

# Isothermal Community College

www.isothermal.edu

## 2018 - 2019 College Catalog and Student Handbook



### Rutherford Campus

286 ICC Loop Road, P.O. Box 804  
Spindale, North Carolina 28160-0804  
828-286-3636

### Polk Center

1255 W. Mill Street  
Columbus, North Carolina 28722-9445  
828-894-3092

### Rutherfordton Learning Center

134 Maple Street  
Rutherfordton, NC 28139  
828-286-2218

## VOLUME XXXIV

July, 2018

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### Nondiscrimination Statement

Isothermal Community College provides educational and employment opportunities without regard to veteran status, race, color, religion, age, sex, national origin, or disability. Isothermal Community College is committed to this policy. Isothermal Community College supports the protection available to members of its community under all applicable Federal Laws including Title VI and Title VII of the Civil Rights Act of 1964, Equal Pay Act of 1963, Title IX of the 1972 Education Amendments, Executive Order 11246 as amended by 11375, Title VI (section 799A) and Title VIII (section 8451) of the Public Health Service Act, Age Discrimination Act, Americans With Disabilities Act of 1990, and the Rehabilitation Act of 1973.

Any member of the Isothermal Community College Community believing they have been discriminated against or desiring more information concerning these provisions and/or grievance procedures should contact:

Stephen Matheny, Vice President of Administrative Services  
Isothermal Community College, P.O. Box 804, Spindale, NC 28160-0804 (828) 395-1293

# ISOTHERMAL

COMMUNITY COLLEGE



Welcome to Isothermal Community College—your community college. At Isothermal, we provide opportunities for people to be the best that they can be, and we do it at an affordable price.

For more than 50 years, we have been helping our students prepare for transfer to four-year colleges; readying them for jobs through workforce training; working with industry on customized training; and providing opportunities in adult education, continuing education and technical education. We also provide first class cultural events and opportunities for the community at large.

In today's world, learning is truly a lifelong experience. Whatever your stage in life, Isothermal has something for you—something that will improve your future. At Isothermal, it is our mission to see you "Start Strong. Finish Stronger."

Isothermal in fact gives definition to the word "community." As the founder of the North Carolina Community College System, Dallas Herring, famously noted, "We are here to help you meet the challenge of change."

Our world and economy have changed rapidly in the last decade. Isothermal stands ready to meet those challenges and serve the people for the next 50 years and beyond. As long as Isothermal is strong, opportunities will abound and the future will be brighter.

This is your college, we invite you to take advantage of it and make the most of it. Welcome to the Isothermal family and we hope and trust this will be an exciting and beneficial experience.

Cordially,

A handwritten signature in black ink that reads "Walter Dalton". The signature is fluid and cursive.

Walter Dalton, *President*

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## ISOTHERMAL COMMUNITY COLLEGE BOARD OF TRUSTEES

### APPOINTED BY RUTHERFORD COUNTY BOARD OF EDUCATION

Mr. Roger "Buck" Petty—Forest City, NC

### APPOINTED BY RUTHERFORD COUNTY COMMISSIONERS

Mr. Todd Bennett—Ellenboro, NC  
Mr. Chivous Bradley—Rutherfordton, NC  
Mr. Leonard Hollifield—Bostic, NC  
Mrs. Amy Jenkins—Rutherfordton, NC  
Mrs. Joan King—Rutherfordton, NC  
Mr. Alan Toney—Bostic, NC

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2018-2019 SGA President  
Mr. John Condrey—Forest City, NC  
Mr. David Hunt—Rutherfordton, NC  
Mr. Roger Jolly—Rutherfordton, NC  
*Vacant*

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Mr. Don Hofmann—Columbus, NC  
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Mr. Michael Benfield  
Mr. Eddie Holland  
Mr. Bryan King  
Mr. Greg Lovelace  
Mr. Alan Toney

### POLK COUNTY BOARD OF COMMISSIONERS

Mr. Shane Bradley  
Mr. Ray Gasperson  
Mr. Jake Johnson  
Mr. Tommy Melton  
Mr. Myron Yoder

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# GENERAL INFORMATION

## ADMINISTRATIVE OFFICES

### OFFICE OF THE PRESIDENT

President .....	Walter Dalton
Academic and Student Services .....	Dr. Dolly Horton, Vice President
Administrative Services .....	Stephen Matheny, Vice President
Community and Workforce Development, College Advancement and Director of Alumni Affairs .....	Thad Harrill, Vice President
Institutional Assessment, Planning and Research, and Accreditation .....	Anne Oxenreider, Director
Marketing and Community Relations .....	Mike Gavin, Director
Executive Administrative Assistant to the President and Director of Special Events .....	Dee Dee Barnard

### ACADEMIC SERVICES

Academic Development .....	Debbie Puett, Dean
Applied Sciences and Engineering Technology .....	Joe Looney, Dean
Arts and Sciences .....	Dr. Kathy Ackerman, Dean
Business Sciences .....	Kim Wawzysko, Dean
Foothills Nursing Consortium .....	Dr. Kim Amos, Director
Health and Public Services .....	Ava Yamouti, Dean
Licensed Practical Nurse Program .....	Dr. Kim Amos, Interim Director
Polk County Early College .....	Rachel Goettert Staton, College Liaison
Rutherford Early College High School .....	Andrew Bradshaw, College Liaison
College and Career Promise and College Recruitment .....	Jessie Fletcher, Director

### STUDENT SERVICES

Enrollment Management .....	Sandra Lackner, Dean
Financial Aid .....	Diane Dickerson, Director
Records .....	Pamela Ellis, Director
Student Activities .....	<i>Vacant</i> , Registrar
.....	Lisa Courtney, Coordinator

### ADVISING AND SUCCESS CENTER

.....	Kimberly Snyder, Director
Advising .....	Karen Harris, Coordinator
Accessibility Services .....	Alfreda Lindsey, Counselor
Pre-Health Sciences Nursing .....	Tina Porter, Advisor
Success Coach .....	Lisa Courtney, Advisor
Testing and Assessment .....	Sonya Torres, Coordinator

### WORKFORCE AND COMMUNITY EDUCATION

College and Career Readiness .....	Amy Galla, Director
College and Career Readiness Transition .....	Lauren Mooney, Coordinator
Continuing Education .....	Donna Hood, Dean
Customized Training .....	Mark Franklin, Director
Emergency Services and Lifelong Learning Coordinator .....	Jonathan Bland, Coordinator
Grants and College Development and Fundraising .....	Sarah Morse, Coordinator
Nursing Assistant and Allied Health .....	Betsy Cuthbertson, Coordinator
Performing Arts and Conference Center .....	Russell Wicker, Director
Polk Center .....	Kate Barkschat, Director
Small Business Center .....	Faye Bishop, Director

### ADMINISTRATIVE AND SUPPORT SERVICES

Business Office .....	Amy Penson, Controller
Campus Enforcement .....	Corporals Bob Davis and Robert Owens
Campus Print Shop .....	Susan Straw, Manager
Human Resources .....	Amy Harper, Director
Information Technology .....	Robby Walters, Director
Library .....	Charles Wiggins, Director
Plant Operations and Maintenance .....	Bill Doll, Director
WNCW Director of Radio Operations .....	David Kester, Director

For complete college directory, visit [www.iso-thermal.edu](http://www.iso-thermal.edu).

## **COLLEGE MISSION, VISION, AND VALUES**

### **OUR MISSION**

As an integral community partner, Isothermal Community College exists to improve life through learning by providing innovative, affordable educational programs and offering opportunities for personal, professional, economic, and cultural development.

### **VIVID DESCRIPTION**

- Preparing learners for future success in a career, further education, and personal enrichment
- Providing cutting edge learning and technology
- Providing choices in support services and delivery methods
- Supporting professional development opportunities
- Involving the learner in his or her own learning process(es)
- Encouraging and modeling the effective and sustainable utilization of resources
- Working collaboratively with public education and the community in meeting local educational goals
- Establishing partnerships to advance excellence in learning
- Maintaining a reputation of excellence that ensures the prestige of our graduates
- Encouraging an entrepreneurial spirit across all levels of the College

### **VISION STATEMENT**

To be the benchmark for excellence in learning, innovation, service, and economic development.

### **VALUES**

In improving life through learning, we recognize and accept our pivotal leadership role by valuing:

- a shared commitment to the well-being and enrichment of individuals
- lifelong opportunities for personal and professional growth
- responsibility as a catalyst for positive economic development, innovation, community growth, creativity, and the arts
- a climate of integrity, accountability, and respect for individuals
- a culture of collaboration and communication
- achievement realized through perseverance, critical thinking, and personal responsibility for learning
- diversity and the exchange of ideas
- excellence in programs and services
- assessment and the spirit of reflection
- the elimination of barriers to learning
- the learning college culture

Isothermal Community College, a member of the North Carolina Community College System, is a comprehensive, two-year, public institution that serves the individuals in Rutherford and Polk Counties. The College offers individual courses and certificate, diploma, and degree programs that enable students to transfer to four-year institutions or to acquire skills for new or continued employment, as well as to function effectively as citizens in our society. In addition, the College provides training for area business and industry, personal enrichment courses, remedial and developmental courses, and community service activities.

Isothermal Community College shall be open to all eligible individuals who can benefit regardless of age, sex, socioeconomic status, ethnic origin, race, veteran status, religion, or disabilities. The essence of the College's efforts shall be to contribute, in cooperation with other local educational systems and institutions, to a higher quality of life in the community it serves.

### **ACCREDITATION**

Isothermal Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees.

Inquiries relating to the accreditation status of the College may be made to the Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, Georgia 30033-4097, telephone number 404-679-4500, <http://www.sacscoc.org>. As a requirement for on-going accreditation, member colleges must go through an accreditation reaffirmation process every ten years. This means that college personnel review policies and practices of the College to assure that operations are in compliance with SACSCOC principles.

## QUALITY ENHANCEMENT PLAN

A Quality Enhancement Plan (QEP) is a required part of our 2016 reaffirmation with the Southeastern Association of Colleges and Schools Commission on Colleges (SACSCOC). At its core, a QEP is both a process and a report that identifies a key student learning need and demonstrates that the College can initiate, set, and assess significant goals through a process involving broad-based input.

The focus statement of our QEP is to empower first-time college students to overcome barriers to completion through orientation, ACA within the first two semesters, and dynamic advising. To support our QEP, we have developed an orientation that prepares all new students for Isothermal's policies, procedures, and culture. It also introduces students to the technology they will be using throughout their experience at Isothermal. Within the first two semesters, students will take one of our enhanced ACA course(s) where they will clarify their educational goal and develop a semester-by-semester plan to achieve their goal. Recent research has shown that students who start their college experience with similar resources complete their goals more frequently and more quickly, hence our QEP's title "Start Strong. Finish Stronger." We will conduct our QEP from the Fall of 2016 to Spring 2020.

## THE ISOTHERMAL DISTINCTION

Students who complete programs at Isothermal Community College are expected to be able to function effectively as contributing citizens of our society. Our programs, regardless of their content areas, are designed to enable graduates to achieve the following general competencies:

- *Communicate effectively through writing, speaking, and through demonstration of information literacy*
- *Analyze problems and make valid conclusions*
- *Demonstrate quantitative skills*
- *Demonstrate basic technology skills*
- *Perform technical skills in their chosen occupations*

Achieving these competencies requires a commitment on the part of both Isothermal and its students to the satisfaction of certain goals and expectations.

We also value, promote, and emphasize the following soft skills:

- *Demonstrate positive interpersonal skills through cooperative learning and group interaction*
- *Use critical listening skills to understand, evaluate, and respond appropriately to verbal communication*
- *Develop an awareness of global issues and the interconnectedness and interdependence of persons, places, and events on earth from a current as well as historical perspective*

## WHAT STUDENTS CAN EXPECT OF ISOTHERMAL

In their commitment to learning and to the achievement of a true learning-centered community, Isothermal personnel will:

- *Meet student needs by demonstrating professional, friendly, and courteous service in all aspects of student life*
- *Maintain high professional and academic standards*
- *Serve as role models in the development of leadership skills*
- *Respect diversity and treat all students fairly*
- *Be available to students and helpful with student problems*
- *Communicate clear learning objectives and expected outcomes*
- *Provide timely feedback in the assessment of learning outcomes*
- *Stay current in subject matter*
- *Practice effective teaching/learning strategies that promote critical thinking*

## WHAT ISOTHERMAL EXPECTS OF STUDENTS

In their commitment to learning, students will:

- *Accept responsibility for learning*
- *Attend and participate in all classes*
- *Complete required exercises and assignments as directed*
- *Develop a time management plan that includes adequate time for study*
- *Maintain an open-minded attitude toward learning*
- *Strive to become independent critical thinkers*
- *Seek help as needed from appropriate sources*
- *Be respectful and considerate of others*
- *Assume responsibility for knowing and adhering to all college policies*
- *Acknowledge that learning how to learn is the ultimate objective of education*
- *Recognize that struggle and discomfort often precede the rewards that accompany goal completion and success*

With this commitment on the part of all concerned, an exciting partnership will grow and thrive, thus creating a community of learners whose mission is **to improve life through learning.**

## **NORTH CAROLINA COMMUNITY COLLEGE SYSTEM (NCCCS) PERFORMANCE MEASURES FOR ISOTHERMAL COMMUNITY COLLEGE**

Isothermal Community College tracks student achievement through state performance measures.

The Performance Measures for Student Success Report is the North Carolina Community College System's (NCCCS) major accountability document. This annual performance report is based on data compiled from the previous year and serves to inform colleges and the public on the performance of all North Carolina community colleges. Isothermal Community College is committed to using this system to continuously monitor, evaluate, and improve the quality of programs offered in Rutherford and Polk counties.

### **North Carolina Community College System 2018 Performance Measures for Student Success Summary**

The 2018 performance measures for student success reports that the College was above the standard baseline level on all measures and above the state average on four of these measures and of those, the college measured excellent in the state for English credit success, first year progression, and success of its students on college transfer. See Appendix J for a summary of the state-wide report.

## **ISOTHERMAL HISTORY**

Founded in 1964, Isothermal Community College serves Rutherford and Polk counties in the beautiful foothills of western North Carolina. Isothermal, named for the region's steady climate, is a comprehensive, two-year public institution and is a part of the North Carolina Community College System. Isothermal's core purpose is to improve life through learning.

The main campus is on 181 acres in Spindale. The Rutherford campus, perched on the shore of an 11-acre lake, is home to The Foundation Performing Arts and Conference Center, the area's premier venue for the arts and other special events. The College also owns and operates WNCW 88.7, an award-winning public radio station that can be heard in parts of five different states: North Carolina, South Carolina, Virginia, Tennessee and Georgia.

The College offers nearly 90 courses of study in the areas of Arts and Sciences, Applied Sciences and Engineering Technologies, Business Sciences and Health and Public Services. Isothermal offers degrees, diplomas and certificates in all of those areas and is accredited by the Southern Association of Colleges and Schools Committee on Colleges. Also, on the main campus, the Continuing Education Department offers a full range of adult basic education and occupational education in areas including allied health, public safety and emergency medical services. Continuing Education also houses a host of personal enrichment classes, customized industrial training and the Isothermal Small Business Center.

The Polk Center is in Columbus and opened in the fall of 1989. The Polk Center offers adult high school equivalency (GED/HiSeT), massage therapy, equine studies, and driving safety classes on a regular basis, as well as a variety of continuing education courses.

In August 2013, the College opened the Rutherfordton Learning Center (RLC) to provide administrative and instructional spaces for the Associate Degree Nursing and Practical Nurse Education programs. Continuing Education programs, including Certified Nursing Assistant, were already operating at the RLC. It is located in downtown Rutherfordton, approximately four miles from the main campus and near Rutherford Regional Health System.

In May 2013, the Honorable Walter Dalton, former Lieutenant Governor of North Carolina, was appointed president by the College's Board of Trustees. The preceding president was Dr. Myra Johnson who served in that capacity for six years. Johnson replaced Dr. Willard L. Lewis, III, who retired from the post in 2007 after 21 years at the College. During Johnson's presidency, the College acquired approximately 39 acres of property, contiguous to its existing borders. Most of this property was purchased by the Isothermal Community College Foundation and donated to the College, while one parcel was given to the College by the Rutherford County Board of Commissioners.

In January 2008, the doors were opened on the new Willard L. Lewis, III, Lifelong Learning Center. The two-story building of approximately 24,000 square feet houses classrooms, office space, high-tech distance learning facilities and the Rutherford Early College High School. The center also hosts many of the collaborative efforts for higher learning Isothermal has with Western Carolina, Gardner-Webb and Appalachian State universities. The College also has an ongoing collaborative partnership with Polk County Schools to support the Polk County Early College.

## ACADEMIC CALENDAR 2018-2019

### FALL SEMESTER 2018

August 13, 2018	Monday	Convocation - All Faculty and Staff
August 14, 2018	Tuesday	Faculty and Staff Work Day (College open)
August 15, 2018	Wednesday	Final Registration - Fall Semester
August 16, 2018	Thursday	Final Registration/Orientation
August 17, 2018	Friday	First Day of Fall Classes, Schedule Adjustments
August 20, 2018	Monday	Schedule Adjustments
August 28, 2018	Tuesday	Last Day to Withdraw with 75% Refund (Full term)
September 3, 2018	Monday	Labor Day Holiday (College closed)
October 4, 2018	Thursday	Professional Development Day (College closed to public)
October 5, 2018	Friday	Fall Break - Faculty and Students (No classes; college open)
October 16, 2018	Tuesday	Advising Day (No classes; meet with your advisor)
October 22-November 30	Monday-Friday	Spring Registration
October 31, 2018	Wednesday	Grub Day
November 16, 2018	Friday	Last Day to Withdraw with "W"
November 21, 2018	Wednesday	Staff Workday (No classes) (College closed to public)
November 22-23	Thursday-Friday	Thanksgiving Break Holiday (College closed)
November 29	Thursday	Learning College Fall Semester Awards Day
December 14, 2018	Friday	Last Day of Fall Classes
December 17, 2018	Monday	Faculty Checkout
December 21, 2018-January 1, 2019	Friday-Tuesday	Winter Break (College closed)

### SPRING SEMESTER 2019

January 2, 2019	Wednesday	Faculty and Staff Work Day (College open)
January 3, 2019	Thursday	Final Registration - Spring Semester/Orientation
January 4, 2019	Friday	Final Registration
January 7, 2019	Monday	First Day of Classes, Schedule Adjustments
January 8, 2019	Tuesday	Schedule Adjustments
January 16, 2019	Wednesday	Last Day to Withdraw with 75% Refund (Full term)
January 21, 2019	Monday	Dr. Martin Luther King, Jr. Holiday (College closed)
February 15, 2019	Friday	Professional Development Day (College closed to public)
March 12, 2019	Tuesday	Advising Day (No classes; meet with your advisor)
March 18-April 18, 2019	Monday-Thursday	Summer/Fall Registration
April 4, 2019	Thursday	Last Day to Withdraw with "W"
April 10, 2019	Wednesday	Sports Day
April 11, 2019	Friday	Learning College Spring Semester Awards Day
April 19-22, 2019	Friday-Monday	Spring Holiday (College closed)
April 23-26, 2019	Tuesday-Friday	Spring Break - Faculty and Students (No classes)
May 3, 2019	Friday	ICC Awards Day
May 7, 2019	Tuesday	Last Day of Classes
May 8, 2019	Wednesday	Faculty Checkout
May 9-13, 2019	Thursday-Monday	Faculty and Student Break (No classes)
May 10, 2019	Friday	REaCH Graduation Commencement
May 13, 2019	Monday	Graduation Commencement (Curriculum)
May 14, 2019	Tuesday	Graduation Commencement (Adult High School and Equivalency)

### SUMMER SEMESTER 2019

May 14, 2019	Tuesday	Final Registration - Summer Semester
May 15, 2019	Wednesday	First Day of Classes, Schedule Adjustments
May 21, 2019	Tuesday	Last Day to Withdraw with 75% Refund (Full term)
May 27, 2019	Monday	Memorial Day Holiday (College closed)
July 1- August 1, 2019	Monday-Thursday	Fall Registration
July 4, 2019	Thursday	Independence Day Holiday (College closed)
July 10, 2019	Thursday	Last Day to Withdraw with "W"
July 24, 2019	Tuesday	Last Day of Classes
July 25, 2019	Wednesday	Faculty Checkout
July 26-August 9	Friday-Friday	Summer Break-Faculty and Students (No classes)

The calendar may be subject to change. Please review the most current version at <https://www.isothermal.edu/calendar>.



## **NEWS STORIES AND ANNOUNCEMENTS**

You can access the latest College news releases, feature stories, photography, and coming events announcements from the College's website at [www.isothermal.edu](http://www.isothermal.edu). On the homepage, select the News link to go to news events and features. Most news found at this location will be posted for approximately one month. News announcements are also posted in a variety of locations on the Isothermal website, emailed to student accounts, and posted on Facebook and Twitter.

Isothermal Community College news announcements and feature stories can be found on a regular basis in The Daily Courier newspaper (Rutherford County) and The Tryon Daily Bulletin (Polk County). A spotlight on Isothermal news can also be found in "Inside Isothermal," a feature in The Daily Courier, a publication by the Public Information Office.

None of these publications may contain, encourage, or promote violations of public laws or regulations of the College.

### **Isothermal Community News (ICN)**

Students in the Broadcasting and Production Technology program provide ongoing news, announcements, and information through ICN. To view each edition, keep an eye on your student email and subscribe to Isothermal TV on YouTube.

## **POLICIES, PROCEDURES, AND PUBLICATIONS**

In publishing Policies and Procedures, the College does not recognize any implied contract as having validity beyond the present academic college catalog year. The president reserves the right to make changes in curricula and in regulations when such changes are for the best interest of the students and the College. Until revised, the current college catalog and student handbook is the college catalog and student handbook of record for all students seeking to complete certificates, diplomas, or degrees in the current academic year. Students enrolled prior to the fall of 1997 must confer with their advisor and the Records Office in order to determine semester equivalents of quarter course credits.

## **PUBLICATIONS**

The Anuran is an annual literary journal that showcases the exceptional work of Isothermal Community College students and the community. The Anuran is the culmination of a yearly contest in poetry, essay, photography, and cover design. All publications of Isothermal Community College must abide by state and federal laws governing proper journalistic behavior as well as local College regulations.

The College publishes important information through a variety of sources including (but not limited to):

### **Notice of Availability of Institutional and Financial Aid Information**

Isothermal Community College distributes consumer information to students through a variety of sources including the College Catalog and Student Handbook. For the convenience of students, Isothermal has also created a web page to provide quick and easy access to institutional and financial aid information. This resource is available at <http://www.isothermal.edu/current-students/consumer-information/index.html>. Printed copies are available upon request in Student Services.

### **College Catalog and Student Handbook**

The College Catalog and Student Handbook is Isothermal's primary source of information regarding curriculum programs and course descriptions, other educational programs, administrator and faculty credentials, general educational competencies, and educational facilities. It also provides information on successfully navigating the college experience at Isothermal Community College.

### **Other Publications**

Each student is responsible for observing the procedures, regulations, and requirements of the College as they are announced here and in other official college publications. Information, policies, and procedures may vary by program, e.g., Career and College Promise (CCP), health sciences programs, Cosmetology, and Basic Law Enforcement Training (BLET). Information regarding specific programs is available in departmental areas.

# EDUCATIONAL PROGRAMS

## CAREER AND COLLEGE PROMISE FOR HIGH SCHOOL STUDENTS

The purpose of Career and College Promise (CCP) is to offer structured opportunities for qualified high school students to dually enroll in community college courses that provide pathways that lead to a certificate, diploma, or degree as well as provide entry-level job skills, tuition free.

Career and College Promise occurs when qualified high school students are permitted to enroll in curriculum courses. Eligible students can enroll in CCP starting their freshmen year, if they meet admissions requirements for desired pathway, and have approval from their high school principal or designee before being enrolled in college courses.

### **Polk County Early College (PCEC)**

PCEC is a hybrid (traditional and online) innovative high school in partnership with Isothermal Community College that serves students from Polk County. Students enroll at the beginning of their ninth grade year and take a combination of high school and college courses and may graduate with both their high school diploma and an associate degree.

### **Rutherford Early College High School (REaCH)**

REaCH is an innovative high school located on the campus of Isothermal Community College. Students enroll at REaCH at the beginning of their ninth grade year and continue through their twelfth grade year. While enrolled at REaCH, students take a combination of high school and college courses and may graduate with both their high school diploma and associate degree.

For more information about the admissions process for Career and College Promise, please contact the Director of Career and College Promise and College Recruitment at (828) 395-4337.

## CONTINUING EDUCATION

[www.isothermal.edu/academics/continuing-education/](http://www.isothermal.edu/academics/continuing-education/)

Continuing Education's flexibility provides the opportunity to meet a wide variety of individual and group needs. Course options for adults include technical skills, reading, self-enrichment, or quality management techniques. Courses are offered on a continuing basis while others are given in response to requests of individuals or groups. Course locations include schools, churches, community clubs, fire stations, and industry throughout Rutherford and Polk counties and ICC campus'. Class hours, the length of the course, and the number of meetings per week can be arranged for the convenience of the participants.

### **ADMISSION AND REGISTRATION**

Adults, 18 years of age or older, are eligible to participate in Continuing Education courses. High school students, from Rutherford and Polk counties, ages 16 and 17, may enroll in a course with permission from their high school.

### **REGISTRATION FEES**

Student fees depend upon course design. Registration fees are waived for Adult Basic Education, Human Resource Development, and high school diploma or equivalency programs. Registration fees are waived for in-service training for law enforcement, fire, rescue, and emergency medical technician. Continuing Education students who are incarcerated or who are intellectually disabled and enrolled in a designated program are fee exempt.

### **CONTINUING EDUCATION REFUND POLICY**

1. A student who withdraws from a course prior to the first day of class or if the course is canceled will be eligible for a 100% refund of the registration fee.
2. After onset of class, a student who withdraws from a course is eligible for a 75% refund if the student withdraws prior to or on the 10% point of the class.
3. An option to a refund: The student may request a transfer to another Continuing Education course before 10% of the course has expired. The transfer must be within the same semester, have space available, and have the instructor's approval.
4. Exceptions to this policy can be made by the following:

**Courses Originating In**  
Continuing Education Division  
Polk Center

**Exceptions Made By**  
Dean of Continuing Education  
Polk Center Director

## **CONTINUING EDUCATION REPETITION POLICY**

Continuing Education students may enroll in a course as many times as necessary to accomplish their personal or educational/training goals, provided they: 1) continue to show progress, 2) do not prohibit other students from participating, 3) pay the appropriate fees, and 4) do not violate North Carolina Department of Community College policy. Students who take the same Occupational Extension course more than twice are required to pay for the actual cost of the course or the registration fee, whichever is more. This applies if the course is repeated within a five-year period since September 1, 1993. Courses taken for certification, licensure, or recertification are exempt from this policy.

## **CONTINUING EDUCATION UNITS**

One continuing education unit (CEU) will be awarded for each 10 contact hours of instruction that will be determined prior to the beginning of the experience. A decision to award the CEU will be made after the program or activity has been offered. Calculations of contact hours will include the following elements:

1. Classroom time with direct participation between the students and instructors will be converted directly to contact hours.
2. Activities that use instruction such as supervised independent study, directed reading, or project based assignments will be awarded CEUs. Contact hours will be determined after finding the average amount of time and hours required to complete the learning activity.
3. Field trips and other experiential course activities will be awarded CEUs. This will usually be done on the basis of two hours required for each contact hour of instruction.

The CEU is used in three ways, as follows:

1. A unit of measure to recognize an individual's participation in non-credit activities that meet appropriate criteria.
2. The accounting unit of Isothermal Community College non-credit courses, programs, and activities.
3. The basis for quality assurance in Continuing Education programming.

The dean of continuing education and the director of Polk Center have responsibility for final determination of the CEUs awarded for a particular Continuing Education experience. The instructor will verify and report that each participant has or has not met the specified requirements for satisfactory completion and is or is not awarded a CEU. A permanent record of the student's participation will be maintained by Isothermal Community College.

## **OCCUPATIONAL EXTENSION**

Occupational courses help adults build their job skills or knowledge. Classes are held on campus or in the workplace. Course work includes but not limited to Cardiopulmonary Resuscitation (CPR), Human Resources Development (HRD), team building, emergency medical services, law enforcement, first aid, teacher renewal credit, fire fighting, Leadership Rutherford, nursing assistant, truck driver training, and massage therapy.

## **SELF-ENRICHMENT**

Self-enrichment courses help adults broaden their talents, stimulate their creativity, develop new skills, improve themselves. Course work includes but not limited to cake decorating, crafts, language and culture, pottery, ceramics, creative writing, music, quilting, dance, computers skills, notary public, sign language, cooking and nutrition, painting, health and wellness, and vehicle inspection/emissions.

## **HUMAN RESOURCE DEVELOPMENT PROGRAM**

*"Our mission is to educate and train individuals for success in the workplace."* The Human Resources Development (HRD) programs help unemployed, under employed, and dislocated workers with motivation, attitudinal changes, and pre-job orientation. Students learn how to be better employees through a variety of instructional activities and instruction addresses six core competencies:

1. assessment of individual assets and limitations
2. development of a positive self-concept
3. development of employability skills
4. development of communication skills
5. development of problem-solving skills
6. development of awareness of information technology in workplace

## **PROFESSIONAL TRUCK DRIVER TRAINING**

[www.isoothermal.edu/academics/continuing-education/truck-driving/index.html](http://www.isoothermal.edu/academics/continuing-education/truck-driving/index.html)

In this 384 hour daytime program the student will work with the truck in addition to classroom activities. For more information, visit our website at [www.isoothermal.edu](http://www.isoothermal.edu) or call 828-395-1631.

## **ADULT HIGH SCHOOL**

The Adult High School program is offered cooperatively with Rutherford and Polk county public school systems to offer adults an opportunity to earn an Adult High School (AHS) diploma. Course and graduation requirements are in alignment with the standards established by the State Board of Education, the local education agency, and the local community college. The AHS diploma is issued in cooperation between the local boards of education and community college trustees with appropriate signatures representing both educational systems. All classes are free. For more information, visit our website [www.isothermal.edu](http://www.isothermal.edu) or call 828-395-1631.

## **ENGLISH AS A SECOND LANGUAGE**

The English as a Second Language (ESL) program helps adults whose first language is not English to improve their English speaking, reading, and writing skills. Students may also choose to prepare for the US citizenship test and/or improve computer literacy skills. Instruction is provided at beginner, intermediate, and advanced levels. All classes are free. For more information, visit our website at [www.isothermal.edu](http://www.isothermal.edu) or call 828-395-1631.

## **NORTH CAROLINA'S HIGH SCHOOL EQUIVALENCY DIPLOMA**

North Carolina's High School Equivalency (HSE) Diploma program offers instruction to assist learners in preparing to successfully pass a designated high school equivalency assessment. HSE Diplomas are awarded upon satisfactory completion of a series of tests in the areas of writing, reading, social studies, science, and mathematics. Spanish versions of the tests are also available. The three nationally-recognized assessments used to obtain a state-issued High School Equivalency credential in North Carolina are GED®, HiSET® and TASC. All three High School Equivalency assessments are recognized by the US Department of Education and cover the same content areas. Passing any one of the assessments will lead to the same High School Equivalency Diploma issued by the North Carolina State Board of Community Colleges. GED® and HiSET® testing is currently available. Testing accommodations may be available to examinees with documented disabilities. These accommodations are secured through official websites of the testing companies, but students may contact the Chief Examiner at 828-395-1660 for more information as well. College and Career Readiness classes provide HSE practice tests, study materials, and targeted instruction. Classes are free. For more information, visit our website [www.isothermal.edu](http://www.isothermal.edu) or call 828-395-1631.

## **CUSTOMIZED TRAINING AND DEVELOPMENT**

Isothermal Community College is committed to providing business and industry with a broad array of educational and training services which included assisting business and industry through the following program areas.

### **CUSTOMIZED TRAINING PROGRAM**

The Customized Training Program supports the economic development efforts of the State by providing education and training opportunities for eligible businesses and industries. Amended in 2008, this program combines the New and Expanding Industry Training Program and the Customized Industry Training Program to more effectively respond to business and industry. The Customized Training Program also includes the former Focused Industry Training Program and shall offer programs and training services to assist new and existing business and industry to remain productive, profitable, and within the State.

#### **ELIGIBILITY**

Businesses and industries eligible for support through the Customized Training Program include Manufacturing, Technology Intensive (i.e., Information Technology, Life Sciences), Regional or National Warehousing and Distribution Centers, Customer Support Centers, Air Courier Services, National Headquarters with operations outside North Carolina, and Civil Service employees providing technical support to US military installations located in North Carolina.

### **SMALL BUSINESS CENTER**

The Small Business Center is a community-based provider of education and training, confidential counseling, information, and referral for persons who are currently in business or those seeking to start a new business in Rutherford and Polk Counties. The objective of the Small Business Center Network is to increase the success rate and the number of viable small businesses in the State of North Carolina.

### **CAREER READINESS CERTIFICATION**

Career Readiness Certification can be obtained at Isothermal Community College. The credential represents a student's ability in reading for information, applied math and locating information. This is a flexible, self-paced program.

# CURRICULUM PROGRAMS OF STUDY

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The title of Isothermal Community College’s Quality Enhancement Plan (QEP) is “Start Strong. Finish Stronger.” The focus is removing barriers to completion by strengthening educational planning at Isothermal.

The following Curriculum Programs of Study are designed to assist students in educational planning by identifying educational pathways and enrolling in the correct sequence of courses for completing degrees, diplomas, or certificates in a timely manner. Students may “Start Strong. Finish Stronger” by establishing a Student Master Academic Plan (MAP), working with their advisors to stay on track, completing their programs of study in the most efficient way possible, and situating themselves for the achievement of their future educational and career goals. A Student MAP will be completed as a part of the College student success course (ACA 115 or 122) or by working with an advisor.

Students must meet with their advisor every semester. Some may think of this as a “pit stop” in making sure students are on the quickest path to completion. Students are flagged until they have met with their advisors and been cleared to proceed with registration.

Remember that the most current information for creating a MAP and monitoring progress is available through Patriot Port. The following Department Programs of Study Outlines should be used in addition to the program evaluation tool located in Patriot Port.



# CURRICULUM PROGRAMS OF STUDY

Programs of study fall into two major categories—college/university transfer and career preparation. The Associate of Arts and Associate of Science Degree programs are designed primarily for students planning to transfer to a four-year college or university. The Associate of Applied Science Degree, Diploma, and Certificate programs are designed for career preparation. Some Associate of Applied Science Degree programs are also transferable to four-year colleges and universities.

