intro to Loss Prevention 3 0 3**
Prerequisites: None
Corequisites: None
This course introduces the concepts and methods related to commercial and private security systems. Topics include the historical, philosophical, and legal basis of security, with emphasis on security surveys, risk analysis, and associated functions. Upon completion, students should be able to demonstrate and understand security systems, risk management, and the laws relative to loss prevention.

***CJC 160 Terrorism: Underlying Issues 3 0 3**
Prerequisites: None
Corequisites: None
This course identifies the fundamental reasons why America is a target for terrorists, covering various domestic/international terrorist groups and ideologies from a historical aspect. Emphasis is placed upon recognition of terrorist crime scenes; weapons of mass destruction; chemical, biological, and nuclear terrorism; and planning consideration involving threat assessments. Upon completion, the student should be able to identify and discuss the methods used in terrorists' activities and complete a threat assessment for terrorists' incidents.

***CJC 161 Intro Homeland Security 3 0 3**
Prerequisites: None
Corequisites: None
This course introduces the historical, organizational and political aspects of Homeland Security. Topics include a historical overview, definitions and concepts, organizational structure, communications, technology, mitigation, prevention and preparedness, response and recovery, and the future of Homeland Security. Upon completion, students should be able to explain characteristics of terrorism and Homeland Security, and define roles, functions and interdependency between agencies.

***CJC 170 Critical Incident Mgt Pub Saf 3 0 3**
Prerequisites: None
Corequisites: None
This course prepares the student to specialize in the direct response, operations, and management of critical incidents. Emphasis is placed upon the theoretical and applied models to understand and manage disasters, terrorism, and school/workplace violence. Upon completion, the student should be able to identify and discuss managerial techniques, legal issues, and response procedures to critical incidents.

***CJC 212 Ethics and Comm Relations 3 0 3**
Prerequisites: None
Corequisites: None
This course covers ethical considerations and accepted standards applicable to criminal justice organizations and professionals. Topics include ethical systems; social change, values, and norms; cultural diversity; citizen involvement in criminal justice issues; and other related topics. Upon completion, students should be able to apply ethical considerations to the decision-making process in identifiable criminal justice situations.

***CJC 213 Substance Abuse 3 0 3**
Prerequisites: None
Corequisites: None
This course is a study of substance abuse in our society. Topics include the history and classifications of drug abuse and the social, physical, and psychological impact of drug abuse. Upon completion, students should be able to identify various types of drugs, their effects on human behavior and society, and treatment modalities.

***CJC 214 Victimology 3 0 3**
Prerequisites: None
Corequisites: None
This course introduces the study of victims. Emphasis is placed on roles/characteristics of victims, victim interaction with the criminal justice system and society, current victim assistance programs, and other related topics. Upon completion, students should be able to discuss and identify victims, the uniqueness of victims' roles, and current victim assistance programs.

***CJC 215 Organization & Administration 3 0 3**
Prerequisites: None
Corequisites: None
This course introduces the components and functions of organization and administration as it applies to the agencies of the criminal justice system. Topics include operations/functions of organizations; recruiting, training, and retention of personnel; funding and budgeting; communications; span of control and discretion; and other related topics. Upon completion, students should be able to identify and discuss the basic components and functions of a criminal justice organization and its administrative operations.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

***CJC 221 Investigative Principles 3 2 4**
Prerequisites: None
Corequisites: None
This course introduces the theories and fundamentals of the investigative process. Topics include crime scene/incident processing, information gathering techniques, collection/preservation of evidence, preparation of appropriate reports, court presentations, and other related topics. Upon completion, students should be able to identify, explain, and demonstrate the techniques of the investigative process, report preparation, and courtroom presentation.

***CJC 222 Criminalistics 3 0 3**
Prerequisites: None
Corequisites: None
This course covers the functions of the forensic laboratory and its relationship to successful criminal investigations and prosecutions. Topics include advanced crime scene processing, investigative techniques, current forensic technologies, and other related topics. Upon completion, students should be able to identify and collect relevant evidence at simulated crime scenes and request appropriate laboratory analysis of submitted evidence.

***CJC 223 Organized Crime 3 0 3**
Prerequisites: None
Corequisites: None
This course introduces the evolution of traditional and non-traditional organized crime and its effect on society and the criminal justice system. Topics include identifying individuals and groups involved in organized crime, areas of criminal activity, legal and political responses to organized crime, and other related topics. Upon completion, students should be able to identify the groups and activities involved in organized crime and the responses of the criminal justice system.

***CJC 225 Crisis Intervention 3 0 3**
Prerequisites: None
Corequisites: None
This course introduces critical incident intervention and management techniques as they apply to operational criminal justice practitioners. Emphasis is placed on the victim/offender situation as well as job-related high stress, dangerous, or problem-solving citizen contacts. Upon completion, students should be able to provide insightful analysis of emotional, violent, drug-induced, and other critical and/or stressful incidents that require field analysis and/or resolution.

***CJC 231 Constitutional Law 3 0 3**
Prerequisites: None
Corequisites: None
The course covers the impact of the Constitution of the United States and its amendments on the criminal justice system. Topics include the structure of the Constitution and its amendments, court decisions pertinent to contemporary criminal justice issues, and other related topics. Upon completion, students should be able to identify/discuss the basic structure of the United States Constitution and the rights/procedures as interpreted by the courts.

***CJC 232 Civil Liability 3 0 3**
Prerequisites: None
Corequisites: None
This course covers liability issues for the criminal justice professional. Topics include civil rights violations, tort liability, employment issues, and other related topics. Upon completion, students should be able to explain civil trial procedures and discuss contemporary liability issues.

***CJC 255 Issue in Criminal Justice App 3 0 3**
Prerequisites: None
Corequisites: None
This course provides an opportunity to exhibit interpersonal and technical skills required for application of criminal justice concepts in contemporary practical situations. Emphasis is placed on critical thinking and integration of theory and practical skills components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level law enforcement officer.

Construction Management

CMT 210 Construction Management Fund 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the student to the fundamentals of effective supervision emphasizing professionalism through knowledge and applied skills. Topics include safety, planning and scheduling, contract, problem-solving, communications, conflict resolution, recruitment, employment laws and regulations, leadership, motivation, teamwork, discipline, setting objectives, and training. Upon completion, the student should be able to demonstrate the basic skills necessary to be successful as a supervisor in the construction industry.

***CMT 212 Total Safety Performance 3 0 3**
Prerequisites: None
Corequisites: CMT 210
This course covers the importance of managing safety and productivity equally by encouraging people to take individual responsibility for safety and health in the workplace. Topics include safety management, controlling construction hazards, communicating and enforcing policies, OSHA compliance, personal responsibility and accountability, safety planning, training, and personal protective equipment. Upon completion, students should be able to supervise safety at a construction job site and qualify for the OSHA Training Certification.

***CMT 214 Planning and Scheduling 3 0 3**
Prerequisites: CMT 210 and BPR 130
Corequisites: None
This course covers the need for the process of planning construction projects, as well as the mechanics and vocabulary of project scheduling. Topics include project preplanning, scheduling format, planning for production, short interval planning, schedule updating and revising, and computer-based planning and scheduling. Upon completion, the student should be able to understand the need for planning and scheduling, the language and logic of scheduling, and use of planning skills.

***CMT 216 Costs and Productivity 3 0 3**
Prerequisites: CMT 210
Corequisites: None
This course covers the relationships between time, work completed, work-hours spent, schedule duration, equipment hours, and materials used. Topics include production rates, productivity unit rates, work method improvements, and overall total project cost control. Upon completion, the student should be able to demonstrate an understanding of how costs may be controlled and productivity improved on a construction project.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

***CMT 218 Human Relations Issues 3 0 3**
Prerequisites: CMT 210
Corequisites: None
Available: Spring
This course provides instruction on human relations issues as they relate to construction project supervision. Topics include relationships, human behavior, project staffing issues, teamwork, effective communication networks, laws and regulations, and identifying and responding to conflict, crisis, and discipline. Upon completion, the student will demonstrate an understanding of the importance of human relations in the success of a construction project.

Communication

COM 110 Introduction to Communication 3 0 3
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: None
This course provides an overview of the basic concepts of communication and the skills necessary to communicate in various contexts. Emphasis is placed on communication theories and techniques used in interpersonal group, public, intercultural, and mass communication situations. Upon completion, students should be able to explain and illustrate the forms and purposes of human communication in a variety of contexts. This course has been approved for transfer under the CAA as a general education course in Communication.

COM 120 Intro to Interpersonal Communication 3 0 3
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: None
This course introduces the practices and principles of interpersonal communication in both dyadic and group settings. Emphasis is placed on the communication process, perception, listening, self-disclosure, speech apprehension, ethics, nonverbal communication, conflict, power, and dysfunctional communication relationships. Upon completion, students should be able to demonstrate interpersonal communication skills, apply basic principles of group discussion, and manage conflict in interpersonal communication situations. This course has been approved for transfer under the CAA as a general education course in Communication.

COM 140 Intro to Intercultural Communication 3 0 3
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: None
This course introduces techniques of cultural research, definitions, functions, characteristics, and impacts of cultural differences in public address. Emphasis is placed on how diverse backgrounds influence the communication act and how cultural perceptions and experiences determine how one sends and receives messages. Upon completion, students should be able to demonstrate an understanding of the principles and skills needed to become effective in communicating outside one's primary culture. This course has been approved for transfer under the CAA as a general education course in Communication.

COM 150 Intro to Mass Communication 3 0 3
Prerequisites: C or better in ENG 111
Corequisites: None
This course introduces print and electronic media and the new information technologies in terms of communication theory and as economic, political, and social institutions. Topics include the nature, history, functions, and responsibilities of mass communication industries in a global environment and their role and impact in American society. Upon completion, students should be able to demonstrate awareness of the pervasive nature of mass media and how media operate in an advanced post-industrial society. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

COM 231 Public Speaking 3 0 3
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: None
This course provides instruction and experience in preparation and delivery of speeches within a public setting and group discussion. Emphasis is placed on research, preparation, delivery, and evaluation of informative, persuasive, and special occasion public speaking. Upon completion, students should be able to prepare and deliver well-organized speeches and participate in group discussion with appropriate audiovisual support. This is a Universal General Education Transfer Component (UGETC) course that satisfies Humanities/Fine Arts.

Cosmetology

***COS 111 Cosmetology Concepts I 4 0 4**
Prerequisites: None
Corequisites: COS 112
This course introduces basic cosmetology concepts. Topics include safety, first aid, sanitation, bacteriology, anatomy, diseases and disorders, hygiene, product knowledge, chemistry, ethics, manicures, and other related topics. Upon completion, students should be able to safely and competently apply cosmetology concepts in the salon setting.

***COS 112 Salon I 0 24 8**
Prerequisites: None
Corequisites: COS 111
This course introduces basic salon services. Topics include scalp treatments, shampooing, rinsing, hair color, design, haircutting, permanent waving, pressing, relaxing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate salon services.

***COS 113 Cosmetology Concepts II 4 0 4**
Prerequisites: COS 111
Corequisites: COS 114
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, chemistry, manicuring, chemical restructuring, and hair coloring. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

***COS 114 Salon II 0 24 8**
Prerequisites: COS 112
Corequisites: COS 113
This course provides experience in a simulated salon setting. Topics include basic skin care, manicuring, nail application, scalp treatments, shampooing, rinsing, hair color, design, haircutting, chemical restructuring, pressing, wigs, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

***COS 115 Cosmetology Concepts III 4 0 4**
Prerequisites: COS 113
Corequisites: COS 116
This course covers more comprehensive cosmetology concepts. Topics include safety, product knowledge, salon management, salesmanship, skin care, electricity/light therapy, wigs, thermal hair styling, lash and brow tinting, superfluous hair removal, and other related topics. Upon completion, students should be able to safely and competently apply these cosmetology concepts in the salon setting.

***COS 116 Salon III 0 12 4**
Prerequisites: COS 114
Corequisites: COS 115
This course provides comprehensive experience in a simulated salon setting. Emphasis is placed on intermediate-level of skin care, manicuring, scalp treatments, shampooing, hair color, design, haircutting, chemical restructuring, pressing, and other related topics. Upon completion, students should be able to safely and competently demonstrate these salon services.

COS 117 Cosmetology Concepts IV 2 0 2
Prerequisites: COS 115
Corequisites: COS 118
This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting and design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

COS 118 Salon IV 0 21 7
Prerequisites: COS 116
Corequisites: COS 117
This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology Licensing Examination and meet entry-level employment requirements.

***COS 119 Esthetics Concepts I 2 0 2**
Prerequisites: DRE 097 or placement
Corequisites: COS 120
This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements.

***COS 120 Esthetics Salon I 0 18 6**
Prerequisites: DRE 097 or placement
Corequisites: COS 119
This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting.

***COS 121 Manicure/Nail Technology I 4 6 6**
Prerequisites: DRE 097 or placement
Corequisites: None
This course covers techniques of nail technology, hand and arm surface manipulation, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, surface manipulation, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, surface manipulations, decorating and artificial applications in a salon setting.

***COS 125 Esthetics Concepts II 2 0 2**
Prerequisites: COS 119
Corequisites: COS 126
This course covers more comprehensive esthetics concepts. Topics include nutrition, business management, makeup, and color analysis. Upon completion students should be able to demonstrate an understanding of the advanced esthetics concepts and meet course requirements.

***COS 126 Esthetics Salon II 0 18 6**
Prerequisites: COS 120
Corequisites: COS 125
This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, surface manipulation in relation to skin care, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians.

***COS 222 Manicure/Nail Tech. II 4 6 6**
Prerequisites: COS 121
Corequisites: None
This course covers advanced techniques of nail technology and hand and arm surface manipulation. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations.

COS 260 Design Applications 1 3 2
Prerequisites: COS 115, COS 116
Corequisites: None
This course provides an overview of the design concepts used in cosmetology. Topics include the application of art principles and elements to artistically design hair, nails, and make-up and other related topics. Upon completion, students should be able to demonstrate knowledge and techniques associated with design concepts.

***COS 271 Instructor Concepts I 5 0 5**
Prerequisites: None
Corequisites: COS 272
This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

***COS 272 Instructor Practicum I 0 21 7**
Prerequisites: None
Corequisites: COS 271
This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

***COS 273 Instructor Concepts II 5 0 5**
Prerequisites: COS 271, COS 272
Corequisites: COS 274
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

***COS 274 Instructor Practicum II 0 21 7**
Prerequisites: COS 271, COS 272
Corequisites: COS 273
This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

Computer Science

CSC 134 C++ Programming 2 3 3
Prerequisites: Take one set:
Set 1: CIS 115
Set 2: MAT 271 and EGR 150
Corequisites: None
This course introduces computer programming using the C++ programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test and debug at a beginning level. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CSC 151 JAVA Programming 2 3 3
Prerequisites: Take one set:
Set 1: CIS 115
Set 2: MAT 271 and EGR 150
This course introduces computer programming using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion students should be able to design, code, test, debug JAVA language programs. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CSC 163 C# Application Development 2 2 3
Prerequisites: None
Corequisites: None
This course introduces the use of web-enabled applications and web services in the development of C# based applications. Emphasis is placed on creating web-enabled applications using event driven programming, graphical user interface design, database connectivity, and software development principles. Upon completion, students should be able to create web-enabled applications with a graphical user interface using the C# language. This course is oriented towards utilizing C# in the Unity IDE environment.

Construction

CST 111 Construction I 3 3 4
Prerequisites: None
Corequisites: None
This course covers standard and alternative building methods to include wall framing. Topics include safety and footings, foundations, floor framing systems, and wall framing systems commonly used in the construction industry. Upon completion, students should be able to safely erect all framing necessary to begin roof framing.

CST 112 Construction II 3 3 4
Prerequisites: Take CST 111
Corequisites: None
This course covers building methods and materials used to dry-in a building. Topics include safety, ceiling/roof framing applications, roof finishes, windows, and exterior doors. Upon completion, students should be able to safely erect different roof types and properly install window and exterior doors, roofing, and exterior finish materials.

CST 113 Construction III 3 3 4
Prerequisites: Take CST 112
Corequisites: None
This course covers building methods and materials used to complete the interior of a structure. Topics include safety, installation of thermal and acoustical barriers, and interior finishes including millwork, cabinets, interior doors, flooring, and wall treatments. Upon completion, students should be able to safely and accurately install interior treatments including insulation, paneling, drywall, molding, doors, flooring, and cabinetry.

CST 150 Building Science 2 2 3
Prerequisites: None
Corequisites: None
This course introduces concepts and techniques for the design and interaction of the mechanical systems of high performance buildings. Topics include building envelope, heating, ventilation and air conditioning (HVAC), indoor air quality, lighting, plumbing, and electrical. Upon completion, students should be able to understand building systems interaction and performance.

***CST 241 Planning/Estimating I** **2 2 3**
Prerequisites: Take one: BPR 130, MAT 121, or MAT 171
Corequisites: None
This course covers the procedures involved in planning and estimating a construction/building project. Topics include performing quantity take-offs of materials necessary for a building project. Upon completion, students should be able to accurately complete a take-off of materials and equipment needs involved in a construction project.

***CST 244 Sustainable Bldg Design** **2 3 3**
Prerequisites: None
Corequisites: None
This course is designed to increase student knowledge about integrating sustainable design principles and green building technologies into mainstream residential construction practices. Emphasis is placed on reducing negative environmental impact and improving building performance, indoor air quality, and the comfort of a building's occupants. Upon completion, students should be able to identify principles of green building, environmental efficiency, and conservation of natural resources in relation to basic construction practices.

Computer Tech Integration

CTI 110 Web, Pgm, & Db Foundation **2 2 3**
Prerequisites: None
Corequisites: None
This course covers the introduction of the tools and resources available to students in programming, mark-up language and services on the Internet. Topics include standard mark-up language Internet services, creating web pages, using search engines, file transfer programs; and database design and creation with DBMS products. Upon completion students should be able to demonstrate knowledge of programming tools, deploy a web-site with mark-up tools, and create a simple database table.

CTI 120 Network & Sec Foundation **2 2 3**
Prerequisites: None
Corequisites: None
This course introduces students to the Network concepts, including networking terminology and protocols, local and wide area networks, and network standards. Emphasis is placed on securing information systems and the various implementation policies. Upon completion, students should be able to perform basic tasks related to networking mathematics, terminology, media and protocols.

CTI 240 Virtualization Admin I **1 4 3**
Prerequisites: NET 125, NOS 120, and NOS 130
Corequisites: None
This course covers datacenter virtualization concepts. Topics include data storage, virtual network configuration, virtual machine and virtual application deployment. Upon completion, students should be able to perform tasks related to virtual machine and hypervisor installation and configuration. This is the first of two courses that will help prepare students for the VMware Certified Professional exam.

Computer Information Technology

CTS 060 Essential Computer Usage **1 2 2**
Prerequisites: None
Corequisites: None
This course covers the basic functions and operations of the computer. Topics include identification of components, overview of operating systems and other basic computer operations. Upon completion, students should be able to perform basic computer commands, access files, print documents and complete fundamental application operations.

CTS 115 Info Sys Business Concepts **3 0 3**
Prerequisites: None
Corequisites: None
The course introduces the role of IT in managing business processes and the need for business process and IT alignment. Emphasis is placed on industry need for understanding business challenges and developing/managing information systems to contribute to the decision making process based on these challenges. Upon completion, students should be able to demonstrate knowledge of the 'hybrid business manager' and the potential offered by new technology and systems. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

CTS 120 Hardware/Software Support **2 3 3**
Prerequisites: NOS 110
Corequisites: None
This course covers the basic hardware of a personal computer, including installation, operations and interactions with software. Topics include component identification, memory-system, peripheral installation and configuration, preventive maintenance, hardware diagnostics/repair, installation and optimization of system software, commercial programs, system configuration, and device-drivers. Upon completion, students should be able to select appropriate computer equipment and software, upgrade/maintain existing equipment and software, and troubleshoot/repair non-functioning personal computers.

CTS 130 Spreadsheet **2 2 3**
Prerequisites: CIS 110, CIS 111, or OST 137
Corequisites: None
This course introduces basic spreadsheet design and development. Topics include writing formulas, using functions, enhancing spreadsheets, creating charts, and printing. Upon completion, students should be able to design and print basic spreadsheets and charts. This course covers advanced functions, charting, macros, databases, and linking.

CTS 220 Adv Hard/Software Support **2 3 3**
Prerequisites: CTS 120
Corequisites: None
This course provides advanced knowledge and competencies in hardware and operating system technologies for computer technicians to support personal computers. Emphasis is placed on: configuring and upgrading; diagnosis and troubleshooting; as well as preventative maintenance of hardware and system software. Upon completion, students should be able to install, configure, diagnose, perform preventative maintenance, and maintain basic networking on personal computers.

***CTS 225 Spreadsheet Data Analysis 2 2 3**
Prerequisites: CIS 110
Corequisites: None
This course presents basic and advanced techniques for data analysis and management using electronic spreadsheets. Topics include an overview of spreadsheet analytics, terminology, model preparation, and analytical techniques. Upon completion, students should be able to develop reliable and effective quantitative data models and reports to support analysis and decision-making for common business systems.

***CTS 285 Systems Analysis & Design 3 0 3**
Prerequisites: CIS 115 and DBA 110
Corequisites: CTS 289
This course introduces established and evolving methodologies for the analysis, design, and development of an information system. Emphasis is placed on system characteristics, managing projects, prototyping, CASE/OOM tools, and systems development life cycle phases. Upon completion, students should be able to analyze a problem and design an appropriate solution using a combination of tools and techniques.

***CTS 289 System Support Project 1 4 3**
Prerequisites: CTI 110, CTI 120, and CTS 115
Corequisites: CTS 285
This course provides an opportunity to complete a significant support project with minimal instructor assistance. Emphasis is placed on written and oral communication skills, project definition, documentation, installation, testing, presentation, and user training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Culinary

CUL 110 Sanitation & Safety 2 0 2
Prerequisites: DRE 097 or placement
Corequisites: None
This course introduces the basic principles of sanitation and safety relative to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of the content necessary for successful completion of a nationally recognized food/safety/sanitation exam.

CUL 112 Nutrition for Foodservice 3 0 3
Prerequisites: DMA 030 and DRE 097 or placement
Corequisites: None
This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include personal nutrition fundamentals, weight management, exercise, nutritional adaptation/analysis of recipes/menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

***CUL 130 Menu Design 2 0 2**
Prerequisites: CUL 140 and DMA 030
Corequisites: None
This course introduces menu design and its relationship to foodservice operations. Topics include layout, marketing, concept development, dietary concerns, product utilization, target consumers and trends. Upon completion, students should be able to design, create and produce menus for a variety of foodservice settings. This course will examine effective purchasing techniques based on product use.

***CUL 135 Food & Beverage Service 2 0 2**
Prerequisites: CUL 230, CUL 275, or HRM 124
Corequisites: None
This course is designed to cover the practical skills and knowledge necessary for effective food and beverage service in a variety of settings. Topics include greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate competence in human relations and the skills required in the service of foods and beverages.

***CUL 135A Food & Beverage Serv Lab 0 2 1**
Prerequisites: Select one: CUL 230, CUL 275, HRM 124
Corequisites: CUL 135
This course provides a laboratory experience for enhancing student skills in effective food and beverage service. Emphasis is placed on practical experiences including greeting/service of guests, dining room set-up, profitability, menu sales and merchandising, service styles and reservations. Upon completion, students should be able to demonstrate practical applications of human relations and the skills required in the service of foods and beverages.

***CUL 140 Culinary Skills I 2 6 5**
Prerequisites: DMA 030 and DRE 097 or placement
Corequisites: CUL 110
This course introduces the fundamental concepts, skills, and techniques in basic cookery, and moist, dry and combination heat. Emphasis is placed on recipe conversion, measurements, terminology, classical knife cuts, safe food/equipment handling, flavorings/seasonings, stocks/sauces/soups, and related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry. Weekly participation in Global Cuisine buffets, banquets, and a la carte production enhances students' culinary and service skills.

***CUL 142 Fundamentals of Food 2 6 5**
Prerequisites: DMA 030 and DRE 097 or placement
Corequisites: Take one set:
Set 1: CUL 110 and CUL 150
Set 2: CUL 110 and HRM 124
This course introduces the student to the basic principles of cooking, baking, and kitchen operations. Topics include preparation methods for protein, starch, vegetable/fruit identification, selection, storage, breakfast cookery, breads, sweet dough/pastries, basic fabrication, knife skills, and mise en place. Upon completion, students should be able to execute efficiently a broad range of basic cooking/baking skills as they apply to different stations in foodservice operations. Weekly participation in Global Cuisine buffets, banquets, and a la carte production enhances student service skills.

***CUL 150 Food Science 1 2 2**
Prerequisites: DMA 030 and DRE 097 or placement
Corequisites: None
This course covers the chemical and physical changes in foods that occur with cooking, handling, and processing. Emphasis is placed on practical application of heat transfer and its effect on color/flavor/texture, emulsification, protein coagulation, leavening agents, viscosity, and gel formation. Upon completion, students should be able to demonstrate an understanding of these principles as they apply to food preparation in an experimental setting.

***CUL 150A Food Science Lab 0 2 1**
Prerequisites: DMA 030 and DRE 097 or placement
Corequisites: CUL 150
This course provides a laboratory experience for enhancing student skills with the chemical and physical changes that occur in food when cooking, handling and processing. Emphasis is placed on practical applications of heat transfer and its effect on color/flavor/texture, emulsification, protein coagulation, leavening agents, viscosity and gel formation. Upon completion, students should be able to demonstrate an understanding of these principles as they apply to food preparation in an experimental setting.

***CUL 160 Baking I 1 4 3**
Prerequisites: DMA 030 and DRE 097 or placement
Corequisites: CUL 110
This course covers basic ingredients, techniques, weights and measures, baking terminology, and formula calculations. Topics include yeast/chemically leavened products, laminated doughs, pastry dough batter, pies/tarts, meringue, custard, cakes and cookies, icings, glazes and basic sauces. Upon completion, students should be able to demonstrate proper scaling and measurement techniques, and prepare and evaluate a variety of bakery products.

***CUL 170 Garde Manger I 1 4 3**
Prerequisites: DMA 030 and DRE 097 or placement
Corequisites: CUL 110
This course introduces basic cold food preparation techniques and pantry production. Topics include salads, sandwiches, appetizers, dressings, basic garnishes, cheeses, cold sauces, and related food items. Upon completion, students should be able to present a cold food display and exhibit an understanding of the cold kitchen and its related terminology.

***CUL 230 Global Cuisines 1 8 5**
Prerequisites: CUL 110, CUL 140, CUL 240, CUL 240A and WBL 112
Corequisites: None
This course provides practical experience in the planning, preparation, and presentation of representative foods from a variety of world cuisines. Emphasis is placed on indigenous ingredients and customs, nutritional concerns, and cooking techniques. Upon completion, students should be able to research and execute a variety of international and domestic menus. Weekly participation in buffets, banquets, and a la carte production enhances students' supervisory and technical skills.

***CUL 240 Culinary Skills II 1 8 5**
Prerequisites: CUL 110 and CUL 140
Corequisites: CUL 240A
This course is designed to further students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on meat identification/fabrication, butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

***CUL 240A Culinary Skills II Lab 0 3 1**
Prerequisites: CUL 110 and CUL 140
Corequisites: CUL 240
This course provides a laboratory experience for furthering students' knowledge of the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on practical applications of meat identification/fabrication; butchery and cooking techniques/methods; appropriate vegetable/starch accompaniments; compound sauces; plate presentation; breakfast cookery; and food preparation. Upon completion, students should be able to demonstrate a basic proficiency in the preparation of entrées and accompaniments. Weekly participation in a la carte production enhances students' culinary and service skills.-

***CUL 250 Classical Cuisine 1 8 5**
Prerequisites: CUL 110, CUL 130, CUL 140, CUL 160, CUL 230 or CUL 275, CUL 240, CUL 270 and WBL 112
Corequisites: CUL 135 and CUL 135A
This course is designed to reinforce the classical culinary kitchen. Topics include the working Grand Brigade of the kitchen, signature dishes, and classical banquets. Upon completion, students should be able to demonstrate competence in food preparation in a classical/upscale restaurant or banquet setting. This course includes weekly a la carte service encompassing contemporary and classical preparation and a capstone final exam.

***CUL 260 Baking II 1 4 3**
Prerequisites: CUL 110 and CUL 160
Corequisites: None
This course is designed to further students' knowledge in ingredients, weights and measures, baking terminology and formula calculation. Topics include classical desserts, frozen desserts, cake and torte production, decorating and icings/glazes, dessert plating and presentation. Upon completion, students should be able to demonstrate pastry preparation, plating, and dessert buffet production skills.

***CUL 270 Garde Manger II 1 4 3**
Prerequisites: CUL 110, CUL 140, CUL 170 and CUL 240
Corequisites: None
This course is designed to further students' knowledge in basic cold food preparation techniques and pantry production. Topics include pâtés, terrines, galantines, decorative garnishing skills, carving, charcuterie, smoking, canapés, hors d'oeuvres, and related food items. Upon completion, students should be able to design, set up, and evaluate a catering/event display to include a cold buffet with appropriate showpieces.

***CUL 273 Career Development 1 0 1**
Prerequisites: DRE 097 or placement
Corequisites: None
This course introduces students to career planning/ management practices that serve as a foundation for success in the hospitality industry. Emphasis is placed on self-assessment, goal/career pathway development and employment strategies such as résumé preparation, interviewing techniques, and developing/utilizing the portfolio as a credential. Upon completion, students should be able to develop a career path leading to an effective job search.

***CUL 275 Catering Cuisine 1 8 5**
Prerequisites: CUL 110, CUL 140, CUL 240, CUL 240A, and WBL 112
Corequisites: None
This course covers the sequential steps to successful catering that includes sales, client needs, menu planning, purchasing, costing, event pricing, staffing and sanitation concerns. Emphasis is placed on new culinary competencies and skills specific to catering preparation, presentation, and customer service. Upon completion, students should be able to demonstrate proficiency in the successful design and execution of various types of catering events.

***CUL 285 Competition Fundamentals 1 4 3**
Prerequisites: Take one set:
Set 1: CUL 110 and CUL 140
Set 2: CUL 110 and CUL 160
Corequisites: None
This course provides practical experience in the planning, techniques, and procedures required for culinary competitions and exhibitions. Emphasis is placed on competition strategies including menu planning, teamwork, plate design, flavor profiles, recipe development, nutrition, advanced knife/culinary skills, professionalism and portfolio development. Upon completion, students should be able to apply competition/exhibition skills and standards in the competition arena and professional kitchen.

Database Management Technology

DBA 110 Database Concepts 2 3 3
Prerequisites: CIS 110, CIS115, or CTI 110
Corequisites: None
This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports and forms.

DBA 120 Database Programming I 2 2 3
Prerequisites: CIS 110, CIS 115, or CTI 110
Corequisites: None
This course is designed to develop SQL programming proficiency. Emphasis is placed on data definition, data manipulation, and data control statements as well as on report generation. Upon completion, students should be able to write programs which create, update and produce reports.