## APPLIED SCIENCES & ENGINEERING TECHNOLOGY

<u>Program</u>	<u>Code</u>	<u>Page #</u>
Advertising and Graphic Design	A30100	19
Advertising and Graphic Design	C30100	21
Photography	C3010001	21
Broadcasting and Production Technology	A30120	22
Audio Production	D3012001	24
Video Production	D3012002	25
Basic Audio Production	C3012001	26
Basic Video Production	C3012002	26
Building Construction Technology	A35140	27
Building Construction Technology	D35140	29
Advanced Carpentry	C3514002	30
Basic Air Conditioning	C3514004	30
Basic Carpentry	C3514001	30
Basic Construction	C3514008	31
Basic Plumbing	C3514003	31
Construction Management	C3514011	31
Elementary Carpentry	C3514009	32
General Contractor Licensing Preparation	C3514005	32
Sustainable Building Design	C3514010	32
Collision Repair and Refinishing Technology	D60130	33
Advanced Collision Repair and Refinishing	C6013002	34
Basic Collision Repair and Refinishing	C6013001	34
Computer Engineering Technology	A40160	35
Computer Engineering Technology	D40160	37
Computer Engineering Technology	C40160	38
Computer-Integrated Machining	D50210	39
Advanced Motorsports Machining	C5021004	40
CNC	C5021002	40
Machining	C5021001	41
Motorsports Machining	C5021003	41
Electrical Systems Technology	A35130	42
Electrical Systems Technology	D35130	44
Electrical Wiring	C3513001	45
Industrial Controls	C3513002	45
Electronics Engineering Technology/Electronics Automation	A40200	46
Electronics Engineering Technology/Electric Utility	A40200	48
Electronics and Automation	D40200	50
Electric Utility	D40200	51
Electronics and Automation	C4020001	52
Electric Utility	C4020002	52
Industrial Systems Technology	A50240	53
Industrial Systems Technology	C5024001	55
Pipefitting Technology	C5024002	55
Manufacturing Technology	A50320	56
Manufacturing Technology/Machining	A50320	58
CNC Programming	C5032001	60
Manufacturing	C5032002	60
Mechanical Drafting Technology/Architectural	A50340	61
Mechanical Drafting Technology/Mechanical	A50340	63

Mechanical Drafting Technology	D50340	65
Mechanical Drafting Technology	C50340	66
Mechanical Engineering Technology	A40320	67
Mechanical Engineering Technology/Mechatronics	A40320	69
Mechanical Engineering Technology/Drafting	A40320	71
Mechanical Engineering Technology	D40320	73
Mechanical Engineering Advanced Technology	C4032003	73
Mechanical Engineering Technology	C40320	74
Mechanical Engineering Technology Transition	C4032002	74
Welding Technology	A50420	75
Welding Technology	D50420	77
Advanced Welding	C5042002	78
Advanced Welding and Inspection Processes	C5042003	78
Basic Welding	C5042001	78
Welding	C5042000	79

## ARTS AND SCIENCES

Associate in Arts (A.A.)	A10100	81
Associate in Engineering (A.E.)	A10500	84
Associate in Fine Arts in Music (A.F.A.)	A10700	86
Associate in Science (A.S.)	A10400	88

## BUSINESS SCIENCES

Accounting and Finance	A25800	91
Accounting and Finance	D25800	93
Computerized Accounting	C251002	94
General Accounting	C251001	94
Payroll Accounting, A/R, A/P Clerk	C251003	94
Agribusiness Technology		
Agribusiness Technology/Equine Business	A15100	95
Agribusiness Technology/General Business	A15100	97
Agribusiness Technology/Landscape Horticulture	A15100	98
Agribusiness Technology	D15100	99
Agriculture Technology	C1510001	100
Equine Business Technology	C15100	100
Equine Science	C1510003	100
Business Administration		
Banking and Finance	A25120B	101
Business Accounting	A25120A	103
Business Technology	A25120T	104
Entrepreneurial Innovations	A25120E	105
General Business	A25120G	106
Hospitality	A25120H	108
Marketing and Sales	A25120M	109
Business Administration	D25120	110
Banking and Finance	C2512007	112
Business Accounting	C2512001	112
Business Administration	C25120	112
Business Economics	C2512002	113
Business Technology	C2512004	113
Entrepreneurial Innovations	C2512005	113
Hospitality	C2512003	114
Marketing and Sales	C2512006	114
Entrepreneurship	A25490	115
Entrepreneurship	C25490	116
Information Technology		
Business Support	A25590I	117
Computer Program and Development	A25590C	119
Web Administration and Design	A25590W	121
C++ Programming	C25590C1	123

Computer Programming and Development	C25590C	123
Front End Web Development	C25590W1	123
Game Programming	C25590C4	124
Java Programming	C25590C3	124
Python Programming	C25590C2	124
Web Administration and Design	C25590W	125
Medical Office Administration		
Healthcare Administration	A25310H	126
Medical Billing and Coding	A25310M	128
Patient Services Representative	A25310S	130
Medical Office Administration	D25310	131
Healthcare Administration	C25310H	132
Medical Billing and Coding	C25310M	132
Medical Office Administration General	C25310G	132
Patient Services Representative	C25310S	133
Office Administration		
Customer Service	A25370C	134
Legal Office	A25370L	136
Office Finance	A25370F	137
Office Administration	D25370	138
Customer Service	C25370C	138
Legal Office	C25370L	139
Office Administration	C25370	139
Office Finance	C25370F	139

## HEALTH & PUBLIC SERVICES

Associate Degree Nursing	A45110	140
Associate in General Education Nursing (AGE-N)	A1030N	142
Basic Law Enforcement Training (BLET)	C55120	144
Cosmetology	A55140	145
Cosmetology	D55140	146
Cosmetology	C55140	147
Cosmetology Instructor	C55160	147
Esthetics Instructor	C55270	148
Esthetics Technology	C55230	148
Manicuring Instructor	C55380	149
Manicuring/Nail Technology	C55400	149
Criminal Justice Technology	A55180	150
Criminal Justice Technology	D55180	152
Criminal Justice Technology	C55180	153
Early Childhood Education		
Early Childhood Career Entry	A55220C	154
Early Childhood Licensure	A55220L	157
Early Childhood Non-Licensure	A55220N	159
Early Childhood Non-Licensure	D55220	161
Early Childhood Administration	C55850	162
Early Childhood Education	C55220	162
Early Childhood Preschool	C55860	162
Emergency Medical Science	A45340	163
General Occupational Technology Health Transfer	A55280H	164
General Occupational Technology Health Transfer	D55280H	167
General Occupational Technology Health Transfer	C55280H	169
Infant/Toddler Care	C55290	170
Occupational Education Associate	A55320	171
Occupational Education Associate	D55320	173
Occupational Education Associate	C55320	173
Practical Nursing	D45660	174
School Age Education	A55440	175



## HUMANITIES ELECTIVES

**Electives should be chosen from the following courses:**

ART 111 Art Appreciation	3	3	Satisfactory placement scores or DRE 097	F, SP, S
ART 114 Art History Survey I	3	3		F, SP
ART 115 Art History Survey II	3	3		On Demand
ENG 231 American Literature I	3	3	ENG 112, ENG 113, or ENG 114	F, SP
ENG 232 American Literature II	3	3	ENG 112, ENG 113, or ENG 114	F, SP
ENG 241 British Literature I	3	3	ENG 112, ENG 113, or ENG 114	F
ENG 242 British Literature II	3	3	ENG 112, ENG 113, or ENG 114	SP
ENG 262 World Literature II	3	3	ENG 112, ENG 113, or ENG 114	On Demand
HUM 110 Technology and Society	3	3		On Demand
HUM 115 Critical Thinking	3	3	Satisfactory placement scores or DRE 098	F, SP, S
HUM 120 Cultural Studies	3	3		F, SP
HUM 122 Southern Culture	3	3		F, SP
HUM 130 Myth in Human Culture	3	3		On Demand
HUM 170 The Holocaust	3	3		F, SP
HUM 211 Humanities I	3	3	ENG 111	On Demand
HUM 212 Humanities II	3	3	ENG 111	On Demand
HUM 230 Leadership Development	3	3	ENG 111	
MUS 110 Music Appreciation	3	3		F, SP, S
MUS 112 Introduction to Jazz	3	3		On Demand
MUS 113 American Music	3	3		On Demand
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP
REL 110 World Religions	3	3	Satisfactory placement scores or DRE 097	F, SP
REL 111 Eastern Religions	3	3	Satisfactory placement scores or DRE 098	On Demand
REL 211 Introduction to Old Testament	3	3	Satisfactory placement scores or DRE 097	F
REL 212 Introduction to New Testament	3	3	Satisfactory placement scores or DRE 097	SP

## SOCIAL SCIENCE ELECTIVES

Electives should be chosen from the following courses:				
ANT 210 General Anthropology	3	3		On Demand
ANT 220 Cultural Anthropology	3	3		On Demand
ECO 251 Principles of Microeconomics	3	3		F, SP
ECO 252 Principles of Macroeconomics	3	3		F, SP
GEO 111 World Regional Geography	3	3		F, SP
HIS 111 World Civilization I	3	3	Satisfactory placement scores or DRE 097	F, SP, S
HIS 112 World Civilization II	3	3	Satisfactory placement scores or DRE 097	F, SP, S
HIS 131 American History I	3	3	Satisfactory placement scores or DRE 097	F, SP, S
HIS 132 American History II	3	3	Satisfactory placement scores or DRE 097	F, SP, S
POL 120 American Government	3	3		F, SP
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
PSY 237 Social Psychology	3	3	PSY 150 or SOC 210	On Demand
PSY 241 Developmental Psychology	3	3	PSY 150	F, SP, S
PSY 281 Abnormal Psychology	3	3	PSY 150	SP
SOC 210 Introduction to Sociology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
SOC 213 Sociology of the Family	3	3	Satisfactory placement scores or DRE 097	On Demand
SOC 220 Social Problems	3	3	Satisfactory placement scores or DRE 097	F, SP

## ACADEMIC DEVELOPMENT

This college level educational support program is designed to provide access to success for Isothermal Community College students. Support is provided in the form of developmental English and math courses, a Writing Center, math tutoring, and Supplemental Instruction.

Students whose placement tests indicate a need for one or more developmental math courses are given a specific in-class diagnostic exam to further assess strengths and needs in the area of mathematics. These diagnostic exams help instructors plan programs that will help students be successful.

Courses are offered in various levels of English and mathematics. Class formats include self-paced, lecture, web-assisted, and online instruction. In every case, instructors work with students to provide them with a foundation for confident, life-long learning. Classes are available in the following Academic Development Courses:

Developmental English  
 DRE 096 Integrated Reading and Writing  
 DRE 097 Integrated Reading and Writing II  
 DRE 098 Integrated Reading and Writing III

Developmental Math  
 MAT 050 Basic Math Skills  
 DMA 025 Applications with Real Numbers  
 DMA 045 Linear Equations/Inequalities  
 DMA 060 Polynomial/Quadratic Applications  
 DMA 065 Algebra for Precalculus

## ADVERTISING AND GRAPHIC DESIGN DEGREE (A30100)

### Curriculum Description

The Advertising and Graphic Design curriculum is designed to provide students with knowledge and skills necessary for employment in the graphic design profession which emphasizes design, advertising, illustration, and digital and multimedia preparation of printed and electronic promotional materials. Students will be trained in the development of concept and design for promotional materials such as newspaper and magazine advertisements, posters, folders, letterheads, corporate symbols, brochures, booklets, preparation of art for printing, lettering and typography, photography, and electronic media. Graduates should qualify for employment opportunities with graphic design studios, advertising agencies, printing companies, department stores, a wide variety of manufacturing industries, newspapers, and businesses with in-house graphics operations.

### Program Student Learning Outcomes

Graduates will be able to:

1. Demonstrate an understanding of the principles and elements of design through hands-on application
2. Demonstrate proficiency in design application, analysis, specification and creation of typographical elements
3. Produce quality illustrations from concept to finished artwork
4. Utilize software applications to creatively manipulate and illustratively build digital images which accomplish the design objectives
5. Prepare and professionally present an effective portfolio and related self-promotional materials
6. Create effective photographic images for the purpose of communicating a message

**Advisor Contact Information: Zachary Freeman, 828-395-1534, zfreeman@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
DES 135 Principles & Elements of Design	4	6		F
GRD 141 Graphic Design I	4	6		F
GRD 151 Computer Design Basics	3	5		F
GRD 160 Photography Fundamentals I	3	5		F, SP
GRD 110 Typography I	3	4		F
<b>TOTAL</b>	<b>18</b>			
<b>SPRING SEMESTER</b>				
GRD 121 Drawing Fund. I	2	4		SP
GRD 142 Graphic Design II	4	6	GRD 141	SP
GRD 152 Computer Design Tech I	3	5	GRD 151	SP
GRD 161 Photography Fundamentals II	3	5	GRD 160	F, SP
GRD 281 Design of Advertising	2	4		SP
<b>TOTAL</b>	<b>14</b>			
<b>SUMMER SEMESTER</b>				
Humanities Elective (see page 17)	3	3	Varies	F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
GRD 131 Illustration I	2	4	GRD 121	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
<b>TOTAL</b>	<b>11</b>			

**FALL SEMESTER**

GRD 132 Illustration II	2	4	GRD 131	F, SP, S
GRD 153 Computer Design Tech II	3	5	GRD 152	F
GRD 162 Photography Portfolio	3	3	GRD 161	F, SP
GRD 241 Graphic Design III	4	6	GRD 142	F
ENG 112 Writing/Research in the Disciplines	3	4	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
<b>TOTAL</b>	<b>15</b>			

**SPRING SEMESTER**

GRD 263 Illustrative Imaging	3	5	GRD 151	SP
GRD 242 Graphic Design IV	4	6	GRD 241	SP
GRD 280 Portfolio Design	4	6	GRD 142	SP
Social Science Elective (see page 18)	3	3	Varies	F, SP, S
Other Required Elective (see list below)	4	Varies	Varies	Varies
<b>TOTAL</b>	<b>18</b>			

**OTHER REQUIRED ELECTIVES - Choose 4 credit hours from the following courses**

ART 131 Drawing I	3	6	GRD 151	F, SP
ART 132 Drawing II	3	6	ART 131	F, SP
ART 140 Basic Painting	2	4		F, SP
BUS 230 Small Business Mgmt	3	3		F, SP
CIS 110 Intro to Computers	3	4		F, SP, S
DME 110 Introduction to Digital Media	3	4		SP
DME 140 Intro to Audio/Video Media	3	4	DME 110	SP
GRD 133 Illustration III	2	4	GRD 132	F, SP, S
GRD 167 Photographic Imaging I	3	5		F, SP
GRD 168 Photographic Imaging II	3	5	GRD 167	F, SP
GRD 210 Airbrush I	2	3		On Demand
GRD 233 Product Illustration	2	4	GRD 133 & GRD 152	F, SP, S
MKT 220 Advertising and Sales Pro	3	3		SP
SPA 120 Spanish for the Workplace	3	3		F, SP
WBL 111 Work-Based Learning I	1	10		F, SP
WBL 121 Work-Based Learning II	1	10		F, SP
WEB 115 Web Markup and Scripting	3	4		SP
WEB 120 Intro Internet Multimedia	3	4		F, SP
WEB 140 Web Development Tools	3	4		F, SP
WEB 285 Emerging Web Tech	3	4		SP

**76 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**

**ADVERTISING AND GRAPHIC DESIGN CERTIFICATE (C30100)**

Advisor Contact Information: Zachary Freeman, 828-395-1534, zfreeman@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
DES 135 Principles & Elements of Design	4	6		F
GRD 141 Graphic Design I	4	6		F
GRD 151 Computer Design Basics	3	5		F
GRD 160 Photography Fundamentals I	3	5		F, SP
<b>TOTAL</b>	<b>14</b>			

<b>SPRING SEMESTER</b>				
GRD 121 Drawing Fundamentals I	2	4		SP
<b>TOTAL</b>	<b>2</b>			

**16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE****PHOTOGRAPHY CERTIFICATE (C3010001)**

Advisor Contact Information: Zachary Freeman, 828-395-1534, zfreeman@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
GRD 141 Graphic Design I	4	6		F
GRD 151 Computer Design Basics	3	5		F
GRD 160 Photography Fundamentals I	3	5		F, SP
<b>TOTAL</b>	<b>10</b>			

<b>SPRING SEMESTER</b>				
GRD 161 Photography Fundamentals II	3	5	GRD 160	F, SP
<b>TOTAL</b>	<b>3</b>			

<b>FALL SEMESTER</b>				
GRD 162 Photography Portfolio	3	5	GRD 161	F, SP
<b>TOTAL</b>	<b>3</b>			

**16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**

## BROADCASTING AND PRODUCTION TECHNOLOGY DEGREE (A30120)

### Curriculum Description

Students enrolled in the Broadcasting Production Technology curriculum will develop professional skills in radio, television, audio, video, and related applications. Training will emphasize speech, script writing, production planning, editing, and post production. Students will also study the development of the broadcasting industry, sales, ethics, law, marketing, and management. Hands-on training and teamwork approaches are essential to the instructional process. Upon successful completion, students are prepared to enter broadcasting, production, and related industries in a variety of occupations.

### Program Student Learning Outcomes

Graduates will be able to:

1. Demonstrate proficiency in operating a video camera in both field and studio modes evaluated by the camera rubric
2. Use basic three point lighting, both in studio and field, according to industry standards
3. Identify legal issues and regulations of broadcast stations as measured by specific assignments and testing questions
4. Write both a one-column radio script and a two-column video script according to industry formatting standards
5. Successfully edit video and audio with a professional non-linear editing software program as evaluated by a specific rubric
6. Identify organization and strategies used by broadcast stations as measured by specific testing questions
7. Operate audio boards and audio production equipment according to industry standards
8. Demonstrate professional speaking and presentation skills for audio and video productions, according to industry standards

**Advisor Contact Information: Jay Coomes, 828-395-1575, jcoomes@isothermal.edu**

**Advisor Contact Information: Carolyn Young, 828-395-1537, cyoung@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BPT 110 Introduction to Broadcasting	3	3		F
BPT 131 Audio/Radio Production I	4	8		F
BPT 140 Introduction to TV Systems	2	2		F
BPT 231 Video/TV Production I	4	8		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
Radio/TV Production Elective (see list below)	2	6	Varies	Varies
<b>TOTAL</b>	<b>19</b>			
<b>SPRING SEMESTER</b>				
BPT 112 Broadcast Writing	4	5		SP
BPT 132 Audio/Radio Production II	4	8	BPT 131	SP
BPT 232 Video/TV Production II	4	8	BPT 231	SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
DME 110 Introduction to Digital Media	3	4		SP
Radio/TV Production Elective (see list below for list)	2	6	Varies	Varies
<b>TOTAL</b>	<b>20</b>			
<b>FALL SEMESTER</b>				
BPT 111 Broadcast Law and Ethics	3	3		F
BPT Elective (see list below)	6	Varies	Varies	Varies
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S

MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
Radio/TV Production Elective (see list below)	2	6	Varies	Varies
<b>TOTAL</b>	<b>17/18</b>			

<b>SPRING SEMESTER</b>				
BPT 113 Broadcast Sales	3	3		SP
BPT 285 Broadcast Capstone Course	3	7	BPT 132 or BPT 232	SP
BPT Elective (see list below)	6	Varies	Varies	Varies
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
WBL 111 Work-Based Learning I	1	10	Last Semester	F, SP
<b>TOTAL</b>	<b>16</b>			

<b>BPT Elective: Select 12 credit hours from the following courses</b>				
BPT 115 Public Relations	3	3		On Demand
BPT 121 Broadcast Speech I	3	5		SP
BPT 135 Radio Performance I	2	6		F, SP
BPT 136 Radio Performance II	2	6	BPT 135	F, SP
BPT 137 Radio Performance III	2	6	BPT 136	F, SP
BPT 138 Radio Performance IV	2	6	BPT 137	F, SP
BPT 139 Radio Performance V	2	6	BPT 138	F, SP
BPT 210 Broadcast Management	3	3		S
BPT 215 Broadcast Programming	3	3		S
BPT 220 Broadcast Marketing	3	3		SP
BPT 235 TV Performance I	2	6		F, SP
BPT 236 TV Performance II	2	6	BPT 235	F, SP
BPT 237 TV Performance III	2	6	BPT 236	F, SP
BPT 238 TV Performance IV	2	6	BPT 237	F, SP
BPT 239 TV Performance V	2	6	BPT 238	F, SP
BPT 241 Broadcast Journalism I	4	5		F
BPT 242 Broadcast Journalism II	4	5	BPT 241	SP
BPT 250 Institutional Video	3	5		F
BPT 255 Computer Based Production	3	5	CIS 110 or CIS 111	SP
BPT 260 Multi-Track Recording	3	4	BPT 132	F
CIS 110 Introduction to Computers	3	4		F, SP, S
DME 140 Intro to Audio/Video Media	3	4	DME 110	SP
WEB 110 Internet/Web Fundamentals	3	4		F
WBL 121 Work-Based Learning II	1	10		F, SP, S

<b>RADIO/TV PRODUCTION ELECTIVE - Choose 6 credit hours from the following courses</b>				
BPT 135 Radio Performance I	2	6		F, S
BPT 136 Radio Performance II	2	6	BPT 135	F, SP
BPT 137 Radio Performance III	2	6	BPT 136	F, SP
BPT 235 TV Performance I	2	6		F, SP
BPT 236 TV Performance II	2	6	BPT 235	F, SP
BPT 237 TV Performance III	2	6	BPT 236	F, SP

**72 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**

**BROADCASTING AND PRODUCTION TECHNOLOGY/AUDIO PRODUCTION DIPLOMA (D3012001)**

Advisor Contact Information: Jay Coomes, 828-395-1575, jcoomes@isothermal.edu

Advisor Contact Information: Carolyn Young, 828-395-1537, cyoung@isothermal.edu

**ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE**

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
BPT 110 Introduction to Broadcasting	3	3		F
BPT 131 Audio/Radio Production I	4	8		F
BPT 135 Radio Performance I	2	6		F, SP
CIS 110 Introduction to Computers	3	4		F, SP, S
<b>TOTAL</b>	<b>12</b>			
<b>SPRING SEMESTER</b>				
BPT 112 Broadcast Writing	4	5		SP
BPT 113 Broadcast Sales	3	3		SP
BPT 121 Broadcast Speech I	3	5		SP
BPT 132 Audio/Radio Production II	4	8		SP
BPT 136 Radio Performance II	2	6		F, SP
<b>TOTAL</b>	<b>16</b>			
<b>FALL SEMESTER</b>				
BPT 111 Broadcast Law and Ethics	3	3		F
BPT 137 Radio Performance III	2	6	BPT 136	F, SP
ENG 111 Writing and Inquiry	3	5		F, SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
WBL 111 Work-Based Learning I	1	10		F, SP, S
<b>TOTAL</b>	<b>12</b>			

**40 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA**



**BROADCASTING AND PRODUCTION TECHNOLOGY/VIDEO PRODUCTION DIPLOMA (D3012002)**

Advisor Contact Information: Jay Coomes, 828-395-1575, jcoomes@isothermal.edu

Advisor Contact Information: Carolyn Young, 828-395-1537, cyoung@isothermal.edu

**ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE****DMA:****DRE:**

<b>COURSE NUMBER &amp; NAME</b>	<b>Credit Hours</b>	<b>Contact Hours</b>	<b>PREREQUISITES</b>	<b>SEMESTER OFFERED</b>
<b>FALL SEMESTER</b>				
BPT 110 Introduction to Broadcasting	3	3		F
BPT 231 Video/TV Production I	4	8		F
BPT 235 TV Performance I	2	6		F, SP
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing and Inquiry	3	5		F, SP, S
<b>TOTAL</b>	<b>15</b>			
<b>SPRING SEMESTER</b>				
BPT 112 Broadcast Writing	4	5		SP
BPT 113 Broadcast Sales	3	3		SP
BPT 232 Video/TV Production II	4	8		SP
BPT 236 TV Performance II	2	6		F, SP
<b>TOTAL</b>	<b>13</b>			
<b>FALL SEMESTER</b>				
BPT 111 Broadcast Law and Ethics	3	3		F
BPT 237 TV Performance III	2	6	BPT 236	F, SP
BPT 250 Institutional Video	3	5		F,
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
WBL 111 Work-Based Learning I	1	10		F, SP, S
<b>TOTAL</b>	<b>12</b>			

**40 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA**

**BROADCASTING AND PRODUCTION TECHNOLOGY/BASIC AUDIO PRODUCTION CERTIFICATE  
(C3012001)**

Advisor Contact Information: Jay Coomes, 828-395-1575, jcoomes@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>Choose 15 credit hours from the following courses</b>				
BPT 121 Broadcast Speech I	3	5		SP
BPT 131 Audio/Radio Production I	4	8		F
BPT 132 Audio/Radio Production II	4	8		SP
BPT 135 Radio Performance I	2	6		F, SP
BPT 136 Radio Performance II	2	6		F, SP
BPT 260 Multi-track Recording	3	4	BPT 132	F
<b>15 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**BROADCASTING AND PRODUCTION TECHNOLOGY/BASIC VIDEO PRODUCTION CERTIFICATE  
(C3012002)**

Advisor Contact Information: Jay Coomes, 828-395-1575, jcoomes@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>Choose 15 credit hours from the following courses</b>				
BPT 140 Introduction to TV Systems	2	2		F
BPT 231 Video/TV Production I	4	8		F
BPT 232 Video/TV Production II	4	8		SP
BPT 235 TV Performance I	2	6		F, SP
BPT 236 TV Performance II	2	6		F, SP
BPT 250 Institutional Video	3	5		F
<b>15 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## BUILDING CONSTRUCTION TECHNOLOGY DEGREE (A35140)

### Curriculum Description

The Building Construction Technology curriculum prepares individuals to apply technical knowledge and skills to residential and commercial building construction and remodeling. Includes instruction in construction equipment and safety; site preparation and layout; construction estimating; print reading; building codes; framing; masonry; heating, ventilation, and air conditioning; electrical and mechanical systems; interior and exterior finishing; and plumbing. Graduates should qualify for entry-level jobs in construction and trades professions as well as positions in industry and government.

### Program Student Learning Outcomes

Graduates will be able to:

1. Demonstrate knowledge of materials, methods, and the tools involved in the construction or repair of houses, buildings, or other structures such as highways and roads
2. Utilize design techniques, tools, and principles involved in production of precision technical plans, blueprints, drawings, and models
3. Demonstrate knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications
4. Demonstrate knowledge of machines and tools, including their designs, uses, repair, and maintenance
5. Demonstrate knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions
6. Apply the practical application of engineering science and technology, including principles, techniques, procedures, and equipment to design and produce various goods and services

**Advisor Contact Information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ARC 112 Construction Materials & Method	4	5		F, SP, S
BPR 130 Print Reading-Construction	3	3		F
CST 131 OSHA/Safety/Certification	3	4		F
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
<b>TOTAL</b>	<b>14/15</b>			
<b>SPRING SEMESTER</b>				
ARC 131 Building Codes	3	4	ARC 112 or CAR 111	SP
CAR 111 Carpentry I	8	18		F, SP, S
OR				
CST 111 Construction I	4	6		F, SP
CMT 120 Codes and Inspections	3	3		SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP
<b>TOTAL</b>	<b>13/17</b>			

SUMMER SEMESTER				
CAR 112 Carpentry II	8	18	CAR 111	F, SP, S
CST 112 Construction II (if taken CST 111)	4	6	CST 111	F, SP, S
CST 221 Statics & Structures	4	6	ARC 112 or CAR 112 or CST 112 and MAT 110 or MAT 121 or MAT 171	SP, S
SST 140 Green Bldg & Design Concepts	3	3		F, SP, S
WOL 110 Basic Construction Skills	3	5		F, SP, S
<b>TOTAL</b>	<b>18/22</b>			

FALL SEMESTER				
CAR 113 Carpentry III	6	12	CAR 112	F, SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Technical Elective (see list below)	2	Varies	Varies	F, SP
<b>TOTAL</b>	<b>14</b>			

SPRING SEMESTER				
CAB 111 Cabinetmaking I	7	13		F, SP
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
Technical Elective (see list below)	3	Varies	Varies	F, SP
<b>TOTAL</b>	<b>13</b>			

TECHNICAL ELECTIVE - Choose a minimum of 5 credit hours from the following courses				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
AHR 120 HVACR Maintenance	2	4		SP
AHR 151 HVAC Duct Systems I	2	4		F, SP
AHR 210 Residential Building Code	2	3		F, SP
AHR 211 Residential System Design	3	4		F, SP
ALT 120 Renewable Energy Tech	3	4		F
ALT 250 Thermal Systems	3	4		SP
ARC 111 Intro to Arch Technology	3	7		F, SP, S
ARC 114 Architectural CAD	2	4		F, SP
BUS 115 Business Law	3	3		F
CIV 230 Construction Estimating	3	5	ARC 111, CIS 110, CIS 111, or EGR 115	F, SP
CIV 240 Project Management	3	5		F, SP
CMT 210 Construction Management	3	3		F, SP
CMT 212 Total Safety Performance	3	3		F, SP
CMT 214 Planning and Scheduling	3	3	CMT 210 and BPR 130	F, SP
CST 113 Construction III	4	6	CST 112	F, SP
CST 211 Construction Surveying	3	5	MAT 121 or MAT 171	F, SP
CST 244 Sustainable Bldg Design	3	5		F, SP
CST 251 Electrical Wiring Systems	3	4		SP
ECO 251 Principles of Microeconomics	3	3		F, SP
ELC 113 Residential Wiring	4	8		F
ELC 114 Commercial Wiring	4	8		SP
MAS 140 Intro to Masonary	2	3		F, SP
PHY 131 Physics-Mechanics	4	5	MAT 121 or MAT 171	F

PLU 111 Intro to Basic Plumbing	2	4		F
PLU 211 Commerical/Ind Plumbing	3	4		SP
SPA 111 Elementary Spanish I	3	3	Satisfactory placement scores or DRE 097	F, SP
SST 110 Intro to Sustainability	3	3		F, SP
SST 120 Energy Use Analysis	3	4		F, SP
WLD 112 Basic Welding Processes	2	4		S

**76 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**

**BUILDING CONSTRUCTION TECHNOLOGY DIPLOMA (D35140)**

Advisor Contact Information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

**ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE**

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ARC 112 Construction Materials & Method	4	5		F, SP, S
BPR 130 Print Reading-Construction	3	3		F
CST 131 OSHA/Safety/Certification	3	4		F
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
<b>TOTAL</b>	<b>14/15</b>			
<b>SPRING SEMESTER</b>				
ARC 131 Building Codes	3	4	ARC 112 or CAR 111	SP
CAR 111 Carpentry I	8	18		F, SP, S
OR				
CST 111 Construction I	4	6		F, SP
CMT 120 Codes and Inspections	3	3		SP
ENG 101 Applied Communications	3	3		F, SP
OR				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
<b>TOTAL</b>	<b>13/17</b>			
<b>SUMMER SEMESTER</b>				
CST 112 Construction II (if taken CST 111)	4	6	CST 111	F, SP, S
CST 221 Statics & Structures	4	6	ARC 112 or CAR 112 or CST 112 and MAT 110 or MAT 121 or MAT 171	SP, S
SST 140 Green Bldg & Design Concepts	3	3		F, SP, S
WOL 110 Basic Construction Skills	3	5		F, SP, S
<b>TOTAL</b>	<b>10/14</b>			
<b>41 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA</b>				

**BUILDING CONSTRUCTION TECHNOLOGY/ADVANCED CARPENTRY CERTIFICATE (C3514002)**

Advisor Contact Information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
CST 131 OSHA/Safety/Certification	3	3		F
<b>TOTAL</b>	<b>3</b>			
<b>SPRING SEMESTER</b>				
CAR 112 Carpentry II	8	18		F, SP, S
CMT 120 Codes and Inspections	3	3		F
<b>TOTAL</b>	<b>11</b>			
<b>14 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**BUILDING CONSTRUCTION TECHNOLOGY/BASIC AIR CONDITIONING CERTIFICATE (C3514004)**

Advisor Contact Information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
BPR 130 Print Reading - Construction	3	6		F
CST 131 OSHA/Safety/Certification	3	3		F
<b>TOTAL</b>	<b>6</b>			
<b>SPRING SEMESTER</b>				
AHR 151 HVAC Duct Systems I	2	4		F, SP
AHR 210 Residential Building Code	2	3		F, SP
AHR 211 Residential System Design	3	4		F, SP
<b>TOTAL</b>	<b>7</b>			
<b>13 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**BUILDING CONSTRUCTION TECHNOLOGY/BASIC CARPENTRY CERTIFICATE (C3514001)**

Advisor Contact Information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
CAR 111 Carpentry I	8	18		F, SP, S
BPR 130 Print Reading - Construction	3	3		F
<b>TOTAL</b>	<b>11</b>			
<b>SPRING SEMESTER</b>				
ARC 131 Building Codes	3	4	ARC 112 or CAR 111	F, SP
<b>TOTAL</b>	<b>3</b>			
<b>14 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**BUILDING CONSTRUCTION TECHNOLOGY/BASIC CONSTRUCTION CERTIFICATE (C3514008)**

Advisor Contact Information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
BPR 130 Print Reading - Construction	3	3		F
PLU 111 Introduction to Basic Plumbing	2	4		F
<b>TOTAL</b>	<b>5</b>			
<b>SPRING SEMESTER</b>				
CST 251 Electrical Wiring Systems	3	4		SP
MAS 140 Introduction to Masonry	2	3		SP
<b>TOTAL</b>	<b>5</b>			
<b>SUMMER SEMESTER</b>				
WOL 110 Basic Construction Skills	3	5		S
<b>13 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**BUILDING CONSTRUCTION TECHNOLOGY/BASIC PLUMBING CERTIFICATE (C3514003)**

Advisor Contact Information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
BPR 130 Print Reading - Construction	3	3		F
CST 131 OSHA/Safety/Certification	3	3		
PLU 111 Introduction to Basic Plumbing	2	4		F
<b>TOTAL</b>	<b>8</b>			
<b>SPRING SEMESTER</b>				
PLU 211 Commercial/Industrial Plumbing	3	4		SP
<b>TOTAL</b>	<b>3</b>			
<b>SUMMER SEMESTER</b>				
WOL 110 Basic Construction Skills	3	5		S
<b>14 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**BUILDING CONSTRUCTION TECHNOLOGY/CONSTRUCTION MANAGEMENT CERTIFICATE (C3514011)**

Advisor Contact Information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
CST 131 OSHA/Safety/Certification	3	3		F
<b>TOTAL</b>	<b>3</b>			
<b>SPRING SEMESTER</b>				
CMT 120 Codes and Inspections	3	3		SP
<b>TOTAL</b>	<b>3</b>			
<b>SUMMER SEMESTER</b>				
CMT 210 Construction Management Fund.	3	3		S
CMT 212 Total Safety Performance	3	3		S
<b>TOTAL</b>	<b>6</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**BUILDING CONSTRUCTION TECHNOLOGY/ELEMENTARY CARPENTRY CERTIFICATE (C3514009)**

Advisor Contact Information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
BPR 130 Print Reading - Construction	3	3		F
CAR 111 Carpentry I	8	18		F, SP, S
<b>TOTAL</b>	<b>11</b>			
<b>SUMMER SEMESTER</b>				
WOL 110 Basic Construction Skills	3	5		S
<b>TOTAL</b>	<b>3</b>			
<b>14 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**BUILDING CONSTRUCTION TECHNOLOGY/  
GENERAL CONTRACTOR LICENSING PREPARATION CERTIFICATE (C3514005)**

Advisor Contact Information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ARC 112 Construction Materials and Methods	4	5		F, SP
BPR 130 Print Reading - Construction	3	3		F
CST 131 OSHA/Safety/Certification	3	3		F
<b>TOTAL</b>	<b>10</b>			
<b>SPRING SEMESTER</b>				
ARC 131 Building Codes	3	4	ARC 112 or CAR 111	SP
<b>TOTAL</b>	<b>3</b>			
<b>13 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**BUILDING CONSTRUCTION TECHNOLOGY/SUSTAINABLE BUILDING DESIGN CERTIFICATE  
(C3514010)**

Advisor Contact Information: Michael Lyda, 828-395-1605, mlyda@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ARC 111 Introduction to Arch Technology	3	7		F, SP, S
ARC 112 Construction Materials and Methods	4	5		F, SP
SST 110 Introduction to Sustainability	3	3		F, SP
<b>TOTAL</b>	<b>10</b>			
<b>SPRING SEMESTER</b>				
ARC 114 Architectural CAD	2	4		F, SP
ARC 131 Building Codes	3	4	ARC 112 or CAR 111	SP
SST 140 Green Building & Design Concepts	3	3		F, SP, S
<b>TOTAL</b>	<b>8</b>			
<b>18 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				



## COLLISION REPAIR AND REFINISHING TECHNOLOGY DIPLOMA (D60130)

### Curriculum Description

The Collision Repair and Refinishing Technology curriculum prepares individuals to apply technical knowledge and skills to repair, reconstruct and finish automobile bodies, fenders, and external features. Includes instruction in structure analysis, damage repair, non-structural analysis, mechanical and electrical components, plastics and adhesives, painting and refinishing techniques, and damage analysis and estimating.

### Program Student Learning Outcomes

Graduates will be able to:

1. Understand and apply all safety, environmental and industry standards as related to collision repair
2. Demonstrate knowledge of materials available to technicians for refinishing of automobiles
3. Demonstrate the ability to use spray equipment to match modern auto finishes
4. Demonstrate the ability to figure the cost of materials, parts, and labor for estimating purposes
5. Understand automotive electrical systems and how to diagnose problems

**Advisor Contact Information: Brad Gilliam, 828-395-1428, bgilliam@isothermal.edu**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
AUB 111 Painting and Refinish	4	8		F
AUB 121 Non Struct. Damage I	3	5		F
AUB 131 Structural Damage I	4	6		F
AUB 160 Body Shop Operations	1	1		F
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
TRN 180 Basic Welding for Transport	3	5		F
TRN 180A Basic Welding for Transport Lab	1	3		F
<b>TOTAL</b>	<b>19</b>			
<b>SPRING SEMESTER</b>				
AUB 112 Painting and Refinishing II	4	8	AUB 111	SP
AUB 122 Non Structural Damage II	4	8	AUB 121	SP
AUB 136 Plastics and Adhesives	3	5		SP
AUB 162 Autobody Estimating	2	3		SP
ENG 101 Applied Communications	3	3		F, SP
OR				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
TRN 170 PC Skills for Transport	2	3		SP
<b>TOTAL</b>	<b>18</b>			
<b>SUMMER SEMESTER</b>				
AUB 132 Structural Damage II	4	8	AUB 131	S
AUB 114 Special Finishes	2	3	AUB 111	S
AUB 150 Automotive Detailing	2	4		S
BUS 230 Small Business Management	3	3		F, SP, S
OR				
CIS 110 Intro to Computers	3	4		F, SP, S
<b>TOTAL</b>	<b>11</b>			
<b>48 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA</b>				

**COLLISION REPAIR AND REFINISHING TECHNOLOGY/  
ADVANCED COLLISION REPAIR AND REFINISHING CERTIFICATE (C6013002)**

Advisor Contact Information: Brad Gilliam, 828-395-1428, bgilliam@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>SPRING SEMESTER</b>				
AUB 112 Painting and Refinishing II	4	8	AUB 111	SP
AUB 122 Non Structural Damage II	4	8	AUB 121	SP
<b>TOTAL</b>	<b>8</b>			
<b>SUMMER SEMESTER</b>				
AUB 132 Structural Damage II	4	8	AUB 131	S
<b>TOTAL</b>	<b>4</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA</b>				

**COLLISION REPAIR AND REFINISHING TECHNOLOGY/  
BASIC COLLISION REPAIR AND REFINISHING CERTIFICATE (C6013001)**

Advisor Contact Information: Brad Gilliam, 828-395-1428, bgilliam@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
AUB 111 Painting and Refinish	4	8		F
AUB 121 Non Struct. Damage I	3	5		F
AUB 131 Structural Damage I	4	6		F
TRN 180 Basic Welding for Transport	3	5		F
TRN 180A Basic Welding for Transport Lab	1	3		F
<b>TOTAL</b>	<b>15</b>			
<b>15 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA</b>				

## COMPUTER ENGINEERING TECHNOLOGY DEGREE (A40160)

### Curriculum Description

The Computer Engineering Technology curriculum 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.

### Program Student Learning Outcomes

Graduates will be able to:

1. Understand and mathematically demonstrate basic engineering-related laws and theories (e.g.. Ohm's Law, Kirchhoff's Laws)
2. Demonstrate competency with field test instruments (e.g.. Digital Multimeter, Oscilloscope)
3. Demonstrate competency with semiconductor applications (e.g.. Transistor theory, sensors, I.C.'s)
4. Understand and demonstrate basic digital logic design and troubleshooting (e.g.. Gate logic, digital devices)
5. Demonstrate competency with automation technology (e.g.. PLC programming, Microcontrollers)

**Advisor Contact Information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu**

**Advisor Contact Information: Chester Peeler, 828-395-1627, cpeeler@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CET 111 Computer Upgrade/Repair I	3	5		F
OR				
CTS 120 Hardware/Software Support	3	5		SP
EGR 110 Intro to Engineering Technology	2	3		F
ELC 138 DC Circuit Analysis	4	6		F
ELN 133 Digital Electronics	4	6		F
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
<b>TOTAL</b>	<b>17/18</b>			
<b>SPRING SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
ELC 139 AC Circuit Analysis	4	6		SP
ELN 131 Analog Electronics I	4	6	ELC 112 or ELC 138	SP
ELN 232 Introduction to Microprocessors	4	6		SP
MAT 122 Algebra/Trigonometry II	3	4	MAT 121	SP
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 172 Precalculus Trigonometry	4	4	MAT 171	F, SP
OR				
MAT 271 Calculus I	4	5	MAT 172	F, SP
<b>TOTAL</b>	<b>18/19</b>			

SUMMER SEMESTER				
CET 161 Procedural Programming	3	5		S
OR				
CSC 134 C++ Programming	3	5		F
ELN 152 Fabrication Techniques	2	4		S
CET 245 Internet Servers	3	5		F, SP, S
OR				
CET 251 Software Eng Principles	4	6		F, SP, S
OR				
ELN 233 Microprocessor Systems	4	6	ELN 232	S
<b>TOTAL</b>	<b>9</b>			

FALL SEMESTER				
ATR 211 Robot Programming	3	5		F
OR				
ATR 215 Sensors and Transducers	3	5		F, SP, S
OR				
ATR 218 Work Cell Integration	3	5		F, SP, S
ELC 128 Introduction to PLCs	3	5		F
ENG 111 Writing and Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
PHY 131 Physics of Mechanics	4	5	MAT 121 or MAT 171	F, SP
OR				
PHY 151 College Physics I	4	5	MAT 171	On Demand
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>16</b>			

SPRING SEMESTER				
ELC 132 Electrical Drawings	2	4		SP
ELC 127 Software for Technicians	2	4		SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
PHY 132 Physics of Electricity & Mag	4	5	PHY 131	SP
OR				
PHY 152 College Physics II	4	5	PHY 151	On Demand
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>14</b>			

**73 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**

## COMPUTER ENGINEERING TECHNOLOGY DIPLOMA (D40160)

Advisor Contact Information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu

Advisor Contact Information: Chester Peeler, 828-395-1627, cpeeler@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills OR	1	2		F, SP, S
ACA 122 College Transfer Success	1	2		F, SP, S
CET 111 Computer Upgrade/Repair I OR	3	5		F
CTS 120 Hardware/Software Support	3	5		SP
MAT 110 Math Measurement & Literacy OR	3	4	Satisfactory placement scores or DMA 025	F, SP, S
MAT 121 Algebra/Trigonometry I OR	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
EGR 110 Intro to Engineering Technology	2	3		F
ELC 128 Introduction to PLCs	3	5		F
ELC 138 DC Circuit Analysis	4	6		F
ELN 133 Digital Electronics	4	6		F
<b>TOTAL</b>	<b>20/21</b>			
<b>SPRING SEMESTER</b>				
ELC 139 AC Circuit Analysis	4	6		SP
ELN 131 Analog Electronics I	4	6	ELC 112 or ELC 138	SP
ELN 232 Introduction to Microprocessors	4	6		SP
ENG 101 Applied Communications OR	3	3		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>18</b>			
<b>38 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA</b>				

**COMPUTER ENGINEERING TECHNOLOGY CERTIFICATE (C40160)**

Advisor Contact Information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu

Advisor Contact Information: Chester Peeler, 828-395-1627, cpeeler@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>Choose 12 Credit Hours from the following courses</b>				
ATR 211 Robot Programming	3	5		F
CET 111 Computer Upgrade/Repair I	3	5		F
CET 161 Procedural Programming	3	5		S
EGR 110 Intro to Engineering Technology	2	3		F
ELC 127 Software for Technicians	2	4		SP
ELC 128 Introduction to PLCs	3	5		F
ELC 138 DC Circuit Analysis	4	6		F
ELC 139 AC Circuit Analysis	4	6		SP
ELN 131 Analog Electronics I	4	6	ELC 112 or ELC 138	SP
ELN 133 Digital Electronics	4	6		F
ELN 152 Fabrication Techniques	2	4		S
ELN 232 Introduction to Microprocessors	4	6		SP
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## COMPUTER INTEGRATED MACHINING DIPLOMA (D50210)

### Curriculum Description

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.

### Program Student Learning Outcomes

Graduates will be able to:

1. Understand and evaluate a basic blueprint using specified NIMS tolerances and industry standards
2. Identify work orders and write out or modify as needed correctly, calculate information needed to machine parts to correct specs
3. Locate the part location information on computer and enter parts in the CNC machine, and complete a CNC machine part
4. Construct input milling by properties, and simulate cutting operation of 3-D surface and solid modeling features by computer-assisted methods
5. Evaluate machining process during cutting operation and adjust initial variable settings to achieve maximum results
6. Create a multiple part mechanism which requires both CNC milling and turning to manufacture a capstone

**Advisor Contact Information: Jeff Waters, 828-395-1406, [jwaters@isothermal.edu](mailto:jwaters@isothermal.edu)**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
BPR 111 Blueprint Reading	2	3		F
MAC 121 Introduction to CNC	2	2		F
MAC 122 CNC Turning	2	4		F
MAC 124 CNC Milling	2	4		F
MAC 141 Machine Applications I	4	8		F
MAC 141A Machine Applications I Lab	2	6		F
<b>TOTAL</b>	<b>14</b>			
<b>SPRING SEMESTER</b>				
MAC 142 Machine Applications II	4	8	MAC 141	SP
MAC 142A Machine Applications II Lab	2	6	MAC 141A	SP
MAC 151 Machining Calculations	2	3		SP
MAC 222 Advanced CNC Turning	2	4	MAC 122	SP
MAC 224 Advanced CNC Milling	2	4	MAC 124	SP
MEC 110 Introduction to CAD/CAM	2	3		SP
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
<b>TOTAL</b>	<b>13/14</b>			
<b>SUMMER SEMESTER</b>				
ENG 101 Applied Communications	3	3		F, SP
OR				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S

MAC 233 Applications to CNC Machining	6	14	MAC 142	S
MEC 231 Computer Aided Manufacturing	3	5		SP, S
Technical Elective (see list below)	5	Varies	Varies	Varies
<b>TOTAL</b>	<b>17</b>			

**TECHNICAL ELECTIVE - Choose 5 credit hours from the following courses**

AUT 211 Automotive Machine	4	8		F
CIS 110 Introduction to Computers	3	4		F, SP, S
DFT 121 Introduction to GD&T	2	3		S
DFT 154 Intro to Solid Modeling	3	5		F, SP
ISC 121 Environmental Health & Safety	3	3		F, SP, S
MAC 234 Adv Multi-Axis Machining	3	5		SP
MAC 234A Adv Multi-Axis Machining	1	3		SP
MAC 241 Jigs & Fixtures	4	8		F
MEC 232 Computer-Aided Manufacturing II	3	5		S

**48 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA**

**COMPUTER INTEGRATED MACHINING/ADVANCED MOTORSPORTS MACHINING CERTIFICATE (C5021004)**

Advisor Contact Information: Jeff Waters, 828-395-1406, jwaters@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
AUT 211 Automotive Machining	4	8		F
DFT 154 Introduction Solid Modeling	3	5		F, SP
MAC 241 Jigs & Fixtures I	4	8		F
<b>TOTAL</b>	<b>11</b>			
<b>SPRING SEMESTER</b>				
MAC 234 Advanced Multi-Axis Machining	3	5		SP
MAC 234A Advanced Multi-Axis Machining Lab	1	3		SP
<b>TOTAL</b>	<b>4</b>			

**15 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**

**COMPUTER INTEGRATED MACHINING/CNC CERTIFICATE (C5021002)**

Advisor Contact Information: Jeff Waters, 828-395-1406, jwaters@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
MAC 121 Introduction to CNC	2	2		F
MAC 122 CNC Turning	2	4		F
MAC 124 CNC Milling	2	4		F
<b>TOTAL</b>	<b>6</b>			
<b>SPRING SEMESTER</b>				
MAC 222 Advanced CNC Turning	2	4	MAC 122	SP
MAC 224 Advanced CNC Milling	2	4	MAC 124	SP
<b>TOTAL</b>	<b>4</b>			
<b>SUMMER SEMESTER</b>				
MAC 233 Applications in CNC Machining	6	18		S
<b>TOTAL</b>	<b>6</b>			

**16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**



**COMPUTER INTEGRATED MACHINING/MACHINING CERTIFICATE (C5021001)**

Advisor Contact Information: Jeff Waters, 828-395-1406, jwaters@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
MAC 141 Machine Applications I	4	8		F
MAC 141A Machine Applications I Lab	2	6		F
<b>TOTAL</b>	<b>6</b>			
<b>SPRING SEMESTER</b>				
MAC 142 Machine Applications II	4	8	MAC 141	SP
MAC 142A Machine Applications II Lab	2	6	MAC 141A	SP
<b>TOTAL</b>	<b>6</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**COMPUTER INTEGRATED MACHINING/MOTORSPORTS MACHINING CERTIFICATE (C5021003)**

Advisor Contact Information: Jeff Waters, 828-395-1406, jwaters@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
BPR 111 Blueprint Reading	2	3		F
MAC 121 Introduction to CNC	2	2		F
MAC 122 CNC Turning	2	4		F
MAC 124 CNC Milling	2	4		F
MAC 141 Machine Applications I	4	8		F
MAC 141A Machine Applications I Lab	2	6		F
<b>TOTAL</b>	<b>14</b>			
<b>SPRING SEMESTER</b>				
MAC 151 Machining Calculations	2	3		SP
<b>TOTAL</b>	<b>2</b>			
<b>16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## ELECTRICAL SYSTEMS TECHNOLOGY DEGREE (A35130)

**Curriculum Description**

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.

**Program Student Learning Outcomes**

Graduates will be able to:

1. Explain electrical safety procedures
2. Create AC general lighting circuits as defined by the National Electrical Code
3. Create simple DC circuits
4. Demonstrate the installation of electrical conduits properly
5. Connect simple and moderate motor control circuits
6. Effectively use the National Electrical Code

**Advisor Contact Information: Glenn Gibert, 828-395-1497, ggibert@isothermal.edu**

**ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE**

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
ELC 112 DC/AC Electricity	5	9		F
ELC 113 Residential Wiring	4	8		F
ELC 118 National Electrical Code	2	3		F
<b>TOTAL</b>	<b>15/16</b>			
<b>SPRING SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
ELC 114 Commercial Wiring	4	8		SP
ELC 117 Motors & Controls	4	8		SP
ELC 119 NEC Calculations	2	3		SP
ELC 135 Electrical Machines I	3	4		SP
<b>TOTAL</b>	<b>16</b>			
<b>SUMMER SEMESTER</b>				
ELC 115 Industrial Wiring	4	8		S
ELN 231 Industrial Controls	3	5		S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S

Technical Elective (see list below)	2	4	Varies	F, SP, S
<b>TOTAL</b>	<b>12</b>			
<b>FALL SEMESTER</b>				
ELC 128 Introduction to PLC	3	5		F
ELN 133 Digital Electronics	4	6		F
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>13</b>			
<b>SPRING SEMESTER</b>				
ELC 134 Transformer Applications	2	3		SP
OR				
SPA 111 Elementary Spanish	3	3		SP
ELC 228 PLC Applicatitons	4	8	ELC 128	SP
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>9/10</b>			
<b>TECHNICAL ELECTIVE - Choose 2 credit hours from the following courses</b>				
AHR 120 HVACR Maintenance	2	4		SP
AHR 160 Refrigerant Certification	1	1		SP
ALT 120 Renewable Energy Tech	3	4		F
DFT 111 Technical Drafting I	2	4		F
DFT 111A Technical Drafting I Lab	1	3		F
DFT 151 CAD I	3	5		F
ELC 127 Software for Technicians	2	4		SP
ELC 132 Electrical Drawings	2	4		F, SP
ELC 139 AC Circuit Analysis	4	6		SP
ELC 220 Photovoltaic Sys Tech	3	5		F
ELC 221 Advanced PV Sys Design	3	5		SP
HYD 110 Hydraulics/Pneumatics I	3	5		S
MNT 222 Industrial SYS Schematics	2	3		F, S
SST 110 Intro to Sustainability	3	3		F, SP
SST 120 Energy Use Analysis	3	4		F, SP
<b>65 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

## ELECTRICAL SYSTEMS TECHNOLOGY DIPLOMA (D35130)

Advisor Contact Information: Glenn Gibert, 828-395-1497, ggibert@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
ELC 112 DC/AC Electricity	5	9		F
ELC 113 Residential Wiring	4	8		F
ELC 118 National Electrical Code	2	3		F
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
<b>TOTAL</b>	<b>20</b>			
<b>SPRING SEMESTER</b>				
ELC 114 Commercial Wiring	4	8		SP
ELC 117 Motors & Controls	4	8		SP
ELC 119 NEC Calculations	2	3		SP
ELC 135 Electrical Machines I	3	4		SP
<b>TOTAL</b>	<b>13</b>			
<b>SUMMER SEMESTER</b>				
ELC 115 Industrial Wiring	4	8		S
ELN 231 Industrial Controls	3	5		S
<b>TOTAL</b>	<b>7</b>			
<b>40 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA</b>				

**ELECTRICAL SYSTEMS TECHNOLOGY/ELECTRICAL WIRING CERTIFICATE (C3513001)**

Advisor Contact Information: Glenn Gibert, 828-395-1497, ggibert@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ELC 112 DC/AC Electricity	5	9		F
ELC 113 Residential Wiring	4	8		F
<b>TOTAL</b>	<b>9</b>			
<b>SPRING SEMESTER</b>				
ELC 114 Commercial Wiring	4	8		SP
<b>TOTAL</b>	<b>4</b>			
<b>SUMMER SEMESTER</b>				
ELC 115 Industrial Wiring	4	8		S
<b>TOTAL</b>	<b>4</b>			
<b>17 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**ELECTRICAL SYSTEMS TECHNOLOGY/INDUSTRIAL CONTROLS CERTIFICATE (C3513002)**

Advisor Contact Information: Glenn Gibert, 828-395-1497, ggibert@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ELC 112 DC/AC Electricity	5	9		F
ELC 128 Introduction to PLC	3	5		F
<b>TOTAL</b>	<b>8</b>			
<b>SPRING SEMESTER</b>				
ELC 117 Motors & Controls	4	8		SP
<b>TOTAL</b>	<b>4</b>			
<b>SUMMER SEMESTER</b>				
ELN 231 Industrial Controls	3	5		S
<b>TOTAL</b>	<b>3</b>			
<b>15 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## ELECTRONICS ENGINEERING TECHNOLOGY DEGREE (A40200) ELECTRONICS AND AUTOMATION TRACK

### Curriculum Description

The Electronics Engineering Technology curriculum prepares 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.

### Program Student Learning Outcomes

Graduates will be able to:

1. Understand and mathematically demonstrate basic engineering-related laws and theories (e.g. Ohm's Law, Kirchhoff's Laws)
2. Demonstrate competency with field test instruments (e.g. Digital Multimeter, Oscilloscope)
3. Demonstrate competency with semiconductor applications (e.g.. Transistor theory, sensors, I.C.'s)
4. Understand and demonstrate basic digital logic design and troubleshooting (e.g.. Gate logic, digital devices)
5. Demonstrate competency with automation technology (e.g.. PLC programming, Microcontrollers)

**Advisor Contact Information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu**

**Advisor Contact Information: Chester Peeler, 828-395-1627, cpeeler@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CET 111 Computer Upgrade and Repair	3	5		F
OR				
CTS 120 Hardware/Software Support	3	5		SP
EGR 110 Intro to Engineering Technology	2	3		F
ELC 138 DC Circuit Analysis	4	6		F
ELN 133 Digital Electronics	4	6		F
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
<b>TOTAL</b>	<b>17/18</b>			
<b>SPRING SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
ELC 139 AC Circuit Analysis	4	6		SP
ELN 131 Analog Electronics I	4	6	ELC 112 or ELC 138	SP
ELN 232 Introduction to Microprocessors	4	6		SP
MAT 122 Algebra/Trigonometry II	3	4	MAT 121	SP
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 172 Precalculus Trigonometry	4	4	MAT 171	F, SP
OR				

MAT 271 Calculus I	4	5	MAT 172	F, SP
<b>TOTAL</b>	<b>18/19</b>			
<b>SUMMER SEMESTER</b>				
CET 161 Procedural Programming	3	5		S
OR				
CSC 134 C++ Programming	3	5		F
OR				
CSC 139 Visual BASIC Programming	3	5		SP
ELN 152 Fabrication Techniques	2	4		S
<b>TOTAL</b>	<b>5</b>			
<b>FALL SEMESTER</b>				
ATR 211 Robot Programming	3	5		F
OR				
ATR 215 Sensors and Transducers	3	5		F, SP, S
OR				
ATR 218 Work Cell Integration	3	5		F, SP, S
ELC 128 Introduction to PLC	3	5		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
PHY 131 Physics of Mechanics	4	5	MAT 121 or MAT 171	F, SP
OR				
PHY 151 College Physics I	4	5	MAT 171	On Demand
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
ELC 127 Software for Technicians	2	4		SP
ELC 132 Electrical Drawings	2	4		SP
ELC 228 PLC Applications	4	8	ELC 128	SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
PHY 132 Physics of Electricity & Mag	4	5	PHY 131	SP
OR				
PHY 152 College Physics II	4	5	PHY 151	On Demand
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>18</b>			
<b>73 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

**ELECTRONICS ENGINEERING TECHNOLOGY DEGREE (A40200) ELECTRIC UTILITY TRACK**

Advisor Contact Information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu

Advisor Contact Information: Chester Peeler, 828-395-1627, cpeeler@isothermal.edu

**ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE**

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ELC 138 DC Circuit Analysis	4	6		F
ELN 133 Digital Electronics	4	6		F
EUS 110 Intro to Electric Utility Industry	4	6		F
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
<b>TOTAL</b>	<b>16/17</b>			
<b>SPRING SEMESTER</b>				
ELC 139 AC Circuit Analysis	4	6		SP
ELN 131 Analog Electronics I	4	6	ELC 112 or ELC 138	SP
ELN 232 Introduction to Microprocessors	4	6		SP
EUS 130 Electric Utility Print Reading	4	5	EUS 110	SP
MAT 122 Algebra/Trigonometry II	3	4	MAT 121	SP
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 172 Precalculus Trigonometry	4	5	MAT 171	F, SP
OR				
MAT 271 Calculus I	4	5	MAT 172	F, SP
<b>TOTAL</b>	<b>19/20</b>			
<b>SUMMER SEMESTER</b>				
CET 161 Procedural Programming	3	5		S
OR				
CSC 134 C++ Programming	3	5		F
OR				
CSC 139 Visual BASIC Programming	3	5		SP
ELN 152 Fabrication Techniques	2	4		S
OR				
ELC 229 Applications Project	2	4		SP
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>8</b>			



<b>FALL SEMESTER</b>				
ELC 128 Introduction to PLC	3	5		F
ELC 231 Electric Power Systems	4	5	ELC 112L or ELC 139L	F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
PHY 131 Physics of Mechanics	4	5	MAT 121 or MAT 171	F, SP
OR				
PHY 151 College Physics I	4	5	MAT 171	On Demand
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>17</b>			
<b>SPRING SEMESTER</b>				
ELC 127 Software for Technicians	2	4		SP
ELC 132 Electrical Drawings	2	4		SP
ELC 233 Energy Management	3	4	ELC 231(L)	SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
PHY 132 Physics of Electricity & Mag	4	5	PHY 131	SP
OR				
PHY 152 College Physics II	4	5	PHY 151	On Demand
<b>TOTAL</b>	<b>17</b>			
<b>74 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

**ELECTRONICS ENGINEERING TECHNOLOGY DIPLOMA (D40200)  
ELECTRONICS AND AUTOMATION TRACK**

Advisor Contact Information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu

Advisor Contact Information: Chester Peeler, 828-395-1627, cpeeler@isothermal.edu

**ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE**

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EGR 110 Intro to Engineering Tech	2	3		F
CET 111 Computer Upgrade and Repair	3	5		F
OR				
CTS 120 Hardware/Software Support	3	5		SP
ELC 128 Introduction to PLC	3	5		F
ELC 138 DC Circuit Analysis	4	6		F
ELN 133 Digital Electronics	4	6		F
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
<b>TOTAL</b>	<b>20/22</b>			
<b>SPRING SEMESTER</b>				
ENG 101 Applied Communications	3	3		F, SP
OR				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
ELC 139 AC Circuit Analysis	4	6		SP
ELN 131 Analog Electronics I	4	6	ELC 112 or ELC 138	SP
ELN 232 Introduction to Microprocessors	4	6		SP
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>18</b>			

# ELECTRONICS ENGINEERING TECHNOLOGY DIPLOMA (D40200) ELECTRIC UTILITY TRACK

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Advisor Contact Information: Chester Peeler, 828-395-1627, cpeeler@isothermal.edu

## ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EUS 110 Intro to Elect Util Ind	4	6		F
ELC 128 Introduction to PLC	3	5		F
ELC 138 DC Circuit Analysis	4	6		F
ELN 133 Digital Electronics	4	6		F
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
<b>TOTAL</b>	<b>19/20</b>			
<b>SPRING SEMESTER</b>				
ENG 101 Applied Communications	3	3		F, SP
OR				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
ELC 139 AC Circuit Analysis	4	6		SP
ELN 131 Analog Electronics I	4	6	ELC 112 or ELC 138	SP
ELN 232 Introduction to Microprocessors	4	6		SP
EUS 130 Elect Util Print Reading	4	5	EUS 110	SP
Social Science Elective (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>22</b>			

**38 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA**

**ELECTRONICS ENGINEERING TECHNOLOGY/  
ELECTRONICS AND AUTOMATION CERTIFICATE (C4020001)**

Advisor Contact Information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu

Advisor Contact Information: Chester Peeler, 828-395-1627, cpeeler@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>Choose 12 credit hours from the following courses</b>				
ATR 211 Robot Programming	3	5		F
CET 111 Computer Upgrade/Repair I	3	5		F
CET 161 Procedural Programming	3	5		S
EGR 110 Intro to Engineering Technology	2	3		F
ELC 127 Software for Technicians	2	4		SP
ELC 128 Introduction to PLCs	3	5		F
ELC 138 DC Circuit Analysis	4	6		F
ELC 139 AC Circuit Analysis	4	6		SP
ELC 228 PLC Applications	4	8	ELC 128	SP
ELC 229 Applications Project	2	4		SP
ELN 131 Analog Electronics I	4	6	ELC 112 or ELC 138	SP
ELN 133 Digital Electronics	4	6		F
ELN 152 Fabrication Techniques	2	4		S
ELN 232 Introduction to Microprocessors	4	6		SP
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**ELECTRONICS ENGINEERING TECHNOLOGY/ELECTRIC UTILITY CERTIFICATE (C4020002)**

Advisor Contact Information: Steve Hollifield, 828-395-1521, shollifield@isothermal.edu

Advisor Contact Information: Chester Peeler, 828-395-1627, cpeeler@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ELN 133 Digital Electronics	4	6		F
EUS 110 Intro to Elect Util Ind	4	6		F
<b>TOTAL</b>	<b>8</b>			
<b>SPRING SEMESTER</b>				
ELC 139 AC Circuit Analysis	4	6		SP
EUS 130 Elect Util Print Reading	4	5	EUS 110	SP
<b>TOTAL</b>	<b>8</b>			
<b>16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**Curriculum Description**

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.

**Program Student Learning Outcomes**

Graduates will be able to:

1. Understand and mathematically demonstrate basic engineering-related laws and theories (e.g. Pascal's Law, Equilibrium).
2. Demonstrate competency with test instruments (e.g. CMM, Calipers and Micrometers).
3. Understand and can demonstrate basic maintenance practices.
4. Demonstrate knowledge of workplace safety and ethics.
5. Demonstrate an understanding of the disciplines specific and critical for the safe and reasonable practice of welding

**Advisor Contact Information: Lee Roach, 828-395-1628, lroach@isothermal.edu**

**ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE**

**DMA:**

**DRE:**

<b>COURSE NUMBER &amp; NAME</b>	<b>Credit Hours</b>	<b>Contact Hours</b>	<b>PREREQUISITES</b>	<b>SEMESTER OFFERED</b>
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BPR 111 Blueprint Reading	2	3		F, SP, S
MAC 141 Machine Applications I	4	8		F
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
Technical Elective (see list below)	3	4	Varies	F, SP, S
<b>TOTAL</b>	<b>13/14</b>			
<b>SPRING SEMESTER</b>				
ISC 121 Environmental Health & Safety	3	3		F, SP, S
MAC 142 Machine Applications II	4	8	MAC 141	SP
Other Required Elective (see list below)	6	3	Varies	F, SP, S
<b>TOTAL</b>	<b>13</b>			
<b>SUMMER SEMESTER</b>				
HYD 110 Hydraulics/Pneumatics	3	5		SP, S
MNT 110 Intro. to Maint. Proc.	2	4		S
MNT 222 Ind. Sys. Schematics	2	3		S
Other Required Elective (see list below)	6	8	Varies	F, SP, S
WLD 112 Basic Welding Proc.	2	4		S
<b>TOTAL</b>	<b>15</b>			

<b>FALL SEMESTER</b>				
ELC 112 DC/AC Electricity	5	9		SP
ELC 128 Introduction to PLC	3	5		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Other Required Elective (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>17</b>			
<b>SPRING SEMESTER</b>				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Other Required Elective (see list below)	10	Varies	Varies	F, SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>16</b>			
<b>TECHNICAL ELECTIVE - Choose 3 credit hours from the following courses</b>				
BPR 130 Print Reading: Construction	3	3		F
ELC 111 Introduction to Electricity	3	4		F
ELC 113 Residential Wiring	4	8		S
ELC 114 Commercial Wiring	4	8		F
ELC 117 Motors and Controls	4	8		SP
ELC 135 Electrical Machines	3	4		F
ELC 138 DC Circuit Analysis	4	6		F
ELC 139 AC Circuit Analysis	4	6		SP
ELC 220 Photovoltaic System Technology	3	5		SP
ISC 132 Manufacturer Quality Control	3	5		SP
MAC 233 Appl in CNC Machining	6	14		SP
MEC 161 Manufacturing Processes I	3	5		F
MEC 180 Engineering Materials	3	5		S
MEC 231 Computer Aided Manufacturing	3	5		SP
WLD 115 SMAW (Stick) Plate	5	11		
WLD 121 GMAW (Mig) FCAW/Plate	4	8		
<b>74 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

**INDUSTRIAL SYSTEMS TECHNOLOGY CERTIFICATE (C5024001)**

Advisor Contact Information: Lee Roach, 828-395-1628, lroach@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
BPR 111 Blueprint Reading	2	3		F, SP, S
ELC 128 Introduction to PLC	3	5		F
<b>TOTAL</b>	<b>5</b>			
<b>SPRING SEMESTER</b>				
AHR 120 HVACR Maint.	2	4		SP
HYD 110 Hydraulics/Pneumatics	3	5		SP, S
PLU 111 Intro to Plumbing	2	4		SP
<b>TOTAL</b>	<b>7</b>			
<b>SUMMER SEMESTER</b>				
ELC 115 Industrial Wiring	4	8		S
WLD 112 Basic Welding Proc.	2	4		S
<b>TOTAL</b>	<b>6</b>			
<b>18 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**INDUSTRIAL SYSTEMS TECHNOLOGY/PIPE FITTING CERTIFICATE (C5024002)**

Advisor Contact Information: Lee Roach, 828-395-1628, lroach@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
PFT 111 Piping and Valves	4	6		F, SP, S
WLD 117 Basic Welding Processes	3	5		F, SP
<b>TOTAL</b>	<b>7</b>			
<b>SPRING SEMESTER</b>				
WOL 110 Basic Construction Skills	3	5		F, SP, S
<b>TOTAL</b>	<b>3</b>			
<b>SUMMER SEMESTER</b>				
WLD 112 Basic Welding Proc.	2	4		S
<b>TOTAL</b>	<b>2</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## MANUFACTURING TECHNOLOGY DEGREE (A50320)

### Curriculum Description

The Manufacturing Technology curriculum prepares students to use basic engineering principles and technical skills to identify and resolve production problems in the manufacture of products. Includes instruction in machine operations and CNC principles, production line operations, instrumentation, computer-aided manufacturing (CAM) and other computerized production techniques, manufacturing planning, quality control, quality assurance and informational infrastructure. Graduates should qualify for employment as a manufacturing technician, quality assurance technician, CAD/CAM technician, team leader, or research and development technician.