DBA 210 Database Administration 2 3 3
Prerequisites: DBA 120
Corequisites: None
This course covers database administration issues and distributed database concepts. Topics include database administrator (DBA) goals and functions, backup and recovery, standards and procedures, training, and database security and performance evaluations. Upon completion, students should be able to produce functional DBA documentation and administer a database.

Developmental Disabilities

***DDT 110 Developmental Disabilities 3 0 0 3**
Prerequisites: None
Corequisites: None
This course identifies the characteristics and causes of various disabilities. Topics include history of service provision, human rights, legislation and litigation, advocacy, and accessing support services. Upon completion, students should be able to demonstrate an understanding of current and historical developmental disability definitions and support systems used throughout the life span. Check with the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) to verify if this course has been approved for training/education credit for substance abuse certification/recertification.

Dental

DEN 101 Preclinical Procedures 4 6 0 7
Prerequisites: None
Corequisites: None
This course provides instruction in procedures for the clinical dental assistant as specified by the North Carolina Dental Practice Act. Emphasis is placed on orientation to profession, infection control techniques, instruments, related expanded functions, and diagnostic, operative, and specialty procedures. Upon completion, students should be able to demonstrate proficiency in clinical dental assisting procedures

***DEN 102 Dental Materials 3 4 0 5**
Prerequisites: None
Corequisites: None
This course provides instruction in identification, properties, evaluation of quality, principles, and procedures related to manipulation and storage of operative and specialty dental materials. Emphasis is placed on the understanding and safe application of materials used in the dental office and laboratory. Upon completion, students should be able to demonstrate proficiency in the laboratory and clinical application of routinely used dental materials. This is a diploma-level course.

DEN 103 Dental Sciences 2 0 0 2
Prerequisites: None
Corequisites: None
This course is a study of oral pathology, pharmacology, and dental office emergencies. Topics include oral pathological conditions, dental therapeutics, and management of emergency situations. Upon completion, students should be able to recognize abnormal oral conditions, identify classifications, describe actions and effects of commonly prescribed drugs, and respond to medical emergencies. This is a diploma-level course.

***DEN 104 Dental Health Education 2 2 0 3**
Prerequisites: None
Corequisites: None
This course covers the study of preventative dentistry to prepare dental assisting students for the role of dental health educator. Topics include etiology of dental diseases, preventative procedures, and patient education theory and practice. Upon completion, students should be able to demonstrate proficiency in patient counseling and oral health instruction in private practice or public health settings. This is a diploma-level course.

***DEN 105 Practice Management 2 0 0 2**
Prerequisites: None
Corequisites: None
This course provides a study of principles and procedures related to management of the dental practice. Emphasis is placed on maintaining clinical and financial records, patient scheduling, and supply and inventory control. Upon completion, students should be able to demonstrate fundamental skills in dental practice management. This is a diploma-level course.

***DEN 106 Clinical Practice I 1 0 12 5**
Prerequisites: DEN 101
Corequisites: None
This course is designed to provide experience assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to utilize classroom theory, laboratory, and clinical skills in a dental setting. This is a diploma-level course.

***DEN 107 Clinical Practice II 1 0 12 5**
Prerequisites: DEN 106
Corequisites: None
This course is designed to increase the level of proficiency in assisting in a clinical setting. Emphasis is placed on the application of principles and procedures of four-handed dentistry and laboratory and clinical support functions. Upon completion, students should be able to combine theoretical and ethical principles necessary to perform entry-level skills including functions delegable to a DA II. This is a diploma-level course.

DEN 110 Orofacial Anatomy 2 2 0 3
Prerequisites: None
Corequisites: None
This course introduces the structures of the head, neck, and oral cavity. Topics include tooth morphology, head and neck anatomy, histology, and embryology. Upon completion, students should be able to relate the identification of normal structures and development to the practice of dental assisting and dental hygiene.

DEN 111 Infection/Hazard Control 2 0 0 2
Prerequisites: None
Corequisites: None
This course introduces the infection and hazard control procedures necessary for the safe practice of dentistry. Topics include microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSHA standards, and applicable North Carolina laws. Upon completion, students should be able to understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws. Upon successful completion, students will also meet the requirements of 10ANC Administrative Code 41A.0206 for SPICE training.

DEN 112 Dental Radiography 2 3 0 3
Prerequisites: None
Corequisites: None
This course provides a comprehensive view of the principles and procedures of radiology as they apply to dentistry. Topics include techniques in exposing, processing, and evaluating radiographs, as well as radiation safety, quality assurance, and legal issues. Upon completion, students should be able to demonstrate proficiency in the production of diagnostically acceptable radiographs using appropriate safety precautions.

DEN 120 Dental Hyg Preclinic Lec 2 0 0 2
Prerequisites: None
Corequisites: DEN 121
This course introduces preoperative and clinical dental hygiene concepts. Emphasis is placed on the assessment phase of patient care as well as the theory of basic dental hygiene instrumentation. Upon completion, students should be able to collect and evaluate patient data at a basic level and demonstrate knowledge of dental hygiene instrumentation.

***DEN 121 Dental Hyg Preclinic Lab 0 6 0 2**
Prerequisites: None
Corequisites: DEN 120
This course provides the opportunity to perform clinical dental hygiene procedures discussed in DEN 120. Emphasis is placed on clinical skills in patient assessment and instrumentation techniques. Upon completion, students should be able to demonstrate the ability to perform specific preclinical procedures. Also, students should be able to demonstrate aseptic technique used in a dental environment.

DEN 123 Nutrition/Dental Health 2 0 0 2
Prerequisites: None
Corequisites: None
This course introduces basic principles of nutrition with emphasis on nutritional requirements and their application to individual patient needs. Topics include the study of the food pyramid, nutrient functions, Recommended Daily Allowances, and related psychological principles. Upon completion, students should be able to recommend and counsel individuals on their food intake as related to their dental health.

DEN 124 Periodontology 2 0 0 2
Prerequisites: DEN 110
Corequisites: None
This course provides an in-depth study of the periodontium, periodontal pathology, periodontal monitoring, and the principles of periodontal therapy. Topics include periodontal anatomy and a study of the etiology, classification, and treatment modalities of periodontal diseases. Upon completion, students should be able to describe, compare, and contrast techniques involved in periodontal/maintenance therapy, as well as patient care management.

***DEN 125 Dental Office Emergencies 0 2 0 1**
Prerequisites: None
Corequisites: None
This course provides a study of the management of dental office emergencies. Topics include methods of prevention, necessary equipment/drugs, medicolegal considerations, recognition and effective initial management of a variety of emergencies. Upon completion, students should be able to recognize, assess, and manage various dental office emergencies and activate advanced medical support when indicated.

***DEN 130 Dental Hygiene Theory I 2 0 0 2**
Prerequisites: DEN 120
Corequisites: DEN 131
This course is a continuation of the didactic dental hygiene concepts necessary for providing an oral prophylaxis. Topics include deposits/removal, instrument sharpening, patient education, fluorides, planning for dental hygiene treatment, charting, and clinical records and procedures. Upon completion, students should be able to demonstrate knowledge needed to complete a thorough oral prophylaxis.

***DEN 131 Dental Hygiene Clinic I 0 0 9 3**
Prerequisites: DEN 121
Corequisites: DEN 130
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of the recall patients with gingivitis or light deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

***DEN 140 Dental Hygiene Theory II 1 0 0 1**
Prerequisites: DEN 130
Corequisites: DEN 141
This course introduces principles in treatment modification. Topics include modification of treatment for pain management and advanced radiographic interpretation. Upon completion, students should be able to differentiate necessary treatment modifications and radiographic abnormalities.

***DEN 141 Dental Hygiene Clinic II 0 0 6 2**
Prerequisites: DEN 131
Corequisites: DEN 140
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with early periodontal disease and subgingival deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

***DEN 220 Dental Hygiene Theory III 2 0 0 2**
Prerequisites: DEN 140
Corequisites: DEN 221
This course introduces advanced principles of patient care. Topics include advanced periodontal debridement, subgingival irrigation, air polishing, special needs and case presentations. Upon completion, students should be able to demonstrate knowledge of methods of treatment and management of periodontally compromised and special needs patients.

***DEN 221 Dental Hygiene Clinic III 0 0 12 4**
Prerequisites: DEN 141
Corequisites: DEN 220
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on treatment of patients with moderate to advanced periodontal involvement and moderate deposits. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

DEN 222 General & Oral Pathology 2 0 0 2
Prerequisites: BIO 163, BIO 165, or BIO 168
Corequisites: None
This course provides a general knowledge of oral pathological manifestations associated with selected systemic and oral diseases. Topics include developmental and degenerative diseases, selected microbial diseases, specific and nonspecific immune and inflammatory responses with emphasis on recognizing abnormalities. Upon completion, students should be able to differentiate between normal and abnormal tissues and refer unusual findings to the dentist for diagnosis.

DEN 223 Dental Pharmacology 2 0 0 2
Prerequisites: None
Corequisites: Select one: BIO 163, BIO 165 or BIO 168
This course provides basic drug terminology, general principles of drug actions, dosages, routes of administration, adverse reactions, and basic principles of anesthesiology. Emphasis is placed on knowledge of drugs in overall understanding of patient histories and health status. Upon completion, students should be able to recognize that each patient's general health or drug usage may require modification of the treatment procedures.

***DEN 224 Materials and Procedures 1 3 0 2**
Prerequisites: DEN 111
Corequisites: None
This course introduces the physical properties of materials and related procedures used in dentistry. Topics include restorative and preventative materials, fabrication of casts and appliances, and chair-side functions of the dental hygienist. Upon completion, students should be able to demonstrate proficiency in the laboratory and/or clinical application of routinely used dental materials and chair-side functions.

***DEN 230 Dental Hygiene Theory IV 1 0 0 1**
Prerequisites: DEN 220
Corequisites: DEN 231
This course provides an opportunity to increase knowledge of the profession. Emphasis is placed on dental specialties, technological advances, and completion of a case study presentation. Upon completion, students should be able to demonstrate knowledge of various disciplines of dentistry, technological advances and principles of case presentations.

***DEN 231 Dental Hygiene Clinic IV 0 0 12 4**
Prerequisites: DEN 221
Corequisites: DEN 230
This course continues skill development in providing an oral prophylaxis. Emphasis is placed on periodontal maintenance and on treating patients with moderate to advanced/refractory periodontal disease. Upon completion, students should be able to assess these patients' needs and complete the necessary dental hygiene treatment.

***DEN 232 Community Dental Health 2 0 3 3**
Prerequisites: None
Corequisites: None
This course provides a study of the principles and methods used in assessing, planning, implementing, and evaluating community dental health programs. Topics include epidemiology, research methodology, biostatistics, preventive dental care, dental health education, program planning, and financing and utilization of dental services. Upon completion, students should be able to assess, plan, implement, and evaluate a community dental health program.

***DEN 233 Professional Development 2 0 0 2**
Prerequisites: None
Corequisites: None
This course includes professional development, ethics, and jurisprudence with applications to practice management. Topics include conflict management, state laws, resumes, interviews, and legal liabilities as health care professionals. Upon completion, students should be able to demonstrate the ability to practice dental hygiene within established ethical standards and state laws.

Drafting

DFT 151 CAD I 2 3 3
Prerequisites: None
Corequisites: None
This course introduces CAD software as a drawing tool. Topics include drawing, editing, file management, and plotting. Upon completion, students should be able to produce and plot a CAD drawing.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

DFT 152 CAD II 2 3 3
Prerequisites: DFT 151
Corequisites: None
This course is a continuation of DFT 151. Topics include advanced two-dimensional, three-dimensional, and solid modeling and extended CAD applications. Upon completion, students should be able to generate and manage CAD drawings and models to produce engineering documents.

***DFT 153 CAD III 2 3 3**
Prerequisites: DFT 151
Corequisites: None
This course covers basic principles of three-dimensional CAD wireframe and surface models. Topics include user coordinate systems, three-dimensional viewpoints, three-dimensional wireframes, and surface components and viewpoints. Upon completion, students should be able to create and manipulate three-dimensional wireframe and surface models.

DFT 154 Intro Solid Modeling 2 3 3
Prerequisites: DFT 151
Corequisites: None
This course in an introduction to basic three-dimensional solid modeling and design software. Topics include basic design, creation, editing, rendering and analysis of solid models and creation of multi - view drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multi - view drawing.

***DFT 170 Engineering Graphics 2 2 3**
Prerequisites: None
Corequisites: None
This course introduces basic engineering graphics skills and applications. Topics include sketching, selection and use of current methods and tools, and the use of engineering graphics applications. Upon completion, students should be able to demonstrate an understanding of basic engineering graphics principles and practices. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

***DFT 253 CAD Data Management 2 2 3**
Prerequisites: DFT 151
Corequisites: None
This course covers engineering document management techniques. Topics include efficient control of engineering documents, manipulation of CAD drawing data, generation of bill of materials, and linking to spreadsheets or databases. Upon completion, students should be able to utilize systems for managing CAD drawings, extract data from drawings, and link data to spreadsheets or database applications.

***DFT 254 Intermediate Solid Model/Render 2 3 3**
Prerequisites: DFT 154
Corequisites: None
This course is a continuation of basic three-dimensional solid modeling and design software. Topics include advanced study of parametric design, creation, editing, rendering, and analysis of solid model assemblies and multi-view drawing generation. Upon completion, students should be able to use parametric design techniques to create and analyze the

***DFT 259 CAD Project 1 4 3**
Prerequisites: ARC 112 and ARC 113
Corequisites: None
This course is a capstone course experience for programs with a focus in computer-aided design. Emphasis is placed on the use of design principles and computer technology in planning, managing, and completing a design project. Upon completion, students should be able to plan and produce engineering documents of a design project, including solid models, working drawings, BOMs, annotations, and spreadsheets.

Developmental Mathematics

DMA 010 Operations With Integers 0.75 0.5 1
Prerequisites: None
Corequisites: None
This course provides a conceptual study of integers and integer operations. Topics include integers, absolute value, exponents, square roots, perimeter and area of basic geometric figures, Pythagorean theorem, and use of the correct order of operations. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles and apply this knowledge in the evaluation of expressions.

DMA 020 Fractions and Decimals 0.75 0.5 1
Prerequisites: DMA 010
Corequisites: None
This course provides a conceptual study of the relationship between fractions and decimals and covers related problems. Topics include application of operations and solving contextual application problems, including determining the circumference and area of circles with the concept of pi. Upon completion, students should be able to demonstrate an understanding of the connections between fractions and decimals.

DMA 030 Propor/Ratio/Rate/Percent 0.75 0.5 1
Prerequisites: DMA 010 and DMA 020
Corequisites: None
This course provides a conceptual study of the problems that are represented by rates, ratios, percent, and proportions. Topics include rates, ratios, percent, proportion, conversion of English and metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to use their understanding to solve conceptual application problems.

DMA 040 Express/Lin Equat/Inequal 0.75 0.5 1
Prerequisites: DMA 010, DMA 020 and DMA 030
Corequisites: None
This course provides a conceptual study of problems involving linear expressions, equations, and inequalities. Emphasis is placed on solving contextual application problems. Upon completion, students should be able to distinguish between simplifying expressions and solving equations and apply this knowledge to problems involving linear expressions, equations, and inequalities.

DMA 050 Graphs/Equations of Lines 0.75 0.5 1
Prerequisites: DMA 010, DMA 020, DMA 030 and DMA 040
Corequisites: None
This course provides a conceptual study of problems involving graphic and algebraic representations of lines. Topics include slope, equations of lines, interpretation of basic graphs, and linear modeling. Upon completion, students should be able to solve contextual application problems and represent real-world situations as linear equations in two variables.

DMA 060 Polynomial/Quadratic Appl 0.75 0.5 1
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040 and DMA 050
Corequisites: None
This course provides a conceptual study of problems involving graphic and algebraic representations of quadratics. Topics include basic polynomial operations, factoring polynomials, olving polynomial equations by means of factoring, the concept of functions, and the reasonableness of the solutions. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications.

DMA 070 Rational Express/Equation 0.75 0.5 1
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050 and DMA 060
Corequisites: None
This course provides a conceptual study of problems involving graphic and algebraic representations of rational equations. Topics include simplifying and performing operations with rational expressions and equations, understanding the domain, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with rational applications.

DMA 080 Radical Express/Equations 0.75 0.5 1
Prerequisites: DMA 010, DMA 020, DMA 030, DMA 040, DMA 050, DMA 060 and DMA 070
Corequisites: None
This course provides a conceptual study of the manipulation of radicals and the application of radical equations to real-world problems. Topics include simplifying and performing operations with radical expressions and rational exponents, solving equations, and determining the reasonableness of an answer. Upon completion, students should be able to find algebraic solutions to contextual problems with radical applications.

Digital Media Technology

DME 110 Intro to Digital Media 2 2 3
Prerequisites: None
Corequisites: None
This course introduces students to key concepts, technologies, and issues related to digital media. Topics include emerging standards, key technologies and related design issues, terminology, media formats, career paths, and ethical issues. Upon completion, students should be able to demonstrate the various media formats that are used in digital media technology. Adobe Creative Cloud and other digital media tools may be used in the course.

DME 115 Graphic Design Tools 2 2 3
Prerequisites: None
Corequisites: None
This course provides students with an introduction to creative expression and art/design techniques in a digital environment. Emphasis is placed on designing, creating, editing, and integrating, visual components consisting of bit-mapped and vector-based images, drawings, banners, text, simple animations, and multiple layers. Upon completion, students should be able to design and produce a range of visual products using digital processing techniques. Adobe Creative Cloud (Photoshop, Illustrator, InDesign) will be used in the course.

DME 120 Intro to Multimedia Appl 2 2 3
Prerequisites: DME 110, DME115, and WEB 115
Corequisites: None
This course introduces storyboarding and multimedia application design. Topics include vector and bit-mapped graphics, interactive multimedia interfaces, layering techniques, image and animation libraries, and scripting. Upon completion, students should be able to produce basic high-quality interactive multimedia applications. Adobe Creative Cloud (Photoshop, Illustrator, Muse, Animate) and other emerging tools may be used in the course.

DME 130 Digital Animation I 2 2 3
Prerequisites: DME 110 and DME115
Corequisites: None
This course introduces concepts for planning and developing animation sequences. Emphasis will be placed on review of digital animation concepts and exploration of various animation software packages. Upon completion, students should be able to produce simple animations. Adobe Creative Cloud (Photoshop, Illustrator, Animate) will be used in the course.

DME 140 Intro to Audio/Video Media 2 2 3
Prerequisites: DME 110
Corequisites: None
This course is designed to teach students how to manipulate digital and audio content for multimedia applications. Topics include format conversion and a review of current technologies and digital formats. Upon completion, students should be able to modify existing audio and video content to meet a range of production requirements associated with digital media applications. Adobe Creative Cloud (Audition, Premiere Pro, Photoshop) and Audacity will be used in the course.

DME 210 User Interface Design 2 2 3
Prerequisites: DME 110 and DME120
Corequisites: None
This course covers current design approaches and emerging standards related to the design and development of user interfaces. Emphasis is placed on conducting research, and analyzing and reviewing current practices in effective interface design. Upon completion, students should be able to intelligently discuss and evaluate new and existing digital media products in terms of the user interface. Adobe Creative Cloud (Photoshop, Illustrator, Comet) and other emerging tools may be used in the course.

DME 215 Adv Graphic Design Tools 2 2 3
Prerequisites: DME 115
Corequisites: None
This course provides students with advanced design techniques in a digital environment. Emphasis is placed on understanding principles of design and typography, and applying them effectively in projects. Upon completion, students should be able to design and produce a range of visual products using advanced digital design techniques and principles. Adobe Creative Cloud (Photoshop, Illustrator, InDesign) will be used in the course.

DME 220 Interactive Multimedia Prog 2 2 3
Prerequisites: DME 115, WEB115, and DME 120
Corequisites: None
This course is designed to build on concepts developed in DME 120 and teaches students to apply custom programming to develop advanced applications and components. Emphasis is placed on scripting language functionalities associated with a variety of software packages. Upon completion, students should be able to produce advanced, high-quality interactive multimedia applications.

DME 240 Media Compression 2 2 3
Prerequisites: DME 110, DME 115, and DME 140
Corequisites: None
This course introduces software and usage of digital audio and video compression and streaming media technologies. Topics include compression techniques, file formats and Codecs, streaming media, streaming media services, and current and emerging trends. Upon completion, students should be able to utilize compressed media in a variety of video, web and multimedia applications. Adobe Creative Cloud (Photoshop, After Effects, Media Encoder) will be used in the course.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

***DME 260 Emerging Tech Digital Media 2 2 3**
Prerequisites: DME 120, DME 130, and DME 210
Corequisites: None
This course provides students with the latest technologies and strategies in the field of digital media. Emphasis is placed on the evaluation of emerging digital media technologies and presenting those findings to the class. Upon completion, students should be able to critically analyze emerging digital media technologies and establish informed opinions.

***DME 270 Prof Pract Digital Media 2 2 3**
Prerequisites: DME 120, DME 130, DME 210, and DME 215
Corequisites: None
This course introduces students to business skills needed to succeed in the digital media workplace. Topics include portfolio development, resume design, and preparation of media contacts. Upon completion, students should be able to prepare themselves and their work for a career in the digital media workplace. Adobe Creative Cloud and other software tools may be used in the course.

***DME 285 Systems Project 2 2 3**
Prerequisites: DME 120, DME 130, DME 210, DME 215, and DME 220
Corequisites: None
This course provides an opportunity to complete a significant digital media project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, testing, presentation, and implementation. Upon completion, students should be able to complete, maintain and implement a digital media project. Adobe Creative Cloud and other software tools may be used in the course.

Developmental Reading/English

DRE 096 Integrated Reading and Writing 2.5 1 3
Prerequisites: None
Corequisites: None
This course is designed to develop proficiency in specific integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are primarily taught at the introductory level using texts primarily in a Lexile® range of 960 to 1115. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs.

DRE 097 Integrated Reading Writing II 2.5 1 3
Prerequisites: DRE 096
Corequisites: None
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught at a reinforcement level using texts primarily in a Lexile® range of 1070 to 1220. Upon completion, students should be able to demonstrate and apply those skills toward understanding a variety of complex academic and career texts and composing essays incorporating relevant, valid evidence.

DRE 098 Integrated Reading Writing III 2.5 1 3
Prerequisites: DRE 097
Corequisites: None
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay. Note: (TM) represents registered trademark.

DRE 099 Integrated Reading Writing III 2 0 2
Prerequisites: DRE 097
Corequisites: ENG 111
This course is designed to develop proficiency in integrated and contextualized reading and writing skills and strategies by complementing, supporting and reinforcing material covered in ENG 111. Topics include reading and writing processes, critical thinking strategies, and recognition and composition of well-developed, coherent, and unified texts; except where noted, these topics are taught using texts primarily in the Lexile® range of 1185 to 1385. Upon completion, students should be able to apply those skills toward understanding a variety of texts at the career and college ready level and toward composing a documented essay.

Economics

ECO 151 Survey of Economics 3 0 3
Prerequisites: None
Corequisites: None
This course, for those who have not received credit for ECO 251 or 252, introduces basic concepts of micro- and macroeconomics. Topics include supply and demand, optimizing economic behavior, prices and wages, money, interest rates, banking system, unemployment, inflation, taxes, government spending, and international trade. Upon completion, students should be able to explain alternative solutions for economic problems faced by private and government sectors. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

***ECO 251 Prin of Microeconomics 3 0 3**
Prerequisites: DMA 040 and DMA 050
Corequisites: None
This course introduces economic analysis of individual, business, and industry choices in the market economy. Topics include the price mechanism, supply and demand, optimizing economic behavior, costs and revenue, market structures, factor markets, income distribution, market failure, and government intervention. Upon completion, students should be able to identify and evaluate consumer and business alternatives in order to efficiently achieve economic objectives. This is a Universal General Education Transfer Component (UGETC) course that satisfies Social/Behavioral Sciences.

***ECO 252 Prin of Macroeconomics 3 0 3**
Prerequisites: DMA 040 and DMA 050
Corequisites: None
This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. This is a Universal General Education Transfer Component (UGETC) course that satisfies Social/Behavioral Sciences.

Education

EDU 119 Intro to Early Child Education 4 0 4
Prerequisites: None
Corequisites: None
This course covers the foundations of the education profession, the diverse educational settings for young children, professionalism and planning developmentally appropriate programs for all children. Topics include historical foundations, program types, career options, professionalism and creating inclusive environments and curriculum responsive to the needs of all children and families. Upon completion, students should be able to design career plans and develop schedules, environments and activity plans appropriate for all children.

EDU 131 Child, Family, & Community 3 0 3
Prerequisites: None
Corequisites: DRE 097
This course covers the development of partnerships between culturally and linguistically diverse families, children, schools and communities. Emphasis is placed on developing skills and identifying benefits for establishing, supporting, and maintaining respectful, collaborative relationships between diverse families, programs/schools, and community agencies/resources. Upon completion, students should be able to explain appropriate relationships between families, educators, and professionals that enhance development and educational experiences of all children.

EDU 144 Child Development I 3 0 3
Prerequisites: None
Corequisites: DRE 097
This course includes the theories of child development, needs, milestones, and factors that influence development, from conception through approximately 36 months. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 145 Child Development II 3 0 3
Prerequisites: None
Corequisites: DRE 097
This course includes the theories of child development, needs, milestones, and factors that influence development, from preschool through middle childhood. Emphasis is placed on developmental sequences in physical/motor, emotional/social, cognitive, and language domains and the impact of multiple influences on development and learning. Upon completion, students should be able to compare/contrast typical/atypical developmental characteristics, explain environmental factors that impact development, and identify strategies for enhancing development.

EDU 146 Child Guidance 3 0 3
Prerequisites: None
Corequisites: DRE 097
This course introduces principles and practical techniques including the design of learning environments for providing developmentally appropriate guidance for all children, including those at risk. Emphasis is placed on observation skills, cultural influences, underlying causes of behavior, appropriate expectations, development of self-control and the role of communication and guidance. Upon completion, students should be able to demonstrate direct/indirect strategies for preventing problem behaviors, teaching appropriate/acceptable behaviors, negotiation, setting limits and recognizing at risk behaviors.

EDU 151 Creative Activities 3 0 3
Prerequisites: None
Corequisites: DRE 097
This course covers planning, creation and adaptation of developmentally supportive learning environments with attention to curriculum, interactions, teaching practices and learning materials. Emphasis is placed on creating and adapting integrated, meaningful, challenging and engaging developmentally supportive learning experiences in art, music, movement and dramatics for all children. Upon completion, students should be able to create, adapt, implement and evaluate developmentally supportive learning materials, experiences and environments.

EDU 153 Health, Safety & Nutrit 3 0 3
Prerequisites: None
Corequisites: DRE 097
This course covers promoting and maintaining the health and well-being of all children. Topics include health and nutritional guidelines, common childhood illnesses, maintaining safe and healthy learning environments, recognition and reporting of abuse and neglect and state regulations. Upon completion, students should be able to demonstrate knowledge of health, safety, and nutritional needs, safe learning environments, and adhere to state regulations.

EDU 154 Social/Emotion/Behav Dev 3 0 3
Prerequisites: Take one set
Set 1: EDU-144 and EDU-145
Set 2: PSY-244 and PSY-245
Corequisites: DRE 097
This course covers the emotional/social development of children and the causes, expressions, prevention and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and intervention strategies. Upon completion, students should be able to identify factors influencing emotional/social development, utilizing screening measures, and designing positive behavioral supports.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

EDU 184 Early Child Intro Pract 1 3 2
Prerequisites: Take EDU-119
Corequisites: DRE 097
This course covers the emotional/social development of children and the causes, expressions, prevention and management of challenging behaviors in all children. Emphasis is placed on caregiver/family/child relationships, positive emotional/social environments, developmental concerns, risk factors, and intervention strategies. Upon completion, students should be able to identify factors influencing emotional/social development, utilizing screening measures, and designing positive behavioral supports.

EDU 216 Foundations of Education 4 0 4
Prerequisites: None
Corequisites: DRE 098
This course introduces the American educational system and the teaching profession. Topics include historical and philosophical foundations of education, contemporary educational, structural, legal, and financial issues, and experiences in public school classrooms. Upon completion, students should be able to relate classroom observations to the roles of teachers and schools and the process of teacher education.

EDU 221 Children with Exceptionalities 3 0 3
Prerequisites: Take one set
Set 1: EDU 144 and EDU 145
Set 2: PSY 244 and PSY 245
Corequisites: DRE 098
This course introduces children with exceptionalities, their families, support services, inclusive/diverse settings, and educational/family plans based on the foundations of child development. Emphasis is placed on the characteristics of exceptionalities, observation and assessment of children, strategies for adapting the learning environment, and identification of community resources. Upon completion, students should be able to recognize diverse abilities, describe the referral process, and depict collaboration with families/professionals to plan/implement, and promote best practice.

EDU 234 Infants, Toddlers, & Twos 3 0 3
Prerequisites: EDU 119
Corequisites: DRE 098
This course covers the unique needs and rapid changes that occur in the first three years of life and the inter-related factors that influence development. Emphasis is placed on recognizing and supporting developmental milestones through purposeful strategies, responsive care routines and identifying elements of quality, inclusive early care and education. Upon completion, students should be able to demonstrate respectful relationships that provide a foundation for healthy infant/toddler/twos development, plan/select activities/materials, and partner with diverse families.

EDU 248 Developmental Delays 3 0 3
Prerequisites: Take one set
Set 1: EDU 144 and EDU 145
Set 2: PSY 244 and PSY 245
Corequisites: DRE 098
This course covers the causes and assessment of developmental delays and individualized instruction and curriculum for children with developmental delays. Emphasis is placed on definition, characteristics, assessment, educational strategies, inclusion, family involvement, and services for children with developmental delays. Upon completion, students should be able to identify, assess, and plan educational intervention strategies for children with developmental delays and their families.

EDU 251 Exploration Activities 3 0 3
Prerequisites: None
Corequisites: DRE 098
This course covers discovery experiences in science, math, and social studies. Emphasis is placed on developing concepts for each area and encouraging young children to explore, discover, and construct concepts. Upon completion, students should be able to discuss the discovery approach to teaching, explain major concepts in each area, and plan appropriate experiences for children.

EDU 271 Educational Technology 2 2 3
Prerequisites: None
Corequisites: DRE 098
This course introduces the use of technology to enhance teaching and learning in all educational settings. Topics include technology concepts, instructional strategies, materials and adaptive technology for children with exceptionalities, facilitation of assessment/evaluation, and ethical issues surrounding the use of technology. Upon completion, students should be able to apply technology enhanced instructional strategies, use a variety of technology resources and demonstrate appropriate technology skills in educational environments.

EDU 280 Language & Literacy Exp 3 0 3
Prerequisites: None
Corequisites: DRE 098
This course is designed to expand students' understanding of children's language and literacy development and provides strategies for enhancing language/literacy experiences in an enriched environment. Topics include selection of diverse literature and interactive media, the integration of literacy concepts throughout the curriculum, appropriate observations/assessments and inclusive practices. Upon completion, students should be able to select, plan, implement and evaluate developmentally appropriate and diverse language/literacy experiences.