### Program Student Learning Outcomes

Graduates will be able to:

1. Demonstrate competency with test instruments (e.g.. CMM, Calipers and Micrometers)
2. Demonstrate competency with manufacturing techniques and processes (e.g.. Material processing, process flow)
3. Understand and demonstrate basic design concepts (e.g. CNC programming, machine design)
4. Demonstrate knowledge of workplace safety and ethics

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### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ELC 138 DC Circuit Analysis	4	6		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
ISC 132 Manf. Quality Control	3	5		F
MAC 114 Introduction to Metrology	2	2		F
MEC 181 Introduction to CIM	2	2		F
<b>TOTAL</b>	<b>15</b>			
<b>SPRING SEMESTER</b>				
MEC 161 Manf. Process I	3	3		SP
MEC 231 Computer Aided Manufacturing I	3	5		SP
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
Other Required Elective (see list below)	6	Varies	Varies	F, SP, S
<b>TOTAL</b>	<b>15/16</b>			
<b>SUMMER SEMESTER</b>				
HYD 110 Hydraulics/Pneumatics	3	5		SP, S
ISC 121 Environmental Health & Safety	3	3		F, SP, S
MEC 232 Computer Aided Manufacturing II	3	5	MEC 231	S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
WLD 112 Basic Welding Proc.	2	4		S
<b>TOTAL</b>	<b>14</b>			



<b>FALL SEMESTER</b>				
ELC 128 Introduction to PLC	3	5		F
DFT 111 Tech. Drafting I	2	4		F
DFT 111A Tech Drafting Lab	1	3		F
MAC 121 Introduction to CNC	2	2		F
MAC 141 Machining Applications I	4	8		F
MAC 141A Machining Applications I Lab	2	6		F
Other Required Elective (see list below)	2	Varies	Varies	F, SP, S
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
DFT 112 Tech Drafting II	2	4		F
DFT 112A Tech Drafting II Lab	1	3		F
DFT 152 CAD II	3	5		SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MEC 180 Engineering Mats	3	5		F, SP, S
<b>TOTAL</b>	<b>15</b>			
<b>OTHER REQUIRED ELECTIVE - Choose 8 credit hours from the following courses</b>				
BPR 121 Blueprint Reading: Mechanical	2	4		SP
CIS 110 Introduction to Computers	3	4		F, SP, S
DFT 121 Intro to GD&T	2	3		S
DFT 151 CAD 1	3	5		F
DFT 154 Introduction Solid Modeling	3	5		SP
DFT 231 Jig and Fixture	2	3		F, SP
EGR 110 Introduction to Engineering	2	3		F
MAC 151 Machining Calculations	2	3		SP
SST 110 Intro to Sustainability	3	3		F, SP
SST 120 Energy Use Analysis	3	4		F, SP
<b>73 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

**MANUFACTURING TECHNOLOGY DEGREE (A50320) MACHINING TRACK**

Advisor Contact Information: Lee Roach, 828-395-1628, lroach@isothermal.edu

**ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE**

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BPR 111 Print Reading	2	3		F
MAC 121 Introduction to CNC	2	2		F
MAC 122 CNC Turning	2	4		F
MAC 124 CNC Milling	2	4		F
MAC 141 Machining Applications I	4	8		F
MAC 141A Machining Applications I Lab	2	6		F
<b>TOTAL</b>	<b>15</b>			
<b>SPRING SEMESTER</b>				
MAC 142 Machining Applications II	4	8	MAC 141	SP
MAC 142A Machining Applications II Lab	2	6	MAC 141A	SP
MAC 222 Advanced CNC Turning	2	4	MAC 122	SP
MAC 224 Advanced CNC Milling	2	4	MAC 124	SP
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
<b>TOTAL</b>	<b>13/14</b>			
<b>SUMMER SEMESTER</b>				
HYD 110 Hydraulics/Pneumatics	3	5		SP, S
ISC 121 Environmental Health & Safety	3	3		F, SP, S
MAC 233 Applications in CNC Machining	6	14	MAC 142	S
Other Required Elective (see list below)	3	Varies	Varies	F, SP, S
<b>TOTAL</b>	<b>15</b>			
<b>FALL SEMESTER</b>				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
DFT 111 Tech. Drafting I	2	4		F
DFT 111A Tech Drafting Lab	1	3		F
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
ISC 132 Manf. Quality Control	3	5		F
MAC 114 Introduction to Metrology	2	2		F
Other Required Elective (see list below)	3	Varies	Varies	F, SP, S
<b>TOTAL</b>	<b>17</b>			

<b>SPRING SEMESTER</b>				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
MEC 161 Manf. Process I	3	5		SP
MEC 180 Engineering Maths	3	5		F, SP, S
Other Required Elective (see list below)	2	Varies	Varies	F, SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>14</b>			
<b>OTHER REQUIRED ELECTIVE - Choose 8 credit hours from the following courses</b>				
BPR 121 Blueprint Reading: Mechanical	2	4		SP
CIS 110 Introduction to Computers	3	4		F, SP, S
DFT 121 Intro to GD&T	2	3		S
DFT 151 CAD 1	3	5		F
DFT 154 Introduction Solid Modeling	3	5		SP
DFT 231 Jig and Fixture	2	3		F, SP
EGR 110 Introduction to Engineering	2	3		F
MAC 151 Machining Calculations	2	3		SP
SST 110 Intro to Sustainability	3	3		F, SP
SST 120 Energy Use Analysis	3	4		F, SP
<b>72 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

**MANUFACTURING TECHNOLOGY DEGREE/CNC PROGRAMMING CERTIFICATE (C5032001)**

Advisor Contact Information: Lee Roach, 828-395-1628, lroach@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
DFT 151 CAD 1	3	5		F
MAC 121 Introduction to CNC	2	2		F
MAC 122 CNC Turning	2	4		F
MAC 124 CNC Milling	2	4		F
<b>TOTAL</b>	<b>9</b>			
<b>SPRING SEMESTER</b>				
MEC 231 Computer Aided Manufacturing I	3	5		SP
<b>TOTAL</b>	<b>3</b>			
<b>SUMMER SEMESTER</b>				
MEC 232 Computer Aided Manufacturing II	3	5	MEC 231	S
<b>TOTAL</b>	<b>3</b>			
<b>15 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**MANUFACTURING TECHNOLOGY DEGREE/MANUFACTURING CERTIFICATE (C5032002)**

Advisor Contact Information: Lee Roach, 828-395-1628, lroach@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
DFT 111 Tech. Drafting I	2	4		F
DFT 111A Tech Drafting Lab	1	3		F
ISC 121 Environmental Health & Safety	3	3		F, SP, S
MAC 114 Introduction to Metrology	2	2		F
MAC 121 Introduction to CNC	2	2		F
<b>TOTAL</b>	<b>10</b>			
<b>SPRING SEMESTER</b>				
MEC 161 Manf. Process I	3	5		SP
MEC 180 Engineering Mats	3	5		F, SP, S
<b>TOTAL</b>	<b>6</b>			
<b>16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

# MECHANICAL DRAFTING TECHNOLOGY DEGREE (A50340) ARCHITECTURAL TRACK

## Curriculum Description

The Mechanical Drafting Technology curriculum prepares students to apply technical skills and advanced computer software and hardware to create working drawings, graphic representations and computer simulations for mechanical and industrial designs. Includes instruction in engineering graphics, specification interpretation, geometric dimensioning and tolerancing, drafting calculations, two dimensional and three dimensional engineering design, solids modeling, engineering animation, computer-aided drafting (CAD), computer-aided design (CADD) and manufacturing materials and processes. Graduates should qualify for employment in mechanical areas such as manufacturing, fabrication, research and development, and service industries.

## Program Student Learning Outcomes

Graduates will be able to:

1. Utilize standard drafting instruments and equipment, including software, printers, and plotters
2. Understand and perform basic drawing principles including sketching, lettering dimensioning, geometric construction, and orthographic projections
3. Produce advanced level of drawings including section views, auxiliary views, and assembly drawings for the manufacturing and assembling of parts
4. Produce detailed working drawings and adhering to standards and guidelines based on physical design parameters
5. Interpret and apply basic geometric dimensioning and tolerance principles to drawings and prints.
6. Create residential/commercial building plans from given data using a CAD system and utilize technology to present designs with written and visual documents
7. Apply the general steps of the design process to generate a logical plan of action for the design of a new or improved innovative product and produce a technical report communicating the purpose of both the product and design process
8. Design a product for manufacturability and mock-up construction

**Advisor Contact Information: Bobbi Hodge, 828-395-4235, bhodge@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ARC 111 Intro to Arch Technology	3	7		F
DFT 111 Technical Drafting I	2	4		F
DFT 11A Technical Drafting I Lab	1	3		F
DFT 151 CAD 1	3	5		F
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
MNT 222 Industrial Systems Schematics	2	3		F
<b>TOTAL</b>	<b>15/16</b>			
<b>SPRING SEMESTER</b>				
ARC 114 Architectural CAD	2	4		SP
CIS 110 Introduction to Computers	3	4		F, SP, S
DFT 112 Technical Drafting II	2	4	DFT 111A	SP
DFT 112A Technical Drafting II Lab	1	3	DFT 111	SP
DFT 152 CAD II	3	5	DFT 111	SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S

MEC 180 Engineering Materials	3	3		SP
<b>TOTAL</b>	<b>17</b>			
<b>SUMMER SEMESTER</b>				
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
Technical Elective (see list below)	2	3	Varies	F, SP, S
<b>TOTAL</b>	<b>8</b>			
<b>FALL SEMESTER</b>				
CST 111 Construction I	4	6		F
DDF 211 Design Process I	4	7		F
DFT 153 CAD III	3	5		F
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
SST 110 Intro to Sustainability	3	3		F
<b>TOTAL</b>	<b>17</b>			
<b>SPRING SEMESTER</b>				
CST 112 Construction II	4	6		SP
DDF 221 Design Drafting Project	2	4		SP
DFT 154 Introduction Solid Modeling	3	5		SP
MEC 161 Manufacturing Processes	3	3		SP
SST 140 Green Building & Design	3	3		SP
<b>TOTAL</b>	<b>15</b>			
<b>TECHNICAL ELECTIVE - Choose 2 credit hours from the following courses</b>				
DFT 231 Jig & Fixtures Design	2	3		F, SP
EGR 110 Intro to Engineering Technology	2	3		F
MNT 110 Intro to Maintenance Procedures	2	4		S
<b>72 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

# MECHANICAL DRAFTING TECHNOLOGY DEGREE (A50340) MECHANICAL TRACK

Advisor Contact Information: Bobbi Hodge, 828-395-4235, bhodge@isothermal.edu

## ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
DFT 111 Technical Drafting I	2	4		F
DFT 111A Technical Drafting I Lab	1	3		F
DFT 151 CAD 1	3	5		F
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
MAC 121 Intro to CNC	2	2		F
MNT 222 Industrial Systems Schematics	2	3		F
<b>TOTAL</b>	<b>14/15</b>			
<b>SPRING SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
DFT 112 Technical Drafting II	2	4	DFT 111A	SP
DFT 112A Technical Drafting II Lab	1	3	DFT 111	SP
DFT 152 CAD II	3	5	DFT 111	SP
MEC 180 Engineering Materials	3	3		SP
MEC 231 Comp.-Aided Manufacturing	3	5		SP
<b>TOTAL</b>	<b>15</b>			
<b>SUMMER SEMESTER</b>				
DFT 121 Intro to GD&T	2	3		S
HYD 110 Hydraulics/Pneumatics	3	5	Varies	S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Technical Elective (see list below)	2	3	Varies	F, SP, S
<b>TOTAL</b>	<b>13</b>			
<b>FALL SEMESTER</b>				
DDF 211 Design Process I	4	7		F
DFT 153 CAD III	3	5		F
ISC 132 Mfg. Quality Control	3	5		F
MAC 141 Machining Applications I	4	8		F
MAC 141A Machining Applications I Lab	2	6		F
<b>TOTAL</b>	<b>16</b>			

<b>SPRING SEMESTER</b>				
DDF 221 Design Drafting Project	2	4		SP
DFT 154 Introduction Solid Modeling	3	5		SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
MEC 161 Manufacturing Processes	3	3		SP
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>14</b>			
<b>TECHNICAL ELECTIVE - Choose 2 credit hours from the following courses</b>				
DFT 231 Jig & Fixtures Design	2	3		F, SP
EGR 110 Intro to Engineering Technology	2	3		F
MNT 110 Intro to Maintenance Procedures	2	4		S
<b>72 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				



## MECHANICAL DRAFTING TECHNOLOGY DIPLOMA (D50340)

Advisor Contact Information: Bobbi Hodge, 828-395-4235, bhodge@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ARC 111 Intro to Arch Technology	3	7		F
AND				
ARC 114 Architectural CAD	2	4		F, SP
OR				
MAC 121 Intro to CNC	2	2		F
AND				
MEC 231 Computer Aided Manufacturing I	3	4		SP, S
DFT 111 Technical Drafting I	2	4		F
DFT 111A Technical Drafting I Lab	1	3		F
DFT 151 CAD 1	3	5		F
DFT 154 Introduction Solid Modeling	3	5		F, SP
MNT 222 Industrial Systems Schematics	2	3		F
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
DFT 112 Technical Drafting II	2	4	DFT 111A	SP
DFT 112A Technical Drafting II Lab	1	3	DFT 111	SP
DFT 152 CAD II	3	5	DFT 111	SP
MEC 161 Manufacturing Processes I	3	3		SP
MEC 180 Engineering Materials	3	3		SP
<b>TOTAL</b>	<b>15</b>			
<b>SUMMER SEMESTER</b>				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	F, SP
Technical Elective (see list below)	2	3	Varies	F, SP, S
<b>TOTAL</b>	<b>8</b>			
<b>FALL SEMESTER</b>				
DFT 153 CAD III	3	5		F
<b>TOTAL</b>	<b>3</b>			
<b>TECH TECHNICAL ELECTIVE - Choose 2 credit hours from the following courses</b>				
DFT 231 Jig & Fixtures Design	2	3		F, SP
EGR 110 Intro to Engineering Technology	2	3		F
MNT 110 Intro to Maintenance Procedures	2	4		S
<b>42 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA</b>				

**MECHANICAL DRAFTING TECHNOLOGY CERTIFICATE (C50340)**

Advisor Contact Information: Bobbi Hodge, 828-395-4235, bhodge@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
DFT 111 Technical Drafting I	2	4		F
DFT 111A Technical Drafting I Lab	1	3		F
DFT 151 CAD 1	3	5		F
<b>TOTAL</b>	<b>6</b>			
<b>SPRING SEMESTER</b>				
DFT 112 Technical Drafting II	2	4	DFT 111A	SP
DFT 112A Technical Drafting II Lab	1	3	DFT 111	SP
DFT 152 CAD II	3	5	DFT 111	SP
<b>TOTAL</b>	<b>6</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## MECHANICAL ENGINEERING TECHNOLOGY DEGREE (A40320)

### Curriculum Description

The Mechanical Engineering Technology curriculum 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.

### Program Student Learning Outcomes

Graduates will be able to:

1. Understand and mathematically demonstrate basic engineering-related laws and theories (e.g.. Pascal's Law, Equilibrium)
2. Demonstrate competency with test instruments (e.g.. CMM, Calipers and Micrometers)
3. Demonstrate competency with manufacturing techniques and processes (e.g.. Material processing, process flow)
4. Understand and demonstrate basic design concepts (e.g. CNC programming, machine design)
5. Demonstrate knowledge of workplace safety and ethics

**Advisor Contact Information: Lee Roach, 828-395-1628, lroach@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EGR 110 Intro to Engineering	2	3		F
ISC 132 Manf. Quality Control	3	5		F
MAC 114 Intro to Metrology	2	2		F
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
MEC 181 Intro to CIM	2	2		F
<b>TOTAL</b>	<b>15/16</b>			
<b>SPRING SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
MAT 122 Algebra/Trigonometry II	3	4	MAT 121	SP
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 172 Precalculus Trigonometry	4	4	MAT 171	F, SP
MEC 161 Manf. Process I	3	3		SP
MEC 231 Comp. Aided Manufacturing I	3	5		SP
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>15/16</b>			

<b>SUMMER SEMESTER</b>				
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
HYD 110 Hydraulics/Pneumatics	3	5	Varies	SP, S
ISC 121 Environ. Health & Safety	3	3		F, SP, S
MEC 232 Com. Aided Manufacturing II	3	5	MEC 231	S
<b>TOTAL</b>	<b>12</b>			
<b>FALL SEMESTER</b>				
DFT 151 CAD 1	3	5		F
DFT 154 Introduction Solid Modeling	3	5		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MAC 121 Intro to Computer Numerical Controls	2	2		F
MAC 141 Machining Applications I	4	8		F
<b>TOTAL</b>	<b>15</b>			
<b>SPRING SEMESTER</b>				
EGR 250 Statics and Strengths of Materials	5	7	MAT 12 or MAT 171	F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
MEC 180 Engineering Materials	3	5		F, SP, S
PHY 131 Physics Mechanics	4	5	MAT 121 or MAT 171	F, SP
OR				
PHY 151 College Physics I	4	5	MAT 171	S
<b>TOTAL</b>	<b>15</b>			
<b>SUMMER SEMESTER</b>				
MEC 270 Machine Design	4	6		S
MEC 271 Machine Design Project	1	3	Co-req MEC 270	S
<b>TOTAL</b>	<b>5</b>			
<b>75 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

# MECHANICAL ENGINEERING TECHNOLOGY DEGREE (A40320) MECHATRONICS TRACK

Advisor Contact Information: Lee Roach, 828-395-1628, lroach@isothermal.edu

## ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EGR 110 Introduction to Engineering	2	3		F
ELN 133 Digital Electronics	4	6		F
ISC 132 Manf. Quality Control	3	5		F
MAC 141 Machining Applications	4	8		F
<b>TOTAL</b>	<b>14</b>			
<b>SPRING SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
ISC 121 Environ. Health & Safety	3	3		F, SP, S
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
MEC 161 Manf. Process I	3	3		SP
<b>TOTAL</b>	<b>15/16</b>			
<b>SUMMER SEMESTER</b>				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
HYD 110 Hydraulics/Pneumatics	3	5	Varies	SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>12</b>			
<b>FALL SEMESTER</b>				
ATR 211 Robot Programming	3	5		F
ELC 128 Intro to PLC	3	5		F
ELC 138 DC Circuit Analysis	4	6		F
DFT 151 CAD I	3	5		F
PHY 131 Physics Mechanics	4	5	MAT 121 or MAT 171	F, SP
OR				
PHY 151 College Physics I	4	5	MAT 171	S
<b>TOTAL</b>	<b>17</b>			

<b>SPRING SEMESTER</b>				
DFT 154 Introduction Solid Modeling	3	5		F
EGR 250 Statics and Strengths of Materials	5	7	MAT 12 or MAT 171	SP, S
EGR 285 Design Project	2	4		F, SP, S
MEC 180 Engineering Materials	3	5		F, SP, S
PHY 132 Physics Elec/Magnet.	4	5	PHY 131	SP
<b>TOTAL</b>	<b>17</b>			
<b>75 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

# MECHANICAL ENGINEERING TECHNOLOGY DEGREE (A40320) DRAFTING TRACK

Advisor Contact Information: Lee Roach, 828-395-1628, lroach@isothermal.edu

## ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
DFT 111 Technical Drafting I	2	4		F
DFT 111A Technical Drafting I Lab	1	3		F
DFT 151 CAD 1	3	5		F
ISC 132 Manf. Quality Control	3	5		F
MAC 121 Intro to CNC	2	2		F
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
<b>TOTAL</b>	<b>15/16</b>			
<b>SPRING SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
DFT 112 Technical Drafting II	2	4	DFT 111A	SP
DFT 112A Technical Drafting II Lab	1	3	DFT 111	SP
DFT 152 CAD II	3	5	DFT 111	SP
MEC 161 Manf. Process I	3	3		SP
MEC 231 Comp.-Aided Manufacturing	3	5		SP
<b>TOTAL</b>	<b>15</b>			
<b>SUMMER SEMESTER</b>				
DFT 121 Intro to GD&T	2	3		S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
HYD 110 Hydraulics/Pneumatics	3	5	Varies	SP, S
ISC 121 Environmental Health & Safety	3	3		F, SP, S
<b>TOTAL</b>	<b>11</b>			
<b>FALL SEMESTER</b>				
DDF 211 Design Process I	4	7		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MAC 141 Machining Applications	4	8		F
PHY 131 Physics Mechanics	4	5	MAT 121 or MAT 171	F, SP
OR				
PHY 151 College Physics I	4	5	MAT 171	S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>18</b>			

<b>SPRING SEMESTER</b>				
DDF 221 Design Drafting Proj.	2	4		SP
DFT 154 Introduction Solid Modeling	3	5		F
EGR 250 Statics and Strengths of Materials	5	7	MAT 12 or MAT 171	SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
MEC 180 Engineering Materials	3	5		F, SP
<b>TOTAL</b>	<b>16</b>			
<b>75 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				



## MECHANICAL ENGINEERING TECHNOLOGY DIPLOMA (D40320)

Advisor Contact Information: Lee Roach, 828-395-1628, lroach@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EGR 110 Introduction to Engineering	2	3		F
ISC 132 Manf. Quality Control	3	5		F
MAC 141 Machine Applications I	4	8		F
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
<b>TOTAL</b>	<b>13</b>			
<b>SPRING SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
DFT 151 CAD 1	3	5		F
DFT 154 Introduction Solid Modeling	3	5		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MEC 161 Manf. Process I	3	3		SP
MEC 180 Engineering Materials	3	5		F, SP
<b>TOTAL</b>	<b>18</b>			
<b>SUMMER SEMESTER</b>				
HYD 110 Hydraulics/Pneumatics	3	5		SP, S
ISC 121 Environ. Health & Safety	3	3		F, SP, S
<b>TOTAL</b>	<b>6</b>			

**18 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA**

## MECHANICAL ENGINEERING ADVANCED TECHNOLOGY CERTIFICATE (C4032003)

Advisor Contact Information: Lee Roach, 828-395-1628, lroach@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
DFT 151 CAD 1	3	5		F
EGR 110 Introduction to Engineering	2	3		F
MAC 141 Machine Applications I	4	8		F
<b>TOTAL</b>	<b>9</b>			
<b>SPRING SEMESTER</b>				
HYD 110 Hydraulics/Pneumatics	3	5		SP, S
MEC 161 Manf. Process I	3	3		SP
<b>TOTAL</b>	<b>6</b>			

**15 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**

**MECHANICAL ENGINEERING TECHNOLOGY CERTIFICATE (C40320)**

Advisor Contact Information: Lee Roach, 828-395-1628, lroach@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
DFT 151 CAD 1	3	5		F
ISC 132 Manf. Quality Control	3	5		F
<b>TOTAL</b>	<b>6</b>			
<b>SPRING SEMESTER</b>				
MEC 161 Manf. Process I	3	3		SP
MEC 180 Engineering Materials	3	5		F, SP
MEC 231 Comp.-Aided Manufacturing I	3	5		SP
<b>TOTAL</b>	<b>9</b>			
<b>SUMMER SEMESTER</b>				
HYD 110 Hydraulics/Pneumatics	3	5		SP, S
<b>TOTAL</b>	<b>3</b>			
<b>18 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**MECHANICAL ENGINEERING TECHNOLOGY TRANSITION CERTIFICATE (C4032002)**

Advisor Contact Information: Lee Roach, 828-395-1628, lroach@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
DFT 151 CAD 1	3	5		F
EGR 250 Statics and Strengths of Materials	5	7	MAT 121 or MAT 171	SP, S
<b>TOTAL</b>	<b>8</b>			
<b>SPRING SEMESTER</b>				
DFT 152 CAD II	3	5	DFT 111	SP
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
MEC 180 Engineering Materials	3	5		F, SP, S
<b>TOTAL</b>	<b>9/10</b>			
<b>17 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**Curriculum Description**

The Welding Technology curriculum provides students with a sound understanding of the science, technology, and applications essential for successful employment in the welding and metalworking industry.

Instruction includes consumable and non-consumable electrode welding and cutting processes. Courses may include math, print reading, metallurgy, welding inspection, and destructive and non-destructive testing providing the student with industry-standard skills developed through classroom training and practical application.

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.

**Program Student Learning Outcomes**

Graduates will be able to:

1. Understand the disciplines specific and critical for the safe and reasonable practice of welding
2. Demonstrate the abilities, attributes and characteristics desired by the construction industry, including effective relationship skills and effective self-presentation to demonstrate employability, and key workplace skills such as critical thinking and problem solving
3. Possess the intellectual abilities, the exercise of good judgment, and the prompt completion of all responsibilities required for the certification process associated with the AWS certification
4. Develop mature, sensitive, effective, and professional relationships with other students, faculty members, department administrators, industry partners, and potential employers
5. Conditioned, physically and mentally ability to tolerate taxing workloads and display flexibility to learning and functioning under stress when faced with uncertainties inherent to the welding occupation
6. Demonstrate knowledge of the machines, tools and equipment with understanding of their design, use, maintenance, and safety procedures for the protection of the people and property
7. Understand the materials, production processes, quality control, and cost for maximizing the effective manufacturing goods and the welding process
8. Differentiate coupon performance task monitoring and assessing of daily performance of oneself and others, organizing, seeking instructional critic
9. Observe, recreate, imitate the task with reliable expertise with high quality and minimal instruction, and demonstrate to other learners and instructors

**Advisor Contact Information: Nathan Fisher, 828-395-1515, nfisher@isothermal.edu**

**ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE**

**DMA:**

**DRE:**

<b>COURSE NUMBER &amp; NAME</b>	<b>Credit Hours</b>	<b>Contact Hours</b>	<b>PREREQUISITES</b>	<b>SEMESTER OFFERED</b>
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BPR 111 Blueprint Reading	2	3		F, SP
WLD 110 Cutting Processes	2	4		F, SP
WLD 115 SMAW (Stick) Plate	5	11		F, SP
WLD 121 GMAW (Mig) Plate	4	8		F, SP
WOL 110 Basic Construction Skills	3	5		F, SP, S
<b>TOTAL</b>	<b>17</b>			
<b>SPRING SEMESTER</b>				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
WLD 116 SMAW (Stick) Plate/Pipe	4	10	WLD 115	F, SP
WLD 122 GMAW (Mig) Plate/Pipe	3	7	WLD 121	F, SP
WLD 131 GTAW (Tig) Plate	4	8		F, SP
WLD 141 Symbols and Specs	3	4		F, SP
WLD 143 Welding Metallurgy	2	3		F, SP
<b>TOTAL</b>	<b>19</b>			

FALL SEMESTER				
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
WLD 132 GTAW (Tig) Plate/Pipe	3	7	WLD 131	F, SP
WLD 215 GMAW (Stick) Pipe	4	10	WLD 115 or WLD 116	F, SP
WLD 261 Certification Practices	2	4	WLD 115, WLD 121, and WLD 131	F, SP
<b>TOTAL</b>	<b>18</b>			
SPRING SEMESTER				
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
WLD 151 Fabrication I	4	8	WLD 110 and WLD 115	F, SP
WLD 231 GTAW (Tig) Pipe	3	7	WLD 131	F, SP
WLD 262 Inspection & Testing	3	4		F, SP
<b>TOTAL</b>	<b>16/17</b>			
<b>70 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

## WELDING TECHNOLOGY DIPLOMA (D50420)

Advisor Contact Information: Nathan Fisher, 828-395-1515, nfisher@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
BPR 111 Blueprint Reading	2	3		F, SP
WLD 110 Cutting Processes	2	4		F, SP
WLD 115 SMAW (Stick) Plate	5	11		F, SP
WLD 121 GMAW (Mig) Plate	4	8		F, SP
WLD 131 GTAW (Tig) Plate	4	8		F, SP
WLD 141 Symbols and Specifications	3	4		F, SP
<b>TOTAL</b>	<b>20</b>			
<b>SPRING SEMESTER</b>				
WLD 116 SMAW (Stick) Plate/Pipe	4	10	WLD 115	F, SP
WLD 122 GMAW (Mig) Plate/Pipe	3	7	WLD 121	F, SP
WLD 132 GTAW (Tig) Plate/Pipe	3	7	WLD 131	F, SP
WLD 143 Welding Metallurgy	2	3		F, SP
WOL 110 Basic Construction Skills	3	5		F, SP, S
<b>TOTAL</b>	<b>15</b>			
<b>FALL SEMESTER</b>				
ENG 101 Applied Communications	3	3		F, SP
OR				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 121 Algebra/Trigonometry I	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DMA 060	On Demand
WLD 215 GMAW (Stick) Pipe	4	10	WLD 115 or WLD 116	F, SP
WLD 261 Certification Practices	2	4	WLD 115, WLD 121, and WLD 131	F, SP
<b>TOTAL</b>	<b>12</b>			

**47 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA**

### WELDING TECHNOLOGY/ADVANCED WELDING CERTIFICATE (C5042002)

Advisor Contact Information: Nathan Fisher, 828-395-1515, nfisher@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
WLD 121 GMAW (Mig) Plate	4	8		F, SP
WLD 131 GTAW (Tig) Plate	4	8		F, SP
WLD 141 Symbols and Specifications	3	4		F, SP
<b>TOTAL</b>	<b>11</b>			
<b>SPRING SEMESTER</b>				
WLD 122 GMAW (Mig) Plate/Pipe	3	7	WLD 121	F, SP
WLD 143 Welding Metallurgy	2	3		F, SP
<b>TOTAL</b>	<b>5</b>			

**16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**

### WELDING TECHNOLOGY/ADVANCED WELDING AND INSPECTION PROCESSES CERTIFICATE (C5042003)

Advisor Contact Information: Nathan Fisher, 828-395-1515, nfisher@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
WLD 132 GTAW (Tig) Plate/Pipe	3	7	WLD 131	F, SP
WLD 215 GMAW (Stick) Pipe	4	10	WLD 115 or WLD 116	F, SP
WLD 261 Certification Practices	2	4	WLD 115, WLD 121, and WLD 131	F, SP
<b>TOTAL</b>	<b>9</b>			
<b>SPRING SEMESTER</b>				
WLD 231 GTAW (Tig) Pipe	4	8		F, SP
WLD 262 Inspection and Testing	3	4		F, SP
<b>TOTAL</b>	<b>7</b>			

**16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**

### WELDING TECHNOLOGY/BASIC WELDING CERTIFICATE (C5042001)

Advisor Contact Information: Nathan Fisher, 828-395-1515, nfisher@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
BPR 111 Blueprint Reading	2	3		F, SP
WLD 110 Cutting Processes	2	4		F, SP
WLD 115 SMAW (Stick) Plate	5	11		F, SP
<b>TOTAL</b>	<b>9</b>			
<b>SPRING SEMESTER</b>				
WLD 116 SMAW (Stick) Plate/Pipe	4	10	WLD 115	F, SP
WOL 110 Basic Construction Skills	3	5		F, SP, S
<b>TOTAL</b>	<b>7</b>			

**16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**

**WELDING TECHNOLOGY CERTIFICATE (C50420)**

Advisor Contact Information: Nathan Fisher, 828-395-1515, nfisher@isothermal.edu

<b>COURSE NUMBER &amp; NAME</b>	<b>Credit Hours</b>	<b>Contact Hours</b>	<b>PREREQUISITES</b>	<b>SEMESTER OFFERED</b>
<b>FALL SEMESTER</b>				
WLD 110 Cutting Processes	2	4		F, SP
WLD 115 SMAW (Stick) Plate	5	11		F, SP
WOL 110 Basic Construction Skills	3	5		F, SP, S
<b>TOTAL</b>	<b>10</b>			
<b>SPRING SEMESTER</b>				
WLD 121 GMAW (Mig) Plate	4	8		F, SP
WLD 131 GTAW (Tig) Plate	4	8		F, SP
<b>TOTAL</b>	<b>8</b>			
<b>18 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## ARTS AND SCIENCES PROGRAM

### Objectives:

The primary objective of the Arts and Sciences Curricula is to provide students with the general education courses required in the first two years of a traditional four-year degree. Depending on proposed majors at the four-year schools, students at Isothermal Community College will pursue either the A.A. (Associate of Arts) or the A.S. (Associate of Science) degree.

### Graduation Requirements:

Students enrolled in both the A.A. and the A.S. degree programs must earn 60-61 semester hours in designated disciplines with an overall grade point average of 2.0 to graduate. A.S. degree students are required to take additional hours in upper level math and science while A.A. degree students take more electives in the liberal arts.

### Transferability of courses:

A Comprehensive Articulation Agreement (C.A.A.) between the North Carolina Community College System and the 16 institutions of the University of North Carolina contains the following components:

1. Students who complete the A.A. or A.S. degree at a college within North Carolina Community College System are assured admission to one of the 16 universities within the UNC system and will transfer as juniors. They will still be responsible for any institutional requirements at the transfer university, such as foreign language. If these requirements have not been met at the community college, they will have to be completed at the transfer university. (Note: This agreement does not guarantee acceptance at the student's first choice institution.)
2. Students who complete the A.A. or A.S. degree, with grades of C or higher in all courses and an overall GPA of at least 2.0, prior to transfer to a UNC institution, will have satisfied the UNC institution's lower-division requirements in general education.
3. The A.A. and A.S. degree programs are comprised of two components: 1) the Universal General Education Transfer Component (UGETC) of 30 semester hours and, 2) additional general education, pre-major, and elective courses that are selected by students according to the requirements of their intended major at the transfer institution.
4. Students who complete all courses in the UGETC with a grade of C or higher and an overall GPA of 2.0 or higher will be granted credit toward the university's lower-division general education requirements.
5. Students who satisfactorily complete transfer-level courses that are not within the UGETC will receive transfer credit for the courses, but the university will determine whether to award the credits as general education, pre-major, or elective.
6. Each UNC university is required to publish and maintain its degree plans so that community college students can select clear pathways toward completion of baccalaureate degrees.

\*An Independent Comprehensive Articulation Agreement (I.C.A.A.) allows for transfer to a limited group of private colleges.

Students who transfer to private colleges that are not included in the I.C.A.A. or to public universities outside of North Carolina will have their transcripts evaluated in accordance with the policies of the university to which they are transferring. The final decision on transferability rests with the transfer institution.

The average rate of student persistence toward degree completion at Isothermal Community College is available in the office of Student Services.



## ASSOCIATE IN ARTS (A.A.) DEGREE (A10100)

The A.A. degree consists of course requirements in three different groups: 31-32 hours in the Universal General Education Component (UGETC); 13-14 hours in Additional General Education Electives (GEN ED); 11 hours in Pre-Major Electives (PM ELEC); and 4 hours in Other Required Hours (ACA 122 and CIS 110). Courses used to satisfy the UGETC group can be used to satisfy the GEN ED and PM ELEC groups, but only courses listed in the UGETC group can satisfy the UGETC group. Course selections wherever there are options should be based on student's intended major and transfer university.

### Program Student Learning Outcomes

Graduates will be able to:

1. Communicate effectively through writing, reading, speaking, and listening through the demonstration of information literacy
2. Analyze problems and make logical conclusions.
3. Demonstrate positive interpersonal skills through cooperative learning and group interaction
4. Demonstrate quantitative competencies
5. Demonstrate technology skills
6. Demonstrate an awareness and an understanding of diverse culture and historical perspective
7. Transfer successfully the entire core into a Bachelor's Degree program at any state university in North Carolina to which they are accepted, as well as many other universities and colleges in the United States. Further, students that go beyond the transfer general education component and complete an AA degree or AS degree should be able to transfer as a junior (3rd year) level student.