EDU 284 Early Child Capstone Prac 1 9 4
Prerequisites: Take one set
Set 1: EDU 119, EDU 144, EDU 145, EDU 146, and EDU 151
Set 2: EDU 119, PSY 244, PSY 245, EDU 146, and EDU 151
Set 3: EDU 119, PSY 245, EDU 144, EDU 146, and EDU 151
Set 4: EDU 119, PSY 244, EDU 145, EDU 146, and EDU 151
Corequisites: DRE 098
This course is designed to allow students to apply skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate plans/assessments, appropriate guidance techniques and ethical/professional behaviors as indicated by assignments and onsite faculty visits.

Engineering

EGR 110 Intro to Engineering Tech 1 2 2
Prerequisites: None
Corequisites: None
This course introduces general topics relevant to engineering technology. Skills developed include goal setting and career assessment, professional ethics, critical thinking and problem solving using college resources for study and research, and using tools for engineering computations. Upon completion, students should be able to choose a career option in engineering technology and utilize college resources to meet their educational goals.

EGR 125 Appl Software for Tech 1 2 2
Prerequisites: None
Corequisites: None
This course introduces personal computer software and teaches students how to customize the software for technical applications. Emphasis is placed on the use of common office applications software such as spreadsheets, word processing, graphics and Internet access. Upon completion, students should be able to demonstrate competency in using applications software to solve technical problems and communicate the end results in text and graphical formats.

***EGR 150 Intro to Engineering 1 2 2**
Prerequisite: None
Corequisites: None
This course is an overview of the engineering profession. Topics include goal setting and career assessment, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, and computer applications. Upon completion, students should be able to understand the engineering process, the engineering profession, and utilize college resources to meet their educational goals. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

***EGR 220 Engineering Statics 3 0 3**
Prerequisites: PHY 251
Corequisites: MAT 272
This course introduces the concepts of engineering based on forces in equilibrium. Topics include concentrated forces, distributed forces, forces due to friction and inertia as they apply to machines, structures, and systems. Upon completion, students should be able to solve problems which require the ability to analyze systems of forces in static equilibrium. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

***EGR 250 Statics/Strength of Mater 4 3 5**
Prerequisites: MAT 121 or MAT 171
Corequisites: None
This course includes vector analysis, equilibrium of force systems, friction, sectional properties, stress/strain, and deformation. Topics include resultants and components of forces, moments and couples, free-body diagrams, shear and moment diagrams, trusses, frames, beams, columns, connections, and combined stresses. Upon completion, students should be able to analyze simple structures.

***EGR 285 Design Project 0 4 2**
Prerequisites: Department Chair Approval
Corequisites: None
This course provides the opportunity to design an instructor-approved project using previously acquired skills. Emphasis is placed on selection, proposal, design, testing, and documentation of the approved project. Upon completion, students should be able to present and demonstrate projects.

Electrical

ELC 111 Intro to Electricity 2 2 3
Prerequisites: DMA 040 & DRE 097 or placement
Corequisites: None
This course introduces the fundamental concepts of electricity and test equipment to nonelectrical/electronic majors. Topics include basic DC and AC principles (voltage, resistance, current, impedance); components (resistors, inductors, and capacitors); power; and operation of test equipment. Upon completion, students should be able to construct and analyze simple DC and AC circuits using electrical test equipment.

ELC 113 Residential Wiring 2 6 4
Prerequisites: DMA 040
Corequisites: None
This course introduces the care/usage of tools and materials used in residential electrical installations and the requirements of the National Electrical Code (NEC). Topics include NEC, electrical safety, and electrical print reading; planning, layout; and installation of electrical distribution equipment; lighting; overcurrent protection; conductors; branch circuits; and conduits. Upon completion, students should be able to properly install conduits, wiring, and electrical distribution equipment associated with residential electrical installations.

***ELC 115 Industrial Wiring 2 6 4**
Prerequisites: ELC 113
Corequisites: None
This course covers layout, planning, and installation of wiring systems in industrial facilities. Emphasis is placed on industrial wiring methods and materials. Upon completion, students should be able to install industrial systems and equipment.

***ELC 117 Motors and Controls 2 6 4**
Prerequisites: Select one: AHR 111, ELC 111, ELC 112, ELC 131, ELC 138
Corequisites: None
This course introduces the fundamental concepts of motors and motor controls. Topics include ladder diagrams, pilot devices, contactors, motor starters, motors, and other control devices. Upon completion, students should be able to properly select, connect, and troubleshoot motors and control circuits.

ELC 118 National Electrical Code 1 2 2
Prerequisites: ELC 113 or Department Chair Approval
Corequisites: None
This course covers the use of the current National Electrical Code (NEC). Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

ELC 127 Software for Technicians **1 3 2**
Prerequisites: DMA 040 & DRE 097
Corequisites: None
This course introduces computer software which can be used to solve electrical/electronic problems. Topics include electrical/electronic calculations and applications. Upon completion, students should be able to utilize a personal computer for electrical/electronic-related applications.

ELC 128 Intro to PLC **2 3 3**
Prerequisites: DMA 030
Corequisites: None
This course introduces the programmable logic controller (PLC) and its associated applications. Topics include ladder logic diagrams, input/output modules, power supplies, surge protection, selection/installation of controllers, and interfacing of controllers with equipment. Upon completion, students should be able to install PLCs and create simple programs.

ELC 131 Circuit Analysis I **3 3 4**
Prerequisites: ELC 111
Corequisites: MAT 121 or DMA 070
This course introduces DC and AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC and AC principles, circuit analysis laws and theorems, components, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret circuit schematics; design, construct, verify, and analyze DC/AC circuits; and properly use test equipment.

***ELC 131A Circuit Analysis I Lab** **0 3 1**
Prerequisites: None
Corequisites: ELC 131
This course provides laboratory assignments as applied to fundamental principles of DC/AC electricity. Emphasis is placed on measurements and evaluation of electrical components, devices and circuits. Upon completion, the students will gain hands-on experience by measuring voltage, current, and opposition to current flow utilizing various meters and test equipment.

ELC 132 Electrical Drawings **1 3 2**
Prerequisites: None
Corequisites: None
This course introduces the technical documentation that is typically found or used in the industrial environment. Topics include interpretation of service manuals, freehand sketching of lines, orthographic views and dimensions, and blueprint reading. Upon completion, students should be able to interpret technical documents and blueprints and use basic drafting skills to prepare usable field drawings.

***ELC 213 Instrumentation** **3 2 4**
Prerequisites: Select one: AHR 111, ELC 111, ELC 131
Corequisites: None
This course covers the fundamentals of instrumentation used in industry. Emphasis is placed on electric, electronic, and pneumatic instruments. Upon completion, students should be able to design, install, maintain, and calibrate instrumentation.

ELC 220 Photovoltaic Sys Tech **2 3 3**
Prerequisites: ALT 120
Corequisites: None
This course introduces the concepts, tools, techniques, and materials needed to understand systems that convert solar energy into electricity with photovoltaic (PV) technologies. Topics include site analysis for system integration, building codes, and advances in photovoltaic technology. Upon completion, students should be able to demonstrate an understanding of the principles of photovoltaic technology and current applications.

***ELC 228 PLC Applications** **2 6 4**
Prerequisites: ELC 128
Corequisites: None
This course covers programming and applications of programmable logic controllers. Emphasis is placed on programming techniques, networking, specialty I/O modules, and system troubleshooting. Upon completion, students should be able to specify, implement, and maintain complex PLC controlled systems.

***ELC 229 Applications Project** **1 3 2**
Prerequisites: None
Corequisites: None
This course provides an individual and/or integrated team approach to a practical project as approved by the instructor. Topics include project selection and planning, implementation and testing, and a final presentation. Upon completion, students should be able to plan and implement an applications-oriented project. Students must possess a working knowledge of electrical theory, circuits, and control in order to be successful in this course.

Electronics

***ELN 131 Analog Electronics I** **3 3 4**
Prerequisites: ELC 131
Corequisites: None
This course introduces the characteristics and applications of semiconductor devices and circuits. Emphasis is placed on analysis, selection, biasing, and applications. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog circuits using appropriate techniques and test equipment.

***ELN 132 Analog Electronics II** **3 3 4**
Prerequisites: ELN 131
Corequisites: None
This course covers additional applications of analog electronic circuits with an emphasis on analog and mixed signal integrated circuits (IC). Topics include amplification, filtering, oscillation, voltage regulation, and other analog circuits. Upon completion, students should be able to construct, analyze, verify, and troubleshoot analog electronic circuits using appropriate techniques and test equipment.

***ELN 133 Digital Electronics** **3 3 4**
Prerequisites: Select one: ELC 111, ELC 131
Corequisites: None
This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, MSI and LSI circuits, AC/DC converters, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment.

***ELN 133A Digital Electronics Lab 0 3 1**
Prerequisites: None
Corequisites: ELN 133
This course is laboratory to accompany ELN 133. Emphasis is placed on laboratory experiences which enhance the materials presented in ELN 133 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of digital fundamentals.

ELN 150 CAD for Electronics 1 3 2
Prerequisites: None
Corequisites: None
This course introduces computer-aided drafting (CAD) with an emphasis on applications in the electronics field. Topics include electronics industry standards (symbols, schematic diagrams, and layouts); drawing electronic circuit diagrams; and specialized electronic drafting practices and components such as resistors, capacitors, and ICs. Upon completion, students should be able to prepare electronic drawings with CAD software.

***ELN 152 Fabrication Techniques 1 3 2**
Prerequisites: None
Corequisites: None
This course covers the fabrication methods required to create a prototype product from the initial circuit design. Topics include CAD, layout, sheet metal working, component selection, wire wrapping, PC board layout and construction, reverse engineering, soldering, and other related topics. Upon completion, students should be able to design and construct an electronic product with all its associated documentation.

***ELN 232 Introduction to Microprocessors 3 3 4**
Prerequisites: ELN 133
Corequisites: None
This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include assembly language programming, bus architecture, bus cycle types, I/O systems, memory systems, interrupts, and other related topics. Upon completion, students should be able to interpret, analyze, verify, and troubleshoot fundamental microprocessor circuits and programs using appropriate techniques and test equipment.

***ELN 234 Communication Systems 3 3 4**
Prerequisites: ELN 131
Corequisites: None
This course introduces the fundamentals of electronic communication systems. Topics include the frequency spectrum, electrical noise, modulation techniques, characteristics of transmitters and receivers, and digital communications. Upon completion, students should be able to interpret analog and digital communication circuit diagrams, analyze transmitter and receiver circuits, and use appropriate communication test equipment.

***ELN 237 Local Area Networks 2 3 3**
Prerequisites: Select One: CET 111, CIS 110, CIS 111
Corequisites: None
This course introduces the fundamentals of local area networks (LANs) and their operation in business and computer environments. Topics include the characteristics of network topologies, system hardware (repeaters, bridges, routers, and gateways), system configuration, and installation and administration of the LAN. Upon completion, students should be able to install, maintain, and manage a LAN.

***ELN 238 Advanced LANs 2 3 3**
Prerequisites: ELN 237
Corequisites: None
This course covers advanced concepts, tools, and techniques associated with servers, workstations, and overall local area network performance. Topics include network security and configuration, system performance and optimization, communication protocols and packet formats, troubleshooting techniques, multi-platform integration, and other related topics. Upon completion, students should be able to use advanced techniques to install, manage, and troubleshoot networks and optimize server and workstation performance.

Emergency Medical Science

***EMS 110 EMT 6 6 0 8**
Prerequisites: Enrollment in EMS program
Corequisites: None
This course introduces basic emergency medical care. Topics include preparatory, airway, patient assessment, medical emergencies, trauma, infants and children, and operations. Upon completion, students should be able to demonstrate the knowledge and skills necessary to achieve North Carolina State or National Registry EMT certification.

***EMS 122 EMS Clinical Practicum I 0 0 3 1**
Prerequisites: EMS 110
Corequisites: EMS 130
This course provides the introductory hospital clinical experience for the paramedic student. Emphasis is placed on mastering fundamental paramedic skills. Upon completion, students should be able to demonstrate competence with fundamental paramedic level skills. Current N.C. EMT certification is required for students enrolling in this course.

***EMS 130 Pharmacology 3 3 0 4**
Prerequisites: EMS 110
Corequisites: EMS 122
This course introduces the fundamental principles of pharmacology and medication administration and is required for paramedic certification. Topics include medical terminology, pharmacological concepts, weights, measures, drug calculations, vascular access for fluids and medication administration and legislation. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology.

***EMS 131 Advanced Airway Management 1 2 0 2**
Prerequisites: EMS 110
Corequisites: None
This course is designed to provide advanced airway management techniques and is required for paramedic certification. Topics include respiratory anatomy and physiology, airway/ventilation, adjuncts, surgical intervention, and rapid sequence intubation. Upon completion, students should be able to properly utilize all airway adjuncts and pharmacology associated with airway control and maintenance.

***EMS 140 Rescue Scene Management 1 3 0 2**
Prerequisites: Enrollment in EMS program
Corequisites: None
This course introduces rescue scene management. Topics include response to hazardous material conditions, incident command, and extrication of patients from a variety of situations. Upon completion, students should be able to recognize and manage rescue operations based upon initial and follow-up scene assessment.

***EMS 150 Emergency Vehicles & EMS Comm 1 3 0 2**
Prerequisites: Enrollment in EMS program
Corequisites: None
This course examines the principles governing maintenance of emergency vehicles and EMS communication equipment and is required for paramedic certification. Topics include applicable motor vehicle laws affecting emergency vehicle operation, defensive driving, collision avoidance techniques, communication systems, and information management systems. Upon completion, students should have a basic knowledge of emergency vehicles, maintenance, and communication needs.

***EMS 160 Cardiology I 1 3 0 2**
Prerequisites: Enrollment in EMS program, EMS 110
Corequisites: None
This course introduces the study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, electrophysiology, and basic rhythm interpretation in the monitoring leads. Upon completion, students should be able to recognize and interpret basic rhythms.

***EMS 220 Cardiology II 2 3 0 3**
Prerequisites: EMS 122, EMS 130, and EMS 160
Corequisites: EMS 221
This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include assessment and treatment of cardiac emergencies, application and interpretation of advanced electrocardiography utilizing the twelve-lead ECG, cardiac pharmacology, and patient care. Upon completion, students should be able to assess and treat patients utilizing American Heart Association guidelines.

***EMS 221 EMS Clinical Practicum II 0 0 6 2**
Prerequisites: EMS 122 and EMS 130
Corequisites: EMS 220
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on increasing the proficiency of students' skills and abilities in patient assessments and the delivery of care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care.

***EMS 231 EMS Clinical Pract III 0 0 9 3**
Prerequisites: EMS 130 and EMS 221
Corequisites: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on enhancing the students' skills and abilities in providing advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. Current N.C. EMT certification is required for students enrolling in this course.

***EMS 240 Patients W/ Special Challenges 1 2 0 2**
Prerequisites: EMS 122 and EMS 130
Corequisites: None
This course includes concepts of crisis intervention and techniques of interacting with patients with special challenges and is required for paramedic certification. Topics include appropriate intervention and interaction for neglected, abused, terminally ill, chronically ill, technology assisted, bariatric, physically challenged, mentally challenged, or assaulted patients as well as behavioral emergencies. Upon completion, students should be able to recognize and manage the care of patients with special challenges.

***EMS 241 EMS Clinical Practicum IV 0 0 12 4**
Prerequisites: EMS 130 and EMS 231
Corequisites: None
This course provides clinical experiences in the hospital and/or field. Emphasis is placed on mastering the skills/competencies required of the paramedic providing advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic.

***EMS 250 Medical Emergencies 3 3 0 4**
Prerequisites: EMS 122 and EMS 130
Corequisites: None
This course provides an in-depth study of medical conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include appropriate interventions/treatments for disorders/diseases/injuries affecting the following systems: respiratory, neurological, abdominal/gastrointestinal, endocrine, genitourinary, musculoskeletal, and immunological as well as toxicology, infectious diseases and diseases of the eyes, ears, nose and throat. Upon completion, students should be able to recognize, assess and manage the care of frequently encountered medical conditions based upon initial patient assessment.

***EMS 260 Trauma Emergencies 1 3 0 2**
Prerequisites: EMS 122 and EMS 130
Corequisites: None
This course provides in-depth study of trauma including pharmacological interventions for conditions frequently encountered in the prehospital setting and is required for paramedic certification. Topics include an overview of thoracic, abdominal, genitourinary, orthopedic, neurological, and multi-system trauma, soft tissue trauma of the head, neck, and face as well as environmental emergencies. Upon completion, students should be able to recognize and manage trauma situations based upon patient assessment and should adhere to standards of care.

***EMS 270 Life Span Emergencies 2 3 0 3**
Prerequisites: EMS 122 and EMS 130
Corequisites: None
This course covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death required for paramedic certification. Topics include gynecological, obstetrical, neonatal, pediatric, and geriatric emergencies and pharmacological therapeutics. Upon completion, students should be able to recognize and treat age-specific emergencies.

***EMS 280 EMS Bridging Course 2 2 0 3**
Prerequisites: Enrollment in EMS Bridge Program
Corequisites: None
This course is designed to bridge the knowledge gained in a continuing education paramedic program with the knowledge gained in an EMS curriculum program. Emphasis is placed on patient assessment, advanced electrocardiography utilizing the twelve-lead ECG, advanced pharmacology, the appropriate intervention and treatment of multi-system injuries/disorders, ethics, and NC laws and rules. Upon completion, students should be able to perform advanced patient assessment and practice skills.

***EMS 285 EMS Capstone 1 3 0 2**
Prerequisites: EMS 220, EMS 231, EMS 250, and EMS 260
Corequisites: EMS 241
This course provides an opportunity to demonstrate problem-solving skills as a team leader in simulated patient scenarios and is required for paramedic certification. Emphasis is placed on critical thinking, integration of didactic and psychomotor skills, and effective performance in simulated emergency situations. Upon completion, students should be able to recognize and appropriately respond to a variety of EMS related events.

English

ENG 110 Freshman Composition 3 0 3
Prerequisites: DRE 097
Corequisites: None
This course is designed to develop informative and business writing skills. Emphasis is placed on logical organization of writing, including effective introductions and conclusions, precise use of grammar, and appropriate selection and use of sources. Upon completion, students should be able to produce clear, concise, well-organized short papers. An oral component is also integrated with the course

ENG 111 Writing and Inquiry 3 0 3
Prerequisites: DRE 098
Corequisites: None
This course is designed to develop the ability to produce clear writing in a variety of genres and formats using a recursive process. Emphasis includes inquiry, analysis, effective use of rhetorical strategies, thesis development, audience awareness, and revision. Upon completion, students should be able to produce unified, coherent, well-developed essays using standard written English. This is a Universal General Education Transfer Component (UGETC) course that satisfies English Composition.

ENG 111A Writing and Inquiry Lab 0 2 1
Prerequisites: DRE 098
Corequisites: ENG 111
This writing laboratory is designed to apply the skills introduced in ENG 111. Emphasis is placed on the editing and revision components of the writing process. Upon completion, students should be able to apply those skills in the production of final drafts in ENG 111.

ENG 112 Writing/Research in the Disc 3 0 3
Prerequisites: C or better in ENG 111
Corequisites: None
This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on analyzing information and ideas and incorporating research findings into documented writing and research projects. Upon completion, students should be able to evaluate and synthesize information from primary and secondary sources using documentation appropriate to various disciplines. This is a Universal General Education Transfer Component (UGETC) course that satisfies English Composition.

ENG 114 Prof Research and Reporting 3 0 3
Prerequisites: C or better in ENG 111
Corequisites: None
This course, the second in a series of two, is designed to teach professional communication skills. Emphasis is placed on research, listening, critical reading and thinking, analysis, interpretation, and design used in oral and written presentations. Upon completion, students should be able to work individually and collaboratively to produce well-designed business and professional written and oral presentations. Students entering this course should be able to demonstrate in-depth knowledge in a technical field and should anticipate interdepartmental evaluation of course projects. This course has been approved for transfer under the CAA as a general education course in English Composition.

ENG 125 Creative Writing I 3 0 3
Prerequisites: C or better in ENG 111
Corequisites: None
This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

ENG 231 American Literature I 3 0 3
Prerequisites: C or better in ENG 112 or ENG 114
Corequisites: None
This course covers selected works in American literature from its beginnings to 1865. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course that satisfies Humanities/Fine Arts.

ENG 232 American Literature II 3 0 3
Prerequisites: C or better in ENG 112 or ENG 114
Corequisites: None
This course covers selected works in American literature from 1865 to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to analyze and interpret literary works in their historical and cultural contexts. This is a Universal General Education Transfer Component (UGETC) course that satisfies Humanities/Fine Arts.

ENG 241 British Literature I 3 0 3
Prerequisites: C or better in ENG 112 or ENG 114
Corequisites: None
This course covers selected works in British literature from its beginnings to the Romantic Period. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. Reading an eighteenth century novel is required. This is a Universal General Education Transfer Component (UGETC) course that satisfies Humanities/Fine Arts.

ENG 242 British Literature II 3 0 3
Prerequisites: C or better in ENG 112 or ENG 114
Corequisites: None
This course covers selected works in British literature from the Romantic Period to the present. Emphasis is placed on historical background, cultural context, and literary analysis of selected prose, poetry, and drama. Upon completion, students should be able to interpret, analyze, and respond to literary works in their historical and cultural contexts. Reading a nineteenth century novel is required. This is a Universal General Education Transfer Component (UGETC) course that satisfies Humanities/Fine Arts.

Environmental Science

ENV 110 Environmental Science 3 0 3
Prerequisites: None
Corequisites: None
This course covers fundamental scientific principles and problems facing society today. Topics include population, natural resources, air and water pollution, and waste disposal problems. Upon completion, students should be able to demonstrate insight into the role the individual plays in shaping the environment.

ENV 210 Management of Waste 3 2 4
Prerequisites: None
Corequisites: None
This course examines contemporary environmental issues concerning the disposal of wastes. Topics include problems associated with the disposal of municipal solid waste, low-level radioactive waste, high-level radioactive waste, hazardous waste, and toxic materials. Upon completion, students should be able to demonstrate an understanding of the methodologies and technologies involved in the proper handling and disposal of wastes.

ENV 214 Water Quality 3 2 4
Prerequisites: None
Corequisites: None
This course examines the constituents of natural waters from a biological and geochemical perspective. Topics include common components of water, water sources, water law, health consequences, water treatment procedures, and the design of water treatment plants. Upon completion, students should be able to demonstrate an understanding of the biological, chemical, and geological factors affecting water quality.

ENV 226 Environmental Law 3 0 3
Prerequisites: None
Corequisites: None
This course covers federal laws and acts concerning environmental quality standards and the use of resources, legal procedures for enforcing laws, and problems concerning enforcement. Emphasis is placed on environmental law basics, water quality laws, air quality laws, waste disposal laws, and biological resource protection laws. Upon completion, students should be able to demonstrate an understanding of federal/state environmental laws and their importance to the protection of environmental quality.

Emergency Preparedness

EPT 140 Emergency Management 3 0 3
Prerequisites: None
Corequisites: None
This course covers the four phases of emergency management: mitigation, preparedness, response, and recovery. Topics include organizing for emergency management, coordinating for community resources, public sector liability, and the roles of government agencies at all levels. Upon completion, students should be able to demonstrate an understanding of comprehensive emergency management and the integrated emergency management system.

Entrepreneurship

ETR 210 Intro to Entrepreneurship 3 0 3
Prerequisites: None
Corequisites: None
This course provides a survey of the starting and operating of an entrepreneurial venture. Topics include new venture creation, the business plan, economics of the business, determining resource needs and acquiring resources, marketing, technology, leadership skills, and business ethics. Upon completion, students should be able to demonstrate an understanding of entrepreneurship concepts and how to use the entrepreneurial mindset to succeed in their careers.

ETR 215 Law for Entrepreneurs 3 0 3
Prerequisites: None
Corequisites: None
This course introduces students to basic legal concepts specifically relevant to a business start-up venture. Topics include bailments and documents of title, nature and form of sales, risk and property rights, obligations and performance, business organizations, and agency and employment. Upon completion, students should be able to assess the legal responsibilities of a business start-up.

ETR 220 Innovation and Creativity 3 0 3
Prerequisites: None
Corequisites: None
This course provides a study of developing and enhancing individual and organizational creativity and innovation. Topics include that innovation needs to be applied to products, services, and processes to increase competitive advantages and add value to businesses. Upon completion, students should be able to apply innovation and creativity principles in the work place.

ETR 230 Entrepreneur Marketing 3 0 3
Prerequisites: None
Corequisites: None
This course covers the techniques to correctly research and define the target market to increase sales for start-up businesses or to expand current businesses. Topics include how to target market and meet customers' needs with a limited budget in the early stages of the life of a start-up business. Upon completion, students should be able to demonstrate an understanding of how to correctly target market for a start-up business with limited resources.

ETR 240 Funding for Entrepreneurs 3 0 3
Prerequisites: ACC 120
Corequisites: None
This course provides a focus on the financial issues and needs confronting entrepreneurs attempting to grow their businesses by attracting start-up and growth capital. Topics include sources of funding including angel investors, venture capital, IPO's, private placement, banks, suppliers, buyers, partners, and the government. Upon completion, students should be able to demonstrate an understanding of how to effectively finance a business venture.

ETR 270 Entrepreneurship Issues 3 0 3
Prerequisites: None
Corequisites: None
This course introduces current and emerging entrepreneurship issues and opportunities. Topics include franchising, import/export, small business taxes, legal structures, negotiations, contract management, and time management. Upon completion, students should be able to apply a variety of analytical and decision-making requirements to start a new business.

Fire Protection

FIP 120 Intro to Fire Protection 3 0 3
Prerequisites: None
Corequisites: None
This course provides an overview of the history, development, methods, systems, and regulations as they apply to the fire protection field. Topics include history, evolution, statistics, suppression, organizations, careers, curriculum, and other related topics. Upon completion, students should be able to demonstrate a broad understanding of the fire protection field.

FIP 124 Fire Prevention & Public Ed 3 0 3
Prerequisites: None
Corequisites: None
This course introduces fire prevention concepts as they relate to community and industrial operations referenced in NFPA standard 101. Topics include the development and maintenance of fire prevention programs, educational programs, and inspection programs. Upon completion, students should be able to research, develop, and present a fire safety program to a citizens or industrial group.

FIP 128 Detection & Investigation 3 0 3
Prerequisites: None
Corequisites: None
This course covers procedures for determining the origin and cause of accidental and incendiary fires referenced in NFPA standard 921. Topics include collection and preservation of evidence, detection and determination of accelerants, courtroom procedure and testimony, and documentation of the fire scene. Upon completion, students should be able to conduct a competent fire investigation and present those findings to appropriate officials or equivalent.

FIP 132 Building Construction 3 0 3
Prerequisites: None
Corequisites: None
This course covers the principles and practices reference in NFPA standard 220 related to various types of building construction, including residential and commercial, as impacted by fire conditions. Topics include types of construction and related elements, fire resistive aspects of construction materials, building codes, collapse, and other related topics. Upon completion, students should be able to understand and recognize various types of construction and their positive or negative aspects as related to fire conditions.

FIP 136 Inspections & Codes 3 0 3
Prerequisites: None
Corequisites: None
This course covers the fundamentals of fire and building codes and procedures to conduct an inspection referenced in NFPA standard 1730. Topics include review of fire and building codes, writing inspection reports, identifying hazards, plan reviews, site sketches, and other related topics. Upon completion, students should be able to conduct a fire code compliance inspection and produce a written report.

FIP 140 Industrial Fire Protection 3 0 3
Prerequisites: None
Corequisites: None
This course covers fire protection systems in industrial facilities referenced in NFPA standard 1. Topics include applicable health and safety standards, insurance carrier regulations, other regulatory agencies, hazards of local industries, fire brigade operation, and loss prevention programs. Upon completion, students should be able to plan and evaluation an industrial facility's fire protection program.

FIP 152 Fire Protection Law 3 0 3
Prerequisites: None
Corequisites: None
This course covers fire protection law as referenced in NFPA standard 1. Topics include legal terms, contracts, liability, review of case histories, and other related topics. Upon completion, students should be able to discuss laws, codes, and ordinances as they relate to fire protection.

FIP 220 Fire Fighting Strategies 3 0 3
Prerequisites: None
Corequisites: None
This course provides preparation for command of initial incident operations involving emergencies within both the public and private sector referenced in NFPA standards 1561, 1710, and 1720. Topics include incident management, fire-ground tactics and strategies, incident safety, and command/control of emergency operations. Upon completion, students should be able to describe the initial incident system as it relates to operations involving various emergencies in fire and non-fire situations.

FIP 224 Fire Instructor I & II 4 0 4
Prerequisites: None
Corequisites: None
This course covers the knowledge, skills, and abilities needed to train others in fire service operations. Topics include planning, presenting, and evaluating lesson plans, learning styles, use of media, communication, and other related topics. Upon completion, students should be able to meet the requirements of the Fire Instructor I and II objectives from National Fire Protection Association (NFPA) 1041.

FIP 228 Local Govt Finance 3 0 3
Prerequisites: None
Corequisites: None
This course introduces local governmental financial principles and practices. Topics include budget preparation and justification, revenue policies, statutory requirements, taxation, audits, and the economic climate. Upon completion, students should be able to comprehend the importance of finance as it applies to the operation of a department.

FIP 230 Chem of Hazardous Mat I 5 0 5
Prerequisites: None
Corequisites: None
This course covers the evaluation of hazardous materials. Topics include use of the periodic table, hydrocarbon derivatives, placards and labels, parameters of combustion, and spill and leak mitigation. Upon completion, students should be able to demonstrate knowledge of the chemical behavior of hazardous materials.

FIP 232 Hydraulics & Water Dist 2 2 3
Prerequisites: None
Corequisites: None
This course covers the flow of fluids through fire hoses, nozzles, appliances, pumps, standpipes, water mains, and other devices. Emphasis is placed on supply and delivery systems, fire flow testing, hydraulic calculations, and other related topics. Upon completion, students should be able to perform hydraulic calculations, conduct water availability tests, and demonstrate knowledge of water distribution systems.

FIP 240 Fire Service Supervision 3 0 3
Prerequisites: None
Corequisites: None
This course covers supervisory skills and practices in the fire protection field. Topics include the supervisor's job, supervision skills, the changing work environment, managing change, organizing for results, discipline and grievances, and loss control. Upon completion, students should be able to demonstrate an understanding of the roles and responsibilities of the effective fire service supervisor.

FIP 260 Fire Protection Planning 3 0 3
Prerequisites: None
Corequisites: None
This course covers the need for a comprehensive approach to fire protection planning referenced in NFPA standards 424 and 1620. Topics include the planning process, using an advisory committee, establishing goals and objectives, and techniques used to approve and implement a plan. Upon completion, students should be able to demonstrate a working knowledge of the concepts and principles of planning as it relates to fire protection.

FIP 276 Managing Fire Services 3 0 3
Prerequisites: None
Corequisites: None
This course provides an overview of fire department operative services referenced in NFPA standard 1021. Topics include finance, staffing, equipment, code enforcement, management information, specialized services, legal issues, planning, and other related topics. Upon completion, students should be able to understand concepts and apply fire department management and operations principles.

French

FRE 111 Elementary French I 3 0 3
Prerequisites: DRE 097 or C or better in ENG 110
Corequisites: None
This course introduces the fundamental elements of the French language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written French and demonstrate cultural awareness. Lab practice is expected of students. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

FRE 112 Elementary French II 3 0 3
Prerequisites: C or better in FRE 111
Corequisites: None
This course is a continuation of FRE 111 focusing on the fundamental elements of the French language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written French and demonstrate further cultural awareness. Lab practice is expected of students. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

FRE 211 Intermediate French I 3 0 3
Prerequisites: C or better in FRE 112
Corequisites: None
This course provides a review and expansion of the essential skills of the French language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. Lab practice is expected of students. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

FRE 212 Intermediate French II 3 0 3
Prerequisites: C or better in FRE 211
Corequisites: None
This course is a continuation of FRE 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. Lab practice is expected of students. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

Film and Video Production

FVP 250 Production Specialties I 1 6 3
Prerequisites: None
Corequisites: None
This course provides education and training through contextual learning in the film production areas of art department, camera, sound, grip, electric, locations, script, and continuity. Emphasis is placed on successful professional level interaction with other students and industry professionals through pre-production and initial production of an actual film/video project. Upon completion, students should demonstrate an understanding of the film/video pre-production and initial production process, and the relationship among the departments in these areas. Students will complete projects from the pre-production through post-production phase and Adobe Creative Cloud (Audition, Premiere, Media Encoder) and other audio/video tools may be used in this course.

Geology

GEL 111 Introductory Geology 3 2 4
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: None
This course introduces basic landforms and geological processes. Topics include rocks, minerals, volcanoes, fluvial processes, geological history, plate tectonics, glaciers, and coastal dynamics. Upon completion, students should be able to describe basic geological processes that shape the earth. This is a Universal General Education Transfer Component (UGETC) course that satisfies Natural Sciences.

Geographic Information Systems

GIS 111 Introduction to GIS 2 2 3
Prerequisites: None
Corequisites: None
This course introduces the hardware and software components of a Geographic Information System and reviews GIS applications. Topics include data structures and basic functions, methods of data capture and sources of data, and the nature and characteristics of spatial data and objects. Upon completion, students should be able to identify GIS hardware components, typical operations, products/applications, and differences between database models and between raster and vector systems. The ESRI software used in the course only works in a Windows environment. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

GIS 120 Introduction to Geodesy 2 2 3
Prerequisites: GIS 111
Corequisites: None
This course introduces the fundamental concepts behind map projections, datum, and coordinate systems. Topics include the theory of how the earth's shape is defined and how geographic features are positioned using spherical coordinate systems. Upon completion, students should be able to demonstrate an understanding of the fundamentals of geodesy as it relates to the measurement and representation of the earth.

GIS 121 Georeferencing & Mapping 2 2 3
Prerequisites: GIS 111
Corequisites: None
This course introduces coordinate systems, fundamentals of surveying, and cartography. Topics include the theory, acquisition, and use of locational data using both continuous and discrete georeferencing methods. Upon completion, students should be able to identify appropriate coordinate systems for a situation and translate data into correct map form.

GIS 215 GIS Data Models 2 2 3
Prerequisites: GIS 111
Corequisites: None
This course covers interpreting and understanding of a variety data formats available in GIS. Topics include the similarities and differences between data models as well as how data is treated differently within each format, to include the conversion of data between different environments. Upon completion, students should be able to demonstrate an understanding of the fundamentals of GIS data storage and interoperability.

GIS 222 Internet Mapping 2 2 3
Prerequisites: GIS 111
Corequisites: None
This course is designed as an introduction to multimedia, interactive, animated, and Web cartography. Topics include the principles of effective cartographic communication, and stressing the new and important roles digital cartography is coming to play in cyberspace. Upon completion, students should be able to demonstrate the ability to evaluate digital cartographic information and create effective internet maps.

GIS 232 Spatial Databases 2 2 3
Prerequisites: GIS 111
Corequisites: None
This course covers various stages of spatial database design and implementation, including conceptual models and query languages. Topics include spatial networks, spatial data mining, indexing, and query processing. Upon completion, students should be able to demonstrate a comprehensive knowledge of spatial database management systems.

Health

HEA 110 Personal Health/Wellness 3 0 3
Prerequisites: None
Corequisites: None
This course provides an introduction to basic personal health and wellness. Emphasis is placed on current health issues such as nutrition, mental health, and fitness. Upon completion, students should be able to demonstrate an understanding of the factors necessary to the maintenance of health and wellness. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

HEA 112 First Aid and CPR 1 2 2
Prerequisites: None
Corequisites: None
This course introduces the basics of emergency first aid treatment. Topics include rescue breathing, CPR, first aid for choking and bleeding, and other first aid procedures. Upon completion, students should be able to demonstrate skills in providing emergency care for the sick and injured until medical help can be obtained. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

Heavy Equipment Maintenance

***HET 110 Diesel Engines 3 9 6**
Prerequisites: None
Corequisites: None
This course introduces theory, design, terminology, and operating adjustments for diesel engines. Emphasis is placed on safety, theory of operation, inspection, measuring, and rebuilding diesel engines according to factory specifications. Upon completion, students should be able to measure, diagnose problems, and repair diesel engines.

***HET 114 Power Trains 3 6 5**
Prerequisites: None
Corequisites: None
This course introduces power transmission devices. Topics include function and operation of gears, chains, clutches, planetary gears, drive lines, differentials, and transmissions. Upon completion, students should be able to identify, research specifications, repair, and adjust power train components.

***HET 115 Electronic Engines 2 3 3**
Prerequisites: None
Corequisites: None
This course introduces the principles of electronically controlled diesel engines. Emphasis is placed on testing and adjusting diesel engines in accordance with manufacturers' specifications. Upon completion, students should be able to diagnose, test, and calibrate electronically controlled diesel engines.

***HET 119 Mechanical Transmissions 2 2 3**
Prerequisites: None
Corequisites: None
This course introduces the operating principles of mechanical medium and heavy duty truck transmissions. Topics include multiple counter shafts, power take-offs, sliding idler clutches, and friction clutches. Upon completion, students should be able to diagnose, inspect, and repair mechanical transmissions.

***HET 125 Preventive Maintenance 1 3 2**
Prerequisites: None
Corequisites: None
This course introduces preventive maintenance practices used on medium and heavy duty vehicles and rolling assemblies. Topics include preventive maintenance schedules, services, DOT rules and regulations, and road-ability. Upon completion, students should be able to set up and follow a preventive maintenance schedule as directed by manufacturers.

***HET 231 Med/Hvy Duty Brake Systems 1 3 2**
Prerequisites: None
Corequisites: None
This course covers the theory and repair of braking systems used in medium and heavy duty vehicles. Topics include air, hydraulic, and ABS system diagnosis and repair. Upon completion, students should be able to troubleshoot, adjust, and repair braking systems on medium and heavy duty vehicles.

***HET 233 Suspension and Steering 2 4 4**
Prerequisites: None
Corequisites: None
This course introduces the theory and principles of medium and heavy duty steering and suspension systems. Topics include wheel and tire problems, frame members, fifth wheel, bearings, and coupling systems. Upon completion, students should be able to troubleshoot, adjust, and repair suspension and steering components on medium and heavy duty vehicles.

History

HIS 111 World Civilizations I 3 0 3
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: None
This course introduces world history from the dawn of civilization to the early modern era. Topics include Eurasian, African, American, and Greco-Roman civilizations and Christian, Islamic and Byzantine cultures. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in pre-modern world civilizations. This is a Universal General Education Transfer Component (UGETC) course that satisfies Social/Behavioral Sciences.

HIS 112 World Civilizations II 3 0 3
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: None
This course introduces world history from the early modern era to the present. Topics include the cultures of Africa, Europe, India, China, Japan, and the Americas. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in modern world civilizations. This is a Universal General Education Transfer Component (UGETC) course that satisfies Social/Behavioral Sciences.

HIS 131 American History I 3 0 3
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: None
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. This is a Universal General Education Transfer Component (UGETC) course that satisfies Social/Behavioral Sciences.

HIS 132 American History II 3 0 3
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: None
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. This is a Universal General Education Transfer Component (UGETC) course that satisfies Social/Behavioral Sciences.

HIS 236 North Carolina History 3 0 3
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: None
This course is a study of geographical, political, economic, and social conditions existing in North Carolina from America's discovery to the present. Topics include native and immigrant backgrounds; colonial, antebellum, and Reconstruction periods; party politics; race relations; and the transition from an agrarian to an industrial economy. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in North Carolina. This course has been approved for transfer under the CAA as a premajor and/or elective course requirement.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

Hotel & Restaurant Management

***HRM 110 Intro to Hosp & Tourism 3 0 3**
Prerequisites: None
Corequisites: None
This course covers the growth and progress of the hospitality industry. Topics include tourism, lodging, resorts, gaming, restaurants, foodservice and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist within the hospitality industry.

***HRM 120 Front Office Procedures 3 0 3**
Prerequisites: DMA 030, DRE 097 or placement
Corequisites: HRM 120A
This course introduces a systematic approach to lodging front office procedures. Topics include reservations, registration, guest satisfaction, occupancy and revenue management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic understanding of current front office operating systems, including efficient and courteous guest service. This course will also examine the management of bed and breakfast facilities and the housekeeping requirements for lodging, its operation and management, and its working relationship with the front office.

***HRM 120A Front Office Procedures Lab 0 2 1**
Prerequisites: DMA 030, DRE 097 or placement
Corequisites: HRM 120
This course provides a laboratory experience for enhancing student skills in lodging front office procedures. Emphasis is placed on practical computer applications of reservations, registration, guest satisfaction, occupancy and revenue management, security, interdepartmental communications, and related guest services. Upon completion, students should be able to demonstrate a basic proficiency in computer-based, front office applications. This course will also examine computer applications associated with bed and breakfast facilities.

***HRM 124 Guest Service Management 2 2 3**
Prerequisites: DRE 097 or placement
Corequisites: CUL 142
This course is designed to provide an introduction to the culture of dining room service management. Emphasis is placed on the dignity and psychology of service work, dining room organization/infrastructure, service delivery, and modeling management roles in a dining room environment. Upon completion, students should be able to demonstrate an understanding of the guest/server dynamic and apply these principles in a dining room setting.

***HRM 135 Facilities Management 3 0 3**
Prerequisites: DMA 030, DRE 097 or placement
Corequisites: None
This course introduces the basic elements of planning and designing hospitality facilities; including environmental impacts, maintenance, and upkeep. Topics include equipment and plant preventive maintenance, engineering, interior design, space utilization, remodeling and expansion, and traffic and work flow patterns. Upon completion, students should be able to demonstrate an understanding of the planning, design, national certification, and maintenance of hospitality physical plants and equipment. This course will also examine facility requirements unique to bed and breakfast and other alternative lodging experiences.

***HRM 140 Legal Issues–Hospitality 3 0 3**
Prerequisites: DRE 097 or placement
Corequisites: None
This course covers the rights and responsibilities that the law grants to or imposes upon the hospitality industry. Topics include federal and state regulations, historical and current practices, safety and security, risk management, loss prevention, relevant torts, and contracts. Upon completion, students should be able to demonstrate an understanding of the legal system and the concepts necessary to prevent or minimize organizational liability.

***HRM 210 Meetings & Event Planning 3 0 3**
Prerequisites: DRE 097 or placement
Corequisites: None
This course introduces concepts related to the planning and operation of conventions, trade shows, professional meetings, and foodservice events. Emphasis is placed on methods of marketing, selling, organizing, and producing conventions, events, and trade shows that will increase financial and environmental value. Upon completion, students should be able to demonstrate an understanding of management principles for multi-function, multi-day conferences and events.

***HRM 215 Restaurant Management 3 0 3**
Prerequisites: CUL 135, CUL 135A and HRM 124
Corequisites: HRM 215A
This course provides an overview of the responsibilities and activities encountered in managing a food and beverage operation. Topics include planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate an understanding of the operation of a restaurant. Students will also examine menu design, layout, marketing, concept development, target consumers and trends.

***HRM 215A Restaurant Management Lab 0 2 1**
Prerequisites: CUL 135, CUL 135A and HRM
Corequisites: HRM 215
This course provides a laboratory experience for enhancing student skills in the responsibilities and activities encountered in managing a food and beverage operation. Emphasis is placed on practical applications of planning, organization, accounting, marketing, trends, and human resources from an integrated managerial viewpoint. Upon completion, students should be able to demonstrate a basic proficiency in restaurant management operations which may include overseeing and execution of production and service. Students will analyze menu mix and guest feedback as it relates to the overall success of foodservice operations.

***HRM 220 Cost Control–Food & Bev 3 0 3**
Prerequisites: DMA 030, DRE 097 or placement
Corequisites: None
This course introduces controls and accounting procedures as applied to costs in the hospitality industry. Topics include reports, cost control, planning and forecasting, control systems, financial statements, operational efficiencies, labor controls and scheduling. Upon completion, students should be able to demonstrate an understanding of food, beverage, and labor cost control systems for operational troubleshooting and problem solving.

***HRM 225 Beverage Management 3 0 3**
Prerequisites: DRE 097 or placement
Corequisites: None
This course introduces the management of beverages served in hospitality operations. Topics include history and trends; service, procurement and storage; knowledge and control of wines and fermented/distilled beverages; and non-alcoholic beverages, coffees, and teas. Upon completion, students should be able to demonstrate an understanding of responsible alcohol service and the knowledge of beverages consumed in a hospitality operation.

***HRM 240 Marketing for Hospitality 3 0 3**
Prerequisites: DRE 097 or placement
Corequisites: None
This course covers planning, organizing, directing, and analyzing the results of marketing programs for the hospitality industry. Emphasis is placed on target marketing, marketing mix, analysis, product and image development, use of current media, sales planning, advertising, public relations, and collateral materials. Upon completion, students should be able to apply the marketing process as it relates to the hospitality industry.

***HRM 245 Human Resource Mgmt-Hosp 3 0 3**
Prerequisites: DRE 097 or placement
Corequisites: None
This course introduces a systematic approach to human resource management in the hospitality industry. Topics include training/development, staffing, selection, hiring, recruitment, evaluation, benefit administration, employee relations, labor regulations/laws, discipline, motivation, productivity, shift management, contract employees and organizational culture. Upon completion, students should be able to apply human resource management skills for the hospitality industry.

***HRM 260 Procurement for Hosp 3 0 3**
Prerequisites: DMA 030, DRE 097 or placement
Corequisites: None
This course provides information for management decisions regarding needs analysis and fulfillment for hospitality operations. Emphasis is placed on supply chain sourcing, environmental impacts, procurement technologies, and packaging of products such as food, beverages, supplies, furniture, and equipment. Upon completion, students should be able to demonstrate competence in planning and executing the procurement function.

***HRM 280 Mgmt Problems–Hospitality 3 0 3**
Prerequisites: CUL 142, HRM 110, HRM 120, HRM 210, HRM 215, HRM 220, HRM 225, HRM 240, HRM 245 and WBL 112
Corequisites: None
This course is designed to introduce students to timely issues within the hospitality industry and is intended to move students into a managerial mindset. Emphasis is placed on problem-solving skills using currently available resources. Upon completion, students should be able to demonstrate knowledge of how hospitality management principles may be applied to real challenges facing industry managers.

Human Services

***HSE 110 Intro to Human Services 2 2 0 3**
Prerequisites: None
Corequisites: None
This course introduces the human services field, including the history, agencies, roles, and careers. Topics include personal/professional characteristics, diverse populations, community resources, disciplines in the field, systems, ethical standards, and major theoretical and treatment approaches. Upon completion, students should be able to identify the knowledge, skills, and roles of the human services worker. Check with the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) to verify if this course has been approved for training/education credit for substance abuse certification/recertification.

***HSE 112 Group Process I 1 2 0 2**
Prerequisites: None
Corequisites: None
This course introduces interpersonal concepts and group dynamics. Emphasis is placed on self-awareness facilitated by experiential learning in small groups with analysis of personal experiences and the behavior of others. Upon completion, students should be able to show competence in identifying and explaining how people are influenced by their interactions in group settings. Check with the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) to verify if this course has been approved for training/education credit for substance abuse certification/recertification.

***HSE 123 Interviewing Techniques 2 2 0 3**
Prerequisites: None
Corequisites: None
This course covers the purpose, structure, focus, and techniques employed in effective interviewing. Emphasis is placed on observing, attending, listening, responding, recording, and summarizing of personal histories with instructor supervision. Upon completion, students should be able to perform the basic interviewing skills needed to function in the helping relationship. Check with the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) to verify if this course has been approved for training/education credit for substance abuse certification/recertification.

***HSE 125 Counseling 2 2 0 3**
Prerequisites: None
Corequisites: None
This course covers the major approaches to psychotherapy and counseling, including theory, characteristics, and techniques. Emphasis is placed on facilitation of self-exploration, problem-solving, decision-making, and personal growth. Upon completion, students should be able to understand various theories of counseling and demonstrate counseling techniques. Check with the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) to verify if this course has been approved for training/education credit for substance abuse certification/recertification.

***HSE 210 Human Services Issues 2 0 0 2**
Prerequisites: None
Corequisites: None
This course covers current issues and trends in the field of human services. Emphasis is placed on contemporary topics with relevance to special issues in a multifaceted field. Upon completion, students should be able to integrate the knowledge, skills, and experiences gained in classroom and clinical experiences with emerging trends in the field.

***HSE 220 Case Management 2 2 0 3**
Prerequisites: None
Corequisites: None
This course covers the variety of tasks associated with professional case management. Topics include treatment planning, needs assessment, referral procedures, and follow-up and integration of services. Upon completion, students should be able to effectively manage the care of the whole person from initial contact through termination of services. Check with the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) to verify if this course has been approved for training/education credit for substance abuse certification/ recertification

***HSE 225 Crisis Intervention 3 0 0 3**
Prerequisites: None
Corequisites: None
This course introduces the basic theories and principles of crisis intervention. Emphasis is placed on identifying and demonstrating appropriate and differential techniques for intervening in various crisis situations. Upon completion, students should be able to assess crisis situations and respond appropriately. Check with the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) to verify if this course has been approved for training/education credit for substance abuse certification/recertification.

***HSE 227 Children & Adol in Crisis 3 0 0 3**
Prerequisites: None
Corequisites: None
This course covers the crises affecting children and adolescents in contemporary society. Emphasis is placed on abuse and neglect, suicide and murder, dysfunctional family living, poverty, and violence. Upon completion, students should be able to identify and discuss intervention strategies and available services for the major contemporary crises affecting children and adolescents. Check with the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) to verify if this course has been approved for training/education credit for substance abuse certification/recertification.

***HSE 240 Issues in Client Services 3 0 0 3**
Prerequisites: None
Corequisites: None
This course introduces systems of professional standards, values, and issues in the helping professions. Topics include confidentiality, assessment of personal values, professional responsibilities, competencies, and ethics relative to multicultural counseling and research. Upon completion, students should be able to understand and discuss multiple ethical issues applicable to counseling and apply various decision-making models to current issues. Check with the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) to verify if this course has been approved for training/education credit for substance abuse certification/ recertification.

Humanities

HUM 110 Technology and Society 3 0 3
Prerequisites: None
Corequisites: None
This course considers technological change from historical, artistic, and philosophical perspectives and its effect on human needs and concerns. Emphasis is placed on the causes and consequences of technological change. Upon completion, students should be able to critically evaluate the implications of technology. This course has been approved for transfer under the CAA as a general education course in Humanities/ Fine Arts.

HUM 115 Critical Thinking 3 0 3
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: None
This course introduces the use of critical thinking skills in the context of human conflict. Emphasis is placed on evaluating information, problem solving, approaching cross-cultural perspectives, and resolving controversies and dilemmas. Upon completion, students should be able to demonstrate orally and in writing the use of critical thinking skills in the analysis of appropriate texts. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

HUM 120 Cultural Studies 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the distinctive features of a particular culture. Topics include art, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

HUM 160 Introduction to Film 2 2 3
Prerequisites: None
Corequisites: C or better in ENG 110 or ENG 111
This course introduces the fundamental elements of film artistry and production. Topics include film styles, history, and production techniques, as well as the social values reflected in film art. Upon completion, students should be able to critically analyze the elements covered in relation to selected films. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

HUM 220 Human Values and Meaning 3 0 3
Prerequisites: C or better in ENG 111 and successful completion of 40 credit hours
Corequisites: None
This course presents some major dimensions of human experience as reflected in art, music, literature, philosophy, and history. Topics include the search for identity, the quest for knowledge, the need for love, the individual and society, and the meaning of life. Upon completion, students should be able to recognize interdisciplinary connections and distinguish between open and closed questions and between narrative and scientific models of understanding. As a capstone to the AA and AS programs, students will develop their abilities to pose and answer important questions of human experience through exploration of information in a variety of formats. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

HUM 230 Leadership Development 3 0 3
Prerequisites: C or better in ENG 111
Corequisites: None
This course explores the theories and techniques of leadership and group process. Emphasis is placed on leadership styles, theories of group dynamics, and the moral and ethical responsibilities of leadership. Upon completion, students should be able to identify and analyze a personal philosophy and style of leadership and integrate these concepts in various practical situations. This course has been approved for transfer under the CAA as a pre-major and/or elective course requirement.

Hydraulics

***HYD 110 Hydraulics/Pneumatics I 2 3 3**
Prerequisites: DMA 050 or placement
Corequisites: None
This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting.

***HYD 112 Hydraulics-Med/Heavy Duty 1 2 2**
Prerequisites: None
Corequisites: None
This course introduces hydraulic theory and applications as applied to mobile equipment. Topics include component studies such as pumps, motors, valves, cylinders, filters, reservoirs, lines, and fittings. Upon completion, students should be able to identify, diagnose, test, and repair hydraulic systems using schematics and technical manuals.

Industrial Science

***ISC 112 Industrial Safety 2 0 2**
Prerequisites: None
Corequisites: None
This course introduces the principles of industrial safety. Emphasis is placed on industrial safety, OSHA, and environmental regulations. Upon completion, students should be able to demonstrate knowledge of a safe working environment and OSHA compliance.

***ISC 132 Mfg Quality Control 2 3 3**
Prerequisites: None
Corequisites: None
This course introduces quality concepts and techniques used in industry. Topics include elementary statistics and probability, process control, process capability, and quality improvement tools. Upon completion, students should be able to demonstrate an understanding of the concepts and principles of quality and apply them to the work environment. Proficiency using spreadsheet software required for success in this course.

Journalism

JOU 216 Writing for Mass Media 2 2 3
Prerequisites: ENG 111
Corequisites: None
This course is an introduction to news writing for newspapers and other print media including the techniques of news gathering, reporting, and interviewing. Emphasis is placed on basic methods of gathering information, conducting interviews, organizing a story, writing leads, writing clear, concise copy, and upon developing research skills. Upon completion, students should be able to write clear, concise, accurate, complete, balanced and readable news stories according to guidelines set by industry standards. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

Landscape Architecture Technology

***LAR 210 Prin of Landscape Arch 1 3 2**
Prerequisites: DFT 151
Corequisites: None
This course introduces the overall principles of landscape design. Topics include principles of landscape design; installation, maintenance, and cost estimates; landscape plans, elevations, and sections; plant selection/lists; and other related topics. Upon completion, students should be able to prepare a simple set of landscape working drawings which are within accepted architectural standards.

Machining

MAC 121 Introduction to CNC 2 0 2
Prerequisites: None
Corequisites: None
This course introduces the concepts and capabilities of computer numerical control machine tools. Topics include setup, operation, and basic applications. Students will learn computer skills necessary for machinists. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage.

MAC 122 CNC Turning 1 3 2
Prerequisites: BPR 111, MAC 121
Corequisites: None
This course introduces the programming, setup, and operation of CNC turning centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC turning centers.

MAC 124 CNC Milling 1 3 2
Prerequisites: BPR 111, MAC 121
Corequisites: None
This course introduces the manual programming, setup, and operation of CNC machining centers. Topics include programming formats, control functions, program editing, part production, and inspection. Upon completion, students should be able to manufacture simple parts using CNC machining centers.

MAC 141 Machining Applications I 2 6 4
Prerequisites: None
Corequisites: None
This course provides an introduction to a variety of material-working processes that are common to the machining industry. Topics include safety, process-specific machining equipment, measurement devices, set-up and layout instruments, and common shop practices. Upon completion, students should be able to safely demonstrate basic machining operations, accurately measure components, and effectively use layout instruments.

MAC 142 Machining Applications II 2 6 4
Prerequisites: MAC 111 or MAC 141
Corequisites: None
This course provides instruction in the wide variety of processes associated with machining. Topics include safety, equipment set-up, holding fixtures, tooling, cutting speeds and depths, metal properties, and proper finishes. Upon completion, students should be able to safely demonstrate advanced machining operations, accurately measure components, and produce accurate components with a proper finish.

MAC 142A Machining Appl II Lab 0 6 2
Prerequisites: MAC 111 or MAC 141
Corequisites: MAC 142
This course provides laboratory instruction in the wide variety of processes associated with machining. Topics include safety, equipment setup, holding fixtures, tooling, cutting speeds and depths, metal properties, and proper finishes. Upon completion, students should be able to safely demonstrate advanced machining operations, accurately measure components, and produce accurate components with a proper finish.

MAC 143 Machining Appl III 2 6 4
Prerequisites: MAC 112 or MAC 142/MAC 142A
Corequisites: None
This course provides instruction in the field of advanced machining. Emphasis is placed on creating complex components, close-tolerance machining, precise measurement, and proper equipment usage. Upon completion, students should be able to demonstrate the ability to produce an accurately machined component with a quality finish using the proper machining process.

MAC 151 Machining Calculations 1 2 2
Prerequisites: None
Corequisites: None
This course introduces basic calculations as they relate to machining occupations. Emphasis is placed on basic calculations and their applications in the machine shop. Upon completion, students should be able to perform basic shop calculations.

MAC 152 Adv Machining Calc 1 2 2
Prerequisites: MAC 151
Corequisites: None
This course combines mathematical functions with practical machine shop applications and problems. Emphasis is placed on gear ratios, lead screws, indexing problems, and their applications in the machine shop. Upon completion, students should be able to calculate solutions to machining problems.

MAC 222 Advanced CNC Turning 1 3 2
Prerequisites: MAC 122
Corequisites: None
This course covers advanced methods in setup and operation of CNC turning centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC turning centers.

MAC 224 Advanced CNC Milling 1 3 2
Prerequisites: MAC 124
Corequisites: None
This course covers advanced methods in setup and operation of CNC machining centers. Emphasis is placed on programming and production of complex parts. Upon completion, students should be able to demonstrate skills in programming, operations, and setup of CNC machining centers.

MAC 226 CNC EDM Machining 1 3 2
Prerequisites: BPR 111, MAC 121
Corequisites: None
This course introduces the programming, setup, and operation of CNC electrical discharge machines. Topics include programming formats, control functions, program editing, production of parts, and inspection. Upon completion, students should be able to manufacture simple parts using CNC electrical discharge machines.

MAC 241 Jigs and Fixtures I 2 6 4
Prerequisites: BPR 111, MAC 112 (or MAC 142/MAC 142A), MAC 122, and MAC 124
Corequisites: None
This course introduces the application and use of jigs and fixtures. Emphasis is placed on design and manufacture of simple jigs and fixtures. Upon completion, students should be able to design and build simple jigs and fixtures.

MAC 245 Mold Construction I 2 6 4
Prerequisites: BPR 111, MAC 122, MAC 124, and MAC 226
Corequisites: None
This course introduces the principles of mold making. Topics include types, construction, and application of molds. Upon completion, students should be able to design and build simple molds.

MAC 248 Production Procedures 1 2 2
Prerequisites: MAC 111 or MAC 141, MAC 121
Corequisites: None
This course covers product planning and control and scheduling and routing of operations. Topics include cost-effective production methods, dimensional and statistical quality control, and the tooling and machines required for production. Upon completion, students should be able to plan, set up, and produce cost-effective quality machined parts.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

Mathematics

MAT 001 Math Skills Support 0 2 1
Prerequisites: None
Corequisites: MAT 152 or MAT 171
This course provides opportunities for students to build a stronger foundation for success in their corequisite math course by obtaining skills through a variety of instructional strategies. Emphasis is placed on foundational skills as well as concepts, skills, vocabulary and definitions necessary to master student learning outcomes of the co-requisite math course. Upon completion, students should be able to apply mathematical concepts and critical thinking skills to solve problems relevant to the student's co-requisite math course.

MAT 110 Mathematical Measurement 2 2 3
Prerequisites: DMA 030 or placement
Corequisites: None
This course provides an activity-based approach that develops measurement skills and mathematical literacy using technology to solve problems for non-math intensive programs. Topics include unit conversions and estimation within a variety of measurement systems; ratio and proportion; basic geometric concepts; financial literacy; and statistics including measures of central tendency, dispersion, and charting of data. Upon completion, students should be able to demonstrate the use of mathematics and technology to solve practical problems, and to analyze and communicate results.

MAT 121 Algebra/Trigonometry I 2 2 3
Prerequisites: DMA 060, DRE 098 or C or better in ENG 110 or placement
Corequisites: None
This course provides an integrated approach to technology and the skills required to manipulate, display, and interpret mathematical functions and formulas used in problem solving. Topics include the properties of plane and solid geometry, area and volume, and basic proportion applications; simplification, evaluation, and solving of algebraic equations and inequalities and radical functions; complex numbers; right triangle trigonometry; and systems of equations. Upon completion, students should be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

MAT 122 Algebra/Trigonometry II 2 2 3
Prerequisites: C or better in MAT 121
Corequisites: None
This course is designed to cover concepts in algebra, function analysis, and trigonometry. Topics include exponential and logarithmic functions, transformations of functions, Law of Sines, Law of Cosines, vectors, and statistics. Upon completion, students should be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results.

MAT 143 Quantitative Literacy 2 2 3
Prerequisites: DMA 050 and DRE 098 or C or better in ENG 110, or placement
Corequisites: None
This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students will be consumers of quantitative information with the ability to use data to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. This is a Universal General Education Transfer Component (UGETC) course that satisfies Mathematics for the Associate in Arts Degree.

MAT 152 Statistical Methods 1 3 2 4
Prerequisites: DMA 050 and DRE 098 or C or better in ENG 110, or placement
Corequisites: **None**
This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. This is a Universal General Education Transfer Component (UGETC) course that satisfies Mathematics for the Associate in Arts Degree.