**Advisor Contact Information: Assigned through the Advising & Success Center call 828-395-1436.**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 122 College Transfer Success	1	2		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
UGETC Social Science (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>13/14</b>			
<b>SPRING SEMESTER</b>				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
General Education (see list below)	3/4	3/5	Varies	F, SP, S
General Education (see list below)	3/4	3/5	Varies	F, SP, S
UGETC Humanities/Fine Arts (see list below)	3	3	Varies	F, SP, S
UGETC Social Science (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>15/17</b>			
<b>FALL SEMESTER</b>				
General Education (see list below)	3/4	3/5	Varies	F, SP, S
General Education (see list below)	3/4	3/5	Varies	F, SP, S
UGETC Humanities/Fine Arts (see list below)	3	3	Varies	F, SP, S
UGETC Natural Science (see list below)	3/4	3/5	Varies	F, SP, S
UGETC Social Science (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>15/18</b>			

**SPRING SEMESTER**

Pre Major Elective (see list below)	Varies	Varies	Varies	F, SP, S
Pre Major Elective (see list below)	Varies	Varies	Varies	F, SP, S
Pre Major Elective (see list below)	Varies	Varies	Varies	F, SP, S
Pre Major Elective (see list below)	Varies	Varies	Varies	F, SP, S
<b>TOTAL</b>	<b>11/17</b>			

**LIST OF TRANSFERRABLE COURSES****UGETC HUMANITIES/FINE ARTS - Choose from at least two subjects:**

Art: ART 111, 114, 115	3	3	Varies	Varies
COM 231 Public Speaking	3	3		Varies
English: ENG 231, 232, 241, 242	3	3	Varies	Varies
Music: MUS 110, 112	3	3		Varies
Philosophy: PHI 215, 240	3	3	Varies	Varies

**UGETC SOCIAL SCIENCE - Choose from at least two subjects:**

Economics: ECO 251, 252	3	3	Varies	Varies
History: HIS 111, 112, 131, 132	3	3	Varies	F, SP, S
POL 120 American Government	3	3		On Demand
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
SOC 210 Introduction to Sociology	3	3	Satisfactory placement scores or DRE 097	F, SP, S

**UGETC NATURAL SCIENCES - Choose from the following courses:**

Astronomy: AST 111/111A, 151/151A	3/1	3/2	Varies	Varies
BIO 111 General Biology I	4	6	Satisfactory placement scores or DRE 097	F, SP, S
CHM 151 General Chemistry I	4	6	Satisfactory placement scores or DMA 025, DMA 045 and DMA 065	F
Physics: PHY 110/110A	3/1	3/2	Satisfactory placement scores or DMA 025 and DMA 045	On Demand

**GENERAL EDUCATION - Choose from the following courses:**

Anthropology: ANT 210, 220	3	3		On Demand
Art: ART 111, 114, 115	3	3	Varies	Varies
Astronomy: AST 111/111A, 151/151A, 152/152A	3/1	3/2	Varies	Varies
Biology: BIO 111, 112, 140/140A	4	6	Varies	Varies
Chemistry: CHM 131/131A, 132, 151, 152	4	6	Varies	Varies
CIS 115 Intro to Programming & Logic	3	4		F, SP, S
COM 231 Public Speaking	3	3		Varies
Economics: ECO 251, 252	3	3	Varies	Varies
English: ENG 231, 232, 241, 242, 262	3	3	Varies	Varies
GEO 111 World Regional Geography	3	3		F, SP
History: HIS 111, 112, 131, 132	3	3	Varies	F, SP, S
Humanities: HUM 110, 115, 120, 122, 130, 211, 212	3	3	Varies	Varies
Mathematics: MAT 143, 152, 171, 172, 263, 271, 272, 273	3/4	4/5	Varies	Varies
Music: MUS 110, 112, 113	3	3		Varies
Philosophy: PHI 215, 240	3	3	Varies	Varies
Physics: PHY 110/110A, 151, 151, 251, 252	3/1	3/2	Varies	Varies

PRE MAJOR ELECTIVES - Choose from the following courses:				
POL 120 American Government	3	3		F, SP
Psychology: PSY 150, 237, 241, 281	3	3	Varies	Varies
Religion: REL 110, 111, 211, 212			Varies	
Sociology: SOC 210, 213, 220	3	3	Varies	Varies
Spanish: SPA 111, 112, 211, 212	3	3	Varies	Varies
Accounting: ACC 120, 121	4	5	Varies	Varies
Anthropology: ANT 210, 220	3	3		On Demand
Art: ART 111, 114, 115, 118, 121, 131, 132, 140, 240, 241	3	3	Varies	Varies
Astronomy: AST 111/111A, 151/151A, 152/152A	3/1	3/2	Varies	Varies
Biology: BIO 111, 112, 140/140A, 155, 163, 168, 169, 175, 275	4	6	Varies	Varies
Business: BUS 110, 115, 137	3	3		Varies
Chemistry: CHM 131/131A, 132, 151, 152, 251, 252	4	6	Varies	Varies
CIS 115 Intro to Programming & Logic	3	4		F, SP, S
Criminal Justice: CJC 111, 121, 141	3	3		F, SP, S
Communications: COM 231, 251	3	3		Varies
Computer Science: CSC 134, 139	3	5		Varies
CTS 115 Information Systems	3	3		On Demand
DFT 170 Engineering Graphics	3	4		SP
Economics: ECO 251, 252	3	3	Varies	Varies
EGR 150 Introduction to Engineering	2	3		F
English: ENG 231, 232, 241, 242, 262	3	3	Varies	Varies
GEO 111 World Regional Geography	3	3		F, SP
Health: HEA 110, 112, 120	2/3	3		Varies
History: HIS 111, 112, 131, 132	3	3	Varies	F, SP, S
Humanities: HUM 110, 115, 120, 122, 130, 170, 211, 212, 230	3	3	Varies	Varies
Mathematics: MAT 143, 152, 171, 172, 263, 271, 272, 273, 280, 285	3/4	4/5	Varies	Varies
Music: MUS 110, 112, 113, 121, 122, 131, 132, 141, 151, 152, 221, 222, 231, 232	3	3	Varies	Varies
Philosophy: PHI 215, 240	3	3	Varies	Varies
Physical Education: PED 110, 113, 117, 120, 130, 137, 152, 153, 155, 219	1/2	2/3	Varies	Varies
Physics: PHY 110/110A, 151, 152, 251, 252	3/1	3/2	Varies	Varies
POL 120 American Government	3	3		F, SP
Psychology: PSY 150, 237, 241, 281	3	3	Varies	Varies
Religion: REL 110, 111, 211, 212	3	3	Varies	Varies
Sociology: SOC 210, 213, 220	3	3	Varies	Varies
Spanish: SPA 111, 112, 211, 212	3	3	Varies	Varies
<b>60 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

\* Number of hours per semester varies because courses may have 3 to 4 credit hours, depending on student's selection.

\*\* Transfer students must meet the receiving university's foreign language and/or health and physical education requirements, if applicable, prior to or after transfer to the senior institution.

## ASSOCIATE IN ENGINEERING (A.E.) 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, the institution shall include opportunities for the achievement of competence in reading, writing, oral communications, 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 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.

### Program Student Learning Outcomes

Upon completion of a degree, a diploma, or the transfer general education core from Isothermal Community College, students should be able to:

1. Demonstrate awareness and understanding of the Engineering field and potential careers.
2. Demonstrate logic, quantitative and technology skills in the analysis of problems and generation of potential solutions.
3. Communicate effectively through writing, reading, speaking, listening through the demonstration of information literacy.
4. Demonstrate positive interpersonal skills through cooperative learning and group interaction.
5. Demonstrate an awareness of and understanding of diverse culture and historical perspective.
6. Transfer successfully the core into a Bachelor's Degree program at any state university in North Carolina to which they are accepted, as well as most other universities and colleges in the United States. Further, students that go beyond the transfer general education component and complete the AE degree should be able to transfer as a junior (3rd year) level student.

**Advisor Contact Information: Assigned through the Advising & Success Center call 828-395-1436.**

**Advisor Contact Information: Dale Gaddis, 828-395-1500, dgaddis@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 122 College Transfer Success	1	2		F, SP, S
CHM 151 General Chemistry I	4	6	Satisfactory placement scores or DMA 025, DMA 045 and DMA 065	F
EGR 150 Introduction to Engineering	2	3		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MAT 271 Calculus I	4	5	MAT 172	F, SP
<b>TOTAL</b>	<b>15</b>			
<b>SPRING SEMESTER</b>				
ECO 251 Principles of Microeconomics	3	3		F, SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
Humanities Elective (see list below)	3	3	Varies	F, SP, S
MAT 272 Calculus II	4	5	MAT 271	F, SP
Social Science Elective (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>16</b>			
<b>FALL SEMESTER</b>				
Humanities Elective (see list below)	3	3	Varies	F, SP, S
MAT 273 Calculus III	4	5	MAT 272	On Demand
PHY 251 General Physics I	4	6	MAT 271	On Demand
Pre Major Elective (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>14</b>			

<b>SPRING SEMESTER</b>				
PHY 252 General Physics II	4	6	MAT 272 and PHY 251	On Demand
Pre Major Elective (see list below)	3	3	Varies	F, SP, S
Pre Major Elective (see list below)	3	3	Varies	F, SP, S
Pre Major Elective (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>13</b>			
<b>HUMANITIES/FINE ARTS ELECTIVE</b>				
<b>Choose 1 course from the following:</b>				
ART 111 Art Appreciation	3	3	Satisfactory placement scores or DRE 097	F, SP, S
ART 114 Art History Survey I	3	3		F, SP
ART 115 Art History Survey II	3	3		On Demand
COM 231 Public Speaking	3	3		F, SP, S
MUS 110 Music Appreciation	3	3		F, SP, S
MUS 112 Introduction to Jazz	3	3		On Demand
<b>Choose 1 course from the following:</b>				
ENG 231 American Literature I	3	3	ENG 112, ENG 113, or ENG 114	F, SP
ENG 232 American Literature II	3	3	ENG 112, ENG 113, or ENG 114	F, SP
ENG 241 British Literature I	3	3	ENG 112, ENG 113, or ENG 114	F
ENG 242 British Literature II	3	3	ENG 112, ENG 113, or ENG 114	SP
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP
REL 110 World Religions	3	3	Satisfactory placement scores or DRE 097	F, SP
<b>PRE MAJOR ELECTIVES - Choose 15 credit hours from the following courses</b>				
BIO 111 General Biology I	4	6	Satisfactory placement scores or DRE 097	F, SP, S
CHM 152 General Chemistry II	4	6	CHM 151	SP
CSC 134 C++ Programming	3	5		F
DFT 170 Engineering Graphics	3	4		SP
ECO 252 Principles of Macroeconomics	3	3		F, SP
MAT 280 Linear Algebra	3	4	MAT 271	On Demand
MAT 285 Differential Equations	3	4	MAT 272	On Demand
PED 110 Fit and Well for Life	2	3		F, SP
<b>SOCIAL SCIENCE ELECTIVES - Choose 3 credit hours from the following courses</b>				
HIS 111 World Civilization I	3	3	Satisfactory placement scores or DRE 097	F, SP, S
HIS 112 World Civilization II	3	3	Satisfactory placement scores or DRE 097	F, SP, S
HIS 131 American History I	3	3	Satisfactory placement scores or DRE 097	F, SP, S
HIS 132 American History II	3	3	Satisfactory placement scores or DRE 097	F, SP, S
POL 120 American Government	3	3		On Demand
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
SOC 210 Introduction to Sociology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>60 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

## ASSOCIATE IN FINE ARTS IN MUSIC (A.F.A) DEGREE (A10700)

The Associate of Fine Arts will be awarded to students who complete the requirements listed below. Students planning to transfer to science/math based programs within the UNC System should also follow the guidelines in articulation agreements available through advisors and/or consult four-year college catalogs when considering course options.

### Program Student Learning Outcomes

Upon completion of a degree, a diploma, or the transfer general education core from Isothermal Community College, students should be able to:

1. Demonstrate and apply essential skills of musical performance
2. Demonstrate understanding of music theory
3. Demonstrate essential aural skills
4. Communicate effectively through writing, speaking, and listening and through the demonstration of information literacy
5. Demonstrate positive interpersonal skills through cooperative learning and group interaction
6. Think critically and make logical conclusions
7. Demonstrate technology skills
8. Demonstrate global awareness and appreciation

**Advisor Contact Information: Assigned through the Advising & Success Center call 828-395-1436.**

**Advisor Contact Information: Jonathan Jones, 828-395-1768, jjones@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 122 College Transfer Success	1	2		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MUS 121 Music Theory	4	5		F
MUS 141 Ensemble I	1	2	Audition	F, SP
OR				
MUS 131 Chorus I	1	2	Appropriate vocal proficiency	F, SP
MUS 151V Class Music I (Voice)	1	2		F
MUS 161 Applied Music I	2	2	Audition	F, SP
<b>TOTAL</b>	<b>15</b>			
<b>SPRING SEMESTER</b>				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
HIS 111 World Civilization I	3	3	Satisfactory placement scores or DRE 097	F, SP, S
OR				
HIS 112 World Civilization II	3	3	Satisfactory placement scores or DRE 097	F, SP, S
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
MUS 122 Music Theory II	4	5	MUS 121	SP
MUS 132 Chorus II	1	2	MUS 131	F, SP
OR				
MUS 142 Ensemble II	1	2	MUS 141	F, SP
MUS 152V Class Music II (Voice)	1	2	MUS 151V	SP
MUS 162 Applied Music II	2	2	MUS 161	F, SP
<b>TOTAL</b>	<b>17</b>			

<b>FALL SEMESTER</b>				
ECO 252 Principles of Macroeconomics	3	3		F, SP
MUS 151 Class Music I	1	2		F
MUS 221 Music Theory III	4	5	MUS 122	F
MUS 231 Chorus III	1	2	MUS 132	On Demand
OR				
MUS 241 Ensemble III	1	2	MUS 142	On Demand
MUS 261 Applied Music III	2	3	MUS 162	F, SP
Natural Science (see list below)	4	4	Varies	F, SP
<b>TOTAL</b>	<b>15</b>			

<b>SPRING SEMESTER</b>				
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MUS 110 Music Appreciation	3	3		F, SP, S
OR				
MUS 112 Introduction to Jazz	3	3		On Demand
OR				
SPA 111 Elementary Spanish I	3	3	Satisfactory placement scores or DRE 097	F, SP
AND				
SPA 181 Spanish Lab I	1	2	Satisfactory placement scores or DRE 097	F, SP
MUS 152 Class Music II	1	2	MUS 151	SP
MUS 222 Music Theory IV	4	5	MUS 221	F, SP
MUS 232 Chorus IV	1	2	MUS 231	On Demand
OR				
MUS 242 Ensemble IV	1	2	MUS 241	On Demand
MUS 262 Applied Music IV	2	3	MUS 261	F, SP
<b>TOTAL</b>	<b>14/15</b>			

<b>NATURAL SCIENCES - Choose 3 credit hours from the following courses:</b>				
AST 111 Descriptive Astronomy	3	3		On Demand
AND				
AST 111A Descriptive Astronomy Lab	1	2		On Demand
AST 151 General Astronomy I	3	3	Satisfactory placement scores or DMA 025 and DMA 045	F, SP
AND				
AST 151A General Astronomy I Lab	1	2		F, SP
CHM 151 General Chemistry I	4	6	Satisfactory placement scores or DMA 025, DMA 045 and DMA 065	F
BIO 111 General Biology I	4	6	Satisfactory placement scores or DRE 097	F, SP
PHY 110 Conceptual Physics	3	3	Satisfactory placement scores or DMA 025 and DMA 045	On Demand
AND				
PHY 110A Conceptual Physics Lab	1	2		On Demand

**60 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**

## ASSOCIATE IN SCIENCE (A.S.) DEGREE (A10400)

The AS degree consists of course requirements in three different groups: 30 hours in the Universal General Education Component (UGETC); 11 hours in Additional General Education Electives (GEN ED); 15 hours in Pre-Major Electives (PM ELEC); and 4 hours in Other Required Hours (ACA 122 and CIS 110). Courses used to satisfy the UGETC group can be used to satisfy the GEN ED and PM ELEC groups, but only courses listed in the UGETC group can satisfy the UGETC group. Course selections wherever there are options should be based on the requirements of the transfer university/college.

### Program Student Learning Outcomes

Graduates will be able to:

1. Communicate effectively through writing, reading, speaking, and listening through the demonstration of information literacy
2. Analyze problems and make logical conclusions
3. Demonstrate positive interpersonal skills through cooperative learning and group interaction
4. Demonstrate quantitative competencies
5. Demonstrate technology skills
6. Demonstrate an awareness and an understanding of diverse culture and historical perspective
7. Transfer successfully the entire core into a Bachelor's Degree program at any state university in North Carolina to which they are accepted, as well as many other universities and colleges in the United States. Further, students that go beyond the transfer general education component and complete an AA degree or AS degree should be able to transfer as a junior (3rd year) level student.

**Advisor Contact Information: Assigned through the Advising & Success Center call 828-395-1436.**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 122 College Transfer Success	1	2		F, SP, S
CIS 110 Introduction to Computers	3	3		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
UGETC Mathematics (see list below)	4	5	Varies	F, SP, S
UGETC Natural Science (see list below)	3/4	3/5	Varies	F, SP, S
<b>TOTAL</b>	<b>14/15</b>			
<b>SPRING SEMESTER</b>				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
UGETC Humanities/Fine Arts (see list below)	3	3	Varies	F, SP, S
UGETC Mathematics (see list below)	4	5	Varies	F, SP, S
UGETC Natural Science (see list below)	3/4	3/5	Varies	F, SP, S
UGETC Social Science (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>16/17</b>			
<b>FALL SEMESTER</b>				
General Education (see list below)	3/4	3/5	Varies	F, SP, S
General Education (see list below)	3/4	3/5	Varies	F, SP, S
General Education (see list below)	3/4	3/5	Varies	F, SP, S
UGETC Humanities/Fine Arts (see list below)	3	3	Varies	F, SP, S
UGETC Social Science (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>15/18</b>			
<b>SPRING SEMESTER</b>				
UGETC (see list below)	2/3		Varies	F, SP, S
UGETC (see list below)	9/11		Varies	F, SP, S
OR				
General Education (see list below)			Varies	F, SP, S
OR				
Pre Major Elective (see list below)			Varies	F, SP, S
<b>TOTAL</b>	<b>11/14</b>			



**LIST OF TRANSFERRABLE COURSES**
**UGETC HUMANITIES/FINE ARTS - Choose from at least two subjects**

Art: ART 111, 114, 115	3	3	Varies	Varies
COM 231 Public Speaking	3	3		Varies
English: ENG 231, 232, 241, 242	3	3	Varies	Varies
Music: MUS 110, 112	3	3		Varies
Philosophy: PHI 215, 240	3	3	Varies	Varies

**UGETC SOCIAL SCIENCE - Choose from at least two subjects**

Economics: ECO 251, 252	3	3	Varies	Varies
History: HIS 111, 112, 131, 132	3	3	Varies	F, SP, S
POL 120 American Government	3	3		On Demand
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
SOC 210 Introduction to Sociology	3	3	Satisfactory placement scores or DRE 097	F, SP, S

**UGETC MATHEMATICS - Choose from the following courses**

MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
MAT 172 Precalculus Trigonometry	4	5	MAT 171	F, SP
MAT 263 Brief Calculus	4	5	MAT 171	On Demand
MAT 271 Calculus I	4	5	MAT 172	F, SP
MAT 272 Calculus II	4	5	MAT 271	F, SP

**UGETC NATURAL SCIENCES - Choose from the following courses**

Astronomy: AST 151/151A	3/1	3/2	Satisfactory placement scores or DMA 025 and DMA 045	Varies
AND				
Physics: PHY 110/110A	3/1	3/2	Satisfactory placement scores or DMA 025 and DMA 045	On Demand
BIO 111 General Biology I	4	6	Satisfactory placement scores or DRE 097	F, SP
AND				
BIO 112 General Biology II	4	6	BIO 111	F, SP
CHM 151 General Chemistry I	4	6	Satisfactory placement scores or DMA 025, DMA 045 and DMA 065	F
AND				
CHM 152 General Chemistry II	4	6	CHM 151	SP
PHY 151 College Physics I	4	5	MAT 171	On Demand
AND				
PHY 152 College Physics	4	5	PHY 151	On Demand
PHY 251 General Physics I	4	6	MAT 271	On Demand
AND				
PHY 252 General Physics II	4	6	MAT 272 and PHY 251	On Demand

**GENERAL EDUCATION - Choose from the following courses**

Anthropology: ANT 210, 220	3	3		On Demand
Art: ART 111, 114, 115	3	3	Varies	Varies
Astronomy: AST 111/111A, 151/151A, 152/152A	3/1	3/2	Varies	Varies
Biology: BIO 111, 112, 140/140A	4	6	Varies	Varies
Chemistry: CHM 131/131A, 132, 151	4	6	Varies	Varies
Computer Inf Systems: CIS 110, 115	3	4/5	Varies	F, SP, S

<b>GENERAL EDUCATION continued - Choose from the following courses</b>				
COM 231 Public Speaking	3	3		Varies
Economics: ECO 251, 252	3	3	Varies	Varies
English: ENG 231, 232, 241, 242, 262	3	3	Varies	Varies
GEO 111 World Regional Geography	3	3		F, SP
History: HIS 111, 112, 131, 132	3	3	Varies	F, SP, S
Humanities: HUM 110, 115, 120, 122, 130, 211, 212	3	3	Varies	Varies
Mathematics: MAT 143, 152, 171, 172, 263, 271, 272, 273	3/4	4/5	Varies	Varies
Music: MUS 110, 112, 113	3	3		Varies
Philosophy: PHI 215, 240	3	3	Varies	Varies
Physics: PHY 110/110A, 151, 152, 251, 252	3/1	3/2	Varies	Varies
POL 120 American Government	3	3		F, SP
Psychology: PSY 150, 237, 241, 281	3	3	Varies	Varies
Religion: REL 110, 111, 211, 212			Varies	
Sociology: SOC 210, 213, 220	3	3	Varies	Varies
Spanish: SPA 111, 112, 211, 212	3	3	Varies	Varies
<b>PRE MAJOR ELECTIVES - Choose from the following courses</b>				
Accounting: ACC 120, 121				
Art: ART 118, 121, 131, 143, 140, 240, 241				
Biology: BIO 155, 163, 168, 169, 175, 275	4	6	Varies	Varies
Business: BUS 110, 115, 137				
Chemistry: CHM 251, 252	4	6	Varies	Varies
Criminal Justice: CJC 111, 121, 141	3	3		F, SP, S
Computer Science: CSC 134, 139	3	5		Varies
CTS 115 Information Systems	3	3		On Demand
DFT 170 Engineering Graphics	3	4		SP
EGR 150 Intro to Engineering	2	3		F, SP
HEA 120 Community Health	3	3		F, SP
Humanities: HUM 170, 230	3	3	Varies	Varies
Mathematics: MAT 280, 285	3/4	4/5	Varies	Varies
Music: MUS 121, 122, 131, 132, 141, 142, 151, 152, 221, 222, 231, 232	3	3	Varies	Varies
Physical Education: PED 110, 113, 117, 120, 130, 137, 143, 152, 153, 155, 219				
Spanish: SPA 181, 182, 281, 282	3	3	Varies	Varies
<b>60 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

\* Number of hours per semester varies because courses may have 3 to 4 credit hours, depending on student's selection.

## ACCOUNTING AND FINANCE DEGREE (A25800)

### Curriculum Description

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.

### Program Student Learning Outcomes

Graduates will be able to:

1. Recognize and prepare commonly used financial statements, their components and how information from business transactions flows into these statements (Outcome also addresses: Bookkeeping Certificate, Accounting Diploma, Certificate in General Accounting, Certificate in Computerized Accounting, Payroll, A/R, A/P Clerk Certificate)
2. Demonstrate progressive learning in the elements of managerial decision making, including budgeting, break-even analysis, continue/discontinue business segment, buy or make, etc. (Outcome also addresses: Bookkeeping Certificate, Accounting Diploma, Certificate in General Accounting, Certificate in Computerized Accounting, Payroll, A/R, A/P Clerk Certificate)
3. Demonstrate progressive learning of various tax issues and tax forms related to individuals. (Outcome also addresses: Bookkeeping Certificate, Accounting Diploma, Certificate in Computerized Accounting)
4. Demonstrate knowledge in setting up a computerized set of accounting books for a “for profit” entity. (Outcome also addresses: Accounting Diploma, Certificate in General Accounting, Certificate in Computerized Accounting, Payroll, A/R, A/P Clerk Certificate)
4. Demonstrate knowledge in preparing required documentation, journal entries, adjustments and closings pertaining to the payroll function of a business. (Outcome also addresses Accounting Diploma, Certificate in General Accounting, Payroll, A/R, A/P Clerk Certificate)

**Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu**

**Advisor Contact Information: Marisa Sudano, 828-395-1670, msudano@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 110 Introduction to Business	3	3		F, SP, S
BUS 125 Personal Finance	3	3		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
<b>TOTAL</b>	<b>14</b>			
<b>SPRING SEMESTER</b>				
ACC 121 Principles of Managerial Accounting	4	5	ACC 120	F, SP
ACC 122 Financial Accounting II	3	3	ACC 120	SP
ACC 150 Accounting Software Applications	2	2	ACC120	SP
CTS 130 Spreadsheet	3	4		SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
Other Required Elective (see list below)	3	3	Varies	Varies
<b>TOTAL</b>	<b>18</b>			

**FALL SEMESTER**

ACC 140 Payroll Accounting	2	4	ACC 120	F
ACC 129 Individual Income Tax	3	3		F
ACC 220 Intermediate Accounting	4	5	ACC 120	F
BUS 115 Business Law	3	3		F
ECO 252 Principles of Macroeconomics	3	3		F, SP
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
<b>TOTAL</b>	<b>18/19</b>			

**SPRING SEMESTER**

ACC 180 Practices In Bookkeeping	3	3	ACC 120	SP
ECO 251 Principles of Microeconomics	3	3		F, SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (seepage 17 for list)	3	3	Varies	F, SP, S
Other Required Elective (see list below)	3	3	Varies	Varies
WBL 110 World of Work	1	1		F, SP
<b>TOTAL</b>	<b>16</b>			
MKT 120 Principles of Marketing	3	3		F

**SPRING SEMESTER**

BUS 137 Principles of Management	3	3		F, SP
BUS 253 Leadership and Management Skills	3	3		F
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
CSC 139 Visual BASIC Programming	3	5		SP
MKT 120 Principles of Marketing	3	3		F

**67 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**

## ACCOUNTING AND FINANCE DIPLOMA (D25800)

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu

Advisor Contact Information: Marisa Sudano, 828-395-1670, msudano@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 115 Business Law	3	3		F
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
<b>TOTAL</b>	<b>14</b>			
<b>SPRING SEMESTER</b>				
ACC 121 Principles of Managerial Accounting	4	5	ACC 120	F, SP
ACC 122 Financial Accounting II	3	3	ACC 120	SP
ACC 150 Accounting Software Applications	2	2	ACC120	SP
ACC 180 Practices In Bookkeeping	3	3	ACC 120	SP
CTS 130 Spreadsheet	3	4		SP, S
ECO 251 Principles of Microeconomics	3	3		F, SP
<b>TOTAL</b>	<b>18</b>			
<b>FALL SEMESTER</b>				
ACC 129 Individual Income Tax	3	3		F
ACC 140 Payroll Accounting	2	4	ACC 120	F
ACC 220 Intermediate Accounting	4	5	ACC 120	F
ECO 252 Principles of Macroeconomics	3	3		F, SP
<b>TOTAL</b>	<b>12</b>			
<b>44 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA</b>				

**ACCOUNTING AND FINANCE/COMPUTERIZED ACCOUNTING CERTIFICATE (C258002)**

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
ACC 129 Individual Income Tax	3	3		F
CIS 110 Introduction to Computers	3	4		F, SP, S
<b>TOTAL</b>	<b>10</b>			
<b>SPRING SEMESTER</b>				
ACC 150 Accounting Software Applications	2	2	ACC 120	SP
<b>TOTAL</b>	<b>2</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**ACCOUNTING AND FINANCE/GENERAL ACCOUNTING CERTIFICATE (C258001)**

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu

Advisor Contact Information: Marisa Sudano, 828-395-1670, msudano@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
<b>TOTAL</b>	<b>4</b>			
<b>SPRING SEMESTER</b>				
ACC 121 Principles of Managerial Accounting	4	5	ACC 120	F, SP
ACC 150 Accounting Software Applications	2	2	ACC 120	SP
<b>TOTAL</b>	<b>6</b>			
<b>FALL SEMESTER</b>				
ACC 140 Payroll Accounting	2	4	ACC 120	F
<b>TOTAL</b>	<b>2</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**ACCOUNTING AND FINANCE/PAYROLL ACCOUNTING, A/R, A/P CERTIFICATE (C258003)**

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu

Advisor Contact Information: Marisa Sudano, 828-395-1670, msudano@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
<b>TOTAL</b>	<b>4</b>			
<b>SPRING SEMESTER</b>				
ACC 122 Financial Accounting II	3	3	ACC 120	SP
ACC 150 Accounting Software Applications	2	2	ACC 120	SP
ACC 180 Practices In Bookkeeping	3	3	ACC 120	SP
<b>TOTAL</b>	<b>8</b>			
<b>FALL SEMESTER</b>				
ACC 140 Payroll Accounting	2	4	ACC 120	F
<b>TOTAL</b>	<b>2</b>			
<b>14 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## AGRIBUSINESS TECHNOLOGY PROGRAMS OF STUDY

### Curriculum Description

A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Potential course works includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, human resources management, and other managerial responsibilities. Students will learn the fundamentals of agriculture, focusing on crop production and business. Emphasis is placed on entrepreneurial and field training. Students will also learn the basic principles of our economic system and government policies and programs relating to agriculture. Graduates should qualify for a variety of jobs in agricultural businesses such as equipment, feed, and agricultural supply sales; store management; farm operations; wholesale and retail produce management; nursery operations; and environmental and agricultural education.

### Program Student Learning Outcomes

Graduates will be able to:

1. Recognize and describe the role of Agribusiness in the US and how it impacts the local community.
2. Define and describe the difference between Agribusiness and traditional business.
3. Explain the impact of sustainable agriculture in our environment and our economy.
4. Describe sustainable land care practices and how they impact soil and water quality.
5. Students shall be able to complete loan application procedures and explain the basic laws affecting the agriculture industry.
6. Discuss various economic principles and articulate the impact that those principles have on domestic and global economies.
7. Explain the role of marketing in Agribusiness Technology and apply core marketing principles to the development of Agribusiness strategy and decision-making process.

## AGRIBUSINESS TECHNOLOGY DEGREE (A15100) EQUINE BUSINESS TRACK

**Advisor Contact Information: Kim Wawzysko, 828-395-1759, kwawzysko@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
AGR 139 Introduction to Sustainable Agriculture	3	3		F, SP, S
AGR 170 Soil Science	3	4		F
ANS 116 Introduction to the Equine Industry	3	3		F, S
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
AGR 111 Basic Farm Maintenance	2	4		SP
AGR 140 Agriculture Chemicals	3	4		SP
ANS 115 Animal Feeds and Nutrition	3	4		SP
ANS 180 Equine Production	4	5		SP
BUS 125 Personal Finance	3	3		F, SP, S
<b>TOTAL</b>	<b>15</b>			
<b>FALL SEMESTER</b>				
ANS 110 Animal Science	3	3		F, S
AGR 210 Agriculture Accounting	3	5		F
AGR 213 Ag Law & Finance	3	3		F
BIO 111 General Biology I	4	6	Satisfactory placement scores or DRE 097	F, SP
ECO 252 Principles of Macroeconomics	3	3		F, SP

ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
HOR 150 Introduction to Horticulture	2	2		F
<b>TOTAL</b>	<b>21</b>			

**SPRING SEMESTER**

AGR 212 Farm Business Management	3	3		SP
AGR 214 Agriculture Marketing	3	3		SP
AGR 261 Agronomy	3	4		SP
ECO 251 Principles of Microeconomics	3	3		F, SP
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
WBL 111 Work-Based Learning	1	10	Last Semester	On Demand
<b>TOTAL</b>	<b>16</b>			

**70 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**



## AGRIBUSINESS TECHNOLOGY DEGREE (A15100) GENERAL BUSINESS TRACK

Advisor Contact Information: Lisa Higgins, 828-395-4326, lhiggins@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
AGR 139 Introduction to Sustainable Agriculture	3	3		F, SP, S
AGR 170 Soil Science	3	4		F
ANS 110 Animal Science	3	3		F, S
BIO 111 General Biology I	4	6	Satisfactory placement scores or DRE 097	F, SP
MKT 120 Principles of Marketing	3	3		F
<b>TOTAL</b>	<b>17</b>			
<b>SPRING SEMESTER</b>				
AGR 111 Basic Farm Maintenance	2	4		SP
AGR 140 Agriculture Chemicals	3	4		SP
BUS 110 Introduction to Business	3	3		F, SP, S
BUS 125 Personal Finance	3	3		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
<b>TOTAL</b>	<b>15</b>			
<b>FALL SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
AGR 210 Agriculture Accounting	3	3		F
AGR 213 Ag Law & Finance	3	3		F
ECO 252 Principles of Macroeconomics	3	3		F, SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
HOR 150 Introduction to Horticulture	2	2		F
<b>TOTAL</b>	<b>18</b>			
<b>SPRING SEMESTER</b>				
AGR 212 Farm Business Management	3	3		SP
AGR 214 Agriculture Marketing	3	3		SP
AGR 261 Agronomy	3	3		SP
ECO 251 Principles of Microeconomics	3	3		F, SP
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
WBL 111 Work-Based Learning	1	10	Last Semester	On Demand
<b>TOTAL</b>	<b>16</b>			
<b>69 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

# AGRIBUSINESS TECHNOLOGY DEGREE (A15100) LANDSCAPE HORTICULTURE TRACK

Advisor Contact Information: Lisa Higgins, 828-395-4326, lhiggins@isothermal.edu

## ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
AGR 139 Introduction to Sustainable Agriculture	3	3		F, S
AGR 170 Soil Science	3	4		F
ANS 110 Animal Science	3	3		F, S
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
HOR 150 Introduction to Horticulture	2	2		F
<b>TOTAL</b>	<b>18</b>			
<b>SPRING SEMESTER</b>				
AGR 111 Basic Farm Maintenance	2	4		SP
AGR 212 Farm Business Management	3	3		SP
BIO 111 General Biology I	4	6	Satisfactory placement scores or DRE 097	F, SP
BUS 125 Personal Finance	3	3		F, SP, S
HOR 134 Greenhouse Operations	3	2		SP
WBL 111 Work-Based Learning I	1	10		F, SP, S
<b>TOTAL</b>	<b>16</b>			
<b>FALL SEMESTER</b>				
AGR 210 Agriculture Accounting	3	3		F, SP, S
AGR 213 Ag Law & Finance	3	3		F
ECO 252 Principles of Macroeconomics	3	3		F, SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
HOR 112 Landscape Design	3	5		F
<b>TOTAL</b>	<b>15</b>			
<b>SPRING SEMESTER</b>				
AGR 140 Agriculture Chemicals	3	4		SP
AGR 214 Agriculture Marketing	3	3		SP
AGR 261 Agronomy	3	3		SP
AGR 262 Weed ID & Control	3	2		SP
ECO 251 Principles of Microeconomics	3	3		F, SP
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>18</b>			
<b>67 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

## AGRIBUSINESS TECHNOLOGY DIPLOMA (D15100)

Advisor Contact Information: Lisa Higgins, 828-395-4326, lhiggins@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
AGR 170 Soil Science	3	4		F
ANS 110 Animal Science	3	3		F, S
BIO 111 General Biology I	4	6	Satisfactory placement scores or DRE 097	F, SP
BUS 110 Introduction to Business	3	3		F, SP, S
ECO 252 Principles of Macroeconomics	3	3		F, SP
HOR 150 Introduction to Horticulture	2	2		F
<b>TOTAL</b>	<b>19</b>			
<b>SPRING SEMESTER</b>				
AGR 111 Basic Farm Maintenance	2	4		SP
AGR 140 Agriculture Chemicals	3	4		SP
AGR 212 Farm Business Management	3	3		SP
AGR 214 Agriculture Marketing	3	3		SP
BUS 125 Personal Finance	3	3		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
<b>TOTAL</b>	<b>17</b>			
<b>SUMMER SEMESTER</b>				
AGR 139 Introduction to Sustainable Agriculture	3	3		F, S
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
<b>TOTAL</b>	<b>9</b>			
<b>45 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA</b>				

**AGRIBUSINESS/AGRICULTURE TECHNOLOGY CERTIFICATE (C1510001)**

Advisor Contact Information: Lisa Higgins, 828-395-4326, lhiggins@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
AGR 139 Introduction to Sustainable Agriculture	3	3		F
ANS 110 Animal Science	3	3		F
BUS 125 Personal Finance	3	3		F, SP, S
HOR 150 Introduction to Horticulture	2	2		F
<b>TOTAL</b>	<b>11</b>			
<b>SPRING SEMESTER</b>				
AGR 111 Basic Farm Maintenance	2	4		SP
<b>TOTAL</b>	<b>2</b>			

**13 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE****AGRIBUSINESS/EQUINE BUSINESS TECHNOLOGY CERTIFICATE (C15100)**

Advisor Contact Information: Lisa Higgins, 828-395-4326, lhiggins@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ANS 116 Introduction to Equine Industry	3	3		F
<b>TOTAL</b>	<b>3</b>			
<b>SPRING SEMESTER</b>				
AGR 212 Farm Business Management	3	3		SP
ANS 115 Animal Feeds & Nutrition	3	4		SP
ANS 180 Equine Production	4	5		SP
<b>TOTAL</b>	<b>10</b>			

**13 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE****AGRIBUSINESS/EQUINE SCIENCE CERTIFICATE (C1510003)**

Advisor Contact Information: Lisa Higgins, 828-395-4326, lhiggins@isothermal.edu

ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ANS 110 Animal Science	3	3		F
ANS 116 Introduction to Equine Industry	3	3		F
<b>TOTAL</b>	<b>6</b>			
<b>SPRING SEMESTER</b>				
ANS 115 Animal Feeds & Nutrition	3	4		SP
ANS 180 Equine Production	4	5		SP
<b>TOTAL</b>	<b>7</b>			

**13 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**

## BUSINESS ADMINISTRATION PROGRAMS OF STUDY

### Curriculum Description

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. As a result of comprehensive articulation agreements with several universities, graduates may elect to transfer and pursue a bachelor's degree.