MAT 171 Precalculus Algebra 3 2 4
Prerequisites: DMA 080 or C or better in MAT 121 or MAT 161 or placement
Corequisites: None
This course is designed to develop topics which are fundamental to the study of Calculus. Emphasis is placed on solving equations and inequalities, solving systems of equations and inequalities, and analysis of functions (absolute value, radical, polynomial, rational, exponential, and logarithmic) in multiple representations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to algebra-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course that satisfies Mathematics.

MAT 172 Precalculus Trigonometry 3 2 4
Prerequisites: C or better in MAT 171 or placement
Corequisites: None
This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangle, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course that satisfies Mathematics for the Associate in Science Degree.

MAT 263 Brief Precalculus 3 2 4
Prerequisites: C or better in MAT 171 or placement
Corequisites: None
This course is designed to introduce concepts of differentiation and integration and their applications to solving problems. Topics include graphing, differentiation, and integration with emphasis on applications drawn from business, economics, and biological and behavioral sciences. Upon completion, students should be able to demonstrate an understanding of the use of basic calculus and technology to solve problems and to analyze and communicate results effectively. This is a Universal General Education Transfer Component (UGETC) course that satisfies Mathematics for the Associate in Science Degree.

MAT 271 Calculus I 3 2 4
Prerequisites: C or better in MAT 172 or placement
Corequisites: None
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course that satisfies Mathematics for the Associate in Science Degree.

MAT 272 Calculus II 3 2 4
Prerequisites: C or better in MAT 271 or placement
Corequisites: None
This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. This is a Universal General Education Transfer Component (UGETC) course that satisfies Mathematics for the Associate in Science Degree.

MAT 273 Calculus III 3 2 4
Prerequisites: C or better in MAT 272
Corequisites: None
This is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. This course has been approved for transfer under the CAA as a general education course in Mathematics.

MAT 280 Linear Algebra 2 2 3
Prerequisites: C or better in MAT 271
Corequisites: None
This course provides an introduction to linear algebra topics. Emphasis is placed on the development of abstract concepts and applications for vectors, systems of equations, matrices, determinants, vector spaces, multi-dimensional linear transformations, eigenvectors, eigenvalues, diagonalization and orthogonality. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to linear algebra-related problems with and without technology. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

MAT 285 Differential Equations 2 2 3
Prerequisites: C or better in MAT 272
Corequisites: None
This course provides an introduction to topics involving ordinary differential equations. Emphasis is placed on the development of abstract concepts and applications for first-order and linear higher-order differential equations, systems of differential equations, numerical methods, series solutions, eigenvalues and eigenvectors, and Laplace transforms. Upon completion, students should be able to demonstrate understanding of the theoretical concepts and select and use appropriate models and techniques for finding solutions to differential equations-related problems with and without technology. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

Mechanical

MEC 110 Introduction to CAD/CAM 1 2 2
Prerequisites: None
Corequisites: None
This course introduces CAD/CAM. Emphasis is placed on transferring part geometry from CAD to CAM for the development of a CNC-ready program. Upon completion, students should be able to use CAD/CAM software to produce a CNC program.

***MEC 111 Machine Processes I 1 4 3**
Prerequisites: None
Corequisites: None
This course introduces shop safety, hand tools, machine processes, measuring instruments, and the operation of machine shop equipment. Topics include use and care of tools, safety, measuring tools, and the basic setup and operation of common machine tools. Upon completion, students should be able to safely machine simple parts to specified tolerances.

***MEC 145 Mfg Materials I 2 3 3**
Prerequisites: None
Corequisites: None
This course introduces a variety of manufacturing materials and common processing techniques. Emphasis is placed on the processing, testing, and application of materials such as wood, metals, plastics, ceramics, and composites. Upon completion, students should be able to demonstrate an understanding of fundamental engineering applications for a variety of materials, including their process capabilities and limitations.

***MEC 187 Composite Materials** **2 3 3**
Prerequisites: None
Corequisites: None
This course introduces composite engineering materials. Topics include selection and processing of composites. Upon completion, students should be able to select appropriate materials and demonstrate knowledge in processing and curing of composites.

***MEC 231 Comp-Aided Manufact I** **1 4 3**
Prerequisites: BPR 111, MAC 122, and MAC 124
Corequisites: None
This course introduces computer-aided manufacturing (CAM) applications and concepts. Emphasis is placed on developing/defining part geometry and the processing information needed to manufacture parts. Upon completion, students should be able to demonstrate skills in defining part geometry, program development, and code generation using CAM software.

***MEC 232 Comp-Aided Manufact II** **1 4 3**
Prerequisites: MEC 231
Corequisites: None
This course provides an in-depth study of CAM applications and concepts. Emphasis is placed on the manufacturing of complex parts using computer-aided manufacturing software. Upon completion, students should be able to manufacture complex parts using CAM software.

***MEC 260 Fund of Machine Design** **2 3 3**
Prerequisites: EGR 250
Corequisites: None
This course introduces the fundamental principles of machine design. Topics include simple analysis of forces, moments, stresses, strains, friction, kinematics, and other considerations for designing machine elements. Upon completion, students should be able to analyze machine components and make component selections from manufacturers' catalogs.

Medical Assisting

***MED 110 Orientation to Med Assist** **1 0 0 1**
Prerequisites: None
Corequisites: None
This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

***MED 118 Medical Law and Ethics** **2 0 0 2**
Prerequisites: None
Corequisites: None
This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed, consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

***MED 120 Survey of Med Terminology** **2 0 0 2**
Prerequisites: None
Corequisites: None
This course introduces the vocabulary, abbreviations, and symbols used in the language of medicine. Emphasis is placed on building medical terms using prefixes, suffixes, and word roots. Upon completion, students should be able to pronounce, spell, and define accepted medical terms.

***MED 121 Medical Terminology I** **3 0 0 3**
Prerequisites: None
Corequisites: None
This course introduces prefixes, suffixes, and word roots used in the language of medicine. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

***MED 122 Medical Terminology II** **3 0 0 3**
Prerequisites: MED 121
Corequisites: None
This course is the second in a series of medical terminology courses. Topics include medical vocabulary and the terms that relate to the anatomy, physiology, pathological conditions, and treatment of selected systems. Upon completion, students should be able to pronounce, spell, and define medical terms as related to selected body systems and their pathological disorders.

***MED 130 Admin Office Proc I** **1 2 0 2**
Prerequisites: Enrollment in Medical Assisting program.
Corequisites: None
This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

***MED 131 Admin Office Proc II** **1 2 0 2**
Prerequisites: MED 130
Corequisites: None
This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

***MED 138 Infection/Hazard Control** **2 0 0 2**
Prerequisites: None
Corequisites: None
This course introduces the student to infection and hazard control procedures necessary for the healthcare worker. Topics include introduction to microbiology, practical infection control, sterilization and monitoring, chemical disinfectants, aseptic technique, infectious diseases, OSH standards, and applicable North Carolina laws. Upon completion, students should be able to: understand infectious diseases, disease transmission, infection control procedures, biohazard management, OSHA standards, and applicable North Carolina laws.

***MED 140 Exam Room Procedures I** **3 4 0 5**
Prerequisites: MED 110, MED 116, MED 138 and Enrollment in the Medical Assisting program
Corequisites: None
This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

***MED 150 Laboratory Procedures I 3 4 0 5**
Prerequisites: Enrollment in the Medical Assisting program, MED 122, MED 138
Corequisites: None
This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

***MED 230 Admin Office Proc III 1 2 0 2**
Prerequisites: MED 131
Corequisites: None
This course provides advanced medical office administrative procedures. Emphasis is placed on management skills including personnel supervision, practice management, public relations, and insurance coding. Upon completion, students should be able to exhibit advanced managerial medical assisting skills.

***MED 240 Exam Room Procedures II 3 4 0 5**
Prerequisites: MED 140
Corequisites: None
This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

***MED 260 MED Clinical Practicum 0 0 15 5**
Prerequisites: MED 240
Corequisites: None
This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

***MED 262 Clinical Perspectives 1 0 0 1**
Prerequisites: None
Corequisites: MED 260
This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

***MED 264 Med Assisting Overview 2 0 0 2**
Prerequisites: None
Corequisites: None
This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

***MED 270 Symptomatology 2 2 0 3**
Prerequisites: None
Corequisites: MED 131 and MED 140
This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

***MED 272 Drug Therapy 3 0 0 3**
Prerequisites: None
Corequisites: MED 131 and MED 140
This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

***MED 274 Diet Therapy/Nutrition 3 0 0 3**
Prerequisites: Enrollment in the Medical Assisting program
Corequisites: None
This course introduces the basic principles of nutrition as they relate to health and disease. Topics include basic nutrients, physiology, dietary deficiencies, weight management, and therapeutic nutrition in wellness and disease. Upon completion, students should be able to interpret clinical and dietary data and provide patient counseling and education.

***MED 276 Patient Education 1 2 0 2**
Prerequisites: MED 150 and MED 240
Corequisites: None
This course is designed to provide communication skills, basic education principles, and knowledge of available community resources and to apply this knowledge to the clinical setting. Emphasis is placed on identifying appropriate community resources, developing patient education materials, and perfecting written and oral communication skills. Upon completion, students should be able to instruct, communicate effectively, and act as a liaison between the patient and community agencies.

Marketing and Retailing

MKT 120 Principles of Marketing 3 0 3
Prerequisites: None
Corequisites: None
This course introduces principles and problems of marketing goods and services. Topics include promotion, placement, and pricing strategies for products. Upon completion, students should be able to apply marketing principles in organizational decision making.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

MKT 121 Retailing 3 0 3
Prerequisites: None
Corequisites: None
This course examines the role of retailing in the economy. Topics include the development of present retail structure, functions performed, effective operations, and managerial problems resulting from current economic and social trends. Upon completion, students should be able to demonstrate an understanding of the basic principles of retailing.

MKT 122 Visual Merchandising 3 0 3
Prerequisites: None
Corequisites: None
This course introduces basic layout design and commercial display in retail and service organizations. Topics include an analysis of display as a visual merchandising medium and an examination of the principles and applications of display and design. Upon completion, students should be able to plan, build, and evaluate designs and displays.

MKT 123 Fundamentals of Selling 3 0 3
Prerequisites: None
Corequisites: None
This course is designed to emphasize the necessity of selling skills in a modern business environment. Emphasis is placed on sales techniques involved in various types of selling situations. Upon completion, students should be able to demonstrate an understanding of the techniques covered.

MKT 220 Advertising and Sales Promotion 3 0 3
Prerequisites: None
Corequisites: None
This course covers the elements of advertising and sales promotion in the business environment. Topics include advertising and sales promotion appeals, selection of media, use of advertising and sales promotion as a marketing tool, and means of testing effectiveness. Upon completion, students should be able to demonstrate an understanding of the concepts covered through application.

MKT 221 Consumer Behavior 3 0 3
Prerequisites: None
Corequisites: None
This course is designed to describe consumer behavior as applied to the exchange processes involved in acquiring, consuming, and disposing of goods and services. Topics include an analysis of basic and environmental determinants of consumer behavior with emphasis on the decision-making process. Upon completion, students should be able to analyze concepts related to the study of the individual consumer.

MKT 223 Customer Service 3 0 3
Prerequisites: None
Corequisites: None
This course stresses the importance of customer relations in the business world. Emphasis is placed on learning how to respond to complex customer requirements and to efficiently handle stressful situations. Upon completion, students should be able to demonstrate the ability to handle customer relations.

MKT 225 Marketing Research 3 0 3
Prerequisites: MKT 120
Corequisites: None
This course provides information for decision making by providing guidance in developing, analyzing, and using data. Emphasis is placed on marketing research as a tool in decision making. Upon completion, students should be able to design and conduct a marketing research project and interpret the results.

***MKT 227 Marketing Applications 3 0 3**
Prerequisites: MKT 120 and MKT 123
Corequisites: None
This course extends the study of diverse marketing strategies. Emphasis is placed on case studies and small-group projects involving research or planning. Upon completion, students should be able to effectively participate in the formulation of a marketing strategy.

MKT 229 Special Events Production 2 0 2
Prerequisites: None
Corequisites: None
This course introduces the different objectives of various special events and the procedures and elements necessary for successful promotional activity. Emphasis is placed on planning, budgeting, promoting, and coordinating activities. Upon completion, students should be able to utilize the elements studied in the production of special events.

MKT 232 Social Media Marketing 3 2 4
Prerequisites: None
Corequisites: None
This course is designed to build students' social media marketing skills by utilizing projects that give students hands on experience implementing social media marketing strategies. Topics include integrating different social media technologies into a marketing plan, creating social media marketing campaigns, and applying appropriate social media tools. Upon completion, students should be able to use social media technologies to create and improve marketing efforts for businesses.

Medical Laboratory Technology

***MLT 110 Intro to MLT 2 3 0 3**
Prerequisites: Enrollment in the Medical Laboratory Technology program
Corequisites: None
This course is designed to introduce all aspects of the medical laboratory profession. Topics include health care/laboratory organization, professional ethics, basic laboratory techniques, safety, quality assurance, and specimen collection. Upon completion, students should be able to demonstrate a basic understanding of laboratory operations and be able to perform basic laboratory skills.

***MLT 111 Urinalysis & Body Fluids 1 3 0 2**
Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT 110
Corequisites: BIO 163
This course introduces the laboratory analysis of urine and body fluids. Topics include physical, chemical, and microscopic examination of the urine and body fluids. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting urinalysis and body fluid tests.

***MLT 120 Hematology/Hemostasis I 3 3 0 4**
Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT 110 and BIO 163
Corequisites: None
This course introduces the theory and technology used in analyzing blood cells and the study of hemostasis. Topics include hematology, hemostasis, and related laboratory testing. Upon completion, students should be able to demonstrate theoretical comprehension of hematology/hemostasis, perform diagnostic techniques, and correlate laboratory findings with disorders.

***MLT 126 Immunology and Serology 1 2 0 2**
Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT 110 and BIO 163
Corequisites: None
This course introduces the immune system and response and basic concepts of antigens, antibodies, and their reactions. Emphasis is placed on basic principles of immunologic and serodiagnostic techniques and concepts of cellular and humoral immunity in health and disease. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing and interpreting routine immunologic and serodiagnostic procedures.

***MLT 127 Transfusion Medicine 2 3 0 3**
Prerequisites: Enrollment in the Medical Laboratory Technology program and MLT 126
Corequisites: None
This course introduces the blood group systems and their applications in transfusion medicine. Emphasis is placed on blood bank techniques including blood grouping and typing, pre-transfusion testing, donor selection and processing, and blood component preparation and therapy. Upon completion, students should be able to demonstrate theoretical comprehension and application in performing/interpreting routine blood bank procedures and recognizing/resolving common problems.

***MLT 130 Clinical Chemistry I 3 3 0 4**
Prerequisites: Enrollment in the Medical Laboratory Technology program, CHM 130, and CHM 130A
Corequisites: None
This course introduces the quantitative analysis of blood and body fluids and their variations in health and disease. Topics include clinical biochemistry, methodologies, instrumentation, and quality control. Upon completion, students should be able to demonstrate theoretical comprehension of clinical chemistry, perform diagnostic techniques, and correlate laboratory findings with disorders.

***MLT 140 Introduction to Microbiology 2 3 0 3**
Prerequisites: Enrollment in the Medical Laboratory Technology program
Corequisites: None
This course is designed to introduce basic techniques and safety procedures in clinical microbiology. Emphasis is placed on the morphology and identification of common pathogenic organisms, aseptic technique, staining techniques, and usage of common media. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting basic clinical microbiology procedures.

***MLT 215 Professional Issues 1 0 0 1**
Prerequisites: Enrollment in the Medical Laboratory Technology program
Corequisites: None
This course surveys professional issues in preparation for career entry. Emphasis is placed on work readiness and theoretical concepts in microbiology, immunohematology, hematology, and clinical chemistry. Upon completion, students should be able to demonstrate competence in career entry-level areas and be prepared for the national certification examination.

***MLT 240 Special Clin Microbiology 2 3 0 3**
Prerequisites: MLT 140
Corequisites: None
This course is designed to introduce special techniques in clinical microbiology. Emphasis is placed on advanced areas in microbiology. Upon completion, students should be able to demonstrate theoretical comprehension in performing and interpreting specialized clinical microbiology procedures.

***MLT 252 MLT Practicum I 0 0 6 2**
Prerequisites: Enrollment in the Medical Laboratory Technology program, MLT 120, MLT 126, MLT 130, MLT 240, BIO 163, CHM 130, and CHM 130A
Corequisites: MLT 111 and MLT 127
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Concentration will be in the area of Phlebotomy.

***MLT 254 MLT Practicum I[1] 0 0 12 4**
Prerequisites: Enrollment in the Medical Laboratory Technology program and MLT 252
Corequisites: None
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Concentration will be in the area of blood banking.

***MLT 255 MLT Practicum I[1] 0 0 15 5**
Prerequisites: Enrollment in the Medical Laboratory Technology program and MLT 252
Corequisites: None
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Concentration will be in the area of microbiology.

***MLT 261 MLT Practicum II[1] 0 0 3 1**
Prerequisites: Enrollment in the Medical Laboratory Technology program and MLT 252
Corequisites: None
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Concentration will be in the area of donors and component therapy.

***MLT 265 MLT Practicum II[1] 0 0 15 5**
Prerequisites: Enrollment in the Medical Laboratory Technology program and MLT 252
Corequisites: None
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Concentration will be in the area of hematology.

***MLT 275 MLT Practicum III[1] 0 0 15 5**
Prerequisites: Enrollment in the Medical Laboratory Technology program and MLT 252
Corequisites: None
This course provides entry-level clinical laboratory experience. Emphasis is placed on technique, accuracy, and precision. Upon completion, students should be able to demonstrate entry-level competence on final clinical evaluations. Concentration will be in the area of clinical chemistry.

MLT 252, 254, 255, 261, 265, 275 Because of clinical space restrictions, students will have individual schedules for MLT Practicums. Students will register for these courses as assigned by the department chairperson. During each student's first clinical experience course, general hospital orientation will be covered.

Maintenance

***MNT 110 Intro to Maint Procedures 1 3 2**
Prerequisites: None
Corequisites: None
This course covers basic maintenance fundamentals for power transmission equipment. Topics include equipment inspection, lubrication, alignment, and other scheduled maintenance procedures. Upon completion, students should be able to demonstrate knowledge of accepted maintenance procedures and practices according to current industry standards.

***MNT 111 Maintenance Practices 2 2 3**
Prerequisites: None
Corequisites: None
This course provides in-depth theory and practical applications relating to predictive and preventive maintenance programs. Emphasis is placed on equipment failure analysis, maintenance management software, and techniques such as vibration and infrared analysis. Upon completion, students should be able to demonstrate an understanding of modern analytical and documentation methods.

***MNT 120 Industrial Wiring Methods 1 3 2**
Prerequisite: None
Corequisites: None
This course is designed to prepare the student to install wiring systems in accordance with the NEC and industry practices. Emphasis is placed on the use and installation of raceways, conductors, enclosures, and other devices typically used in industry. Upon completion, students should be able to safely install simple industrial branch and feeder circuits.

***MNT 240 Industrial Equip Troubleshoot 1 3 2**
Prerequisite: None
Corequisites: None
This course covers the various service procedures, tools, instruments, and equipment necessary to analyze and repair typical industrial equipment. Emphasis is placed on electro-mechanical and fluid power equipment troubleshooting, calibration, and repair, including common techniques and procedures. Upon completion, students should be able to troubleshoot and repair industrial equipment.

Therapeutic Massage

MTH 110 Fundamentals of Massage 6 9 3 10
Prerequisites: None
Corequisites: None
This course introduces concepts basic to the role of the massage therapist in a variety of clinical settings. Emphasis is placed on beginning theory and techniques of body work as well as skill in therapeutic touch. Upon completion of the course, the student should be able to apply basic practical massage therapy skills.

MTH 120 Ther Massage Applications 6 9 3 10
Prerequisites: MTH 110
Corequisites: None
This course provides an expanded knowledge and skill base for the massage therapist in a variety of clinical settings. Emphasis is placed on selected therapeutic approaches throughout the lifespan. Upon completion, students should be able to perform entry level therapeutic massage on various populations.

MTH 121 Clinical Supplement I 0 0 3 1
Prerequisites: None
Corequisites: Select one: MTH 110, MTH 120, MTH 125, MTH 210, MTH 220
This course is designed to introduce the student to a variety of clinical experiences. Emphasis is placed on applying the therapeutic massage process across the lifespan. Upon completion, students should be able to demonstrate delivery of massage techniques in a clinical setting.

MTH 125 Ethics of Massage 2 0 0 2
Prerequisites: None
Corequisites: None
This course is designed to explore issues related to the practice of massage therapy. Emphasis is placed on ethical, legal, professional, and political issues. Upon completion of this course, the student should be able to discuss issues relating to the practice of massage therapy, client/therapist relationships as well as ethical issues.

MTH 130 Therapeutic Massage Mgm 2 0 0 2
Prerequisites: MTH 110
Corequisites: None
This course introduces the basic responsibilities in the development and administration of a professional massage therapy practice. Emphasis is placed on identifying successful practice management methods such as selecting a business structure, negotiating a contract/lease, developing a business/marketing plan, designing a massage space, differentiating spa from clinical practice, management of client/financial records and physician referral. Upon completion, students should be able to demonstrate the knowledge and skills necessary to develop and manage a massage therapy practice.

MTH 210 Adv Skills of Massage 4 9 3 8
Prerequisites: Select one: MTH 120, MTH 121
Corequisites: None
This course provides knowledge and skills in diverse body work modalities in a variety of clinical settings. Emphasis is placed on selected techniques such as Neuromuscular Therapy, Sports Massage, Soft Tissue Release, Spa Approaches, Oriental Therapies, and energy techniques. Upon completion, students should be able to perform basic skills in techniques covered.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

MTH 220 Outcome-Based Massage **4 6 3 7**
Prerequisites: Select one: MTH 120, MTH 121, MTH 221
Corequisites: None
This course provides knowledge and skills in more complex body works modalities in a variety of clinical settings. Emphasis is placed on developing advanced skills in outcome-based massage. Upon completion, students should be able to perform basic skills in techniques covered.

MTH 221 Clinical Supplement II **0 0 6 2**
Prerequisites: MTH 110
Corequisites: Select one: MTH 120, MTH 125, MTH 210, MTH 220
This course is designed to be offered as an advanced clinical experience. Emphasis is placed on applying an advanced therapeutic massage process across the lifespan. Upon completion, students should be able to demonstrate delivery of massage at an advanced level in a clinical setting.

Music

MUS 110 Music Appreciation **3 0 3**
Prerequisites: None
Corequisites: None
This course is a basic survey of the music of the Western world. Emphasis is placed on the elements of music, terminology, composers, form, and style within a historical perspective. Upon completion, students should be able to demonstrate skills in basic listening and understanding of the art of music. This is a Universal General Education Transfer Component (UGETC) course that satisfies Humanities/Fine Arts.

MUS 112 Introduction to Jazz **3 0 3**
Prerequisites: None
Corequisites: None
This course introduces the origins and musical components of jazz and the contributions of its major artists. Emphasis is placed on the development of discriminating listening habits, as well as the investigation of the styles and structural forms of the jazz idiom. Upon completion, students should be able to demonstrate skills in listening and understanding this form of American music. This is a Universal General Education Transfer Component (UGETC) course that satisfies Humanities/Fine Arts.

MUS 131 Chorus I **0 2 1**
Prerequisites: None
Corequisites: None
This course provides an opportunity to gain experience singing in a chorus. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

MUS 132 Chorus II **0 2 1**
Prerequisites: C or better in MUS 131
Corequisites: None
This course provides a continuation of studies begun in MUS 131. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

MUS 231 Chorus III **0 2 1**
Prerequisites: C or better in MUS 132
Corequisites: None
This course is a continuation of MUS 132. Emphasis is placed on vocal techniques and the study and performance of a variety of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

MUS 232 Chorus IV **0 2 1**
Prerequisites: C or better in MUS 231
Corequisites: None
This course is a continuation of MUS 231. Emphasis is placed on vocal techniques and the study of styles and periods of choral literature. Upon completion, students should be able to demonstrate skills needed to participate in choral singing leading to performance. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

Networking Technology

NET 125 Introduction to Networks **1 4 3**
Prerequisites: None
Corequisites: None
This course introduces the networking field. Emphasis is placed on network terminology and protocols, local-area networks, wide-area networks, OSI model, cabling, router programming, Ethernet, IP addressing, and network standards. Upon completion, students should be able to perform tasks related to networking mathematics, terminology, and models, media, Ethernet, subnetting, and TCP/IP Protocols. This is the first course in the Cisco Academy CCNA sequence and this course has been certified by the National Security Agency, National Information Assurance Education and Training Program as meeting NSTISSI No. 4011, National Training Standard for Information Systems Security (INFOSEC) Professionals and CNSSI No. 4013 Entry Level System Administrators (SA).

NET 126 Routing Basics **1 4 3**
Prerequisites: NET 125
Corequisites: None
This course focuses on initial router configuration, router software management, routing protocol configuration, TCP/IP, and access control lists (ACLs). Emphasis will be placed on the fundamentals of router configuration, managing router software, routing protocol, and access lists. Upon completion, students should have an understanding of routers and their role in WANs, router configuration, routing protocols, TCP/IP, troubleshooting, and ACLs. This is the second course in the Cisco Academy CCNA sequence.

NET 130 Convergence Concepts **2 2 3**
Prerequisites: NET 225
Corequisites: None
This course provides an introduction to designing, implementing, and managing data, voice, and multimedia convergence applications. Topics include telephony, converged networks, convergence applications, converged network hardware and architecture, converged network management and converged network security. Upon completion, students should be able to demonstrate an understanding of the tasks related to converging data, voice and multimedia networks.

NET 225 Routing & Switching I 1 4 3
Prerequisites: NET 126
Corequisites: None
This course focuses on advanced IP addressing techniques, intermediate routing protocols, command-line interface configuration of switches, Ethernet switching, VLANs, STP, and VTP. Emphasis will be placed on application and demonstration of skills acquired in prerequisite courses. Upon completion, students should be able to perform tasks related to VLSM, routing protocols, switching concepts and configuration, STP, VLANs, and VTP. This is the third course in the Cisco Academy CCNA sequence.

NET 226 Routing and Switching II 1 4 3
Prerequisites: NET 126
Corequisites: None
This course introduces WAN theory and design, WAN technology, PPP, Frame Relay, ISDN, and additional case studies. Topics include network congestion problems, TCP/IP transport and network layer protocols, advanced routing and switching configuration, ISDN protocols, PPP encapsulation operations on a router. Upon completion, students should be able to provide solutions for network routing problems, identify ISDN protocols, and describe the Spanning Tree protocol. This is the fourth course in the Cisco Academy CCNA sequence.

NET 289 Networking Project 1 4 3
Prerequisites: CTI 110, CTI 120, and CTS 115
Corequisites: None
This course provides an opportunity to complete a significant networking project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete a project from the definition phase through implementation.

Network Operating Systems

NOS 110 Operating Systems Concepts 2 3 3
Prerequisites: None
Corequisites: None
This course introduces students to a broad range of operating system concepts, including installation and maintenance. Emphasis is placed on operating system concepts, management, maintenance, and resources required. Upon completion of this course, students will have an understanding of OS concepts, installation, management, maintenance, using a variety of operating systems. The course will include file management and simple user creation under at least two operating systems.

NOS 120 Linux/UNIX Single User 2 2 3
Prerequisites: NOS 110 or CET 211
Corequisites: None
This course develops the necessary skills for students to develop both GUI and command line skills for using and customizing a Linux workstation. Topics include Linux file system and access permissions, GNOME Interface, VI editor, X Window System expression pattern matching, I/O redirection, network and printing utilities. Upon completion, students should be able to customize and use Linux systems for command line requirements and desktop productivity roles.

NOS 130 Windows Single User 2 2 3
Prerequisites: NOS 110 or CET 211
Corequisites: None
This course introduces operating system concepts for single-user systems. Topics include hardware management, file and memory management, system configuration/optimization, and utilities. Upon completion, students should be able to perform operating systems functions at the support level in a single-user environment.

NOS 220 Linux/UNIX Admin I 2 2 3
Prerequisites: NOS 120
Corequisites: None
This course introduces the Linux file system, group administration, and system hardware controls. Topics include installation, creation and maintaining file systems, NIS client and DHCP client configuration, NFS, SMB/Samba, Configure X, Gnome, KDE, basic memory, processes, and security. Upon completion, students should be able to perform system administration tasks including installation, configuring and attaching a new Linux workstation to an existing network.

NOS 230 Windows Administration I 2 2 3
Prerequisites: NOS 130
Corequisites: None
This course covers the installation and configuration of a Windows Server operating system. Emphasis is placed on the basic configuration of core network services, Active Directory and group policies. Upon completion, students should be able to install and configure a Windows Server operating system.

Nursing

***NUR 111 Intro to Health Concepts 4 6 6 8**
Prerequisites: Admission into the Associate Degree Nursing Program
Corequisites: NUR 117
This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including medication administration, assessment, nutrition, ethics, interdisciplinary teams, informatics, evidence-based practice, individual-centered care, and quality improvement. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

***NUR 112 Health-Illness Concepts 3 0 6 5**
Prerequisites: NUR 111
Corequisites: None
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of acid-base, metabolism, cellular regulation, oxygenation, infection, stress/coping, health-wellness-illness, communication, caring interventions, managing care, safety, quality improvement, and informatics. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

***NUR 113 Family Health Concepts 3 0 6 5**
Prerequisites: ENG 111, NUR 111, NUR 117, NUR 212, PSY 150
Corequisites: None
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of oxygenation, sexuality, reproduction, grief/loss, mood/affect, behaviors, development, family, health-wellness-illness, communication, caring interventions, managing care, safety, and advocacy. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

***NUR 114 Holistic Health Concepts 3 0 6 5**
Prerequisites: NUR 111
Corequisites: None
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, inflammation, sensory perception, stress/coping, mood/affect, cognition, self, violence, health-wellness-illness, professional behaviors, caring interventions, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

***NUR 117 Pharmacology 1 3 0 2**
Prerequisites: Admission into the ADN or LPN to ADN Advanced Placement Option
Corequisites: NUR 111
This course introduces information concerning sources, effects, legalities, and the safe use of medications as therapeutic agents. Emphasis is placed on nursing responsibility, accountability, and pharmacokinetics, routes of medication administration, contraindications and side effects. Upon completion, students should be able to compute dosages and administer medication safely.

***NUR 211 Health Care Concepts 3 0 6 5**
Prerequisites: NUR 111, NUR 117, NUR 114, NUR 112, ENG 111
Corequisites: None
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of cellular regulation, perfusion, infection, immunity, mobility, comfort, behaviors, health-wellness-illness, clinical decision-making, caring interventions, managing care, and safety. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

***NUR 212 Health System Concepts 3 0 6 5**
Prerequisites: NUR 111, NUR 112, NUR 114 or admission into LPN to ADN Advanced Placement Option
Corequisites NUR 117
This course is designed to further develop the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of grief/loss, violence, health-wellness-illness, collaboration, managing care, safety, advocacy, legal issues, policy, healthcare systems, ethics, accountability, and evidence-based practice. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course.