### Program Student Learning Outcomes

Graduates will be able to:

1. Demonstrate an understanding of the role of accounting and finance in the management process
2. Discuss various economic principles and articulate the impact that those principles have on domestic and global economies
3. Explain the role of marketing in the business environment and apply core marketing principles to the development of business strategy and decision-making process
4. Review the impact of leadership, employee behavior, group dynamics, and the team-based approach in defining organizational culture
5. Define the ethical and legal framework in which business decisions are made.

## BUSINESS ADMINISTRATION/BANKING AND FINANCE DEGREE (A25120B)

**Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BAF 110 Principles in Banking	3	3		*
BUS 110 Introduction to Business	3	3		F, SP, S
BUS 125 Personal Finance	3	3		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
MKT 120 Principles of Marketing	3	3		F
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
BAF 222 Money and Banking	3	3		*
BUS 137 Principles of Management	3	3		F, SP
CTS 130 Spreadsheet	3	4		SP, S
ECO 251 Principles of Microeconomics	3	3		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>18</b>			
<b>FALL SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BAF 141 Law and Banking Principles	3	3		*
BUS 115 Business Law I	3	3		F
ECO 252 Principles of Macroeconomics	3	3		F, SP

ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
<b>TOTAL</b>	<b>16</b>			

**SPRING SEMESTER**

ACC 121 Principles of Managerial Accounting	4	5	ACC 120	F, SP
ACC 150 Accounting Software Applications	2	4	ACC 120	SP
BAF 131 Fundamentals of Bank Lending	3	3	ACC 120	*
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
WBL 110 World of Work	1	1	Last Semester	F, SP
<b>TOTAL</b>	<b>16/17</b>			

\* BAF courses required for this major are taught online through Blue Ridge Community College and transferred to Isothermal for degree completion.

**66 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**

**BUSINESS ADMINISTRATION/BUSINESS ACCOUNTING DEGREE (A25120A)**

**Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu**

**ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE**

**DMA:**

**DRE:**

<b>COURSE NUMBER &amp; NAME</b>	<b>Credit Hours</b>	<b>Contact Hours</b>	<b>PREREQUISITES</b>	<b>SEMESTER OFFERED</b>
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 110 Introduction to Business	3	3		F, SP, S
BUS 115 Business Law I	3	3		F
BUS 125 Personal Finance	3	3		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
<b>TOTAL</b>	<b>17</b>			
<b>SPRING SEMESTER</b>				
ACC 121 Principles of Managerial Accounting	4	5	ACC 120	F, SP
BUS 137 Principles of Management	3	3		F, SP
CTS 130 Spreadsheet	3	4		SP, S
ECO 251 Principles of Microeconomics	3	3		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
<b>TOTAL</b>	<b>16</b>			
<b>FALL SEMESTER</b>				
ACC 220 Intermediate Accounting	4	5	ACC 120	F
BUS 153 Human Resource Management	3	3		F
BUS 253 Leadership and Management Skills	3	3		F
ECO 252 Principles of Macroeconomics	3	3		F, SP
MKT 120 Principles of Marketing	3	3		F
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
ACC 180 Practices in Bookkeeping	3	3	ACC 120	SP
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
WBL 110 World of Work	1	1	Last Semester	F, SP
<b>TOTAL</b>	<b>16/17</b>			
<b>65 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

## BUSINESS ADMINISTRATION/BUSINESS TECHNOLOGY DEGREE (A25120T)

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BUS 110 Introduction to Business	3	3		F, SP, S
BUS 115 Business Law I	3	3		F
BUS 125 Personal Finance	3	3		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
MKT 120 Principles of Marketing	3	3		F
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
BUS 137 Principles of Management	3	3		F, SP
CTS 130 Spreadsheet	3	4		SP, S
DBA 110 Database Concepts	3	5		SP, S
ECO 251 Principles of Microeconomics	3	3		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>18</b>			
<b>FALL SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 153 Human Resource Management	3	3		F
BUS 253 Leadership and Management Skills	3	3		F
CTI 110 Web, Prgm, Database Foundation	3	4		F
ECO 252 Principles of Macroeconomics	3	3		F, SP
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
ACC 121 Principles of Managerial Accounting	4	5	ACC 120	F, SP
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
CTS 115 Information Sys Business Concepts	3	3		SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
WBL 110 World of Work	1	1	Last Semester	F, SP
<b>TOTAL</b>	<b>17/18</b>			
<b>67 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				



## BUSINESS ADMINISTRATION/ENTREPRENEURIAL INNOVATIONS DEGREE (A25120E)

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BUS 110 Introduction to Business	3	3		F, SP, S
BUS 115 Business Law I	3	3		F
BUS 125 Personal Finance	3	3		F, SP, S
BUS 139 Entrepreneurship I	3	3		F
CIS 110 Introduction to Computers	3	4		F, SP, S
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 137 Principles of Management	3	3		F, SP
CTS 130 Spreadsheet	3	4		SP, S
ECO 251 Principles of Microeconomics	3	3		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
<b>TOTAL</b>	<b>16</b>			
<b>FALL SEMESTER</b>				
BUS 153 Human Resource Management	3	3		F
BUS 253 Leadership and Management Skills	3	3		F
ECO 252 Principles of Macroeconomics	3	3		F, SP
ETR 220 Innovation and Creativity	3	3		F
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MKT 120 Principles of Marketing	3	3		F
<b>TOTAL</b>	<b>18</b>			
<b>SPRING SEMESTER</b>				
ACC 121 Principles of Managerial Accounting	4	5	ACC 120	F, SP
BUS 230 Small Business Management	3	3		SP
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
WBL 110 World of Work	1	1	Last Semester	F, SP
<b>TOTAL</b>	<b>17/18</b>			
<b>67 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

## BUSINESS ADMINISTRATION/GENERAL BUSINESS DEGREE (A25120G)

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BUS 110 Introduction to Business	3	3		F, SP, S
BUS 115 Business Law I	3	3		F
CIS 110 Introduction to Computers	3	4		F, SP, S
MKT 120 Principles of Marketing	3	3		F
Other Required Elective (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
BUS 125 Personal Finance	3	3		F, SP, S
BUS 137 Principles of Management	3	3		F, SP
CTS 130 Spreadsheet	3	4		SP, S
ECO 251 Principles of Microeconomics	3	3		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
Other Required Elective (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>18</b>			
<b>FALL SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 153 Human Resource Management	3	3		F
BUS 253 Leadership and Management Skills	3	3		F
ECO 252 Principles of Macroeconomics	3	3		F, SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
ACC 121 Principles of Managerial Accounting	4	5	ACC 120	F, SP
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Other Required Elective (see list below)	3	3	Varies	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
WBL 110 World of Work	1	1	Last Semester	F, SP
<b>TOTAL</b>	<b>17/18</b>			

**OTHER REQUIRED ELECTIVES - Choose 9 credit hours from the following courses**

ACC 129 Individual Income Taxes	3	4		SP
ACC 140 Payroll Accounting	2	4	ACC 120	F
ACC 150 Accounting Software Applications	2	4	ACC120	SP
ACC 180 Practices In Bookkeeping	3	3	ACC 120	SP
ACC 220 Intermediate Accounting I	4	5	ACC 120	F
BUS 139 Entrepreneurship I	3	3		F
BUS 225 Business Finance	3	4	ACC 120	On Demand
BUS 230 Small Business Management	3	3		SP
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement scores or DMA 025 and DMA 045	F
CTI 110 Web, Prgm, Database Foundation	3	4		SP
CTS 115 Information Sys Business Concepts	3	3		F
DBA 110 Database Concepts	3	5		SP, S
ETR 220 Innovation and Creativity	3	3		F
HRM 110 Introduction to Hospitality	3	3		F
HRM 140 Legal Issues Hospitality	3	3		F
HRM 150 Training for Hospitality	3	3		SP
MKT 123 Fundamentals of Selling	3	3		SP
MKT 220 Advertising and Sales Promotion	3	3		SP
MKT 223 Customer Service	3	3		SP
OST 130 Comprehensive Keyboarding	3	4		F, SP
OST 136 Word Processing	3	4		F, S
OST 286 Professional Development	3	3		F
WEB 210 Web Design	3	4		F
WEB 285 Emerging Web Technologies	3	4		F

**67 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**

## BUSINESS ADMINISTRATION/HOSPITALITY DEGREE (A25120H)

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BUS 110 Introduction to Business	3	3		F, SP, S
BUS 115 Business Law I	3	3		F
BUS 125 Personal Finance	3	3		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
HRM 110 Introduction to Hospitality	3	3		F
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 137 Principles of Management	3	3		F, SP
CTS 130 Spreadsheet	3	4		SP, S
ECO 251 Principles of Microeconomics	3	3		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
HRM 150 Training for Hospitality	3	3		SP
<b>TOTAL</b>	<b>19</b>			
<b>FALL SEMESTER</b>				
BUS 153 Human Resource Management	3	3		F
BUS 253 Leadership and Management Skills	3	3		F
ECO 252 Principles of Macroeconomics	3	3		F, SP
HRM 140 Legal Issues Hospitality	3	3		F
MKT 120 Principles of Marketing	3	3		F
<b>TOTAL</b>	<b>15</b>			
<b>SPRING SEMESTER</b>				
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
MKT 223 Customer Service	3	3		SP
WBL 110 World of Work	1	1	Last Semester	F, SP
<b>TOTAL</b>	<b>16/17</b>			
<b>66/67 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

## BUSINESS ADMINISTRATION/MARKETING AND SALES (A25120M)

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BUS 110 Introduction to Business	3	3		F, SP, S
BUS 115 Business Law I	3	3		F
BUS 125 Personal Finance	3	3		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
MKT 120 Principles of Marketing	3	3		F
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
BUS 137 Principles of Management	3	3		F, SP
CTS 130 Spreadsheet	3	4		SP, S
ECO 251 Principles of Microeconomics	3	3		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MKT 123 Fundamentals of Selling	3	3		SP
MKT 223 Customer Service	3	3		SP
<b>TOTAL</b>	<b>18</b>			
<b>FALL SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 153 Human Resource Management	3	3		F
BUS 253 Leadership and Management Skills	3	3		F
ECO 252 Principles of Macroeconomics	3	3		F, SP
WEB 285 Emerging Web Technologies	3	4		F
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
ACC 121 Principles of Managerial Accounting	4	5	ACC 120	F, SP
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
WBL 110 World of Work	1	1	Last Semester	F, SP
<b>TOTAL</b>	<b>17/18</b>			
<b>67/68 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

## BUSINESS ADMINISTRATION DIPLOMA (D25120)

**Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BAF 110 Principles of Banking	3	3		*
OR				
BUS 153 Human Resource Management	3	3		F
BUS 110 Introduction to Business	3	3		F, SP, S
BUS 115 Business Law I	3	3		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MKT 120 Principles of Marketing	3	3		F
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 125 Personal Finance	3	3		F, SP, S
BUS 137 Principles of Management	3	3		F, SP
CIS 110 Introduction to Computers	3	4		F, SP, S
ECO 251 Principles of Microeconomics	3	3		F, SP
<b>TOTAL</b>	<b>16</b>			
<b>SUMMER SEMESTER</b>				
CTS 130 Spreadsheet	3	4		SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
General Education Elective	3/4	4/5	Varies	Varies
<b>TOTAL</b>	<b>9/10</b>			
* BAF courses required for this major are taught online through Blue Ridge Community College and transferred to Isothermal for degree completion.				
<b>GENERAL EDUCATION ELECTIVE - Choose 3 credit hours from the following courses</b>				
ART 111 Art Appreciation	3	3	Satisfactory placement scores or DRE 097	F, SP, S
ART 114 Art History Survey I	3	3		F, SP
ART 115 Art History Survey II	3	3		On Demand
ECO 252 Principles of Macroeconomics	3	3		F, SP
ENG 231 American Literature I	3	3	ENG 112, ENG 113, or ENG 114	F, SP
ENG 232 American Literature II	3	3	ENG 112, ENG 113, or ENG 114	F, SP
ENG 241 British Literature I	3	3	ENG 112, ENG 113, or ENG 114	F
ENG 242 British Literature II	3	3	ENG 112, ENG 113, or ENG 114	SP
ENG 262 World Literature II	3	3	ENG 112, ENG 113, or ENG 114	On Demand
HUM 110 Technology and Society	3	3		On Demand

HUM 115 Critical Thinking	3	3	Satisfactory placement scores or DRE 098	F, SP, S
HUM 120 Cultural Studies	3	3		F, SP
HUM 122 Southern Culture	3	3		F, SP
HUM 130 Myth in Human Culture	3	3		On Demand
HUM 170 The Holocaust	3	3		F, SP
HUM 211 Humanities I	3	3	ENG 111	On Demand
HUM 212 Humanities II	3	3	ENG 111	On Demand
HUM 230 Leadership Development	3	3	ENG 111	
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
MAT 152 Statistical Methods	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
MUS 110 Music Appreciation	3	3		F, SP, S
MUS 112 Introduction to Jazz	3	3		On Demand
MUS 113 American Music	3	3		On Demand
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP
REL 110 World Religions	3	3	Satisfactory placement scores or DRE 097	F, SP
REL 111 Eastern Religions	3	3	Satisfactory placement scores or DRE 098	On Demand
REL 211 Introduction to Old Testament	3	3	Satisfactory placement scores or DRE 097	F
REL 212 Introduction to New Testament	3	3	Satisfactory placement scores or DRE 097	SP

**41 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA**

**BUSINESS ADMINISTRATION/BANKING AND FINANCE CERTIFICATE (C2512007)**

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BAF 110 Principles of Banking	3	3		*
BUS 125 Personal Finance	3	3		F, SP, S
<b>TOTAL</b>	<b>10</b>			
<b>SPRING SEMESTER</b>				
BAF 222 Money and Banking	3	3		*
<b>TOTAL</b>	<b>3</b>			

\* BAF courses required for this major are taught online through Blue Ridge Community College and transferred to Isothermal for degree completion.

**13 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**

**BUSINESS ADMINISTRATION/BUSINESS ACCOUNTING CERTIFICATE (C2512001)**

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
<b>TOTAL</b>	<b>7</b>			
<b>SPRING SEMESTER</b>				
ACC 121 Principles of Managerial Accounting	4	5	ACC 120	F, SP
ACC 180 Practices In Bookkeeping	3	3	ACC 120	SP
<b>TOTAL</b>	<b>7</b>			

**14 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**

**BUSINESS ADMINISTRATION CERTIFICATE (C25120)**

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
BUS 110 Introduction to Business	3	3		F, SP, S
BUS 115 Business Law I	3	3		F
BUS 137 Principles of Management	3	3		F, SP
CIS 110 Introduction to Computers	3	4		F, SP, S
<b>TOTAL</b>	<b>12</b>			

**12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**



**BUSINESS ADMINISTRATION/BUSINESS ECONOMICS CERTIFICATE (C2512002)**

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 110 Introduction to Business	3	3		F, SP, S
ECO 251 Principles of Microeconomics	3	3		F, SP
ECO 252 Principles of Macroeconomics	3	3		F, SP
<b>TOTAL</b>	<b>13</b>			
<b>13 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**BUSINESS ADMINISTRATION/BUSINESS TECHNOLOGY CERTIFICATE (C2512004)**

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
WEB 210 Web Design	3	4		F
<b>TOTAL</b>	<b>6</b>			
<b>SPRING SEMESTER</b>				
CTS 130 Spreadsheet	3	4		SP, S
DBA 110 Database Concepts	3	5		SP, S
<b>TOTAL</b>	<b>6</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**BUSINESS ADMINISTRATION/ENTREPRENEURIAL INNOVATIONS CERTIFICATE (C2512005)**

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
BUS 110 Introduction to Business	3	3		F, SP, S
BUS 139 Entrepreneurship I	3	3		F
ETR 220 Innovation and Creativity	3	3		F
<b>TOTAL</b>	<b>9</b>			
<b>SPRING SEMESTER</b>				
BUS 230 Small Business Management	3	3		SP
<b>TOTAL</b>	<b>3</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**BUSINESS ADMINISTRATION/HOSPITALITY CERTIFICATE (C2512003)**

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
HRM 110 Introduction to Hospitality	3	3		F
HRM 140 Legal Issues Hospitality	3	3		F
<b>TOTAL</b>	<b>6</b>			
<b>SPRING SEMESTER</b>				
HRM 150 Training for Hospitality	3	3		SP
MKT 223 Customer Service	3	3		SP
<b>TOTAL</b>	<b>6</b>			

**12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**

**BUSINESS ADMINISTRATION/MARKETING AND SALES CERTIFICATE (C2512006)**

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu or Melissa Johnson, 828-395-1524, johnsonm@isothermal.edu or Marisa Sudano, 828-395-1426, msudano@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
MKT 120 Principles of Marketing	3	3		F
WEB 285 Emerging Web Technologies	3	4		F
<b>TOTAL</b>	<b>6</b>			
<b>SPRING SEMESTER</b>				
MKT 123 Fundamentals of Selling	3	3		SP
MKT 223 Customer Service	3	3		SP
<b>TOTAL</b>	<b>6</b>			

**12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**

## ENTREPRENEURSHIP DEGREE (A25490)

### Curriculum Description

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.

### Program Student Learning Outcomes

Graduates will be able to:

1. Demonstrate the capacity to identify and acquire the financial resources needed for the creation and implementation of a new venture
2. Show an understanding of the creativity and innovation involved in the entrepreneurial process as it relates to new business startup
3. Define the ethical and legal framework in which business decisions are made
4. Develop advertising strategies with the goal of maximizing the firm's profits
5. Construct a business plan and essential financial documents for a small business
6. Demonstrate a knowledge of business operations, the business organization, and business procedures

**Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BUS 110 Introduction to Business	3	3		F, SP, S
BUS 115 Business Law	3	3		F
BUS 139 Entrepreneurship I	3	3		F
CIS 110 Introduction to Computers	3	4		F, SP, S
ETR 220 Innovation and Creativity	3	3		F
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
BUS 137 Principles of Management	3	3		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
ETR 230 Entrepreneurial Marketing	3	3		SP
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
WEB 140 Web Development Tools	3	3		SP
<b>TOTAL</b>	<b>15/16</b>			

FALL SEMESTER				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
CTS 130 Spreadsheet	3	4		SP, S
ECO 252 Principles of Macroeconomics	3	3		F, SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Other Required Elective (see list below)	3	3	Varies	Varies
<b>TOTAL</b>	<b>16</b>			

SPRING SEMESTER				
ACC 121 Principles of Managerial Accounting	4	5	ACC 120	F, SP
BUS 245 Entrepreneurship II	3	3	BUS 139	SP
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
ECO 251 Principles of Microeconomics	3	3		F, SP
ETR 240 Funding for Entrepreneurs	3	3	ACC 120	SP
WBL 110 World of Work	1	1	Last Semester	F, SP
<b>TOTAL</b>	<b>17</b>			

OTHER REQUIRED ELECTIVES - Choose 3 credit hours from the following courses				
ACC 129 Individual Income Tax	3	3		SP
ACC 180 Practices In Bookkeeping	3	3	ACC 120	SP
BUS 153 Human Resource Management	3	3		F
BUS 230 Small Business Management	3	3		SP
BUS 253 Leadership and Management Skills	3	3		F
BUS 255 Org Behavior in Business	3	3		On Demand
CTS 115 Information Sys Business Concepts	3	3		F
CTS 125 Presentation Graphics	3	4	CIS 110	SP
MKT 120 Principles of Marketing	3	3		F
MKT 123 Fundamentals of Selling	3	3		SP
MKT 220 Advertising and Sales Promotion	3	3		SP

**67 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**

### ENTREPRENEURSHIP CERTIFICATE (C25490)

Advisor Contact Information: Rick Childress, 828-395-1641, rchildress@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
BUS 110 Introduction to Business	3	3		F, SP, S
BUS 139 Entrepreneurship I	3	3		F
ETR 220 Innovation and Creativity	3	3		F
<b>TOTAL</b>	<b>9</b>			
<b>SPRING SEMESTER</b>				
ETR 230 Entrepreneurial Marketing	3	3		SP
<b>TOTAL</b>	<b>3</b>			

**12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**

## INFORMATION TECHNOLOGY PROGRAMS OF STUDY

### Curriculum Description

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

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

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

### Program Student Learning Outcomes

Graduates will be able to:

1. Demonstrate an understanding of programming concepts and techniques.
2. Demonstrate an understanding of the role selected programming languages have related to other industry tools and technologies.
3. Develop programs using selected programming languages.
4. Demonstrate an advanced understanding of selected programming languages syntax and structure.
5. Utilize industry related programming tools and techniques to develop highly sophisticated programs.

## INFORMATION TECHNOLOGY DEGREE (A25590I) BUSINESS SUPPORT TRACK

Advisor Contact Information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement scores or DMA 025 and DMA 045	F
CTI 110 Web, PGM, & Database Foundation	3	3		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
<b>TOTAL</b>	<b>16/17</b>			
<b>SPRING SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
CTS 115 Information Sys Business Concepts	3	3		F
CTS 130 Spreadsheet	3	4		SP, S
DBA 110 Database Concepts	3	5		SP, S
Other Required Elective (see list below)	3	3	Varies	F, SP, S
WEB 115 Web Markup and Scripting	3	4		SP
<b>TOTAL</b>	<b>18</b>			

**FALL SEMESTER**

BUS 110 Introduction to Business	3	3		F, SP, S
BUS 115 Business Law I	3	3		F, SP
BUS 137 Principles of Management	3	3		F, SP
CTI 120 Network Security Foundation	3	4		F
Other Required Elective (see list below)	6	Varies	Varies	F, SP, S
<b>TOTAL</b>	<b>18</b>			

**SPRING SEMESTER**

COM 231 Public Speaking	3	3		F, SP, S
OR				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
CTS 240 Project Management	3	4		SP
ECO 251 Principles of Microeconomics	3	3		F, SP
OR				
ECO 252 Principles of Macroeconomics	3	3		F, SP
Other Required Elective (see list below)	3	3	Varies	F, SP, S
WEB 140 Web Development Tools	3	4		SP
WBL 110 World of Work	1	1	Last Semester	F, SP
<b>TOTAL</b>	<b>16</b>			

**OTHER REQUIRED ELECTIVES - Choose 12 credit hours from the following courses:**

CSC 121 Python Programming (8 week)	3	5		F
CSC 134 Intro C++ Programming	3	5		F
CSC 139 Intro Visual Basic	3	5		SP
CSC 151 JAVA Programming (8 week)	3	5		SP
CSC 221 Adv Python Programming (8 week)	3	4	CSC 121	F
CSC 234 Adv C++ Programming	3	5	CSC 134	SP
CSC 239 Adv Visual Basic	3	5	CSC 139	F
CSC 251 Adv JAVA Programming (8 week)	3	5	CSC 151	SP
NET 125 Networking Basics	3	5		SP
NET 126 Routing Basics	3	5	NET 125	SP
SGD 111 Introduction to SGD	3	5		S
SGD 113 SGD Programming	3	5		S
WEB 182 PHP Programming	3	4	CIS 115	F
WEB 210 Web Design	3	4		F
WEB 250 Database Driven Websites	3	4	DBA 110	SP

**68 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**

**INFORMATION TECHNOLOGY DEGREE (A25590C)  
COMPUTER PROGRAM AND DEVELOPMENT TRACK**

Advisor Contact Information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

**ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE**

**DMA:**

**DRE:**

<b>COURSE NUMBER &amp; NAME</b>	<b>Credit Hours</b>	<b>Contact Hours</b>	<b>PREREQUISITES</b>	<b>SEMESTER OFFERED</b>
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement scores or DMA 025 and DMA 045	F
CTI 110 Web, PGM, & Database Foundation	3	4		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
<b>TOTAL</b>	<b>16/17</b>			
<b>SPRING SEMESTER</b>				
COM 231 Public Speaking	3	3		F, SP, S
OR				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
CSC 139 Intro Visual Basic	3	5		SP
CTS 115 Information Sys Business Concepts	3	3		F
Other Required Elective (see list below)	6	Varies	Varies	F, SP, S
WEB 115 Web Markup and Scripting	3	4		SP
<b>TOTAL</b>	<b>18</b>			
<b>FALL SEMESTER</b>				
CTI 120 Network & Security Foundation	3	4		F
CSC 134 Intro C++ Programming	3	5		F
CSC 239 Adv Visual Basic	3	5	CSC 139	F
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Other Required Elective (see list below)	3	3	Varies	F, SP, S
WEB 182 PHP Programming	3	4	WEB 115	F
<b>TOTAL</b>	<b>15</b>			
<b>SPRING SEMESTER</b>				
CSC 234 Adv C++ Programming	3	5	CSC 134	SP
CTS 240 Project Management	3	4		SP
ECO 251 Principles of Microeconomics	3	3		F, SP
OR				
ECO 252 Principles of Macroeconomics	3	3		F, SP

Other Required Elective (see list below)	3	3	Varies	F, SP, S
WEB 250 Database Driven Websites	3	4	WEB 182	SP
WBL 110 World of Work	1	1	Last Semester	F, SP
<b>TOTAL</b>	<b>16</b>			

**OTHER REQUIRED ELECTIVES - Choose 12 credit hours from the following courses:**

CSC 121 Python Programming (8 week)	3	5		F
CSC 151 JAVA Programming (8 week)	3	5		SP
CSC 221 Adv Python Programming (8 week)	3	4	CSC 121	F
CSC 251 Adv JAVA Programming (8 week)	3	5	CSC 151	SP
CTS 130 Spreadsheet	3	4		SP, S
DBA 110 Database Concepts	3	5		SP, S
NET 125 Networking Basics	3	5		SP
NET 126 Routing Basics	3	5	NET 125	SP
SGD 111 Introduction to SGD	3	5		S
SGD 113 SGD Programming	3	5		S
WEB 140 Web Development Tools	3	4		SP
WEB 210 Web Design	3	4		F

**68 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**



# INFORMATION TECHNOLOGY DEGREE (A25590W) WEB ADMINISTRATION AND DESIGN TRACK

Advisor Contact Information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

## ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement scores or DMA 025 and DMA 045	F
CTI 110 Web, PGM, & Database Foundation	3	4		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
Other Required Elective (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
CSC 139 Intro Visual Basic	3	5		SP
CTS 115 Information Sys Business Concepts	3	3		F
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
Other Required Elective (see list below)	3	3	Varies	F, SP, S
WEB 115 Web Markup and Scripting	3	4		SP
WEB 140 Web Development Tools	3	4		F, SP
<b>TOTAL</b>	<b>18/19</b>			
<b>FALL SEMESTER</b>				
CSC 239 Adv Visual Basic	3	5	CSC 139	F
CTI 120 Network Security Foundation	3	4		F
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Other Required Elective (see list below)	3	3	Varies	F, SP, S
WEB 182 PHP Programming	3	4	CIS 115	F
WEB 210 Web Design	3	4		F
<b>TOTAL</b>	<b>18</b>			
<b>SPRING SEMESTER</b>				
COM 231 Public Speaking	3	3		F, SP, S
OR				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
CTS 240 Project Management	3	4		SP
ECO 251 Principles of Microeconomics	3	3		F, SP
OR				
ECO 252 Principles of Macroeconomics	3	3		F, SP

Other Required Elective (see list below)	3	3	Varies	F, SP, S
WBL 110 World of Work	1	1	Last Semester	F, SP
WEB 250 Database Driven Websites	3	4	DBA 110	On Demand
<b>TOTAL</b>	<b>16</b>			

**OTHER REQUIRED ELECTIVES - Choose 12 credit hours from the following courses:**

CSC 121 Python Programming (8 week)	3	5		F
CSC 134 Intro C++ Programming	3	5		F
CSC 151 JAVA Programming (8 week)	3	5		SP
CSC 221 Adv Python Programming (8 week)	3	4	CSC 121	F
CSC 234 Adv C++ Programming	3	5	CSC 134	SP
CSC 251 Adv JAVA Programming (8 week)	3	5	CSC 151	SP
CTS 130 Spreadsheet	3	4		SP, S
DBA 110 Database Concepts	3	5		S
NET 125 Networking Basics	3	5		SP
NET 126 Routing Basics	3	5	NET 125	SP
SGD 111 Introduction to SGD	3	5		S
SGD 113 SGD Programming	3	5		S

**68 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**

**INFORMATION TECHNOLOGY/C++ PROGRAMMING CERTIFICATE (C25590C1)**

Advisor Contact Information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement scores or DMA 025 and DMA 045	F
CSC 134 Intro C++ Programming	3	5		F
CTS 240 Project Management	3	4		F
<b>TOTAL</b>	<b>9</b>			
<b>SPRING SEMESTER</b>				
CSC 234 Advanced C++ Programming	3	4	CSC 134	SP
<b>TOTAL</b>	<b>3</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**INFORMATION TECHNOLOGY/COMPUTER PROGRAMMING AND DEVELOPMENT CERTIFICATE (C25590C)**

Advisor Contact Information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement scores or DMA 025 and DMA 045	F
CSC 134 Intro C++ Programming	3	5		F
<b>TOTAL</b>	<b>6</b>			
<b>SPRING SEMESTER</b>				
CSC 139 Intro Visual Basic	3	5		SP
WEB 115 Web Markup and Scripting	3	4		SP
<b>TOTAL</b>	<b>6</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**INFORMATION TECHNOLOGY/FRONT END WEB DEVELOPMENT CERTIFICATE (C25590W1)**

Advisor Contact Information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement scores or DMA 025 and DMA 045	F
CTS 240 Project Management	3	4		F
WEB 140 Web Development Tools	3	4		F, SP
<b>TOTAL</b>	<b>9</b>			
<b>SPRING SEMESTER</b>				
WEB 115 Web Markup and Scripting	3	4		SP
<b>TOTAL</b>	<b>3</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**INFORMATION TECHNOLOGY/GAME PROGRAMMING CERTIFICATE (C25590C4)**

Advisor Contact Information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement scores or DMA 025 and DMA 045	F
CTS 240 Project Management	3	4		F
<b>TOTAL</b>	<b>6</b>			
<b>SUMMER SEMESTER</b>				
SGD 111 Introduction to SGD	3	5		S
SGD 113 SGD Programming	3	5		S
<b>TOTAL</b>	<b>6</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**INFORMATION TECHNOLOGY/JAVA PROGRAMMING CERTIFICATE (C25590C3)**

Advisor Contact Information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement scores or DMA 025 and DMA 045	F
CTS 240 Project Management	3	4		F
<b>TOTAL</b>	<b>6</b>			
<b>SPRING SEMESTER</b>				
CSC 151 JAVA Programming (8 week)	3	5		SP
CSC 251 Adv JAVA Programming (8 week)	3	5	CSC 151	SP
<b>TOTAL</b>	<b>6</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**INFORMATION TECHNOLOGY/PYTHON PROGRAMMING CERTIFICATE (C25590C2)**

Advisor Contact Information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement scores or DMA 025 and DMA 045	F
CSC 121 Python Programming (8 week)	3	5		F
CSC 221 Adv Python Programming (8 week)	3	6	CSC 121	F
CTS 240 Project Management	3	4		F
<b>TOTAL</b>	<b>12</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**INFORMATION TECHNOLOGY/WEB ADMINISTRATION CERTIFICATE (C25590W)**

Advisor Contact Information: Dana Anderson, 828-395-1523, danderson@isothermal.edu

<b>COURSE NUMBER &amp; NAME</b>	<b>Credit Hours</b>	<b>Contact Hours</b>	<b>PREREQUISITES</b>	<b>SEMESTER OFFERED</b>
<b>FALL SEMESTER</b>				
CIS 115 Intro to Programming & Logic	3	5	Satisfactory placement scores or DMA 025 and DMA 045	F
WEB 210 Web Design	3	4		F
<b>TOTAL</b>	<b>6</b>			
<b>SPRING SEMESTER</b>				
WEB 115 Web Markup and Scripting	3	4		SP
WEB 140 Web Development Tools	3	4		F, SP
<b>TOTAL</b>	<b>6</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## MEDICAL OFFICE ADMINISTRATION PROGRAMS OF STUDY

### Curriculum Description

The Medical Office Administration curriculum prepares individuals for employment as medical administrative personnel in the areas of medical office, medical billing and coding, dental office, patient services, and medical documents. Course work includes medical terminology, computer applications, medical office management, medical coding, medical insurance and billing, medical legal and ethical issues, oral and written communication, and other topics depending on the subject area selected within this curriculum. Graduates should qualify for employment opportunities in a variety of medical office positions in medical and dental offices, hospitals, insurance companies, laboratories, medical supply companies, and other healthcare related organizations. Upon graduation, students may be eligible to sit for industry recognized certification exams.