***NUR 213 Complex Health Concepts 4 3 15 10**
Prerequisites: ENG 112 or ENG 114
Prerequisites: BIO 175 or BIO 275
Prerequisites: NUR 111 and PSY 241
Corequisites: NUR 112, NUR 113, NUR 114, NUR 211, NUR 212, and HUM 115
This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts of fluid/electrolytes, metabolism, perfusion, mobility, stress/coping, violence, health-wellness-illness, professional behaviors, caring interventions, managing care, healthcare systems, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide quality, individualized, entry level nursing care.

Office Systems Technology

OST 131 Keyboarding 1 2 2
Prerequisites: None
Corequisites: None
This course covers basic keyboarding skills. Emphasis is placed on the touch system, correct techniques, and development of speed and accuracy. Upon completion, students should be able to key at an acceptable speed and accuracy level using the touch system. Students should be able to complete timed writing competencies consisting of three timed writings at 25 nwam for three minutes with three or fewer errors.

OST 132 Keyboard Skill Building 1 2 2
Prerequisites: OST 134
Corequisites: None
This course is designed to increase speed and improve accuracy in keyboarding. Emphasis is placed on diagnostic tests to identify accuracy and speed deficiencies followed by corrective drills. Upon completion, students should be able to keyboard rhythmically with greater accuracy and speed. Using the touch system, students should be able to complete a final timed writing competency of one 5-minute timed writing with 50 nwam and five or less errors.

OST 134 Text Entry & Formatting 2 2 3
Prerequisites: None
Corequisites: None
This course is designed to provide skills needed to increase speed, improve accuracy, and format documents. Topics include letters, memos, tables, and business reports. Upon completion, students should be able to produce documents and key timed writings at speeds commensurate with employability. Students should be able to complete timed writing competencies consisting of three timed writings at 40 nwam for five minutes with five or fewer errors using the touch system.

OST 136 Word Processing 2 2 3
Prerequisites: None
Corequisites: None
This course is designed to introduce word processing concepts and applications. Topics include preparation of a variety of documents and mastery of specialized software functions. Upon completion, students should be able to work effectively in a computerized word processing environment. Upon course entrance, a keyboarding proficiency test requiring 25 gwam at 98 percent accuracy using the touch system will be administered.

OST 137 Office Software Applicat 2 2 3
Prerequisites: None
Corequisites: None
This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

OST 141 Med Terms I-Med Office 3 0 3
Prerequisites: None
Corequisites: None
This course uses a language-structure approach to present the terminology and vocabulary that will be encountered in medical office settings. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in approximately one-half of the systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

OST 142 Med Terms II-Med Office 3 0 3
Prerequisites: OST 141
Corequisites: None
This course is a continuation of OST 141 and continues the study, using a language-structure approach, of medical office terminology and vocabulary. Topics include word parts that relate to systemic components, conditions, pathology, and disorder remediation in the remaining systems of the human body. Upon completion, students should be able to relate words to systems, pluralize, define, pronounce, and construct sentences with the included terms.

OST 148 Med Coding Billing & Insu 3 0 3
Prerequisites: MED 121 or OST 141
Corequisites: None
This course introduces fundamentals of medical coding, billing, and insurance. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim.

***OST 149 Medical Legal Issues 3 0 3**
Prerequisites: None
Corequisites: None
This course introduces the complex legal, moral, and ethical issues involved in providing healthcare services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior.

OST 164 Text Editing Applications 3 0 3
Prerequisites: None
Corequisites: None
This course provides a comprehensive study of editing skills needed in the workplace. Emphasis is placed on grammar, punctuation, sentence structure, proofreading, and editing. Upon completion, students should be able to use reference materials to compose and edit text.

OST 184 Records Management 2 2 3
Prerequisites: None
Corequisites: None
This course includes the creation, maintenance, protection, security, and disposition of records stored in a variety of media forms. Topics include alphabetic, geographic, subject, and numeric filing methods. Upon completion, students should be able to set up and maintain a records management system.

OST 233 Office Publications Design 2 2 3
Prerequisites: OST 136
Corequisites: None
This course provides entry-level skills in using software with desktop publishing capabilities. Topics include principles of page layout, desktop publishing terminology and applications, and legal and ethical considerations of software use. Upon completion, students should be able to design and produce professional business documents and publications.

OST 243 Med Office Simulation 2 2 3
Prerequisites: OST 148
Corequisites: None
This course introduces medical systems used to process information in the automated office. Topics include traditional and electronic information resources, storing and retrieving information, and the billing cycle. Upon completion, students should be able to use the computer accurately to schedule, bill, update, and make corrections.

OST 247 Procedure Coding 1 2 2
Prerequisites: MED 121 or OST 141
Corequisites: None
This course provides in-depth coverage of procedural coding. Emphasis is placed on CPT and HCPCS coding systems. Upon completion, students should be able to properly code procedures and services performed in a medical facility.

OST 248 Diagnostic Coding 1 2 2
Prerequisites: MED 121 or OST 141
Corequisites: None
This course provides an in-depth study of diagnostic coding. Emphasis is placed on ICD coding system. Upon completion, students should be able to properly code diagnoses in a medical facility.

***OST 286 Professional Development 3 0 3**
Prerequisites: None
Corequisites: None
This course covers the personal competencies and qualities needed to project a professional image in the office. Topics include interpersonal skills, healthy life-styles, appearance, attitude, personal and professional growth, multicultural awareness, and professional etiquette. Upon completion, students should be able to demonstrate these attributes in the classroom, office, and society.

***OST 289 Administrative Office Mgt 2 2 3**
Prerequisites: Take one set:
Set 1: OST 134 and OST 164
Set 2: OST 136 and OST 164
Corequisites: None
This course is designed to be a capstone course for the office professional and provides a working knowledge of modern office procedures. Emphasis is placed on scheduling, telephone procedures, travel arrangements, event planning, office design, and ergonomics. Upon completion, students should be able to adapt in an office environment.

Occupational Therapy Assistant

***OTA 110 Fundamentals of OT 2 3 0 3**
Prerequisites: None
Corequisites: BIO 165 or BIO 168
This course introduces occupational therapy theory, practice, philosophy, and principles. Emphasis is placed on providing a basic understanding of the profession as well as beginning to develop interaction and observation skills. Upon completion, students should be able to demonstrate basic understanding of OT practice options, uniform terminology, activity analysis, principles, process, philosophies, and frames of reference.

***OTA 120 OT Media I 1 3 0 2**
Prerequisites: None
Corequisites: OTA 110
This course provides training in recognizing the therapeutic value of and using a wide variety of leisure, self-care, and work activities. Topics include crafts, games, personal care and work activities, as well as teaching and learning methods and styles. Upon completion, students should be able to design, select, and complete/perform leisure, self-care, and work activities that would be therapeutic for designated client populations.

***OTA 130 Assessment Skills 2 3 0 3**
Prerequisites: None
Corequisites: OTA 110
This course provides training in appropriate and accurate assessment and intervention skills related to sensory, movement, perceptual/cognitive, affective systems, and ADL skills. Topics include kinesiology, body mechanics, sensory, ROM, MMT, cognitive/perceptual, psychosocial, self-care, and work-related assessments; treatment approaches; and basics of group structure and dynamics. Upon completion, students should be able to administer various assessment tools and appropriate treatment approaches regarding sensation, movement, perception/cognition, affect, self-care, and work-related skills.

***OTA 135 Kinesology 0 3 0 1**
Prerequisites: OTA 110
Corequisites: BIO 168
This course provides training in understanding and using principles of normal human movement. Topics include terminology, structures of the body associated with movement, principles of motion, analysis of movement, joint structure and its impact on motion, and muscle names and actions. Upon completion of this course, students should be able to demonstrate proficiency in identifying terms associated with movement, motions, structures, normal ranges and directions of motion, and general principles of human movement.

***OTA 140 Professional Skills I 0 3 0 1**
Prerequisites: None
Corequisites: OTA 110
This course introduces the roles and responsibilities of COTAs/OTRs in OT practice and facilitates development of observation, documentation, and therapeutic use of self skills. Topics include Code of Ethics, roles/responsibilities, credentialing/licensing, documentation, therapeutic use of self and professional identity/behavior, supervisory relationships, time management, and observation skills. Upon completion, students should be able to demonstrate ethical behavior, discriminate between roles/responsibilities of COTAs/OTRs, and participate in acceptable supervision, documentation, and scheduling.

***OTA 150 Life Span Skills I 2 3 0 3**
Prerequisites: None
Corequisites: OTA 170 and PSY 241
This course is designed to use knowledge gained from PSY 241 as it applies to OT practice from birth to adolescence. Topics include review of normal growth and development, identification/discussion of common disabilities/delays, assessment, treatment planning, and intervention approaches used with these populations. Upon completion, students should be able to identify/use assessments/screenings and interventions for infants through adolescents for selected disabilities/developmental delays in various settings.

***OTA 161 Fieldwork I - Placement 1 0 0 3 1**
Prerequisites: OTA 120 and OTA 140
Corequisites: OTA 130
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

***OTA 162 Fieldwork I - Placement 2 0 0 3 1**
Prerequisites: OTA 120 and OTA 140
Corequisites: OTA 130
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

***OTA 163 Fieldwork I - Placement 3 0 0 3 1**
Prerequisites: OTA 120 and OTA 140
Corequisites: OTA 130
This course provides introductory-level clinical training opportunities. Emphasis is placed on observational and basic interactional skills in a setting with a culturally diverse client population. Upon completion, students should be able to use observational and interactional skills to relate effectively with clients under the guidance/direction of fieldwork supervisors.

***OTA 170 Physical Dysfunction 2 3 0 3**
Prerequisites: None
Corequisites: OTA 130
This course is designed to provide knowledge and skills needed for working with individuals experiencing varied medical/physical conditions within their socioeconomic and cultural environments. Topics include medical terminology, common diagnoses, structures/functions that change with disease processes, assessment/treatment priorities for specific problems/conditions, treatment planning, and intervention. Upon completion, students should be able to recognize common symptoms, prioritize problems, and provide for patient safety and infection control when planning and implementing treatment.

***OTA 180 Psychosocial Dysfunction 2 3 0 3**
Prerequisites: PSY 281
Corequisites: OTA 130
This course uses theories/principles related to psychological/psychiatric health and illnesses and provides training in assessing/treating symptoms of dysfunction and therapeutic use of self and groups. Topics include psychiatric illnesses, symptoms of dysfunction, assessment and treatment of individuals, planning and facilitating therapeutic groups, client safety, and psychosocial aspects of practice. Upon completion, students should be able to effectively plan and conduct individual and group treatment for client conditions related to psychosocial dysfunction recognizing temporal/socioeconomic/cultural contexts.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

***OTA 220 OT Media II 1 6 0 3**
Prerequisites: OTA 120 and OTA 130
Corequisites: None
This course provides training in appropriate and accurate assessment and intervention skills related to orthotics, prosthetics, assistive devices, environmental controls, and ADA issues. Topics include ergonomics and hand function, splint selection/fabrication, changes that improve access for persons with disabilities, use of modalities in treatment, and computers in OT intervention. Upon completion, students should be able to demonstrate proficiency fabricating/monitoring orthotic devices, constructing/modifying assistive devices, using ADA guidelines, and using computers for therapeutic purposes.

***OTA 240 Professional Skills II 0 3 0 1**
Prerequisites: OTA 140
Corequisites: None
This course builds upon and expands skills developed in OTA 140 with emphasis on documentation, supervisory relationships, involvement in the profession, and clinical management skills. Topics include clarification of roles/responsibilities, detailed examination of the supervisory process, professional participation in organizations, and the mechanics of assisting in clinic operations. Upon completion, students should be able to work effectively with a supervisor, plan/implement a professional activity, and perform routine clinic management tasks.

***OTA 245 Professional Skills III 0 3 0 1**
Prerequisites: OTA 240
Corequisites: None
This course provides preparation for Fieldwork II experiences using skills/knowledge gained in OTA 140 and OTA 240 to promote integration into the professional community. Topics include interview skills, resume production, conflict resolution, professional presentations, participation in research activities, and completion of all forms required for Fieldwork II. Upon completion, students should be able to independently complete employment-seeking activities and provide in-service training.

***OTA 250 Life Span Skills II 2 3 0 3**
Prerequisites: None
Corequisites: OTA 170, OTA 180, and PSY 241
This course uses knowledge gained from PSY 241 as it applies to OT practice from young adulthood through old age. Emphasis is placed on identification/discussion of common disabilities/chronic diseases, assessments, planning and interventions used with these populations, and activity programming. Upon completion, students should be able to identify/use assessments, interventions, and activities for adults with selected disabilities/losses in various settings.

***OTA 260 Fieldwork II-Placement 1 0 0 18 6**
Prerequisites: None
Corequisites: None
This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice.

***OTA 261 Fieldwork II-Placement 2 0 0 18 6**
Prerequisites: None
Corequisites: None
This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice.

***OTA 280 Professional Transitions 0 2 0 1**
Prerequisites: None
Corequisites: OTA 260 or OTA 261
This course provides clinical experience under the direct supervision of experienced OTR or COTA personnel working in various practice settings. Emphasis is placed on final clinical preparation for entry-level practice in the profession. Upon completion, students should be able to meet all critical competencies established by the curriculum and AOTA guidelines for entry-level practice.

Phlebotomy

***PBT 100 Phlebotomy Technology 5 2 0 6**
Prerequisites: Enrollment in the Phlebotomy Technology program and DRE 098
Corequisites: PBT 101
This course provides instruction in the skills needed for the proper collection of blood and other specimens used for diagnostic testing. Emphasis is placed on ethics, legalities, medical terminology, safety and universal precautions, health care delivery systems, patient relations, anatomy and physiology, and specimen collection. Upon completion, students should be able to demonstrate competence in the theoretical comprehension of phlebotomy techniques. This is a certificate-level course.

***PBT 101 Phlebotomy Practicum 0 0 9 3**
Prerequisites: Enrollment in the Phlebotomy Technology program
Corequisites: PBT 100
This course provides supervised experience in the performance of venipuncture and microcollection techniques in a clinical facility. Emphasis is placed on patient interaction and application of universal precautions, proper collection techniques, special procedures, specimen handling, and data management. Upon completion, students should be able to safely perform procedures necessary for specimen collections on patients in various health care settings. This is a certificate-level course.

Physical Education

PED 110 Fit and Well for Life 1 2 2
Prerequisites: None
Corequisites: None
This course is designed to investigate and apply the basic concepts and principles of lifetime physical fitness and other health-related factors. Emphasis is placed on wellness through the study of nutrition, weight control, stress management, and consumer facts on exercise and fitness. Upon completion, students should be able to plan a personal, lifelong fitness program based on individual needs, abilities, and interests. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

PED 117 Weight Training I 0 3 1
Prerequisites: None
Corequisites: None
This course introduces the basics of weight training. Emphasis is placed on developing muscular strength, muscular endurance, and muscle tone. Upon completion, students should be able to establish and implement a personal weight training program. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

PED 118 Weight Training II 0 3 1
Prerequisites: C or better in PED 117
Corequisites: None
This course covers advanced levels of weight training. Emphasis is placed on meeting individual training goals and addressing weight training needs and interests. Upon completion, students should be able to establish and implement an individualized advanced weight training program. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

PED 119 Circuit Training 0 3 1
Prerequisites: None
Corequisites: None
This course covers the skills necessary to participate in a developmental fitness program. Emphasis is placed on the circuit training method which involves a series of conditioning timed stations arranged for maximum benefit and variety. Upon completion, students should be able to understand and appreciate the role of circuit training as a means to develop fitness. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

PED 120 Walking for Fitness 0 3 1
Prerequisites: None
Corequisites: None
This course introduces fitness through walking. Emphasis is placed on stretching, conditioning exercises, proper clothing, fluid needs, and injury prevention. Upon completion, students should be able to participate in a recreational walking program. This course has been approved to satisfy the Comprehensive Articulation Agreement pre-major and/or elective course requirement.

PED 122 Yoga I 0 2 1
Prerequisites: None
Corequisites: None
This course introduces the basic discipline of yoga. Topics include proper breathing, relaxation techniques, and correct body positions. Upon completion, students should be able to demonstrate the procedures of yoga. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

PED 123 Yoga II 0 2 1
Prerequisites: C or better in PED 122
Corequisites: None
This course introduces more detailed aspects of the discipline of yoga. Topics include breathing and physical postures, relaxation, and mental concentration. Upon completion, students should be able to demonstrate advanced procedures of yoga. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

PED 125 Self-Defense: Beginning 0 2 1
Prerequisites: None
Corequisites: None
This course is designed to aid students in developing rudimentary skills in self-defense. Emphasis is placed on stances, blocks, punches, and kicks as well as non-physical means of self-defense. Upon completion, students should be able to demonstrate basic self-defense techniques of a physical and non-physical nature. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

PED 126 Self-Defense: Intermediate 0 2 1
Prerequisites: C or better in PED 125
Corequisites: None
This course is designed to aid students in building on the techniques and skills developed in PED 125. Emphasis is placed on the appropriate psychological and physiological responses to various encounters. Upon completion, students should be able to demonstrate intermediate skills in self-defense stances, blocks, punches, and kick combinations. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

PED 128 Golf - Beginning 0 2 1
Prerequisites: None
Corequisites: None
This course emphasizes the fundamentals of golf. Topics include the proper grips, stance, alignment, swings for the short and long game, putting, and the rules and etiquette of golf. Upon completion, students should be able to perform the basic golf shots and demonstrate a knowledge of the rules and etiquette of golf. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

PED 130 Tennis - Beginning 0 2 1
Prerequisites: None
Corequisites: None
This course emphasizes the fundamentals of tennis. Topics include basic strokes, rules, etiquette, and court play. Upon completion, students should be able to play recreational tennis. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

PED 143 Volleyball - Beginning 0 2 1
Prerequisites: None
Corequisites: None
This course covers the fundamentals of volleyball. Emphasis is placed on the basics of serving, passing, setting, spiking, blocking, and the rules and etiquette of volleyball. Upon completion, students should be able to participate in recreational volleyball. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

PED 145 Basketball - Beginning 0 2 1
Prerequisites: None
Corequisites: None
This course covers the fundamentals of basketball. Emphasis is placed on skill development, knowledge of the rules, and basic game strategy. Upon completion, students should be able to participate in recreational basketball. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

PED 171 Nature Hiking 0 2 1
Prerequisites: None
Corequisites: None
This course provides instruction on how to equip and care for oneself on the trail. Topics include clothing, hygiene, trail ethics, and necessary equipment. Upon completion, students should be able to successfully participate in nature trail hikes. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

PED 211 New Games 0 2 1
Prerequisites: None
Corequisites: None
This course includes explanation, demonstration, and participation in games that provide an alternative to traditional sports. Emphasis is placed on playing for pleasure rather than for competitive purposes. Upon completion, students should be able to participate and lead others in participating in non-competitive games. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

PED 217 Pilates I 0 2 1
Prerequisites: None
Corequisites: None
This course provides an introduction to the Pilates method of body conditioning exercise. Topics include instruction in beginning and intermediate Pilates exercises using a mat or equipment, history of the Pilates method, and relevant anatomy and physiology. Upon completion, students should be able to perform beginning and intermediate exercises, and possess an understanding of the benefits of conditioning the body's core muscles. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

PED 218 Pilates II 0 2 1
Prerequisites: C or better in PED 217
Corequisites: None
This course provides continued instruction to the Pilates method of body conditioning exercise. Topics include instruction in intermediate and advanced Pilates exercises using a mat or equipment, relevant anatomy and physiology, and further discussion of related concepts. Upon completion, students should be able to perform intermediate and advanced exercises, and possess the autonomy to maintain their own personal Pilates practice. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

PED 235 Tai Chi 0 3 1
Prerequisites: None
Corequisites: None
This course introduces martial arts using the Tai Chi form. Topics include proper conditioning exercises, proper terminology, historical foundations, etiquette, and drills. Upon completion, students should be able to perform skills and techniques related to this form of martial arts. This course has been approved for the transfer under the CAA as a premajor and/or elective course requirement.

Philosophy

PHI 215 Philosophical Issues 3 0 3
Prerequisites: C or better in ENG 111
Corequisites: None
This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. This is a Universal General Education Transfer Component (UGETC) course that satisfies Humanities/Fine Arts.

PHI 240 Introduction to Ethics 3 0 3
Prerequisites: C or better in ENG 111
Corequisites: None
This course introduces theories about the nature and foundations of moral judgments and applications to contemporary moral issues. Emphasis is placed on moral theories such as consequentialism, deontology, virtue ethics etc. Upon completion, students should be able to apply various ethical theories to moral issues such as, abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. This is a Universal General Education Transfer Component (UGETC) course that satisfies Humanities/Fine Arts.

Pharmacy

PHM 110 Introduction to Pharmacy 3 0 3
Prerequisites: None
Corequisites: None
This course introduces pharmacy practice and the technician's role in a variety of pharmacy settings. Topics include medical terminology and abbreviations, drug delivery systems, law and ethics, prescription and medication orders, and the health care system. Upon completion, students should be able to explain the role of pharmacy technicians, read and interpret drug orders, describe quality assurance, and utilize pharmacy references.

PHM 111 Pharmacy Practice I 3 3 4
Prerequisites: None
Corequisites: PHM 110, PHM 115
This course provides instruction in the technical procedures for preparing and dispensing drugs in the hospital and retail settings under supervision of a registered pharmacist. Topics include drug packaging and labeling, out-patient dispensing, hospital dispensing procedures, controlled substance procedures, inventory control, and non-sterile compounding. Upon completion, students should be able to perform basic supervised dispensing techniques in a variety of pharmacy settings.

PHM 115 Pharmacy Calculations 3 0 3
Prerequisites: None
Corequisites: None
This course provides an introduction to the metric, avoirdupois, and apothecary systems of measurement and the calculations used in pharmacy practice. Topics include ratio and proportion, dosage determinations, percentage preparations, reducing and enlarging formulas, dilution and concentration, aliquots, specific gravity and density, and flow rates. Upon completion, students should be able to correctly perform calculations required to properly prepare a medication order.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

PHM 115A Pharmacy Calculations Lab 0 2 1
Prerequisites: None
Corequisites: None
This course provides an opportunity to practice and perform calculations encountered in pharmacy practice. Emphasis is placed on ratio and proportion, dosage calculations, percentage, reduction/enlargement formulas, aliquots, flow rates, and specific gravity/density. Upon completion, students should be able to perform the calculations required to properly prepare a medication order.

PHM 118 Sterile Products 3 3 4
Prerequisites: PHM 110, PHM 111
Corequisites:
This course provides an introduction to intravenous admixture preparation and other sterile products, including total parenteral nutrition and chemotherapy. Topics include aseptic techniques; facilities, equipment, and supplies utilized in admixture preparation; incompatibility and stability; laminar flow hoods; immunizations and irrigation solutions; and quality assurance. Upon completion, students should be able to describe and demonstrate the steps involved in preparation of intermittent and continuous infusions, total parenteral nutrition, and chemotherapy.

PHM 120 Pharmacology I 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include nutritional products, blood modifiers, hormones, diuretics, cardiovascular agents, respiratory drugs, and gastrointestinal agents. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 125 Pharmacology II 3 0 3
Prerequisites: PHM 120
Corequisites: None
This course provides a continuation of the study of the properties, effects, and therapeutic value of the primary agents in the major drug categories. Topics include autonomic and central nervous system agents, anti-inflammatory agents, and anti-infective drugs. Upon completion, students should be able to place major drugs into correct therapeutic categories and identify indications, side effects, and trade and generic names.

PHM 132 Pharmacy Clinical 0 6 2
Prerequisites: None
Corequisites: None
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 134 Pharmacy Clinical 0 12 4
Prerequisites: None
Corequisites: None
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 138 Pharmacy Clinical 0 24 8
Prerequisites: None
Corequisites: None
This course provides an opportunity to work in pharmacy settings under a pharmacist's supervision. Emphasis is placed on effective communication with personnel, developing proper employee attitude, and dispensing of medications. Upon completion, students should be able to demonstrate an understanding of pharmacy operations, utilize references, dispense medications, prepare patient charges, and efficiently operate computers.

PHM 140 Trends in Pharmacy 2 0 2
Prerequisites: None
Corequisites: None
This course covers the major issues, trends, and concepts in contemporary pharmacy practice. Topics include professional ethics, continuing education, job placement, and the latest developments in pharmacy technician practice. Upon completion, students should be able to demonstrate a basic knowledge of the topics discussed.

PHM 150 Hospital Pharmacy 3 3 4
Prerequisites: None
Corequisites: PHM 118
This course provides an in-depth study of hospital pharmacy practice. Topics include hospital organizational structure, committee functions, utilization of reference works, purchasing and inventory control, drug delivery systems, and intravenous admixture preparation. Upon completion, students should be able to explain hospital organization/committee functions, interpret and enter patient orders, fill unit-dose cassettes, and prepare intravenous admixtures.

PHM 155 Community Pharmacy 2 2 3
Prerequisites: None
Corequisites: None
This course covers the operational procedures relating to retail pharmacy. Emphasis is placed on a general knowledge of over-the-counter products, prescription processing, business/inventory management, and specialty patient services. Upon completion, students should be able to provide technical assistance and support to the retail pharmacist.

PHM 160 Pharm Dosage Forms 3 0 3
Prerequisites: None
Corequisites: None
This course is a study of pharmaceutical dosage forms and considerations in their manufacture. Topics include bioavailability, routes of administration, tablets, capsules, solutions, syrups, suspensions, elixirs, aerosols, transdermals, topicals, ophthalmics, otics, and other dosage forms. Upon completion, students should be able to describe the characteristics of the major dosage forms and explain how these characteristics affect the action of the drug.

PHM 165 Pharmacy Prof Practice 2 0 2
Prerequisites: None
Corequisites: None
This course provides a general overview of all aspects of pharmacy technician practice. Emphasis is placed on pharmacy law, calculations, compounding, pharmacology, and pharmacy operations. Upon completion, students should be able to demonstrate competence in the areas required for the Pharmacy Technician Certification Examination.

Physics

PHY 110 Conceptual Physics 3 0 3
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: PHY 110A
This course provides a conceptually-based exposure to the fundamental principles and processes of the physical world. Topics include basic concepts of motion, forces, energy, heat, electricity, magnetism, and the structure of matter and the universe. Upon completion, students should be able to describe examples and applications of the principles studied. Nonmathematical discussions of concepts and practical applications will be stressed. This is a Universal General Education Transfer Component (UGETC) course that satisfies Natural Sciences.

PHY 110A Conceptual Physics Lab 0 2 1
Prerequisites: None
Corequisites: PHY 110
This course is a laboratory for PHY 110. Emphasis is placed on laboratory experiences that enhance materials presented in PHY 110. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in PHY 110. This is a Universal General Education Transfer Component (UGETC) course that satisfies Natural Sciences.

PHY 121 Applied Physics I 3 2 4
Prerequisites: None
Corequisites: None
This algebra-based course introduces fundamental physical concepts as applied to industrial and service technology fields. Topics include systems of units, problem-solving methods, graphical analyses, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to demonstrate an understanding of the principles studied as applied in industrial and service fields.

PHY 125 Health Sciences Physics 3 2 4
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: None
This course introduces fundamental physical principles as they apply to health technologies. Topics include motion, force, work, power, simple machines, and other topics as required by the student's area of study. Upon completion, students should be able to demonstrate an understanding of the fundamental principles covered as they relate to practical applications in the health sciences.

PHY 131 Physics - Mechanics 3 2 4
Prerequisites: DRE 098 or C or better in ENG 110, and MAT 121 or MAT 171
Corequisites: None
This algebra/trigonometry-based course introduces fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, vectors, motion, forces, Newton's laws of motion, work, energy, power, momentum, and properties of matter. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields.

PHY 151 College Physics I 3 2 4
Prerequisites: DRE 098 or C or better in ENG 110 and MAT 171
Corequisites: None
This course uses algebra/trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This is a Universal General Education Transfer Component (UGETC) course that satisfies Natural Sciences for the Associates in Science Degree.

PHY 152 College Physics II 3 2 4
Prerequisites: C or better in PHY 151
Corequisites: None
This course uses algebra/trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This is a Universal General Education Transfer Component (UGETC) course that satisfies Natural Sciences for the Associates in Science Degree.

***PHY 251 General Physics I 3 3 4**
Prerequisites: DRE 098 or C or better in ENG 110 and MAT 271
Corequisites: MAT 272
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vector operations, linear kinematics and dynamics, energy, power, momentum, rotational mechanics, periodic motion, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This is a Universal General Education Transfer Component (UGETC) course that satisfies Natural Sciences for the Associates in Science Degree.

***PHY 252 General Physics II 3 3 4**
Prerequisites: C or better in MAT 272 and PHY 251
Corequisites: None
This course uses calculus-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. This is a Universal General Education Transfer Component (UGETC) course that satisfies Natural Sciences for the Associates in Science Degree.

Plastics

***PLA 120 Injection Molding 2 3 3**
Prerequisites: None
Corequisites: None
This course provides theory and processing experience with the injection molding process. Topics include machine type, molds, controls, machine-polymer part relationship, molding factors, troubleshooting, and molding problems/solutions. Upon completion, students should be able to demonstrate an understanding of machine setup and operation and be able to optimize common injection molding machines.

Political Science

POL 120 American Government 3 0 3
Prerequisites: DRE 098 or C or better in ENG 110
Corequisites: None
This course is a study of the origins, development, structure, and functions of American government. Topics include the constitutional framework, federalism, the three branches of government including the bureaucracy, civil rights and liberties, political participation and behavior, and policy process. Upon completion, students should be able to demonstrate an understanding of the basic concepts and participatory processes of the American political system. This is a Universal General Education Transfer Component (UGETC) course that satisfies Social/Behavioral Sciences.

Physical Fitness Technology

PSF 110 Exercise Science 4 0 4
Prerequisites: None
Corequisites: None
This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical adaptations to exercise. Topics include the basic elements of kinesiology, biomechanics, and motor learning. Upon completion, students should be able to identify and describe physiological responses and adaptations to exercise

PSF 111 Fitness & Exercise Testing I 3 2 4
Prerequisites: None
Corequisites: None
This course introduces the student to graded exercise testing. Topics include various exercise testing protocols with methods for prescribing exercise programs based on exercise tolerance tests and the use of various equipment and protocols. Upon completion, students should be able to conduct specific exercise tests and the use of various equipment.

PSF 114 Physical Fit Theory & Instruction 4 0 4
Prerequisites: PSF 110
Corequisites: None
This course provides information about related components of fitness and general information about the industry. Topics include the study of the components of fitness, theories of exercise and fitness, and information about the industry. Upon completion, students should be able to identify fitness components and demonstrate these in an exercise setting.

PSF 116 Pvnt & Care Exercise Injuries 2 2 3
Prerequisites: None
Corequisites: None
This course provides information about the care and prevention of exercise injuries. Topics include proper procedures, prevention techniques, and on-site care of injuries. Upon completion, students should be able to demonstrate the knowledge and skills necessary to prevent and care for exercise related injuries.