### Program Student Learning Outcomes

Graduates will be able to:

1. Effectively communicate and interpret medical terminology in oral and written communications
2. Understand and illustrate the importance of law and ethics in a healthcare setting
3. Discuss various reimbursement methodologies and articulate how methods impact the medical practice
4. Exhibit proficiency in the use of medical office computer systems, specifically practice management and electronic medical record software
5. Demonstrate proficiency in office systems management

## MEDICAL OFFICE ADMINISTRATION/HEALTHCARE ADMINISTRATION DEGREE (A25310H)

**Advisor Contact Information: Tiffany Cooper, 828-395-1638, tcooper@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MED 121 Medical Terminology I	3	3		F, SP
OST 130 Comprehensive Keyboarding	3	4		F, SP
OST 148 Med Ins & Billing	3	3		F
OST 164 Office Editing	3	3		F
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
COM 231 Public Speaking	3	3		F, SP, S
OR				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MED 122 Medical Terminology II	3	3	MED 121	F, SP
OST 134 Text Entry & Formatting	3	4		F, SP
OST 149 Medical Legal Issues	3	3		SP
<b>TOTAL</b>	<b>18</b>			
<b>FALL SEMESTER</b>				
BIO 163 Basic Anatomy & Physiology	5	6	Satisfactory placement scores or DRE 097	F
OR				
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
BUS 153 Human Resource Management	3	3		F

ECO 252 Principles of Macroeconomics	3	3		F, SP
HMT 110 Intro to Healthcare Management	3	3		F
Other Required Elective (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>15/17</b>			
<b>SPRING SEMESTER</b>				
CTS 130 Spreadsheet	3	4		SP, S
HMT 211 Long Term Care Admin	3	3		SP
HMT 212 Mgmt of Healthcare Org	3	3		SP
OST 184 Records Management	3	4		SP
OST 243 Medical Office Simulation	3	4	OST 148	SP
OST 289 Office Admin Capstone	3	4	OST 134 or OST 136 and OST 164	SP
WBL 110 World of Work	1	1	Last Semester	F, SP
<b>TOTAL</b>	<b>19</b>			
<b>OTHER REQUIRED ELECTIVES - Choose from the following courses:</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
OST 136 Word Processing	3	4		F, S
OST 286 Professional Development	3	3		F
WEB 285 Emerging Web Technologies	3	4		F
<b>68 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

# MEDICAL OFFICE ADMINISTRATION/MEDICAL BILLING AND CODING DEGREE (A25310M)

Advisor Contact Information: Tiffany Cooper, 828-395-1638, tcooper@isothermal.edu

## ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MED 121 Medical Terminology I	3	3		F, SP
OST 130 Comprehensive Keyboarding	3	4		F, SP
OST 148 Med Ins & Billing	3	3		F
OST 164 Office Editing	3	3		F
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
COM 231 Public Speaking	3	3		F, SP, S
OR				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MED 122 Medical Terminology II	3	3	MED 121	F, SP
OST 134 Text Entry & Formatting	3	4		F, SP
OST 149 Medical Legal Issues	3	3		SP
<b>TOTAL</b>	<b>18</b>			
<b>FALL SEMESTER</b>				
BIO 163 Basic Anatomy & Physiology	5	6	Satisfactory placement scores or DRE 097	F
OR				
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
ECO 252 Principles of Macroeconomics	3	3		F, SP
OST 248 Diagnosis Coding	3	4	MED 121	F
Other Required Elective (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>12/14</b>			
<b>SPRING SEMESTER</b>				
CTS 130 Spreadsheet	3	4		SP, S
OST 184 Records Management	3	4		SP
OST 243 Medical Office Simulation	3	4	OST 148	SP
OST 247 Procedure Coding	3	4	MED 121	SP
OST 249 Med Coding Certification Prep	3	5	OST 247 and OST 248	SP
OST 264 Medical Auditing	3	3	OST 247 and OST 248	SP
OST 289 Office Admin Capstone	3	4	OST 134 or OST 136 and OST 164	SP
WBL 110 World of Work	1	1	Last Semester	F, SP
<b>TOTAL</b>	<b>22</b>			



**OTHER REQUIRED ELECTIVES - Choose from the following courses:**

ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
OST 136 Word Processing	3	4		F, S
OST 286 Professional Development	3	3		F
WEB 285 Emerging Web Technologies	3	4		F

**68 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**

# MEDICAL OFFICE ADMINISTRATION/PATIENT SERVICES REPRESENTATIVE DEGREE (A25310S)

Advisor Contact Information: Tiffany Cooper, 828-395-1638, tcooper@isothermal.edu

## ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MED 121 Medical Terminology I	3	3		F, SP
OST 130 Comprehensive Keyboarding	3	4		F, SP
OST 148 Med Ins & Billing	3	3		F
OST 164 Office Editing	3	3		F
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
COM 231 Public Speaking	3	3		F, SP, S
OR				
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MED 122 Medical Terminology II	3	3	MED 121	F, SP
OST 134 Text Entry & Formatting	3	4		F, SP
OST 149 Medical Legal Issues	3	3		SP
<b>TOTAL</b>	<b>18</b>			
<b>FALL SEMESTER</b>				
BIO 163 Basic Anatomy & Physiology	5	6	Satisfactory placement scores or DRE 097	F
OR				
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
BUS 125 Personal Finance	3	3		F, SP, S
ECO 252 Principles of Macroeconomics	3	3		F, SP
OST 286 Professional Development	3	3		F
Other Required Elective (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>15/17</b>			
<b>SPRING SEMESTER</b>				
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
CTS 130 Spreadsheet	3	4		SP, S
MKT 223 Customer Service	3	3		SP
OST 184 Records Management	3	4		SP
OST 243 Medical Office Simulation	3	4	OST 148	SP
OST 289 Office Admin Capstone	3	4	OST 134 or OST 136 and OST 164	SP
WBL 110 World of Work	1	1	Last Semester	F, SP
<b>TOTAL</b>	<b>19</b>			

**OTHER REQUIRED ELECTIVES - Choose 3 credit hours from the following courses:**

ACC 120 Principles of Financial Accounting	4	5		F, SP, S
OST 136 Word Processing	3	4		F, S
WEB 285 Emerging Web Technologies	3	4		F

**68 TOTAL SEMESTER CREDIT HOURS FOR DEGREE****MEDICAL OFFICE ADMINISTRATION DIPLOMA (D25310)****Advisor Contact Information: Tiffany Cooper, 828-395-1638, tcooper@isothermal.edu****ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE****DMA:****DRE:**

<b>COURSE NUMBER &amp; NAME</b>	<b>Credit Hours</b>	<b>Contact Hours</b>	<b>PREREQUISITES</b>	<b>SEMESTER OFFERED</b>
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MED 121 Medical Terminology I	3	3		F, SP
OST 130 Comprehensive Keyboarding	3	4		F, SP
OST 148 Med Ins & Billing	3	3		F
OST 164 Office Editing	3	3		F
OST 286 Professional Development	3	3		F
<b>TOTAL</b>	<b>19</b>			
<b>SPRING SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
ECO 252 Principles of Macroeconomics	3	3		F, SP
MED 122 Medical Terminology II	3	3	MED 121	F, SP
OST 134 Text Entry & Formatting	3	4		F, SP
OST 149 Medical Legal Issues	3	3		SP
OST 243 Medical Office Simulation	3	4	OST 148	SP
WBL 110 World of Work	1	1	Last Semester	F, SP
<b>TOTAL</b>	<b>19</b>			

**38 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA**

**MEDICAL OFFICE ADMINISTRATION/HEALTHCARE ADMINISTRATION CERTIFICATE (C25310H)**

Advisor Contact Information: Tiffany Cooper, 828-395-1638, tcooper@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
BUS 153 Human Resource Management	3	3		F
CIS 110 Introduction to Computers	3	4		F, SP, S
HMT 110 Intro to Healthcare Management	3	3		F
OST 148 Med Ins & Billing	3	3		F
<b>TOTAL</b>	<b>12</b>			
<b>SPRING SEMESTER</b>				
HMT 211 Long Term Care Admin	3	3	HMT 110	SP
HMT 212 Mgmt of Healthcare Org	3	3		SP
<b>TOTAL</b>	<b>6</b>			

**18 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE****MEDICAL OFFICE ADMINISTRATION/MEDICAL BILLING AND CODING CERTIFICATE (C25310M)**

Advisor Contact Information: Tiffany Cooper, 828-395-1638, tcooper@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
MED 121 Medical Terminology I (1st 8 weeks)	3	3		F, SP
MED 122 Medical Terminology II (2nd 8 weeks)	3	3	MED 121	F, SP
OST 248 Diagnosis Coding (2nd 8 weeks)	3	4	MED 121	F
<b>TOTAL</b>	<b>9</b>			
<b>SPRING SEMESTER</b>				
OST 247 Procedure Coding (1st 8 weeks)	3	4	MED 121	SP
OST 249 Med Coding Certification Prep (2nd 8 weeks)	3	5	OST 247 and OST 248	SP
OST 264 Medical Auditing (2nd 8 weeks)	3	3	OST 247 and OST 248	SP
<b>TOTAL</b>	<b>9</b>			

**18 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE****MEDICAL OFFICE ADMINISTRATION/GENERAL CERTIFICATE (C25310G)**

Advisor Contact Information: Tiffany Cooper, 828-395-1638, tcooper@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
MED 121 Medical Terminology I (1st 8 weeks)	3	3		F, SP
MED 122 Medical Terminology II (2nd 8 weeks)	3	3	MED 121	F, SP
OST 148 Med Ins & Billing	3	3		F
<b>TOTAL</b>	<b>12</b>			

**12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**

**MEDICAL OFFICE ADMINISTRATION/PATIENT SERVICES REPRESENTATIVE CERTIFICATE  
(C25310S)**

Advisor Contact Information: Tiffany Cooper, 828-395-1638, tcooper@isothermal.edu

**ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE**

**DMA:**

**DRE:**

<b>COURSE NUMBER &amp; NAME</b>	<b>Credit Hours</b>	<b>Contact Hours</b>	<b>PREREQUISITES</b>	<b>SEMESTER OFFERED</b>
<b>FALL SEMESTER</b>				
MED 121 Medical Terminology I	3	3		F, SP
OST 286 Professional Development	3	3		F
<b>TOTAL</b>	<b>6</b>			
<b>SPRING SEMESTER</b>				
MED 122 Medical Terminology II	3	3	MED 121	F, SP
MKT 223 Customer Service	3	3		SP
<b>TOTAL</b>	<b>6</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## OFFICE ADMINISTRATION PROGRAMS OF STUDY

### Curriculum Description

The Office Administration curriculum prepares individuals for positions in administrative support careers. It equips office professionals to respond to the demands of a dynamic computerized workplace. Students will complete courses designed to develop proficiency in the use of integrated software, oral and written communication, analysis and coordination of office duties and systems, and other support topics. Emphasis is placed on non-technical as well as technical skills. Graduates should qualify for employment in a variety of positions in business, government, and industry. Job classifications range from entry-level to supervisor to middle management.

### Program Student Learning Outcomes

Graduates will be able to:

1. Key, format, and edit business documents according to professional guidelines and industry standards
2. Analyze the ability to understand the office environment, procedures, and policies
3. Display appropriate communication skills within the office environment
4. Develop business documents utilizing appropriate word processing software.
5. Develop business documents utilizing appropriate spreadsheet software.
6. Develop business documents utilizing appropriate presentation software.

## OFFICE ADMINISTRATION/CUSTOMER SERVICE DEGREE (A25370C)

**Advisor Contact Information: Rebecca Haney, 828-395-1305, rhaney@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BUS 110 Introduction to Business	3	3		F, SP, S
BUS 115 Business Law	3	3		F
CIS 110 Introduction to Computers	3	4		F, SP, S
OST 130 Comprehensive Keyboarding	3	4		F, SP
OST 164 Office Editing	3	3		F
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
CTS 130 Spreadsheet	3	4		SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MKT 223 Customer Service	3	3		SP
OST 134 Text Entry & Formatting	3	4		F, SP
OST 184 Records Management	3	4		SP
<b>TOTAL</b>	<b>19</b>			
<b>FALL SEMESTER</b>				
BUS 253 Leadership and Management Skills	3	3		F
ECO 252 Principles of Macroeconomics	3	3		F, SP
OST 136 Word Processing	3	4		F, S
OST 286 Professional Development	3	3		F
WEB 285 Emerging Web Technologies	3	4		F
<b>TOTAL</b>	<b>15</b>			

**SPRING SEMESTER**

BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OST 289 Office Administration Capstone	3	4	OST 134 or OST 136 and OST 164	SP
WBL 110 World of Work	1	1	Last Semester	F, SP
<b>TOTAL</b>	<b>16/17</b>			

**66 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**

## OFFICE ADMINISTRATION/LEGAL OFFICE DEGREE (A25370L)

Advisor Contact Information: Rebecca Haney, 828-395-1305, rhaney@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BUS 115 Business Law	3	3		F
CIS 110 Introduction to Computers	3	4		F, SP, S
OST 130 Comprehensive Keyboarding	3	4		F, SP
OST 155 Legal Terminology	3	3		F
OST 164 Office Editing	3	3		F
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
CTS 130 Spreadsheet	3	4		SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MKT 223 Customer Service	3	3		SP
OST 134 Text Entry & Formatting	3	4		F, SP, S
OST 184 Records Management	3	4		SP
<b>TOTAL</b>	<b>19</b>			
<b>FALL SEMESTER</b>				
BUS 153 Human Resource Management	3	3		F
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
OST 136 Word Processing	3	4		F, S
OST 156 Legal Office Procedures	3	4	OST 134	SP
OST 286 Professional Development	3	3		F
<b>TOTAL</b>	<b>15</b>			
<b>SPRING SEMESTER</b>				
BUS 260 Business Communication	3	3	ENG 110 or ENG 111	SP
ECO 252 Principles of Macroeconomics	3	3		F, SP
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OST 289 Office Administration Capstone	3	4	OST 134 or OST 136 and OST 164	SP
WBL 110 World of Work	1	1	Last Semester	F, SP
<b>TOTAL</b>	<b>16/17</b>			
<b>66 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				



**OFFICE ADMINISTRATION/OFFICE FINANCE DEGREE (A25370F)**

Advisor Contact Information: Rebecca Haney, 828-395-1305, rhaney@isothermal.edu

**ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE**

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
BUS 115 Business Law	3	3		F
CIS 110 Introduction to Computers	3	4		F, SP, S
OST 130 Comprehensive Keyboarding	3	4		F, SP
OST 164 Office Editing	3	3		F
<b>TOTAL</b>	<b>17</b>			
<b>SPRING SEMESTER</b>				
ACC 121 Principles of Managerial Accounting	4	5	ACC 120	F, SP
ECO 252 Principles of Macroeconomics	3	3		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
OST 134 Text Entry & Formatting	3	4		F, SP, S
OST 184 Records Management	3	4		SP
<b>TOTAL</b>	<b>19</b>			
<b>FALL SEMESTER</b>				
ACC 140 Payroll Accounting	2	4	ACC 115 or ACC 120	F
BUS 125 Personal Finance	3	3		F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
OST 136 Word Processing	3	4		F, S
OST 286 Professional Development	3	3		F
<b>TOTAL</b>	<b>14</b>			
<b>SPRING SEMESTER</b>				
ACC 150 Accounting Software Applications	2	4	ACC 115 or ACC120	SP
ACC 180 Practices In Bookkeeping	3	3	ACC 120	SP
CTS 130 Spreadsheet	3	4		SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OST 289 Office Administration Capstone	3	4	OST 134 or OST 136 and OST 164	SP
WBL 110 World of Work	1	1	Last Semester	F, SP
<b>TOTAL</b>	<b>15/16</b>			
<b>66 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

## OFFICE ADMINISTRATION DIPLOMA (D25370)

Advisor Contact Information: Rebecca Haney, 828-395-1305, rhaney@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BUS 115 Business Law	3	3		F
CIS 110 Introduction to Computers	3	4		F, SP, S
OST 130 Comprehensive Keyboarding	3	4		F, SP
OST 136 Word Processing	3	4		F, S
OST 164 Office Editing	3	3		F
OST 286 Professional Development	3	3		F
<b>TOTAL</b>	<b>19</b>			
<b>SPRING SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
CTS 130 Spreadsheet	3	4		SP, S
ECO 252 Principles of Macroeconomics	3	3		F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
OST 134 Text Entry & Formatting	3	4		F, SP, S
OST 184 Records Management	3	4		SP
OST 289 Office Administration Capstone	3	4	OST 134 or OST 136 and OST 164	SP
<b>TOTAL</b>	<b>22</b>			
<b>41 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA</b>				

## OFFICE ADMINISTRATION/CUSTOMER SERVICE CERTIFICATE (C25370C)

Advisor Contact Information: Rebecca Haney, 828-395-1305, rhaney@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
BUS 253 Leadership and Management Skills	3	3		F
OST 130 Comprehensive Keyboarding	3	4		F, SP
OST 134 Text Entry & Formatting	3	4		F, SP, S
OST 286 Professional Development	3	3		F
<b>TOTAL</b>	<b>12</b>			
<b>SPRING SEMESTER</b>				
MKT 223 Customer Service	3	3		SP
<b>TOTAL</b>	<b>3</b>			
<b>15 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**OFFICE ADMINISTRATION/LEGAL OFFICE CERTIFICATE (C25370L)**

Advisor Contact Information: Rebecca Haney, 828-395-1305, rhaney@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
BUS 115 Business Law	3	3		F
OST 130 Comprehensive Keyboarding	3	4		F, SP
OST 134 Text Entry & Formatting	3	4		F, SP, S
OST 136 Word Processing	3	4		F, S
OST 155 Legal Terminology	3	3		F
<b>TOTAL</b>	<b>15</b>			

**15 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE****OFFICE ADMINISTRATION CERTIFICATE (C25370)**

Advisor Contact Information: Rebecca Haney, 828-395-1305, rhaney@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
OST 130 Comprehensive Keyboarding	3	4		F, SP
OST 134 Text Entry & Formatting	3	4		F, SP, S
OST 136 Word Processing	3	4		F, S
OST 164 Office Editing	3	3		F
<b>TOTAL</b>	<b>15</b>			

**15 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE****OFFICE ADMINISTRATION/OFFICE FINANCE CERTIFICATE (C25370F)**

Advisor Contact Information: Rebecca Haney, 828-395-1305, rhaney@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACC 120 Principles of Financial Accounting	4	5		F, SP, S
OST 130 Comprehensive Keyboarding	3	4		F, SP
OST 134 Text Entry & Formatting	3	4		F, SP, S
<b>TOTAL</b>	<b>10</b>			
<b>SPRING SEMESTER</b>				
ACC 150 Accounting Software Applications	2	4	ACC 120	SP
OST 184 Records Management	3	4		SP
<b>TOTAL</b>	<b>5</b>			

**15 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**

## ASSOCIATE DEGREE NURSING DEGREE (A45110)

### Curriculum Description

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

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

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.

### Program Student Learning Outcomes

Graduates will be able to:

1. Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings
2. Make judgments in practice, substantiated with evidence that integrates nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context
3. Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context
4. Examine the evidence that underlines clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities

**Advisor Contact Information: Norma Mott, 828-395-1687, nmott@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BIO 168 Anatomy and Physiology I	4	6	Satisfactory placement scores or DRE 097	F, SP, S
NUR 111 Introduction to Health Concepts	8	16		F
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
BIO 169 Anatomy and Physiology	4	6	BIO 168	F, SP, S
NUR 112 Health Illness Concepts (1st 8 weeks)	5	9	NUR 111	SP
NUR 211 Health Care Concepts (2nd 8 weeks)	5	9	NUR 111	SP
<b>TOTAL</b>	<b>14</b>			
<b>SUMMER SEMESTER</b>				
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
NUR 114 Holistic Health Concepts	5	9	NUR 111	S
PSY 241 Developmental Psychology	3	3	PSY 150	F, SP, S
<b>TOTAL</b>	<b>11</b>			
<b>LPN-to-ADN Fast Track students (who completed a concept-based Practical Nursing program) enter Summer Semester and enroll in NUR 114 and NUR 214. LPN-to-ADN Fast Track students must complete BIO 168, BIO 169, PSY 150, and ACA 122 with a minimum of "C" prior to the beginning of the summer semester. LPN-to-ADN Fast Track students receive credit for the first two semesters (NUR 111, NUR 112, and NUR 211).</b>				
*NUR 214 Nursing Transition Concepts	4	6	LPN License	S

<b>FALL SEMESTER</b>				
BIO 175 General Microbiology	3	4	BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168	F
OR				
BIO 275 Microbiology	4	6	BIO 110, BIO 111, BIO 112, BIO 163, BIO 165, or BIO 168	SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
NUR 113 Family Health Concepts	5	9	NUR 111 and PSY 241	F
NUR 212 Health Systems Concepts	5	9	NUR 114 and PSY 241	F
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
Humanities Elective (see list below)	3	3	Varies	F, SP, S
NUR 213 Complex Health Concepts	10	22	NUR 111, NUR, 112, NUR 113, NUR 114, NUR 211 and NUR 212	SP
<b>TOTAL</b>	<b>13</b>			
<b>HUMANITIES ELECTIVE - Choose 3 credit hours from the following courses</b>				
ART 111 Art Appreciation	3	3	Satisfactory placement scores or DRE 097	F, SP, S
ART 114 Art History Survey I	3	3		F, SP
ART 115 Art History Survey II	3	3		On Demand
MUS 110 Music Appreciation	3	3		F, SP, S
MUS 112 Introduction to Jazz	3	3		On Demand
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP
HUM 115 Critical Thinking	3	3	Satisfactory placement scores or DRE 098	F, SP, S
<b>70 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

## ASSOCIATE IN GENERAL EDUCATION-NURSING (AGE-N) DEGREE (A1030N)

### Curriculum Description

The Associate in General Education (AGE)-Nursing is designed for students who wish to begin their study toward the Associate in Nursing degree and a Baccalaureate degree in Nursing as based on Blocks 1 through 3 of the Uniform Articulation Agreement between the University of North Carolina's Registered Nurse (RN) to Bachelor of Science in Nursing (BSN) programs and the North Carolina Community College Associate Degree Nursing Programs which was approved by the State Board of Community Colleges and the UNC Board of Governors in February 2015. The AGE-Nursing shall be granted for a planned program of study consisting of a minimum of 60 semester hours of credit (SHC) of courses.

A student who completes an Associate in Applied Science (AAS) in Nursing with a GPA of at least 2.0 and a grade of C or better in the AGE-Nursing courses listed below and who holds a current unrestricted license as a Registered Nurse in North Carolina will have fulfilled the UNC institutions lower-division general education requirements as well as nursing program entry requirements. However, because nursing program admissions are competitive, no student is guaranteed admission to the program of his or her choice.

### Program Student Learning Outcomes

Graduates will be able to:

1. Advocate for patients and families in ways that promote their self-determination, integrity, and ongoing growth as human beings
2. Make judgments in practice, substantiated with evidence that integrates nursing science in the provision of safe, quality care and that promote the health of patients within a family and community context
3. Implement one's role as a nurse in ways that reflect integrity, responsibility, ethical practices, and an evolving identity as a nurse committed to evidence-based practice, caring, advocacy, and safe, quality care for diverse patients within a family and community context
4. Examine the evidence that underlines clinical nursing practice to challenge the status quo, question underlying assumptions, and offer new insights to improve the quality of care for patients, families, and communities

**Advisor Contact Information: Tina Porter, 828-395-1621, tporter@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 122 College Transfer Success	1	2		F, SP, S
BIO 168 Anatomy and Physiology I	4	6	Satisfactory placement scores or DRE 097	F, SP, S
COM 231 Public Speaking	3	3		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
HEA 110 Personal Health/Wellness	3	3		F, SP, S
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>17</b>			
<b>SPRING SEMESTER</b>				
BIO 169 Anatomy and Physiology	4	6	BIO 168	F, SP, S
ENG 112 Writing/Research in the Disciplines	3	3	ENG 111	F, SP, S
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA 045 and DMA 065 or MAT 121	F, SP
PSY 241 Developmental Psychology	3	3	PSY 150	F, SP, S
SOC 210 Introduction to Sociology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>16/17</b>			

<b>FALL SEMESTER</b>				
BIO 175 General Microbiology	3	4	BIO 110, BIO 111, BIO 163, BIO 165 or BIO 168	F
OR				
BIO 275 Microbiology	4	6	BIO 110, BIO 111, BIO 112, BIO 163, BIO 165 or BIO 168	SP, S
CHM 131 Introduction to Chemistry	3	3	Satisfactory placement scores or DMA 025 and DMA 045	F, SP
AND				
CHM 131A Introduction to Chemistry Lab	1	3	Satisfactory placement scores or DMA 025 and DMA 045	F, SP
OR				
CHM 151 General Chemistry I	4	6	Satisfactory placement scores or DMA 025, DMA 045 and DMA 065	F
ENG 231 American Literature I	3	3	ENG 112, ENG 113 or ENG 114	F, SP
OR				
ENG 232 American Literature II	3	3	ENG 112, ENG 113 or ENG 114	F, SP
HIS 111 World Civilization I	3	3	Satisfactory placement scores or DRE 097	F, SP, S
OR				
HIS 112 World Civilization II	3	3	Satisfactory placement scores or DRE 097	F, SP, S
OR				
HIS 131 American History I	3	3	Satisfactory placement scores or DRE 097	F, SP, S
OR				
HIS 132 American History II	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>13/14</b>			
<b>SPRING SEMESTER</b>				
Humanities Elective (see list below)	6	6	Varies	F, SP, S
CHM 132 Organic and Biochemistry	4	6	CHM 131 and CHM 131A or CHM 151	SP
SOC 213 Sociology of the Family	3	3	Satisfactory placement scores or DRE 097	on demand
OR				
SOC 220 Social Problems	3	3	Satisfactory placement scores or DRE 097	F, SP
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
<b>TOTAL</b>	<b>17</b>			
<b>HUMANITIES ELECTIVE - Choose 6 credit hours from the following courses</b>				
ART 111 Art Appreciation	3	3	Satisfactory placement scores or DRE 097	F, SP, S
ART 114 Art History Survey I	3	3		F, SP
ART 115 Art History Survey II	3	3		On Demand
HUM 115 Critical Thinking	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MUS 110 Music Appreciation	3	3		F, SP, S
MUS 112 Introduction to Jazz	3	3		On Demand
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP
<b>60 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

## BASIC LAW ENFORCEMENT TRAINING (BLET) CERTIFICATE (C55120)

### Curriculum Description

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 mandated 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.

### Program Student Learning Outcomes

Graduates will be able to:

1. Demonstrate an understanding of North Carolina criminal law, juvenile law, motor vehicle law, controlled substance law, civil law and alcoholic beverages law.
2. Demonstrate an understanding of patrol responsibilities that include: dealing with hazardous material, traffic crashes, in-custody transport, crowd management, radio procedures, rapid deployment, vehicle stops, answering calls for service and anti-terrorism.
3. Describe the fundamental communication aspects of law enforcement that include: dealing with victims, domestic violence response, ethics in policing, interacting with individuals with mental illness, crime prevention, and general communication skills.
4. Describe the fundamental tasks in the area of investigations that include: fingerprinting and photography, field note-taking and report writing, criminal investigation procedures, interviewing, dealing with controlled substances and human trafficking.
5. Demonstrate proficiency in the following law enforcement basics: firearms, first aid, driving, physical agility, and subject control arrest techniques.
6. Describe proper procedures for sheriff specific responsibilities that include: civil process, detention duties and court duties.

**Advisor Contact Information: Philip Bailey, 828-395-1644, pbailey@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
CJC 100 Basic Law Enforcement Training	20	40		F, SP
<b>TOTAL</b>	<b>20</b>			

**20 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**



## COSMETOLOGY DEGREE (A55140)

### Curriculum Description

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, multicultural practices, business/computer principles, product knowledge, and other selected topics.

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

### Program Student Learning Outcomes

Graduates will be able to:

1. Demonstrate proficiency in professional imaging, hair design, skin care, and nail care
2. Demonstrate an understanding of chemical processes
3. Demonstrate an understanding of multicultural practices
4. Demonstrate an understanding of sanitation/infection control
5. Demonstrate an understanding of business and computer principles

**Advisor Contact Information: Connie Toney, 828-395-1439, ctoney@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
COS 111 Cosmetology Concepts I	4	4		F, SP
COS 112 Salon I	8	12		F, SP
Other Required Elective (see list below)	2	4	Varies	Varies
<b>TOTAL</b>	<b>15</b>			
<b>SPRING SEMESTER</b>				
COS 113 Cosmetology Concepts II	4	4	COS 111 and COS 112	F, SP
COS 114 Salon II	8	24	COS 111 and COS 112	F, SP
COS 223 Contemp Hair Coloring	2	2	COS 111 and COS 112	F, SP
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
Other Required Elective (see list below)	1	1	Varies	Varies
<b>TOTAL</b>	<b>18</b>			
<b>SUMMER SEMESTER</b>				
COS 115 Cosmetology III	4	4	COS 111 and COS 112	S
COS 116 Salon III	4	12	COS 111 and COS 112	S
Other Required Elective (see list below)	4	6	Varies	Varies
<b>TOTAL</b>	<b>15</b>			
<b>FALL SEMESTER</b>				
COS 117 Cosmetology Concepts IV	2	2	COS 111 and COS 112	F, SP
COS 118 Salon IV	7	21	COS 111 and COS 112	F, SP
COS 225 Advanced Hair COloring	2	4	COS 223	F, SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S

<b>TOTAL</b>	<b>14</b>			
<b>SPRING SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>12</b>			
<b>OTHER REQUIRED ELECTIVES - Choose 7 credit hours from the following courses</b>				
BUS 137 Principles of Management	3	3		F, SP, S
BUS 230 Small Business Management	3	3		SP
BUS 253 Leadership and Management Skills	3	3		F
COS 119 Esthetics Concepts I	2	2		F, SP
COS 121 Manicure/Nail Technology I	6	10		S
COS 222 Manicure/Nail Technology II	6	10	COS 121	S
COS 224 Trichology and Chemistry	2	4		F, SP
COS 240 Contemporary Design	2	4	COS 111 and COS 112	F, SP, S
COS 250 Computerized Salon Ops	1	1		F, SP, S
WBL 111 Work-Based Learning I	1	10		F, SP
WBL 115 Work-Based Learning Seminar I	1	1		On Demand
<b>71 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

### COSMETOLOGY DIPLOMA (D55140)

Advisor Contact Information: Connie Toney, 828-395-1439, ctoney@isothermal.edu

#### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
COS 111 Cosmetology Concepts I	4	4		F, SP
COS 112 Salon I	8	12		F, SP
ENG 101 Applied Communications I	3	3		On Demand
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
<b>TOTAL</b>	<b>18</b>			
<b>SPRING SEMESTER</b>				
COS 113 Cosmetology Concepts II	4	4	COS 111 and COS 112	F, SP
COS 114 Salon II	8	24	COS 111 and COS 112	F, SP
<b>TOTAL</b>	<b>12</b>			
<b>SUMMER SEMESTER</b>				
COS 115 Cosmetology III	4	4	COS 111 and COS 112	S
COS 116 Salon III	4	12	COS 111 and COS 112	S
<b>TOTAL</b>	<b>8</b>			
<b>FALL SEMESTER</b>				
COS 117 Cosmetology Concepts IV	2	2	COS 111 and COS 112	F, SP
COS 118 Salon IV	7	21	COS 111 and COS 112	F, SP
<b>TOTAL</b>	<b>9</b>			
<b>47 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA</b>				

## COSMETOLOGY CERTIFICATE (C55140)

Advisor Contact Information: Connie Toney, 828-395-1439, ctoney@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
COS 111 Cosmetology Concepts I	4	4		F, SP
COS 112 Salon I	8	12		F, SP
<b>TOTAL</b>	<b>12</b>			
<b>SPRING SEMESTER</b>				
COS 113 Cosmetology Concepts II	4	4	COS 111 and COS 112	F, SP
COS 114 Salon II	8	24	COS 111 and COS 112	F, SP
<b>TOTAL</b>	<b>12</b>			
<b>SUMMER SEMESTER</b>				
COS 115 Cosmetology III	4	4	COS 111 and COS 112	S
COS 116 Salon III	4	12	COS 111 and COS 112	S
Other Required Elective (see list below)	2	2	Varies	F, SP, S
<b>TOTAL</b>	<b>10</b>			
<b>OTHER REQUIRED ELECTIVES - Choose 2 credit hours from the following courses</b>				
COS 119 Esthetics Concepts I	2	2		F, SP
COS 223 Cont Hair Coloring	2	4	COS 111 and COS 112	F, SP
COS 224 Trichology and Chemistry	2	4		F, SP, S
COS 225 Advanced Hair COloring	2	4	COS 223	F, SP
COS 240 Contemporary Design	2	4	COS 111 and COS 112	F, SP
<b>34 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## COSMETOLOGY INSTRUCTOR CERTIFICATE (C55160)

### Curriculum Description

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.

### Program Student Learning Outcomes

Graduates will be able to:

1. Identify theories of education and develop lesson plans for an active learning environment.
2. Deliver classroom instruction in an active learning environment.
3. Demonstrate supervisory techniques to effectively oversee students in a clinical setting.
4. Assess student performance in a classroom setting to meet the NC Board of Cosmetic Art standards.
5. Keep accurate records of student performances in a clinical setting.

Advisor Contact Information: Connie Toney, 828-395-1439, ctoney@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
COS 271 Instructor Concepts I	5	5		F, SP, S
COS 272 Instructor Practicum I	7	21		F, SP, S
<b>TOTAL</b>	<b>12</b>			
<b>SPRING SEMESTER</b>				
COS 273 Instructor Concepts II	5	5	COS 271 and COS 272	F, SP, S
COS 274 Instructor Practicum II	7	21	COS 271 and COS 272	F, SP, S
<b>TOTAL</b>	<b>12</b>			
<b>24 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## ESTHETICS INSTRUCTOR CERTIFICATE (C55270)

### Curriculum Description

The Esthetics Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of esthetics as required by the North Carolina State Board of Cosmetology. Course work includes all phases of esthetics theory laboratory instruction. Graduates should be prepared to take the North Carolina Cosmetology State Board Esthetics Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or esthetics school.

### Program Student Learning Outcomes

Graduates will be able to:

1. Identify theories of education and develop lesson plans for an active learning environment.
2. Deliver classroom instruction in an active learning environment.
3. Demonstrate supervisory techniques to effectively oversee students in a clinical setting.
4. Assess student performance in a classroom setting to meet the NC Board of Cosmetic Art standards.
5. Keep accurate records of student performances in a clinical setting.

**Advisor Contact Information: Connie Toney, 828-395-1439, ctoney@isothermal.edu**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
COS 253 Esthetics Instructor Concepts I	11	21		F, SP, S
<b>TOTAL</b>	<b>11</b>			
<b>SPRING SEMESTER</b>				
COS 254 Esthetics Instructor Concepts II	11	21		F, SP, S
<b>TOTAL</b>	<b>11</b>			
<b>22 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## ESTHETICS TECHNOLOGY CERTIFICATE (C55230)

### Curriculum Description

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 State 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.

### Program Student Learning Outcomes

Graduates will be able to:

1. Demonstrate proficiency in professional imaging and makeup color analysis.
2. Demonstrate proficiency in skin care.
3. Demonstrate an understanding of sanitation/infection control.

**Advisor Contact Information: Connie Toney, 828-395-1439, ctoney@isothermal.edu**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
COS 119 Esthetics Concepts I	2	2		F, SP
COS 120 Esthetics Salon I	6	18		F, SP
<b>TOTAL</b>	<b>8</b>			
<b>SPRING SEMESTER</b>				
COS 125 Esthetics Concepts II	2	2	COS 119 and COS 120	F, SP
COS 126 Esthetics Salon II	6	18		F, SP
<b>TOTAL</b>	<b>8</b>			
<b>16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## MANICURING INSTRUCTOR CERTIFICATE (C55380)

### Curriculum Description

The Manicuring Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of manicuring as required by the North Carolina State Board of Cosmetology. Course work includes all phases of manicuring theory laboratory instruction. Graduates should be prepared to take the North Carolina Cosmetology State Board Manicuring Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or manicuring school.

### Program Student Learning Outcomes

Graduates will be able to:

1. Identify theories of education and develop lesson plans for an active learning environment.
2. Deliver classroom instruction in an active learning environment.
3. Demonstrate supervisory techniques to effectively oversee students in a clinical setting.
4. Assess student performance in a classroom setting to meet the NC Board of Cosmetic Art standards.
5. Keep accurate records of student performances in a clinical setting.

**Advisor Contact Information: Connie Toney, 828-395-1439, ctoney@isothermal.edu**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>SUMMER SEMESTER</b>				
COS 251 Manicure Instructor Concepts	8	8		S
COS 252 Manicure Instructor Practicum	5	15		S
<b>TOTAL</b>	<b>13</b>			
<b>13 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## MANICURING/NAIL TECHNOLOGY CERTIFICATE (C55400)

### Curriculum Description:

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 State 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.

### Program Student Learning Outcomes

Graduates will be able to:

1. Demonstrate proficiency in nail care.
2. Demonstrate an understanding of sanitation/infection control.

**Advisor Contact Information: Connie Toney, 828-395-1439, ctoney@isothermal.edu**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
COS 121 Manicure/Nail Technology I	6	10		S
COS 222 Manicure/Nail Technology II	6	10	COS 121	S
<b>TOTAL</b>	<b>12</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## CRIMINAL JUSTICE TECHNOLOGY DEGREE (A55180)

### Curriculum Description

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.

### Program Student Learning Outcomes

Graduates will be able to:

1. For the 3 components of the American Criminal Justice System (law enforcement, courts and corrections), understand each of their histories, present day operations, and potential future outlooks.
2. Have a working knowledge of the laws, policies, and programs that direct/govern the American Criminal Justice System
3. Demonstrate and discuss basic criminal justice practices that are incorporated in the journey of a crime as it passes through the 3 components of the American Criminal Justice System
4. Describe the function and utilization of the various complimentary accessories to the American Criminal Justice System
5. Articulate how the American Criminal Justice System addresses various categories of crime
6. Be able to explain the extent of crime in the United States and provide numerous plausible reasons/theories of why crime occurs.