PSF 118 Fitness Facility Management 4 0 4
Prerequisites: None
Corequisites: None
This course provides information about the management and operation of health and fitness facilities and programs. Topics include human resources, sales and marketing, member retention, financial management, facility design and maintenance, and risk management. Upon completion, students should be able to demonstrate the knowledge and skills necessary to effectively manage a fitness facility

PSF 120 Group Exercise Instruction 2 2 3
Prerequisites: PSF 110
Corequisites: None
This course introduces the concepts and guidelines of instructing exercise classes. Topics include program designs, working with special populations, and principles of teaching and monitoring physical activity. Upon completion, students should be able to demonstrate basic skills in instructing an exercise class and monitoring workout intensity.

PSF 210 Personal Training 3 2 4
Prerequisites: PSF 110 and PSF 111
Corequisites: None
This course introduces the student to the aspects of personal (one-on-one) training. Topics include training systems, marketing, and program development. Upon completion, students should be able to demonstrate personal training techniques and competencies of same.

PSF 212 Exercise Programming 2 2 3
Prerequisites: PSF 110
Corequisites: None
This course provides information about organizing, scheduling, and implementation of physical fitness programs. Topics include programming for various age groups, competitive activities and special events, and evaluating programs. Upon completion, students should be able to organize and implement exercise activities in a competent manner.

PSF 218 Lifestyle Chng & Wellness 3 2 4
Prerequisites: None
Corequisites: None
This course introduces health risk appraisals and their application to lifestyle changes. Topics include nutrition, weight control, stress management, and the principles of exercise. Upon completion, students should be able to conduct health risk appraisals and apply behavior modification techniques in a fitness setting.

Psychology

PSY 150 General Psychology 3 0 3
Prerequisites: None
Corequisites: None
This course provides an overview of the scientific study of human behavior. Topics include history, methodology, biopsychology, sensation, perception, learning, motivation, cognition, abnormal behavior, personality theory, social psychology, and other relevant topics. Upon completion, students should be able to demonstrate a basic knowledge of the science of psychology. This is a Universal General Education Transfer Component (UGETC) course that satisfies Social/Behavioral Sciences.

PSY 237 Social Psychology 3 0 3
Prerequisites: C or better in PSY 150 or SOC 210
Corequisites: None
This course introduces the study of individual behavior within social contexts. Topics include affiliation, attitude formation and change, conformity, altruism, aggression, attribution, interpersonal attraction, and group behavior. Upon completion, students should be able to demonstrate an understanding of the basic principles of social influences on behavior. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

PSY 241 Developmental Psychology 3 0 3
Prerequisites: C or better in PSY 150
Corequisites: None
This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

PSY 281 Abnormal Psychology 3 0 3
Prerequisites: C or better in PSY 150
Corequisites: None
This course provides an examination of the various psychological disorders, as well as theoretical, clinical, and experimental perspectives of the study of psychopathology. Emphasis is placed on terminology, classification, etiology, assessment, and treatment of the major disorders. Upon completion, students should be able to distinguish between normal and abnormal behavior patterns as well as demonstrate knowledge of etiology, symptoms, and therapeutic techniques. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

Radiography

***RAD 110 Rad Intro & Patient Care 2 3 0 3**
Prerequisites: BIO 163, Enrollment in Radiography program
Corequisites: RAD 111, RAD 151, and RAD 182
This course provides an overview of the radiography profession and student responsibilities. Emphasis is placed on basic principles of patient care, radiation protection, technical factors, and medical terminology. Upon completion, students should be able to demonstrate basic skills in these areas.

***RAD 111 RAD Procedures I 3 3 0 4**
Prerequisites: BIO 163, Enrollment in the Radiography program
Corequisites: RAD 110, RAD 151, and RAD 182
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the chest, abdomen, extremities, spine, and pelvis. Upon completion, students should be able to demonstrate competence in these areas.

***RAD 112 RAD Procedures II 3 3 0 4**
Prerequisites: BIO 163, RAD 110, RAD 111, RAD 151, and RAD 182
Corequisites: RAD 121 and RAD 161
This course provides the knowledge and skills necessary to perform standard radiographic procedures. Emphasis is placed on radiography of the skull, bony thorax, and gastrointestinal, biliary, and urinary systems. Upon completion, students should be able to demonstrate competence in these areas.

***RAD 121 Radiographic Imaging I 2 3 0 3**
Prerequisites: RAD 110, RAD 111, and RAD 151
Corequisites: RAD 112 and RAD 161
This course provides the basic principles of imaging. Emphasis is placed on the factors that impact density, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of basic radiographic imaging.

***RAD 122 Radiographic Imaging II 1 3 0 2**
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 131 and RAD 171
This course provides advanced principles of imaging including digital radiography. Emphasis is placed on the factors that impact brightness, contrast, recorded detail, and distortion. Upon completion, students should be able to demonstrate an understanding of advanced principles of imaging.

***RAD 131 Radiographic Physics I 1 3 0 2**
Prerequisites: RAD 121
Corequisites: RAD 122 and RAD 171
This course introduces the principles of radiation characteristics and production. Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate basic understanding of radiation characteristics and production.

***RAD 151 RAD Clinical Ed I 0 0 6 2**
Prerequisites: BIO 163, Enrollment in the Radiography program
Corequisites: RAD 110, RAD 111, and RAD 182
This course introduces patient management and basic radiographic procedures in the clinical setting. Emphasis is placed on mastering positioning of the chest and extremities, manipulating equipment and applying principles of ALARA. Upon completion, students should be able to demonstrate successful completion of clinical objectives. This course is designed to be taken in conjunction with RAD 182, RAD Clinical Elective.

***RAD 161 RAD Clinical Ed II 0 0 15 5**
Prerequisites: RAD 110, RAD 111, RAD 151, and RAD 182
Corequisites: RAD 112 and RAD 121
This course provides additional experience in patient management and in more complex radiographic procedures. Emphasis is placed on mastering positioning of the spine, pelvis, head and neck, and thorax, and adapting procedures to meet patient variations. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

***RAD 171 RAD Clinical Ed III 0 0 12 4**
Prerequisites: RAD 112, RAD 121, and RAD 161
Corequisites: RAD 122 and RAD 131
This course provides experience in patient management specific to fluoroscopic and advanced radiographic procedures. Emphasis is placed on applying appropriate technical factors to all studies and mastering positioning of gastrointestinal and urological studies. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

***RAD 182 RAD Clinical Elective 0 0 6 2**
Prerequisites: BIO 163, Enrollment in the Radiography program
Corequisites: RAD 110, RAD 111, and RAD 151
This course provides advanced knowledge of clinical applications. Emphasis is placed on enhancing clinical skills. Upon completion, students should be able to successfully complete the clinical course objectives. This course is designed to be taken in conjunction with RAD 151, RAD Clinical Education I.

***RAD 211 RAD Procedures III 2 3 0 3**
Prerequisites: RAD 122, RAD 131 and RAD 171
Corequisites: RAD 231, RAD 241, and RAD 251
This course provides the knowledge and skills necessary to perform standard and specialty radiographic procedures. Emphasis is placed on radiographic specialty procedures, sectional anatomy and advanced imaging. Upon completion, students should be able to demonstrate an understanding of these areas.

***RAD 231 Radiographic Physics II 1 3 0 2**
Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 241, and RAD 251
This course provides advanced principles of radiation characteristics and production including digital imaging and Computed Tomography (CT). Emphasis is placed on imaging equipment. Upon completion, students should be able to demonstrate an understanding of radiation characteristics and production.

***RAD 241 Radiobiology/Protection 2 0 0 2**
Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 231, and RAD 251
This course covers the principles of radiation protection and radiobiology. Topics include the effects of ionizing radiation on body tissues, protective measures for limiting exposure to the patient and personnel, and radiation monitoring devices. Upon completion, students should be able to demonstrate an understanding of the effects and uses of radiation in diagnostic radiology.

***RAD 245 Image Analysis 1 3 0 2**
Prerequisites: RAD 211, RAD 231, RAD 241, and RAD 251
Corequisites: RAD 261 and RAD 271
This course provides an overview of image analysis and introduces methods of quality management. Topics include image evaluation, pathology, quality control and quality assurance. Upon completion, students should be able to demonstrate a basic knowledge of image analysis and quality management.

***RAD 251 RAD Clinical Ed IV 0 0 21 7**
Prerequisites: RAD 122, RAD 131, and RAD 171
Corequisites: RAD 211, RAD 231, and RAD 241
This course provides the opportunity to continue mastering all basic radiographic procedures and to attain experience in advanced areas. Emphasis is placed on equipment operation, pathological recognition, pediatric and geriatric variations, and a further awareness of radiation protection requirements. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

***RAD 261 RAD Clinical Ed V 0 0 21 7**
Prerequisites: RAD 211, RAD 231, RAD 241, and RAD 251
Corequisites: RAD 245 and RAD 271
This course is designed to enhance expertise in all radiographic procedures, patient management, radiation protection, and image production and evaluation. Emphasis is placed on developing an autonomous approach to the diversity of clinical situations and successfully adapting to those procedures. Upon completion, students should be able to demonstrate successful completion of clinical objectives.

***RAD 271 Radiography Capstone 0 3 0 1**
Prerequisites: RAD 211, RAD 231, RAD 241, RAD 251
Corequisites: RAD 245 and RAD 261
This course provides an opportunity to exhibit problem-solving skills required for certification. Emphasis is placed on critical thinking and integration of didactic and clinical components. Upon completion, students should be able to demonstrate the knowledge required of any entry-level radiographer.

Substance Abuse

***SAB 135 Addictive Process 3 0 0 3**
Prerequisites: None
Corequisites: None
This course explores the physical, emotional, psychological, and cultural aspects of the addictive process. Emphasis is placed on addictions to food, sex, alcohol, drugs, work, gambling, and relationships. Upon completion, students should be able to identify the effects, prevention strategies, and treatment methods associated with addictive disorders. Check with the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) to verify if this course has been approved for training/education credit for substance abuse certification/recertification.

***SAB 140 Pharmacology 3 0 0 3**
Prerequisites: None
Corequisites: None
This course covers the pharmacology of psychoactive drugs and abused chemicals and treatment options. Emphasis is placed on the use of psychoactive drugs and related psychological and social complexities, including models for prevention and treatment. Upon completion, students should be able to understand and identify theories of addiction, major classes of drugs, treatment alternatives, and social repercussions. Check with the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) to verify if this course has been approved for training/education credit for substance abuse certification/recertification.

***SAB 210 Sub Abuse Counseling 2 2 0 3**
Prerequisites: None
Corequisites: None
This course provides theory and skills acquisition by utilizing intervention strategies designed to obtain therapeutic information, support recovery, and prevent relapse. Topics include counseling individuals and dysfunctional families, screening instruments, counseling techniques and approaches, recovery and relapse, and special populations. Upon completion, students should be able to discuss issues critical to recovery, identify intervention models, and initiate a procedure culminating in cognitive/behavioral change. Check with the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) to verify if this course has been approved for training/education credit for substance abuse certification/ recertification

***SAB 235 Children and Adolescents 3 0 0 3**
Prerequisites: None
Corequisites: None
This course covers specialized treatment for the developmental stages of children and adolescents in which psychoactive drugs impair development. Emphasis is placed on human development as it relates to substance abuse treatment for children and adolescents. Upon completion, students should be able to demonstrate knowledge of the cognitive behavior changes which are influenced by psychoactive drugs. Check with the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) to verify if this course has been approved for training/education credit for substance abuse certification/ recertification.

Information Systems Security

SEC 110 Security Concepts 2 2 3
Prerequisites: CTI 120
Corequisites: None
This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy. This course has been certified by the National Security Agency, National Information Assurance Education and Training Program as meeting NSTISSI No. 4011, National Training Standard for Information Systems Security (INFOSEC) Professionals and CNSSI No. 4013 Entry Level System Administrators (SA).

SEC 150 Secure Communications 2 2 3
Prerequisites: NET 126
Corequisites: None
This course provides an overview of current technologies used to provide secure transport of information across networks. Topics include data integrity through encryption, Virtual Private Networks, SSL, SSH, and IPSec. Upon completion, students should be able to implement secure data transmission technologies. This is a Cisco Academy course.

SEC 160 Security Administration I 2 2 3
Prerequisites: SEC 110
Corequisites: None
This course provides an overview of security administration and fundamentals of designing security architectures. Topics include networking technologies, TCP/IP concepts, protocols, network traffic analysis, monitoring, and security best practices. Upon completion, students should be able to identify normal network traffic using network analysis tools and design basic security defenses. This course has been certified by the National Security Agency, National Information Assurance Education and Training Program as meeting NSTISSI No. 4011, National Training Standard for Information Systems Security (INFOSEC) Professionals and CNSSI No. 4013 Entry Level System Administrators (SA).

SEC 210 Intrusion Detection 2 2 3
Prerequisites: SEC 160
Corequisites: None
This course introduces the student to intrusion detection methods in use today. Topics include the types of intrusion detection products, traffic analysis, and planning and placement of intrusion detection solutions. Upon completion, students should be able to plan and implement intrusion detection solution for networks and host based systems.

SEC 260 Security Admin II 2 2 3
Prerequisites: SEC 160
Corequisites: None
This course provides the skills necessary to design and implement information security controls. Topics include advanced networking and TCP/IP concepts, network vulnerability analysis, and monitoring. Upon completion, students should be able to distinguish between normal and anomalous network traffic, identify common network attack patterns, and implement security solutions.

***SEC 285 Systems Security Project 1 4 3**
Prerequisites: CTI 110, CTI 120, and CTS 115
Corequisites: None
This course provides the student the opportunity to apply the skills and competencies acquired in the program that focus on systems security. Emphasis is placed on security policy, process planning, procedure definition, business continuity, compliance, auditing, testing procedures and systems security architecture. Upon completion, students should be able to design and implement comprehensive information security architecture from the planning and design phase through implementation.

Simulation & Game Development

SGD 168 Mobile SG Programming I 2 3 3
Prerequisites: CIS 115 and WEB 115
Corequisites: None
This course introduces the mobile simulation and game programming process. Topics include mobile simulation/game programming, performance tuning, animation, sound effects, music, and mobile networks. Upon completion, students should be able to apply simulation/game programming concepts to the creation of mobile simulations and games. This course uses the Unity IDE environment.

SGD 268 Mobile SG Programming II 2 3 3
Prerequisites: SGD 168
Corequisites: None
This course introduces advanced mobile simulation and game programming processes. Topics include advanced mobile simulation/game platforms, performance tuning, animation, sound effects, music, and mobile networks. Upon completion, students should be able to apply advanced simulation/game programming concepts to the creation of mobile simulations and games. This course uses the Unity IDE environment.

Sociology

SOC 210 Introduction to Sociology 3 0 3
Prerequisites: None
Corequisites: None
This course introduces the scientific study of human society, culture, and social interactions. Topics include socialization, research methods, diversity and inequality, cooperation and conflict, social change, social institutions, and organizations. Upon completion, students should be able to demonstrate knowledge of sociological concepts as they apply to the interplay among individuals, groups, and societies. This is a Universal General Education Transfer Component (UGETC) course that satisfies Social/Behavioral Sciences.

SOC 213 Sociology of the Family 3 0 3
Prerequisites: None
Corequisites: None
This course covers the institution of the family and other intimate relationships. Emphasis is placed on mate selection, gender roles, sexuality, communication, power and conflict, parenthood, diverse life-styles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

SOC 220 Social Problems 3 0 3
Prerequisites: None
Corequisites: None
This course provides an in-depth study of current social problems. Emphasis is placed on causes, consequences, and possible solutions to problems associated with families, schools, workplaces, communities, and the environment. Upon completion, students should be able to recognize, define, analyze, and propose solutions to these problems. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

SOC 225 Social Diversity 3 0 3
Prerequisites: None
Corequisites: None
This course provides a comparison of diverse roles, interests, opportunities, contributions, and experiences in social life. Topics include race, ethnicity, gender, sexual orientation, class, and religion. Upon completion, students should be able to analyze how cultural and ethnic differences evolve and how they affect personality development, values, and tolerance. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

SOC 240 Social Psychology 3 0 3
Prerequisites: None
Corequisites: None
This course examines the influence of culture and social groups on individual behavior and personality. Emphasis is placed on the process of socialization, communication, conformity, deviance, interpersonal attraction, intimacy, race and ethnicity, small group experiences, and social movements. Upon completion, students should be able to identify and analyze cultural and social forces that influence the individual in a society. This course has been approved for transfer under the CAA as a general education course in Social/Behavioral Sciences.

Medical Sonography

***SON 110 Intro to Sonography 1 3 3 3**
Prerequisites: Enrollment in Sonography Program
Corequisites: SON 130
This course provides an introduction to medical sonography. Topics include applications, sonographic terminology, history, patient care, ethics, and basic skills. Upon completion, students should be able to define professionalism and sonographic applications and perform basic patient care skills and preliminary scanning techniques.

***SON 111 Sonographic Physics 3 3 0 4**
Prerequisites: None
Corequisites: None
This course introduces ultrasound physical principles, bioeffects, and sonographic instrumentation. Topics include sound wave mechanics, transducers, sonographic equipment, Doppler physics, bioeffects, and safety. Upon completion, students should be able to demonstrate knowledge of sound wave mechanics, transducers, sonography equipment, the Doppler effect, bioeffects, and safety.

***SON 120 SON Clinical Ed I 0 0 15 5**
Prerequisites: SON 110
Corequisites: None
This course provides active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

***SON 121 SON Clinical Ed II 0 0 15 5**
Prerequisites: SON 120
Corequisites: None
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

***SON 130 Abdominal Sonography I 2 3 0 3**
Prerequisites: Enrollment in Sonography Program
Corequisites: SON 110
This course introduces abdominal and small parts sonography. Emphasis is placed on the sonographic anatomy of the abdomen and small parts with correlated laboratory exercises. Upon completion, students should be able to recognize and acquire basic abdominal and small parts images.

***SON 131 Abdominal Sonography II 1 3 0 2**
Prerequisites: SON 130
Corequisites: None
This course covers abdominal and small parts pathology recognizable on sonograms. Emphasis is placed on abnormal sonograms of the abdomen and small parts with correlated sonographic cases. Upon completion, students should be able to recognize abnormal pathological processes in the abdomen and on small parts sonographic examinations.

***SON 140 Gynecological Sonography 2 0 0 2**
Prerequisites: SON 110
Corequisites: None
This course is designed to relate gynecological anatomy and pathology to sonography. Emphasis is placed on gynecological relational anatomy, endovaginal anatomy, and gynecological pathology. Upon completion, students should be able to recognize normal and abnormal gynecological sonograms.

***SON 220 SON Clinical Ed III 0 0 24 8**
Prerequisites: SON 121
Corequisites: None
This course provides continued active participation in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

***SON 221 SON Clinical Ed IV 0 0 24 8**
Prerequisites: SON 220
Corequisites: None
This course provides continued active participation off campus in clinical sonography. Emphasis is placed on imaging, processing, and technically evaluating sonographic examinations. Upon completion, students should be able to image, process, and evaluate sonographic examinations.

***SON 225 Case Studies 0 3 0 1**
Prerequisites: SON 110 or CVS 163
Corequisites: None
This course offers the opportunity to present interesting cases found during clinical education. Emphasis is placed on presentation methods which integrate patient history, laboratory results, and sonographic findings with reference to current literature. Upon completion, students should be able to correlate information necessary for complete presentation of case studies.

***SON 241 Obstetrical Sonography I 2 0 0 2**
Prerequisites: SON 110
Corequisites: None
This course covers normal obstetrical sonography techniques, the normal fetal environment, and abnormal first trimester pregnancy states. Topics include gestational dating, fetal anatomy, uterine environment, and first trimester complications. Upon completion, students should be able to produce gestational sonograms which document age, evaluate the uterine environment, and recognize first trimester complications.

***SON 242 Obstetrical Sonography II 2 0 0 2**
Prerequisites: SON 241
Corequisites: None
This course covers second and third trimester obstetrical complications and fetal anomalies. Topics include abnormal fetal anatomy and physiology and complications in the uterine environment. Upon completion, students should be able to identify fetal anomalies, fetal distress states, and uterine pathologies.

***SON 250 Vascular Sonography 1 3 0 2**
Prerequisites: None
Corequisites: None
This course provides an in-depth study of the anatomy and pathology of the vascular system. Topics include peripheral arterial, peripheral venous, and cerebrovascular disease testing. Upon completion, students should be able to identify normal vascular anatomy and recognize pathology of the vascular system.

***SON 289 Sonographic Topics 2 0 0 2**
Prerequisites: SON 110
Corequisites: None
This course provides an overview of sonographic topics in preparation for certification examinations. Emphasis is placed on registry preparation. Upon completion, students should be able to demonstrate a comprehensive knowledge of sonography and be prepared for the registry examinations.

Spanish

SPA 111 Elementary Spanish I 3 0 3
Prerequisites: DRE 097 or C or better in ENG 110
Corequisites: None
This course introduces the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the development of basic listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. Lab practice is expected of students. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

SPA 112 Elementary Spanish II 3 0 3
Prerequisites: C or better in SPA 111
Corequisites: None
This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Lab practice is expected of students. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

SPA 120 Spanish for the Workplace 3 0 3
Prerequisites: None
Corequisites: None
This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

SPA 211 Intermediate Spanish I 3 0 3
Prerequisites: C or better in SPA 112
Corequisites: None
This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Lab practice is expected of students. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. This course has been approved for transfer under the CAA as a general education course in Humanities/Fine Arts.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

SPA 212 Intermediate Spanish II 3 0 3
Prerequisites: C or better in SPA 211
Corequisites: None
This course provides a continuation of SPA 211. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts. Lab practice is expected of students. Upon completion, students should be able to communicate spontaneously and accurately with increasing complexity and sophistication. This course has been approved for transfer under the CAA as a general education course in Humanities/ Fine Arts.

Surveying

SRV 110 Surveying I 2 6 4
Prerequisites: Take One Set
Set 1: MAT 121
Set 2: MAT 171
Set 3: DMA 060, DMA 070, and DMA 080
Corequisites: None
This course introduces the theory and practice of plane surveying. Topics include the precise measurement of distances, angles, and elevations; bearing, azimuth and traverse computations; topography and mapping. Upon completion, students should be able to use/care for surveying equipment, collect field survey data, perform traverse computations and create a contour map.

SRV 111 Surveying II 2 6 4
Prerequisites: SRV 110
Corequisites: None
This course introduces route surveying and roadway planning and layout. Topics include simple, compound, reverse, spiral, and vertical curves; geometric design and layout; planning of cross-section and grade line; drainage; earthwork calculations; and mass diagrams. Upon completion, students should be able to calculate and lay out highway curves; prepare roadway plans, profiles, and sections; and perform slope staking.

SRV 210 Surveying III 2 6 4
Prerequisites: SRV 110
Corequisites: None
This course introduces boundary surveying, land partitioning, and calculations of areas. Topics include advanced traverses and adjustments, preparation of survey documents, and other related topics. Upon completion, students should be able to research, survey, and map a boundary.

SRV 220 Surveying Law 2 2 3
Prerequisites: SRV 110
Corequisites: None
This course introduces the law as related to the practice of surveying. Topics include surveyors' responsibilities, deed descriptions, title searches, eminent domain, easements, weight of evidence, riparian rights, and other related topics. Upon completion, students should be able to identify and apply the basic legal aspects associated with the practice of land surveying.

SRV 240 Topo/Site Surveying 2 6 4
Prerequisites: SRV 110
Corequisites: SRV 210
This course covers topographic, site, and construction surveying. Topics include topographic mapping, earthwork, site planning, construction staking, and other related topics. Upon completion, students should be able to prepare topographic maps and site plans and locate and stake out construction projects.

SRV 250 Advanced Surveying 2 6 4
Prerequisites: SRV 111
Corequisites: None
This course covers advanced topics in surveying. Topics include photogrammetry, astronomical observations, coordinate systems, error theory, GPS, GIS, Public Land System, and other related topics. Upon completion, students should be able to apply advanced techniques to the solution of complex surveying problems.

Sustainability Technologies

SST 110 Intro to Sustainability 3 0 3
Prerequisites: None
Corequisites: None
This course introduces sustainability issues and individual contributions toward environmental sustainability. Topics include management processes needed to maximize renewable/ non-renewable energy resources, economics of sustainability, and reduction of environmental impacts. Upon completion, students should be able to discuss sustainability practices and demonstrate an understanding of their effectiveness and impacts.

SST 120 Energy Use Analysis 2 2 3
Prerequisites: DMA 050 or placement
Corequisites: None
This course introduces the principles of analyzing energy use, energy auditing tools and techniques, conservation techniques, and calculating energy savings. Topics include building system control theory, calibrating digital controls, energy loss calculations, and applicable conservation techniques. Upon completion, students should be able to demonstrate an understanding of energy use, audits, and controls in the analysis of energy consumption.

***SST 130 Modeling Renewable Energy 2 2 3**
Prerequisites: CIS 110, CIS 111, CIS 113, or EGR 125
Corequisites: None
This course introduces software and other technologies used for modeling renewable energy systems. Topics include renewable energy modeling software applications, data analysis, renewable energy sources, and cost of renewable energy systems. Upon completion, students should be able to use appropriate technology to model the effectiveness of renewable energy systems.

SST 140 Green Bldg & Design Concepts 1 3 3
Prerequisites: None
Corequisites: None
This course introduces green building design, LEED (Leadership in Energy and Environmental Design) and comparable certifications, and their significance in modern building construction. Topics include LEED certification or similar rating systems, energy efficiency, indoor environmental quality, and sustainable building materials. Upon completion, students should be able to incorporate ecological awareness and sustainable principles within the context of design and construction.

***SST 210 Issues in Sustainability 3 0 3**
Prerequisites: SST 110
Corequisites: None
This course introduces the long-term impacts and difficulties of applying sustainability concepts in an organization, business, or society. Topics include the application of sustainable technologies and the analysis of affordability, efficiencies, recycling, and small and large-scale design. Upon completion, students should be able to recognize the possible limitations of sustainable technologies and be prepared to reconcile such conflicts.

Central Sterile Processing

***STP 101 Intro Sterile Processing 7 2 0 8**
Prerequisites: None
Corequisites: None
This course is designed to introduce the primary responsibilities of a central sterile technician. Emphasis is placed on preparation, storage, and distribution of instruments, supplies and equipment, quality assurance, inventory management, and basic biological sciences. Upon completion, students should be able to demonstrate competence in sterile processing techniques and be able to utilize the appropriate medical terminology as it relates to the Sterile Processing Technician.

***STP 102 STP Clinical Practice 0 0 9 3**
Prerequisites: None
Corequisites: STP 101 and STP 103
This course provides supervised experience in sterile processing techniques in a clinical facility. Emphasis is placed on preparation, storage, and distribution of instruments, supplies and equipment, quality assurance, and inventory management. Upon completion, students should be able to demonstrate competence in sterile processing techniques.

***STP 103 Prof Success Prep 1 0 0 1**
Prerequisites: None
Corequisites: STP 101 and STP 102
This course provides job-seeking skills and an overview of theoretical knowledge in preparation for certification. Topics include test taking strategies, resume preparation, and interviewing techniques. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

Surgery

***SUR 110 Intro to Surg Technology 3 0 0 3**
Prerequisites: Enrollment in the Surgical Technology program
Corequisites: BIO 163, SUR 111
This course provides a comprehensive study of peri-operative care, patient care concepts, and professional practice concepts within the profession of surgical technology. Topics include: introductory concepts, organizational structure and relationships, legal, ethical and moral issues, medical terminology, pharmacology, anesthesia, wound healing management concepts, and technological sciences. Upon completion, students should be able to apply theoretical knowledge of the course topics to the practice of surgical technology.

***SUR 111 Periop Patient Care 5 6 0 7**
Prerequisites: Enrollment in the Surgical Technology program
Corequisites: BIO 163 and SUR 110
This course provides the surgical technology student the theoretical knowledge required to function in the pre-operative, intra-operative, and post-operative role. Topics include asepsis, disinfection and sterilization, physical environment, instrumentation, equipment, peri-operative patient care, and peri-operative case management. Upon completion, students should be able to apply the principles and practice of the per-operative team member to the operative environment.

***SUR 122 Surgical Procedures I 5 3 0 6**
Prerequisites: BIO 163, SUR 110 and SUR 111
Corequisites: SUR 123
This course provides an introduction to selected basic and intermediate surgical specialties that students are exposed to the first clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

***SUR 123 Sur Clinical Practice I 0 0 21 7**
Prerequisites: SUR 110 and SUR 111
Corequisites: SUR 122
This course provides clinical experience with a variety of perioperative assignments to build upon skills learned in SUR 111. Emphasis is placed on the scrub and circulating roles of the surgical technologist including aseptic technique and basic case preparation for selected surgical procedures. Upon completion, students should be able to prepare, assist with, and dismantle basic surgical cases in both the scrub and circulating roles.

***SUR 134 Surgical Procedures II 5 0 0 5**
Prerequisites: SUR 123
Corequisites: SUR 135
This course provides a comprehensive study of intermediate and advanced surgical specialties that students are exposed to in the second clinical rotation. Emphasis is placed on related surgical anatomy, pathology, and procedures that enhance theoretical knowledge of patient care, instrumentation, supplies, and equipment. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of the course topics to the clinical operative environment.

***SUR 135 SUR Clinical Practice II 0 0 12 4**
Prerequisites: SUR 122 and SUR 123
Corequisites: SUR 134
This course provides clinical experience with a variety of perioperative assignments to build skills required for complex perioperative patient care. Emphasis is placed on greater technical skills, critical thinking, speed, efficiency, and autonomy in the operative setting. Upon completion, students should be able to function in the role of an entry-level surgical technologist.

***SUR 137 Prof Success Prep 1 0 0 1**
Prerequisites: SUR 123
Corequisites: SUR 134 and SUR 135
This course provides employability skills and an overview of theoretical knowledge in preparation for certification. Topics include test-taking strategies, resume preparation, interviewing strategies, communication skills, and teamwork concepts. Upon completion, students should be able to prepare a resume, demonstrate appropriate interview techniques, and identify strengths and weaknesses in preparation for certification.

***SUR 210 Adv SUR Clinical Practice 0 0 6 2**
Prerequisites: None
Corequisites: None
This course is designed to provide individualized experience in advanced practice, education, circulating, and managerial skills. Emphasis is placed on developing and demonstrating proficiency in skills necessary for advanced practice. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

***SUR 211 Adv Theoretical Concepts 2 0 0 2**
Prerequisites: None
Corequisites: None
This course covers theoretical knowledge required for extension of the surgical technologist role. Emphasis is placed on advanced practice in complex surgical specialties, educational methodologies, and managerial skills. Upon completion, students should be able to assume leadership roles in a chosen specialty area.

***SUR 212 SUR Clinical Supplement 0 0 12 4**
Prerequisites: SUR 135
Corequisites: None
This course provides the opportunity to continue mastering the continuity of care in the peri-operative assignment. Emphasis is placed on maintaining and enhancing acquired clinical skills in the peri-operative setting. Upon completion, students should be able to demonstrate mastery of surgical techniques in the role of the entry level surgical technologist.

Social Work

***SWK 110 Intro to Social Work 3 0 0 3**
Prerequisites: None
Corequisites: None
This course examines the historical development, values, orientation, and professional standards of social work and focuses on the terminology and broader systems of social welfare. Emphasis is placed on the various fields of practice including those agencies whose primary function is financial assistance, corrections, mental health, and protective services. Upon completion, students should be able to demonstrate an understanding of the knowledge, values, and skills of the social work professional. Check with the North Carolina Substance Abuse Professional Practice Board (NCSAPPB) to verify if this course has been approved for training/education credit for substance abuse certification/recertification.

Transportation Technology

***TRN 110 Intro to Transport Tech 1 2 2**
Prerequisites: None
Corequisites: None
This course covers workplace safety, hazardous materials, environmental regulations, hand tools, service information, basic concepts, vehicle systems, and common transportation industry terminology. Topics include familiarization with major vehicle systems, proper use of various hand and power tools, material safety data sheets, and personal protective equipment. Upon completion, students should be able to demonstrate appropriate safety procedures, identify and use basic shop tools, and describe government regulations regarding transportation repair facilities.

***TRN 120 Basic Transp Electricity 4 3 5**
Prerequisites: None
Corequisites: None
This course covers basic electrical theory, wiring diagrams, test equipment, and diagnosis, repair and replacement of batteries, starters, and alternators. Topics include Ohm's Law, circuit construction, wiring diagrams, circuit testing, and basic troubleshooting. Upon completion, students should be able to properly use wiring diagrams, diagnose, test, and repair basic wiring, battery, starting, charging, and electrical concerns.

***TRN 120A Basic Transp Electrical Lab 0 3 1**
Prerequisites: None
Corequisites: TRN 120
This course provides a lab that allows students to enhance their understanding of electrical components and circuits used in the transportation industry. Topics include inspection, diagnosis, and repair of electrical components and circuits using appropriate service information for specific transportation systems. Upon completion, students should be able to diagnose and service electrical components and circuits used in transportation systems.

***TRN 130 Intro to Sustainable Transp 2 2 3**
Prerequisites: None
Corequisites: None
This course provides an overview of alternative fuels and alternative fuel vehicles. Topics include composition and use of alternative fuels including compressed natural gas, biodiesel, ethanol, hydrogen, and synthetic fuels, hybrid/electric, and vehicles using alternative fuels. Upon completion, students should be able to identify alternative fuel vehicles, explain how each alternative fuel delivery system operates, and perform minor repairs.

***TRN 140 Transp Climate Control 1 2 2**
Prerequisites: None
Corequisites: None
This course covers the theory of refrigeration and heating, electrical/electronic/pneumatic controls, and diagnosis and repair of climate control systems. Topics include diagnosis and repair of climate control components and systems, recovery/recycling of refrigerants, and safety and environmental regulations. Upon completion, students should be able to diagnose and repair vehicle climate control systems.

***TRN 140A Transp Climate Cont Lab 1 2 2**
Prerequisites: None
Corequisites: TRN 140
This course provides experiences for enhancing student skills in the diagnosis and repair of transportation climate control systems. Emphasis is placed on reclaiming, recovery, recharging, leak detection, climate control components, diagnosis, air conditioning equipment, tools and safety. Upon completion, students should be able to describe the operation, diagnose, and safely service climate control systems using appropriate tools, equipment, and service information.

***TRN 145 Adv Transp Electronics 2 3 3**
Prerequisites: TRN 120
Corequisites: None
This course covers advanced transportation electronic systems including programmable logic controllers, on-board data networks, telematics, high voltage systems, navigation, collision avoidance systems and electronic accessories. Topics include interpretation of wiring schematics, reprogramming PLC's, diagnosing and testing data networks and other electronic concerns. Upon completion, students should be able to reprogram PLC's, diagnose and test data networks and other electronic concerns, and work safely with high voltage systems.

Veterinary Medicine

VET 110 Animal Breeds and Husbandry 2 2 0 3
Prerequisites: Enrollment in the VMT program
Corequisites: VET 120, VET 121 and VET 137
This course provides a study of the individual breed characteristics and management techniques of the canine, feline, equine, bovine, porcine, ovine, caprine, and laboratory animals. Topics include physiological data, animal health management, and basic care and handling of animals. Upon completion, students should be able to identify breeds of domestic and laboratory animals, list physiological data, and outline basic care, handling, and management techniques.

VET 120 Vet Anatomy and Physiology 3 3 0 4
Prerequisites: Enrollment in the VMT program
Corequisites: VET 110, VET 121 and VET 137
This course covers the structure and function of the animal body with emphasis on the similarities and differences among domestic animals. Emphasis is placed on the structure and function of the major physiological systems of domestic, laboratory, and zoo animals. Upon completion, students should be able to identify relevant anatomical structure and describe basic physiological processes for the major body systems.

VET 121 Veterinary Medical Terminology 3 0 0 3
Prerequisites: Enrollment in the VMT program
Corequisites: VET 110, VET 120, and VET 137
This course covers the basic medical terminology required for veterinary technicians. Topics include the pronunciation, spelling and definition of word parts and vocabulary terms unique to the anatomy, clinical pathology, and treatment of animals. Upon completion, students should be able to demonstrate knowledge and understanding of basic medical terms as they relate to veterinary medicine. It is highly recommended that this course be taken in the first semester of the Veterinary Technology program.

VET 123 Veterinary Parasitology 2 3 0 3
Prerequisites: VET 110, VET 120 and VET 121
Corequisites: None
This course covers the common internal and external parasites of companion animals, livestock, selected zoo animals, and wild animals. Emphasis is placed on laboratory diagnosis of the most common forms of the parasite through fecal, urine, skin and blood exams. Upon completion, students should be able to identify common parasites and discuss life-cycles, treatment and prevention strategies, and public health aspects of veterinary parasitology.

VET 125 Veterinary Diseases I 2 0 0 2
Prerequisites: VET 110, VET 120 and VET 121
Corequisites: None
This course introduces basic immunology, fundamentals of disease processes including inflammation, and common infectious diseases of animals and their prevention through immunization. Topics include fundamental disease processes, principles of medical therapy, immunologic processes, infections and zoonotic diseases of domestic animals, and prevention of disease. Upon completion, students should be able to describe basic disease and immunological processes, recognize infections and zoonotic diseases, and discuss prevention strategies.

VET 126 Veterinary Diseases II 1 3 0 2
Prerequisites: VET 125
Corequisites: VET 211, VET 213, and VET 215
This course includes the study of basic disease processes, fundamentals of pathology and other selected topics of veterinary medicine. Topics include histopathology, pathologic changes associated with common diseases of animals, necropsy procedures, specimen handling, and other selected material. Upon completion, students should be able to describe basic pathological changes associated with disease, recognize histopathologic changes, and properly perform collection and submission of necropsy specimens.

VET 131 Vet Lab Techniques I 2 3 0 3
Prerequisites: VET 123 and VET 125
Corequisites: VET 133
This course includes the fundamental study of hematology, hemostasis, and urinalysis. Emphasis is placed on basic hematology and urinalysis techniques, manual skill development, instrumentation, quality control, and applications to veterinary science. Upon completion, students should be able to perform manual and automated CBCs, hemostatic assays, and complete urinalyses and maintain laboratory equipment and quality control.

VET 133 Vet Clinical Practices I 2 3 0 3
Prerequisites: VET 123 and VET 125
Corequisites: VET 120 and VET 131
This course introduces basic practices and techniques of the veterinary clinic and biomedical research fields for dogs, cats, and laboratory animals. Topics include physical exam, husbandry, housing, sanitation, restraint and handling, administration of medications, anesthesia and euthanasia techniques, grooming and dentistry. Upon completion, students should be able to properly restrain, medicate, examine, groom, and maintain each of the species studied.

VET 137 Vet Office Practices 1 2 0 2
Prerequisites: Enrollment in the VMT program
Corequisites: VET 110, VET 120, and VET 121
This course is designed to teach basic administrative techniques, client communication skills, and regulations pertaining to veterinary medicine. Topics include record keeping, telephone techniques, professional liability, office procedures, state and national regulatory laws, human relations, and animal welfare. Upon completion, students should be able to demonstrate effective communication techniques, office procedures, and knowledge of regulatory laws and issues relating to animal welfare.

VET 211 Vet Lab Techniques II 2 3 0 3
Prerequisites: VET 131, VET 133
Corequisites: VET 213, VET 215, and VET 126
This course covers advanced hematology, serology, immunology, and clinical chemistry. Topics include advanced hematologic, serologic, and immunologic test procedures, manual and automated clinical chemistry procedures, laboratory safety, and quality control. Upon completion, students should be able to collect, prepare, and analyze serum and plasma samples and outline quality control and safety procedures.

VET 212 Vet Lab Techniques III 2 3 0 3
Prerequisites: VET 211, VET 213, and VET 126
Corequisites: VET 214, VET 215, and VET 217
This course introduces the basic principles of microbiology, histology and cytology. Emphasis is placed on collection of microbiological samples for culture and sensitivity and collection and preparation of samples for histological and cytological examination. Upon completion, students should be able to perform microbiological culture and sensitivity and evaluate cytology and histology specimens.

VET 213 Vet Clinical Practice II 1 9 0 4
Prerequisites: VET 133, VET 131
Corequisites: VET 126, VET 211, and VET 215
This course covers basic radiography, anesthesia techniques, dentistry, sample collection and handling, surgical assistance and instrumentation, sterile techniques, and patient record keeping. Topics include basic radiology, injectable and gas anesthesia, dentistry, instrument identification and care, sterile surgical technique, specimen collection and processing, and maintenance of patient records. Upon completion, students should be able to take and process radiographs, administer and monitor anesthesia, assist in surgical procedures, collect specimens, and maintain surgical records.

VET 214 Vet Clinical Practice III 1 9 0 4
Prerequisites: VET 211, VET 213 and VET 215
Corequisites: VET 212, VET 217
The course covers advanced anesthetic techniques, special radiographic techniques, advanced dentistry, sample collection and processing, bandaging, and emergency and critical care procedures. Topics include induction and maintenance of anesthesia, radiographic contrast studies, advanced dentistry, external coaptation, intensive care procedures, and advanced sample collection techniques. Upon completion, students should be able to demonstrate proficiency in sample collection, radiology, anesthesia, critical care and emergency procedures, and dentistry.

VET 215 Veterinary Pharmacology 3 0 0 3
Prerequisites: CHM 130/CHM 130A or CHM 151, and MAT 110
Corequisites: VET 213, VET 211, and VET 126
This course introduces drugs and other substances utilized in veterinary medicine. Emphasis is placed on drug classification and methods of action, administration, effects and side effects, storing and handling of drugs and dosage calculations. Upon completion, students should be able to properly calculate and administer medications, recognize adverse reactions, and maintain pharmaceutical inventory and administration records.

VET 217 Large Animal Clin Practice 2 3 0 3
Prerequisites: VET 120, and VET 125
Corequisites: VET 212, VET 213, VET 214, and VET 215
This course covers the topics relevant to the medical and surgical techniques for the common domestic large animal species. Topics include physical exam, restraint, sample collection, bandaging, emergency treatment, surgical and obstetrical procedures and instruments, herd health, and lameness topics. Upon completion, students should be able to safely perform restraint, examination, and sample collection; assist surgical, obstetrical, and emergency procedures; and discuss herd health.

VET 237 Animal Nutrition 3 0 0 3
Prerequisites: CHM 130 and CHM 130A
Corequisites: None
This course covers the principles of nutrition and their application to feeding practices of domestic, farm, and companion animals. Topics include basic nutrients and nutritional needs of individual species, proximate analysis, interpretation of food and feed labels, types of animal foods, and ration formulation. Upon completion, students should be able to select appropriate diets for animals in various stages of health and disease, analyze nutrition labels, and identify foods.

Work-Based Learning

***WBL 111 Work-Based Learning I 0 10 1**
Prerequisite: See Department Chair for prerequisites
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

***WBL 112 Work-Based Learning I 0 20 2**

Prerequisite: See Department Chair for prerequisites
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

***WBL 122 Work-Based Learning II 0 20 2**

Prerequisite: See Department Chair for prerequisites
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

***WBL 212 Work-Based Learning IV 0 20 2**
Prerequisite: See Department Chair for prerequisites
Corequisites: None
This course provides a work-based learning experience with a college-approved employer in an area related to the student's program of study. Emphasis is placed on integrating classroom learning with related work experience. Upon completion, students should be able to evaluate career selection, demonstrate employability skills, and satisfactorily perform work-related competencies.

***WBL 215 Work-Based Learning Seminar IV 1 0 1**
Prerequisite: See Department Chair for prerequisites
Corequisites: WBL 212
The working student will discuss issues and challenges of the workplace as it relates to his/her program of study. Problems encountered in the workplace will be discussed as well as solutions.

Web Technologies

WEB 111 Intro to Web Graphics 2 2 3
Prerequisite: None
Corequisites: None
This course introduces the creation of web graphics, and addressing problems peculiar to WWW display using appropriate software. Topics include web graphics file types, optimization, RGB color, web typography, elementary special effects, transparency, animation, slicing, basic photo manipulation, and other related topics. Upon completion, students should be able to create graphics, such as animated banners, buttons, backgrounds, logos, and manipulate photographic images for Web delivery. Emphasis is placed on graphic design principles and industry standard Adobe software.

WEB 115 Web Markup and Scripting 2 2 3
Prerequisite: Basic computer literacy including file management skills is necessary. (CTS 060 will provide students the foundation for this course.)
Corequisites: None
This course introduces Worldwide Web Consortium (W3C) standard client-side Internet programming using industry-established practices. Topics include JavaScript, markup elements, stylesheets, validation, accessibility, standards, and browsers. Upon completion, students should be able to develop hand-coded web pages using current markup standards. Emphasis is placed on XHTML, 1.0 Transitional, SCC-1 and CSS-2 markup.

WEB 120 Intro to Internet Multimedia 2 2 3
Prerequisites: WEB 210
Corequisites: None

This is the first of two courses covering the creation of internet multimedia. Topics include internet multimedia file types, file type conversion, acquisition of digital audio/video, streaming audio/video and graphics animation plug-in programs and other related topics. Upon completion, students should be able to create internet multimedia presentations utilizing a variety of methods and applications.

WEB 125 Mobile Web Design 2 2 3
Prerequisites: WEB 115
Corequisites: None
This course introduces students to web design for mobile devices. Topics include planning an effective mobile Web site, industry standard Mobile Markup Language, CSS3, multimedia, m-commerce, social media, testing and publishing. Upon completion, students should be able to plan, develop, test, and publish Web content designed for mobile devices.

WEB 140 Web Development Tools 2 2 3
Prerequisites: None
Corequisites: None
This course provides an introduction to web development software suites. Topics include the creation of web sites and applets using web development software. Upon completion, students should be able to create entire web sites and supporting applets.

WEB 141 Mobile Interface Design 2 2 3
Prerequisites: WEB 111 or DME 115
Corequisites: None
This course covers current design standards and emerging approaches related to the design and development of user interfaces for mobile devices. Emphasis is placed on research and evaluation of standard and emerging practices for effective interface and user experience design. Upon completion, students should be able to design effective and usable interfaces for mobile devices.

WEB 151 Mobile Application Dev I 2 2 3
Prerequisites: CSC 163
Corequisites: None
This course introduces students to programming technologies, design and development related to mobile applications. Topics include accessing device capabilities, industry standards, operating systems, and programming for mobile applications using an OS Software Development Kit (SDK). Upon completion, students should be able to create basic applications for mobile devices.

WEB 182 PHP Programming 2 2 3
Prerequisite: CIS 115 and WEB 115
Corequisites: None
This course introduces students to the server-side, HTML-embedded scripting language PHP. Emphasis is placed on programming techniques required to create dynamic web pages using PHP scripting language features. Upon completion, students should be able to design, code, test, debug, and create a dynamic web site using the PHP scripting language.

WEB 210 Web Design 2 2 3
Prerequisite: WEB 115
Corequisites: None
This course introduces intermediate to advanced web design techniques. Topics include customer expectations, advanced markup language, multimedia technologies, usability and accessibility practices, and techniques for the evaluation of web design. Upon completion, students should be able to employ advanced design techniques to create high impact and highly functional web sites. Emphasis is placed on CSS layout techniques.

WEB 213 Internet Mkt & Analytics 2 2 3
Prerequisite: CIS 115, WEB 115, and WEB 210
Corequisites: None
This course introduces students to Search Engine Optimization (SEO), Search Engine Marketing (SEM) and web analytics. Topics include Search Engine Optimization (SEO), Pay Per Click advertising (PPC), Search Engine Marketing (SEM), web analytics, eye-tracking software and email marketing. Upon completion, students should be able to set up, monitor and maintain SEO optimized websites; and develop strategies for online marketing and advertising plans. This course provides introduction to social media marketing and programming.

WEB 215 Adv Markup and Scripting 2 2 3
Prerequisite: WEB 115, WEB 182 and WEB 210
Corequisites: None
This course covers advanced programming skills required to design Internet applications. Emphasis is placed on

programming techniques required to support Internet applications. Upon completion, students should be able to design, code, debug, and document Internet-based programming solutions to various real-world problems using an appropriate programming language. Major emphasis is placed on JavaScript, DOM scripting, and JavaScript frameworks.

WEB 225 Content Management Sys 2 2 3
Prerequisites: WEB 182 and WEB 210
Corequisites: None
This course introduces students to Content Management Systems (CMS) designed for the publication of Web content to Web sites. Topics include individual user accounts, administration menus, RSS-feeds, customizable layout, flexible account privileges, logging, blogging systems, creating online forums, and modules. Upon completion, students should be able to register and maintain individual user accounts and create a business website and/or an interactive community website.

WEB 250 Database Driven Websites 2 2 3
Prerequisites: DBA 110, DBA 120, WEB 182 and WEB 210
Corequisites: None
This course introduces dynamic (database-driven) website development. Topics include the use of basic database CRUD statements (create, read, update and delete) incorporated into web applications, as well as in software architecture principles. Upon completion, students should be able to design and develop database driven web applications according to industry standards.

WEB 251 Mobile Application Dev II 2 2 3
Prerequisite: WEB 151
Corequisites: None
This course covers advanced applications and custom programming to develop applications for mobile devices. Topics include device capabilities, OS specific Software Development Kits (SDK), scripting for functionality and designing interactivity. Upon completion, students should be able to demonstrate effective programming techniques to develop advanced mobile applications.

***WEB 289 Internet Technologies Project 1 4 3**
Prerequisites: CTI 110, CTI 120, and CTS 115
Corequisites: None
This course provides an opportunity to complete a significant Web technologies project from the design phase through implementation with minimal instructor support. Emphasis is placed on project definition, documentation, installation, testing, presentation, and training. Upon completion, students should be able to complete an Internet project from the definition phase through implementation.

Welding

WLD 110 Cutting Processes 1 3 2
Prerequisites: Admission to Welding Program
Corequisites: None
This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve, and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thicknesses.

WLD 112 Basic Welding Processes 1 3 2
Prerequisites: None
Corequisites: None
This course introduces basic welding and cutting. Emphasis is placed on beads applied with gases, mild steel fillers, and electrodes and the capillary action of solder. Upon completion, students should be able to set up welding and oxy-fuel equipment and perform welding, brazing, and soldering processes.

WLD 113 Soldering and Brazing 1 2 2
Prerequisites: None
Corequisites: None
This course covers procedures for cutting, soldering and brazing of pipe and tubing. Topics include safety, proper equipment setup, and operation of soldering and brazing equipment. Upon completion, students should be able to solder and braze pipe, tubing, and fittings in various positions.

WLD 115 SMAW (Stick) Plate 2 9 5
Prerequisites: None
Corequisites: None
This course introduces the shielded metal arc (stick) welding process. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes.

***WLD 116 SMAW (Stick) Plate/Pipe 1 9 4**
Prerequisites: WLD 115
Corequisites: None
This course is designed to enhance skills with the shielded metal arc (stick) welding process. Emphasis is placed on advancing manipulative skills with SMAW electrodes on varying joint geometry. Upon completion, students should be able to perform groove welds on carbon steel with prescribed electrodes in the flat, horizontal, vertical, and overhead positions.

WLD 121 GMAW (MIG) FCAW/Plate 2 6 4
Prerequisites: None
Corequisites: None
This course introduces metal arc welding and flux core arc welding processes. Topics include equipment setup and fillet and groove welds with emphasis on application of GMAW and FCAW electrodes on carbon steel plate. Upon completion, students should be able to perform fillet welds on carbon steel with prescribed electrodes in the flat, horizontal, and overhead positions.

***WLD 122 GMAW (MIG) Plate/Pipe 1 6 3**
Prerequisites: WLD 121
Corequisites: None
This course is designed to enhance skills with the gas metal arc (MIG) welding process. Emphasis is placed on advancing skills with the GMAW process making groove welds on carbon steel plate and pipe in various positions. Upon completion, students should be able to perform groove welds with prescribed electrodes on various joint geometry.

WLD 131 GTAW (TIG) Plate 2 6 4
Prerequisites: None
Corequisites: None
This course introduces the gas tungsten arc (TIG) welding process. Topics include correct selection of tungsten, polarity, gas, and proper filler rod with emphasis placed on safety, equipment setup, and welding techniques. Upon completion, students should be able to perform GTAW fillet and groove welds with various electrodes and filler materials.

***WLD 132 GTAW (TIG) Plate/Pipe 1 6 3**
Prerequisites: WLD 131
Corequisites: None
This course is designed to enhance skills with the gas tungsten arc (TIG) welding process. Topics include setup, joint preparation, and electrode selection with emphasis on manipulative skills in all welding positions on plate and pipe. Upon completion, students should be able to perform GTAW welds with prescribed electrodes and filler materials on various joint geometry.

WLD 141 Symbols & Specifications 2 2 3
Prerequisites: None
Corequisites: None
This course introduces the basic symbols and specifications used in welding. Emphasis is placed on interpretation of lines, notes, welding symbols, and specifications. Upon completion, students should be able to read and interpret symbols and specifications commonly used in welding.

***WLD 151 Fabrication I 2 6 4**
Prerequisites: WLD 110, WLD 115, WLD 121 and WLD 131
Corequisites: None
This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, and the use of fabrication tools and equipment. Upon completion, students should be able to perform layout activities and operate various fabrication and material handling equipment.

WLD 212 Inert Gas Welding 1 3 2
Prerequisites: None
Corequisites: None
This course introduces inert gas-shielded welding methods (MIG/TIG). Topics include correct selection of consumable and non-consumable electrodes, equipment setup, safety, and welding techniques. Upon completion, students should be able to perform inert gas welding in flat, horizontal, and overhead positions.

***WLD 215 SMAW (Stick) Pipe 1 9 4**
Prerequisites: WLD 115 or WLD 116
Corequisites: None
This course covers the knowledge and skills that apply to welding pipe. Topics include pipe positions, joint geometry, and preparation with emphasis placed on bead application, profile, and discontinuities. Upon completion, students should be able to perform SMAW welds to applicable codes on carbon steel pipe with prescribed electrodes in various positions.

***WLD 231 GTAW (TIG) Pipe 1 6 3**
Prerequisites: WLD 132
Corequisites: None
This course covers gas tungsten arc welding on pipe. Topics include joint preparation and fit up with emphasis placed on safety, GTAW welding technique, bead application, and joint geometry. Upon completion, students should be able to perform GTAW welds to applicable codes on pipe with prescribed electrodes and filler materials in various pipe positions.

***WLD 251 Fabrication II 1 6 3**
Prerequisites: WLD 151
Corequisites: None
This course covers advanced fabrication skills. Topics include advanced layout and assembly methods with emphasis on the safe and correct use of fabrication tools and equipment. Upon completion, students should be able to fabricate projects from working drawings.

***WLD 261 Certification Practices 1 3 2**
Prerequisites: WLD 115, WLD 121, and WLD 131
Corequisites: None
This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for pre-qualified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes.

WLD 262 Inspection & Testing 2 2 3
Prerequisites: None
Corequisites: None
This course introduces destructive and nondestructive testing methods. Emphasis is placed on safety, types and methods of testing, and the use of testing equipment and materials. Upon completion, students should be able to understand and/or perform a variety of destructive and nondestructive testing processes.

*The numbers following course titles indicate **class**, **lab**, **clinic/co-op/shop**, and **credit** hours, respectively.*

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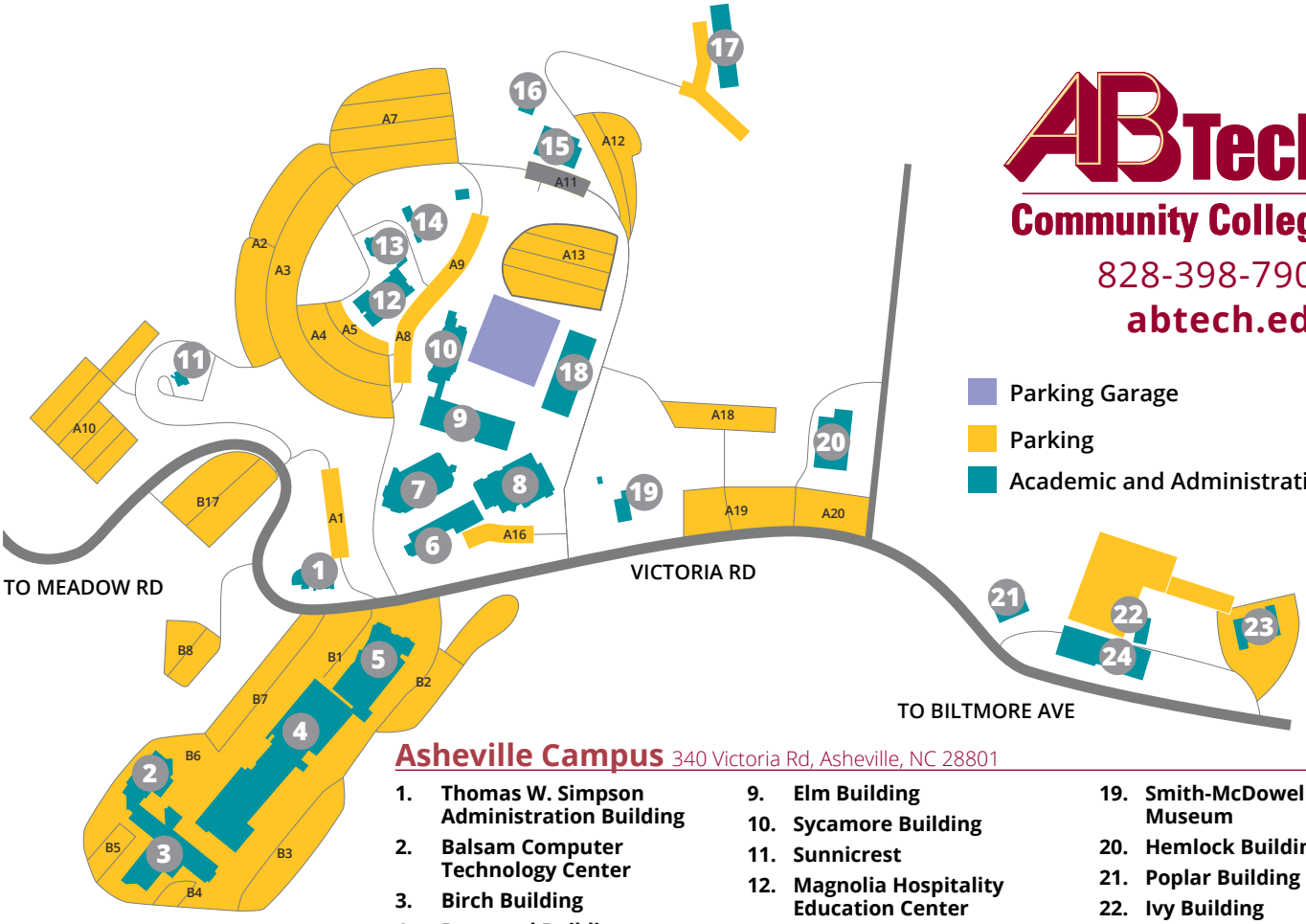

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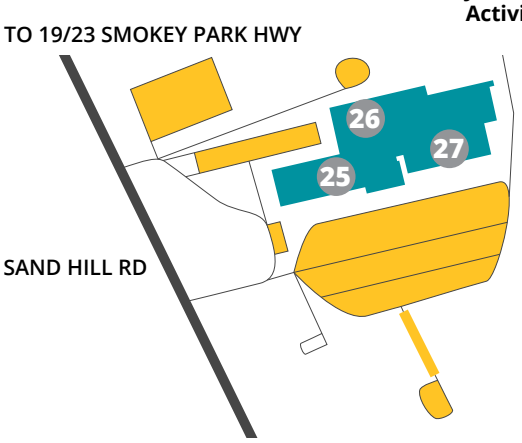
Parking Garage
Parking
Academic and Administrative

Asheville Campus 340 Victoria Rd, Asheville, NC 28801

1. Thomas W. Simpson Administration Building
2. Balsam Computer Technology Center
3. Birch Building
4. Dogwood Building
5. K. Ray Bailey Student Services Building
6. Holly Library
7. Ferguson Building
8. J. Herbert Coman Student Activity Center
9. Elm Building
10. Sycamore Building
11. Sunnicrest
12. Magnolia Hospitality Education Center
13. Fernihurst
14. Fernihurst Annex A & B
15. Maple Building
16. Maple Building Annex
17. Chestnut Building
18. Mission Health/A-B Tech Conference Center
19. Smith-McDowell House Museum
20. Hemlock Building
21. Poplar Building
22. Ivy Building
23. Roberson Building (93 Victoria Road)
24. Ferguson Center for Allied Health and Workforce Development

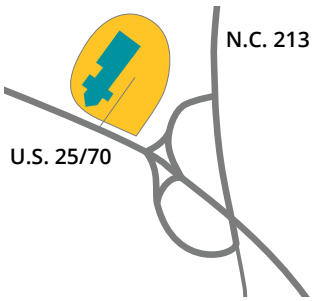


A-B Tech Enka 1459 Sand Hill Rd, Candler, NC 28715

25. Blue Ridge Food Ventures
26. Technology Commercialization Center
27. Small Business Center and Business Incubation

A-B Tech South

South Building
303 B Airport Road, Arden, NC 28704



A-B Tech Madison

Ramsey Building
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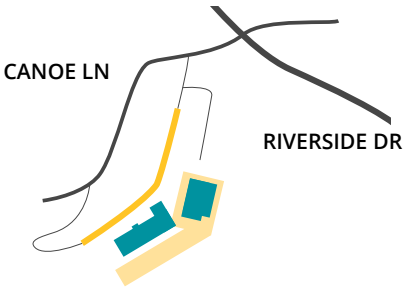

A-B Tech Woodfin

Buncombe County Public Safety Training Facility | A-B Tech Emergency Services
20 Canoe Lane, Woodfin, NC 28804