**Advisor Contact Information: Thomas Tarker, 828-395-1448, ttarker@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

**Students who successfully complete the CJ 100 Basic Law Enforcement Training (BLET) course may be given credit for CJC 120, CJC 121, CJC 131, CJC 221, and CJC 225 in the Criminal Justice Technology curriculum.**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CJC 111 Introduction to Criminal Justice	3	3		F, SP, S
CJC 113 Juvenile Justice	3	3		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
Other Required Elective (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>16/17</b>			
<b>SPRING SEMESTER</b>				
CJC 112 Criminology	3	3		F, SP, S
CJC 131 Criminal Law	3	3		F, SP, S
CJC 212 Ethics and Community Relations	3	3		F, SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
POL 120 American Government	3	3		F, SP
OR				
SOC 210 Introduction to Sociology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>21</b>			

<b>FALL SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
CJC 120 Interviews/Interrogations	2	3		F, SP
CJC 121 Law Enforcement Operations	4	5		F, SP
CJC 221 Investigations Principles	3	3		F, SP
CJC 231 Constitutional Law	3	3		F, SP
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>18</b>			
<b>SPRING SEMESTER</b>				
CJC 122 Community Policing	3	3		F, SP
CJC 132 Court Procedures	3	3		F, SP, S
CJC 141 Corrections	3	3		F, SP
CJC 225 Crisis Intervention	3	3		F, SP
CJC 232 Civil Liability	3	3		F, SP
CJC 255 Issues in Criminal Justice App	3	3	CJC 111, CJC 221 and CJC 231	F
<b>TOTAL</b>	<b>18</b>			
<b>OTHER REQUIRED ELECTIVES - Choose from the following courses</b>				
CJC 151 Intro to Loss Prevention	3	3		F, SP
CJC 222 Criminalistics	3	3		F, SP, S
CJC 223 Organized Crime	3	3		F, SP
<b>70 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

## CRIMINAL JUSTICE TECHNOLOGY DIPLOMA (D55180)

Advisor Contact Information: Thomas Tarker, 828-395-1448, ttarker@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
CJC 111 Introduction to Criminal Justice	3	3		F, SP, S
CJC 112 Criminology	3	3		F, SP, S
CJC 113 Juvenile Justice	3	3		F, SP, S
CJC 121 Law Enforcement Operations	3	3		F, SP
CJC 131 Criminal Law	3	3		F, SP, S
<b>TOTAL</b>	<b>16</b>			
<b>SPRING SEMESTER</b>				
CJC 132 Court Procedures	3	3		F, SP, S
CJC 141 Corrections	3	3		F, SP
CJC 212 Ethics and Community Relations	3	3		F, SP
CJC 231 Constitutional Law	3	3		F, SP
CJC 232 Civil Liability	3	3		F, SP
POL 120 American Government	3	3		F, SP
OR				
SOC 210 Introduction to Sociology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>18</b>			
<b>SUMMER SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
Other Required Elective (see list below)	3	3	Varies	F, SP, S
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>12</b>			
<b>OTHER REQUIRED ELECTIVES - Choose from the following courses</b>				
CJC 151 Intro to Loss Prevention	3	3		F, SP
CJC 222 Criminalistics	3	3		F, SP, S
CJC 223 Organized Crime	3	3		F, SP
<b>46 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA</b>				



**CRIMINAL JUSTICE TECHNOLOGY CERTIFICATE (C55180)**

Advisor Contact Information: Thomas Tarker, 828-395-1448, ttarker@isothermal.edu

<b>COURSE NUMBER &amp; NAME</b>	<b>Credit Hours</b>	<b>Contact Hours</b>	<b>PREREQUISITES</b>	<b>SEMESTER OFFERED</b>
<b>FALL SEMESTER</b>				
CJC 112 Criminology	3	3		F, SP, S
CJC 113 Juvenile Justice	3	3		F, SP, S
CJC 131 Criminal Law	3	3		F, SP, S
CJC 231 Constitutional Law	3	3		F, SP
<b>TOTAL</b>	<b>12</b>			
<b>12 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## EARLY CHILDHOOD EDUCATION DEGREE PROGRAMS OF STUDY

### Curriculum Description

The Early Childhood Education curriculum prepares individuals to work with children from birth through eight in diverse learning environments. Students will combine learned theories with practice in actual settings with young children under the supervision of qualified teachers.

Course work includes child growth and development; physical/nutritional needs of children; care and guidance of children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of young children.

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.

Early Childhood Education: A program that prepares individuals to promote child development and learning, work with diverse families and children, observe, document and assess to support young children and families, use content knowledge to build meaningful curriculum, and use developmentally effective approaches in collaboration with other early childhood professionals. Potential course work includes instruction in all areas of child development such as emotional/social/health/physical/language/communication, approaches to play and learning, working with diverse families, and related observations/student teaching experiences.

Portfolio: Students who graduate from the program must complete a portfolio to show competence in the program learning outcomes. Students will receive additional information about the portfolio when they enroll in the degree program.

This curriculum complies with the standard approved by the State Board of Community Colleges.

Students may be required to take one or more developmental courses as a result of pre-enrollment placement tests; therefore, the student may need more than the minimum number of semester hours listed for graduation.

If a student plans to transfer to a four-year institution in the licensure track, students must earn acceptable scores on PRAXIS I before enrolling in a bachelor's degree program. There are three pathways for the Early Childhood degree. See your advisor for guidance on which pathway is best for your career goals.

- 1) Career Entry Pathway – for those wanting to immediately enter the workforce and do not have plans to pursue a bachelor's degree.
- 2) Birth- Kindergarten Licensure Transfer Pathway – for those wanting to transfer to a four-year institution to pursue a bachelor's degree to teach in an NC-Pre-K or Kindergarten classroom.
- 3) Non-Licensure Transfer Pathway- for those wanting to transfer to a four-year institution but may not want to teach NC-Pre-K or teach in a public school Kindergarten setting. See your advisor about the many career choices in this field of early childhood.

### EARLY CHILDHOOD EDUCATION CAREER ENTRY (A55220C)

Advisor Contact Information: Dr. Alice McCluney, 828-395-1444, amccluney@isothermal.edu

#### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EDU 119 Intro to Early Childhood Education	4	4		F, SP
EDU 131 Child, Family, & Community	3	3		F, SP
EDU 144 Child Development I	3	3		F
EDU 151 Creative Activities	3	3		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
<b>TOTAL</b>	<b>17</b>			
<b>SPRING SEMESTER</b>				
EDU 145 Child Development II	3	3		F, SP
EDU 146 Child Guidance	3	3		F, SP
EDU 153 Health, Safety, & Nutrition	3	3		F, SP

ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
<b>TOTAL</b>	<b>12</b>			
<b>SUMMER SEMESTER</b>				
Mathematics/Natural Science Elective (see list below)	3/4	4/6	Varies	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>6/7</b>			
<b>FALL SEMESTER</b>				
EDU 184 Early Childhood Intro Practicum	2	4	EDU 119	F, SP
EDU 234 Infants, Toddlers, & Twos	3	3	EDU 119	F, SP
EDU 280 Language and Literacy Experience	3	3		F, SP
Other Required Elective (see list below)	2/4	3	Varies	F, SP, S
Other Required Elective (see list below)	2/4	3	Varies	F, SP, S
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>15/19</b>			
<b>SPRING SEMESTER</b>				
EDU 221 Children with Exceptional	3	3	EDU 144 and EDU 145 or PSY 244 and PSY 245	F, SP
EDU 284 Early Childhood Capstone Pract	4	10	EDU 119, EDU 146, EDU 151, EDU 184, EDU 144 or PSY 244 and EDU 145 or PSY 245	F, SP
Other Required Elective (see list below)	2/4	3	Varies	F, SP, S
Other Required Elective (see list below)	2/4	3	Varies	F, SP, S
<b>TOTAL</b>	<b>11/15</b>			
<b>MATHEMATICS/NATURAL SCIENCES - Choose from the following courses</b>				
AST 111 Descriptive Astronomy	3	3		On Demand
AND				
AST 111A Descriptive Astronomy Lab	1	2		On Demand
BIO 111 General Biology I	4	6	Satisfactory placement scores or DRE 097	F, S
CHM 131 Introduction to Chemistry	3	3	Satisfactory placement scores or DMA 025 and DMA 045	F, SP
AND				
CHM 131A Introduction to Chemistry Lab			Satisfactory placement scores or DMA 025 and DMA 045	F, SP
CHM 151 General Chemistry I	4	6	Satisfactory placement scores or DMA 025, DMA 045 and DMA 065	F
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
MAT 171 Precalculus Algebra	4	5	Satisfactory placement or DMA 025, DMA, 045 and DMA 065 or MAT 121	F, SP
PHY 151 College Physics I	4	5	MAT 171	On Demand

**OTHER REQUIRED ELECTIVE - Choose from the following courses**

ART 111 Art Appreciation	3	3	Satisfactory placement scores or DRE 097	F, SP, S
EDU 154 Social/Emotional.Bhav Dev	3	3	EDU 144 and EDU 145 or PSY 244 and PSY 245	F, SP
EDU 185 Cognitive and Language Activity	3	3		SP
EDU 223 Specific Learning Disabilities	3	3	EDU 144 and EDU 145 or PSY 244 and PSY 245	F, SP
EDU 248 Developmental Delays	3	3	EDU 144 and EDU 145 or PSY 244 and PSY 245	F, SP
EDU 254 Music and Movement for Children	2	3		F, SP
EDU 261 Early Childhood Administration I	3	3		F, SP
EDU 262 Early Childhood Administration II	3	3	EDU 261	F, SP
EDU 271 Educational Technology	3	4		F, SP
ENG 231 American Literature I	3	3	ENG 112, ENG 113, or ENG 114	F, SP
ENG 232 American Literature II	3	3	ENG 112, ENG 113, or ENG 114	F, SP
GEO 111 World Regional Geography	3	3		F, SP
HIS 111 World Civilization I	3	3	Satisfactory placement scores or DRE 097	F, SP, S
HIS 112 World Civilization II	3	3	Satisfactory placement scores or DRE 097	F, SP, S
HUM 122 Southern Culture	3	3		F, SP
HUM 211 Humanities I	3	3	ENG 111	On Demand
HUM 220 Human Values and Meaning	3	3	ENG 111	On Demand
POL 120 American Government	3	3		F, SP
SOC 210 Introduction to Sociology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
SOC 213 Sociology of the Family	3	3	Satisfactory placement scores or DRE 097	On Demand
SOC 220 Social Problems	3	3	Satisfactory placement scores or DRE 097	F, SP

**65 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**

## EARLY CHILDHOOD LICENSURE (A55220L)

Advisor Contact Information: Dr. Alice McCluney, 828-395-1444, amccluney@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 122 College Transfer Success	1	2		F, SP, S
EDU 119 Intro to Early Childhood Education	4	4		F, SP
EDU 131 Child, Family, & Community	3	3		F, SP
EDU 144 Child Development I	3	3		F
EDU 151 Creative Activities	3	3		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
<b>TOTAL</b>	<b>17</b>			
<b>SPRING SEMESTER</b>				
EDU 145 Child Development II	3	3		F, SP
EDU 146 Child Guidance	3	3		F, SP
EDU 153 Health, Safety, & Nutrition	3	3		F, SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>15</b>			
<b>SUMMER SEMESTER</b>				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see list below)	3	3	Varies	F, SP, S
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
<b>TOTAL</b>	<b>9</b>			
<b>FALL SEMESTER</b>				
EDU 184 Early Childhood Intro Practicum	2	4	EDU 119	F, SP
EDU 216 Foundations of Education	3	3		
EDU 234 Infants, Toddlers, & Twos	3	3	EDU 119	F, SP
EDU 280 Language and Literacy Experience	3	3		F, SP
BIO 111 General Biology I	4	6	Satisfactory placement scores or DRE 097	F, S
<b>TOTAL</b>	<b>15</b>			
<b>SPRING SEMESTER</b>				
EDU 221 Children with Exceptional	3	3	EDU 144 and EDU 145 or PSY 244 and PSY 245	F, SP
EDU 250 Teacher Licensure Prep	3	3		
EDU 284 Early Childhood Capstone Pract	4	10	EDU 119, EDU 146, EDU 151, EDU 184, EDU 144 or PSY 244 and EDU 145 or PSY 245	F, SP
Natural Science Elective (see list below)	4	5/6	Varies	F, SP, S
Social Science Elective (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>17</b>			
<b>HUMANITIES ELECTIVE -Choose from the following courses</b>				
ART 111 Art Appreciation	3	3	Satisfactory placement scores or DRE 097	F, SP, S

ART 114 Art History Survey I	3	3		F, SP
ART 115 Art History Survey II	3	3		On Demand
MUS 110 Music Appreciation	3	3		F, SP, S
MUS 112 Introduction to Jazz	3	3		On Demand
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP

**NATURAL SCIENCES - Choose from the following courses**

AST 111 Descriptive Astronomy	3	3		On Demand
AND				
AST 111A Descriptive Astronomy Lab	1	2		On Demand
CHM 151 General Chemistry I	4	6	Satisfactory placement scores or DMA 025, DMA 045 and DMA 065	F

**SOCIAL SCIENCE ELECTIVE - Choose from the following courses**

ECO 251 Principles of Microeconomics	3	3		F, SP
ECO 252 Principles of Macroeconomics	3	3		F, SP
HIS 111 World Civilization I	3	3	Satisfactory placement scores or DRE 097	F, SP, S
HIS 112 World Civilization II	3	3	Satisfactory placement scores or DRE 097	F, SP, S
HIS 131 American History I	3	3	Satisfactory placement scores or DRE 097	F, SP, S
HIS 132 American History II	3	3	Satisfactory placement scores or DRE 097	F, SP, S
SOC 210 Introduction to Sociology	3	3	Satisfactory placement scores or DRE 097	F, SP, S

**73 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**

## EARLY CHILDHOOD NON-LICENSURE (A55220N)

Advisor Contact Information: Dr. Alice McCluney, 828-395-1444, amccluney@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 122 College Transfer Success	1	2		F, SP, S
EDU 119 Intro to Early Childhood Education	4	4		F, SP
EDU 131 Child, Family, & Community	3	3		F, SP
EDU 144 Child Development I	3	3		F
EDU 151 Creative Activities	3	3		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
<b>TOTAL</b>	<b>17</b>			
<b>SPRING SEMESTER</b>				
EDU 145 Child Development II	3	3		F, SP
EDU 146 Child Guidance	3	3		F, SP
EDU 153 Health, Safety, & Nutrition	3	3		F, SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>15</b>			
<b>SUMMER SEMESTER</b>				
COM 231 Public Speaking	3	3		F, SP, S
Humanities Elective (see list below)	3	3	Varies	F, SP, S
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
<b>TOTAL</b>	<b>9</b>			
<b>FALL SEMESTER</b>				
EDU 184 Early Childhood Intro Practicum	2	4	EDU 119	F, SP
EDU 234 Infants, Toddlers, & Twos	3	3	EDU 119	F, SP
EDU 261 Childcare Admin I	3	3		F, SP
EDU 280 Language and Literacy Experience	3	3		F, SP
BIO 111 General Biology I	4	6	Satisfactory placement scores or DRE 097	F, S
<b>TOTAL</b>	<b>15</b>			
<b>SPRING SEMESTER</b>				
EDU 221 Children with Exceptional	3	3	EDU 144 and EDU 145 or PSY 244 and PSY 245	F, SP
EDU 262 Childcare Admin II	3	3	EDU 261	F, SP
EDU 284 Early Childhood Capstone Pract	4	10	EDU 119, EDU 146, EDU 151, EDU 184, EDU 144 or PSY 244 and EDU 145 or PSY 245	F, SP
Natural Science Elective (see list below)	4	5/6	Varies	F, SP, S
Social Science Elective (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>17</b>			

**HUMANITIES ELECTIVE -Choose from the following courses**

ART 111 Art Appreciation	3	3	Satisfactory placement scores or DRE 097	F, SP, S
ART 114 Art History Survey I	3	3		F, SP
ART 115 Art History Survey II	3	3		On Demand
MUS 110 Music Appreciation	3	3		F, SP, S
MUS 112 Introduction to Jazz	3	3		On Demand
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP

**NATURAL SCIENCES - Choose from the following courses**

AST 111 Descriptive Astronomy	3	3		On Demand
AND				
AST 111A Descriptive Astronomy Lab	1	2		On Demand
CHM 151 General Chemistry I	4	6	Satisfactory placement scores or DMA 025, DMA 045 and DMA 065	F

**SOCIAL SCIENCE ELECTIVE - Choose from the following courses**

ECO 251 Principles of Microeconomics	3	3		F, SP
ECO 252 Principles of Macroeconomics	3	3		F, SP
HIS 111 World Civilization I	3	3	Satisfactory placement scores or DRE 097	F, SP, S
HIS 112 World Civilization II	3	3	Satisfactory placement scores or DRE 097	F, SP, S
HIS 131 American History I	3	3	Satisfactory placement scores or DRE 097	F, SP, S
HIS 132 American History II	3	3	Satisfactory placement scores or DRE 097	F, SP, S
SOC 210 Introduction to Sociology	3	3	Satisfactory placement scores or DRE 097	F, SP, S

**73 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**



## EARLY CHILDHOOD EDUCATION DIPLOMA (D55220)

Advisor Contact Information: Dr. Alice McCluney, 828-395-1444, amcluney@isothermal.edu

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EDU 119 Intro to Early Childhood Education	4	4		F, SP
EDU 131 Child, Family, & Community	3	3		F, SP
EDU 144 Child Development I	3	3		F
EDU 151 Creative Activities	3	3		F
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
<b>TOTAL</b>	<b>17</b>			
<b>SPRING SEMESTER</b>				
EDU 145 Child Development II	3	3		F, SP
EDU 146 Child Guidance	3	3		F, SP
EDU 153 Health, Safety, & Nutrition	3	3		F, SP
EDU 184 Early Childhood Intro Practicum	2	4	EDU 119	F, SP
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>20</b>			
<b>FALL SEMESTER</b>				
EDU 234 Infants, Toddlers, & Twos	3	3	EDU 119	F
<b>TOTAL</b>	<b>3</b>			
<b>SPRING SEMESTER</b>				
EDU 221 Children with Exceptional	3	3	EDU 144 and EDU 145 or PSY 244 and PSY 245	F, SP
<b>TOTAL</b>	<b>3</b>			
<b>37 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA</b>				

**EARLY CHILDHOOD ADMINISTRATION CERTIFICATE (C55850)**

Advisor Contact Information: Dr. Alice McCluney, 828-395-1444, amccluney@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
EDU 119 Intro to Early Childhood Education	4	4		F, SP
EDU 131 Child, Family and Community	3	3		F, SP
EDU 261 Early Childhood Administration	3	3		F, SP
<b>TOTAL</b>	<b>10</b>			
<b>SPRING SEMESTER</b>				
EDU 153 Health, Safety and Nutrition	3	3		F, SP
EDU 262 Early Childhood Administration II	3	3	EDU 261	F, SP
<b>TOTAL</b>	<b>6</b>			
<b>16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**EARLY CHILDHOOD EDUCATION CERTIFICATE (C55220)**

Advisor Contact Information: Dr. Alice McCluney, 828-395-1444, amccluney@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
EDU 119 Intro to Early Childhood Education	4	4		F, SP
EDU 144 Child Development I	3	3		F
OR				
EDU 145 Child Development II	3	3		F, SP
EDU 151 Creative Activities	3	3		F
<b>TOTAL</b>	<b>10</b>			
<b>SPRING SEMESTER</b>				
EDU 146 Child Guidance	3	3		F, SP
EDU 184 Early Childhood Intro Practicum	2	4	EDU 119	F, SP
<b>TOTAL</b>	<b>5</b>			
<b>15 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

**EARLY CHILDHOOD PRESCHOOL CERTIFICATE (C55860)**

Advisor Contact Information: Dr. Alice McCluney, 828-395-1444, amccluney@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
EDU 119 Intro to Early Childhood Education	4	4		F, SP
EDU 131 Child, Family and Community	3	3		F, SP
<b>TOTAL</b>	<b>7</b>			
<b>OTHER REQUIRED ELECTIVES - Choose from the following courses:</b>				
EDU 145 Child Development II	3	3		F, SP
EDU 146 Child Guidance	3	3		F, SP
EDU 153 Health, Safety and Nutrition	3	3		F, SP
<b>TOTAL</b>	<b>9</b>			
<b>16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## EMERGENCY MEDICAL SCIENCE DEGREE (A45340)

### Curriculum Description

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.

The Emergency Medical Services Program offered through Continuing Education provides students with the following certifications: Basic Cardiac Life Support (BCLS), Advanced Cardiovascular Life Support (ACLS), Pediatric Advanced Life Support (PALS), and either International Trauma Life Support (ITLS) or Prehospital Hospital Life Support (PHTLS).

**Advisor Contact Information: Karen Harris, 828-395-4210, kharris@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>Students who successfully complete certification in BCLS, ACLS, PALS and (either ITLS or PHTLS) will be given credit for these required courses: EMS 110, EMS 122, EMS 130, EMS 131, EMS 160, EMS 220, EMS 221, EMS 231, EMS 240, EMS 241, EMS 250, EMS 260, EMS 270, and EMS 285.</b>				
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BIO 168 Anatomy and Physiology I	4	6	Satisfactory placement scores or DRE 097	F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MED 121 Medical Terminology I	3	3		F, SP
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
OR				
SOC 210 Introduction to Sociology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>14</b>			
<b>SPRING SEMESTER</b>				
BIO 169 Anatomy and Physiology	4	6	BIO 168	F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
MED 122 Medical Terminology II	3	3	MED 121	F, SP
<b>TOTAL</b>	<b>16</b>			
<b>FALL SEMESTER</b>				
EMS 140 Rescue Scene Management	2	4		F*
EMS 235 EMS Management	2	2		F*
<b>TOTAL</b>	<b>4</b>			
<b>SPRING SEMESTER</b>				
EMS 280 EMS Bridging	3	4		SP
<b>TOTAL</b>	<b>3</b>			

\* EMS 140, EMS 235, and EMS 280 courses are taught through Cleveland Community College and transferred to Isothermal for degree completion.

**76 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**

## GENERAL OCCUPATIONAL TECHNOLOGY HEALTH TRANSFER DEGREE (A55280H)

### Curriculum Description

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 associate degree-level courses offered by the College. Graduates will become more effective workers, better qualified for advancements within their field of employment, and become qualified for a wide range of entry-level employment opportunities.

### Program Student Learning Outcomes

Graduates will be able to:

1. Communicate effectively through writing, reading, speaking, and listening through the demonstration of information literacy
2. Analyze problems and make logical conclusions
3. Demonstrate positive interpersonal skills through cooperative learning and group interaction
4. Demonstrate quantitative competencies
5. Meet requirements of their chosen tracks within the program of study, such as in order to transfer or be job-ready in health sciences.

**Advisor Contact Information: Tina Porter, 828-395-1621, tporter@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BIO 168 Anatomy and Physiology I	4	6	Satisfactory placement scores or DRE 097	F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>15</b>			
<b>SPRING SEMESTER</b>				
BIO 169 Anatomy and Physiology	4	6	BIO 168	F, SP, S
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
OR				
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
Other Required Electives (see list below)	3	3	Varies	F, SP, S
PSY 241 Developmental Psychology	3	3	PSY 150	F, SP, S
<b>TOTAL</b>	<b>16/17</b>			
<b>FALL SEMESTER</b>				
Humanities Elective (see list below)	3	3	Varies	F, SP, S
Other Required Electives (see list below)	4	3	Varies	F, SP, S
Other Required Electives (see list below)	3	3	Varies	F, SP, S
Other Required Electives (see list below)	3	3	Varies	F, SP, S
Other Required Electives (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>16</b>			

SPRING SEMESTER				
Other Required Electives (see list below)	3	3	Varies	F, SP, S
Other Required Electives (see list below)	3	3	Varies	F, SP, S
Other Required Electives (see list below)	4	6	Varies	F, SP, S
Other Required Electives (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>16</b>			

**HUMANITIES ELECTIVE - Choose 3 credit hours from the following courses**

ART 111 Art Appreciation	3	3	Satisfactory placement scores or DRE 097	F, SP, S
HUM 115 Critical Thinking	3	3	Satisfactory placement scores or DRE 098	F, SP, S
HUM 120 Cultural Studies	3	3		F, SP
HUM 122 Southern Culture	3	3		F, SP
HUM 130 Myth in Human Culture	3	3		On Demand
HUM 170 The Holocaust	3	3		F, SP
HUM 211 Humanities I	3	3	ENG 111	On Demand
HUM 212 Humanities II	3	3	ENG 111	On Demand
MUS 110 Music Appreciation	3	3		F, SP, S
MUS 112 Introduction to Jazz	3	3		On Demand
MUS 113 American Music	3	3		On Demand
MUS 114 Non-Western Music	3	3		
PHI 215 Philosophical Issues	3	3	ENG 111	F
PHI 240 Introduction to Ethics	3	3	ENG 111	F, SP
REL 110 World Religions	3	3	Satisfactory placement scores or DRE 097	F, SP
REL 111 Eastern Religions	3	3	Satisfactory placement scores or DRE 098	On Demand
REL 211 Introduction to Old Testament	3	3	Satisfactory placement scores or DRE 097	F
REL 212 Introduction to New Testament	3	3	Satisfactory placement scores or DRE 097	SP

**OTHER REQUIRED ELECTIVES - Choose 21 credit hours from the following courses:**

BIO 111 General Biology I	4	6	Satisfactory placement scores or DRE 097	F, SP, S
BIO 155 Nutrition	3	3		F, SP, S
BIO 163 Basic Anatomy and Physiology	5	6	Satisfactory placement scores or DRE 097	F
BIO 175 General Microbiology	3	4	BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168	F
BIO 275 Microbiology	4	6	BIO 110, BIO 111, BIO 112, BIO 163, BIO 165, or BIO 168	SP, S
CHM 131 Introduction to Chemistry	3	3	Satisfactory placement scores or DMA 025 and DMA 045	F, SP
AND				
CHM 131A Introduction to Chemistry Lab			Satisfactory placement scores or DMA 025 and DMA 045	F, SP
CHM 132 Organic and Biochemistry	4	6	CHM 131 and CHM 131A or CHM 151	SP
CHM 151 General Chemistry I	4	6	Satisfactory placement scores or DMA 025, DMA 045 and DMA 065	F
CHM 152 General Chemistry II	4	6	CHM 151	SP
COM 231 Public Speaking	3	3		F, SP, S
CTS 130 Spreadsheets	3	4		SP, S

HEA 110 Personal Health/Wellness	3	3		F, SP, S
HEA 112 First Aide and CPR	2	3		F, SP
HEA 120 Community Health	3	3		On Demand
ISC 121 Environmental Health & Safety	3	3		F, SP, S
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
MED 121 Medical Terminology I	3	3		F, SP
MED 122 Medical Terminology II	3	3	MED 121	F, SP
OST 136 Word Processing	3	4		F, S
OST 148 Med Ins & Billing	3	3		F
OST 149 Medical Legal Issues	3	3		F, SP, S
PSY 281 Abnormal Psychology	3	3	PSY 150	SP
SOC 210 Introduction to Sociology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
SOC 213 Sociology of the Family	3	3	Satisfactory placement scores or DRE 097	On Demand
SOC 220 Social Problems	3	3	Satisfactory placement scores or DRE 097	F, SP
SPA 111 Elementary Spanish I	3	3	Satisfactory placement scores or DRE 097	F, SP
AND				
SPA 181 Spanish Lab	1	2	Satisfactory placement scores or DRE 097	F, SP
SPA 112 Elementary Spanish I	3	3	SPA 111	F, SP
AND				
SPA 182 Spanish Lab	1	2	SPA 181	F, SP
WEB 110 Internet/Web Fundamentals	3	4		F, SP

**64 TOTAL SEMESTER CREDIT HOURS FOR DEGREE**

# GENERAL OCCUPATIONAL TECHNOLOGY HEALTH TRANSFER DIPLOMA (D55280H)

Advisor Contact Information: Tina Porter, 828-395-1621, tporter@isothermal.edu

## ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BIO 168 Anatomy and Physiology I	4	6	Satisfactory placement scores or DRE 097	F, SP, S
CIS 110 Introduction to Computers	3	4		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
Other Required Electives (see list below)	3	3	Varies	F, SP, S
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>17</b>			
<b>SPRING SEMESTER</b>				
BIO 169 Anatomy and Physiology	4	6	BIO 168	F, SP, S
Other Required Electives (see list below)	3	3	Varies	F, SP, S
Other Required Electives (see list below)	3	3	Varies	F, SP, S
PSY 241 Developmental Psychology	3	3	PSY 150	F, SP, S
<b>TOTAL</b>	<b>13</b>			
<b>SUMMER SEMESTER</b>				
Other Required Electives (see list below)	3	3	Varies	F, SP, S
Other Required Electives (see list below)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>6</b>			
<b>OTHER REQUIRED ELECTIVES - Choose 18 credit hours from the following courses:</b>				
BIO 111 General Biology I	4	6	Satisfactory placement scores or DRE 097	F, SP, S
BIO 155 Nutrition	3	3		F, SP, S
BIO 163 Basic Anatomy and Physiology	5	6	Satisfactory placement scores or DRE 097	F
BIO 175 General Microbiology	3	4	BIO 110, BIO 111, BIO 163, BIO 165, or BIO 168	F
BIO 275 Microbiology	4	6	BIO 110, BIO 111, BIO 112, BIO 163, BIO 165, or BIO 168	SP, S
CHM 131 Introduction to Chemistry	3	3	Satisfactory placement scores or DMA 025 and DMA 045	F, SP
AND				
CHM 131A Introduction to Chemistry Lab			Satisfactory placement scores or DMA 025 and DMA 045	F, SP
CHM 132 Organic and Biochemistry	4	6	CHM 131 and CHM 131A or CHM 151	SP
CHM 151 General Chemistry I	4	6	Satisfactory placement scores or DMA 025, DMA 045 and DMA 065	F
CHM 152 General Chemistry II	4	6	CHM 151	SP
COM 231 Public Speaking	3	3		F, SP, S
CTS 130 Spreadsheets	3	4		SP, S
HEA 110 Personal Health/Wellness	3	3		F, SP, S

HEA 112 First Aide and CPR	2	3		F, SP
HEA 120 Community Health	3	3		On Demand
ISC 121 Environmental Health & Safety	3	3		F, SP, S
MAT 152 Statistical Methods I	4	5	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
MED 121 Medical Terminology I	3	3		F, SP
MED 122 Medical Terminology II	3	3	MED 121	F, SP
OST 136 Word Processing	3	4		F, S
OST 148 Med Ins & Billing	3	3		F
OST 149 Medical Legal Issues	3	3		F, SP, S
PSY 281 Abnormal Psychology	3	3	PSY 150	SP
SOC 210 Introduction to Sociology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
SOC 213 Sociology of the Family	3	3	Satisfactory placement scores or DRE 097	On Demand
SOC 220 Social Problems	3	3	Satisfactory placement scores or DRE 097	F, SP
SPA 111 Elementary Spanish I	3	3	Satisfactory placement scores or DRE 097	F, SP
AND				
SPA 181 Spanish Lab	1	2	Satisfactory placement scores or DRE 097	F, SP
SPA 112 Elementary Spanish I	3	3	SPA 111	F, SP
AND				
SPA 182 Spanish Lab	1	2	SPA 181	F, SP
WEB 110 Internet/Web Fundamentals	3	4		F, SP

**36 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA**



## GENERAL OCCUPATIONAL TECHNOLOGY HEALTH TRANSFER CERTIFICATE (C55280H)

Advisor Contact Information: Tina Porter, 828-395-1621, tporter@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
BIO 163 Basic Anatomy and Physiology	5	6	Satisfactory placement scores or DRE 097	F
OR				
BIO 168 Anatomy and Physiology I	4	6	Satisfactory placement scores or DRE 097	F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>11/12</b>			
<b>SPRING SEMESTER</b>				
BIO 169 Anatomy and Physiology	4	6	BIO 168	F, SP, S
PSY 241 Developmental Psychology	3	3	PSY 150	F, SP, S
OR				
SOC 210 Introduction to Sociology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>7</b>			
<b>13 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## INFANT/TODDLER CARE CERTIFICATE (C55290)

### Curriculum Description

The curriculum prepares 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 infants and toddlers.

Course work 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 families and children; design an 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.

### Program Student Learning Outcomes

Graduates will be able to:

1. Create environments that are healthy, respectful, supportive, and challenging to ALL children
2. Design and implement developmentally effective curriculum that addresses all domains of learning
3. Support and empower ALL children, families, and communities through trusting and respectful reciprocal relationships
4. Use authentic assessment responsibility to make informed decisions to guide ALL children's learning
5. Communicate effectively using standard written and verbal skills
6. Utilize technology to enhance learning for ALL children
7. Serve as a leader, advocate, and professional in the fields of early education

**Advisor Contact Information: Dr. Alice McCluney, 828-395-1444, amccluney@isothermal.edu**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
EDU 119 Intro to Early Childhood Education	4	4		F, SP
EDU 131 Child, Family, & Community	3	3		F, SP
EDU 144 Child Development I	3	3		F
EDU 153 Health, Safety, & Nutrition	3	3		F, SP
<b>TOTAL</b>	<b>13</b>			
<b>SPRING SEMESTER</b>				
EDU 234 Infants, Toddler, and Twos	3	3	EDU 119	F, SP
<b>TOTAL</b>	<b>3</b>			

**16 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE**

## OCCUPATIONAL EDUCATION ASSOCIATE DEGREE (A55320)

### Curriculum Description

The Occupational Education Associate curriculum is designed for individuals skilled and experienced in a trade or technical specialty who would like to receive an associate degree in preparation for teaching or other purposes. Course work is designed to supplement previous education, training, and/or experience the individual has already attained. Graduates of the program may find employment as instructors in the field of occupational education.

### Program Student Learning Outcomes

Graduates will be able to:

1. Create environments that are healthy, respectful, supportive, and challenging to ALL children
2. Design and implement developmentally effective curriculum that addresses all domains of learning
3. Support and empower ALL children, families, and communities through trusting and respectful reciprocal relationships
4. Use authentic assessment responsibility to make informed decisions to guide ALL children's learning
5. Communicate effectively using standard written and verbal skills
6. Utilize technology to enhance learning for ALL children
7. Serve as a leader, advocate, and professional in the fields of early education

**Advisor Contact Information: Dr. Alice McCluney, 828-395-1444, amccluney@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 122 College Transfer Success	1	2		F, SP, S
EDU 175 Intro to Trade & Industrial Education	3	3		F, SP, S
EDU 177 Instructional Methods	3	4		F, SP, S
EDU 179 Vocational student Organizations	3	3		F, SP, S
EDU 271 Educational Technology	3	4		F, SP
EDU 281 Instructional Strategies: Read & Write	3	4		F, SP
ISC 121 Environmental Health & Safety	3	3		F, SP, S
<b>TOTAL</b>	<b>19</b>			
<b>SPRING SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
EDU 161 Intro to Exceptional Children	3	3		F, SP
EDU 163 Classroom Management	3	3		F, SP
EDU 176 Occupational Analysis & Course Dev	3	3		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>17</b>			
<b>FALL SEMESTER</b>				
EDU 131 Child, Family, & Community	3	3		F, SP
EDU 243 Learning Theory	3	3		F
EDU 289 Advanced Issues/School Age	2	2		F, SP
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
<b>TOTAL</b>	<b>15</b>			

<b>SPRING SEMESTER</b>				
EDU 244 Human Growth/Development	3	3		SP
EDU 245 Policies and Procedures	3	3	EDU 144 and EDU 145 or PSY 244 and PSY 245	F, SP
ENG 112 Writing/Research in the Discipline	3	3	ENG 111	F, SP, S
OR				
COM 231 Public Speaking	3	3		F, SP, S
SPECIALTY AREA - work experience or informal course work	6			
<b>TOTAL</b>	<b>15</b>			
<b>66 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				

**OCCUPATIONAL EDUCATION ASSOCIATE DIPLOMA (D55320)**

Advisor Contact Information: Dr. Alice McCluney, 828-395-1444, amccluney@isothermal.edu

**ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE**

DMA:

DRE:

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 122 College Transfer Success	1	2		F, SP, S
EDU 175 Intro to Trade & Industrial Education	3	3		F, SP, S
EDU 177 Instructional Methods	3	4		F, SP, S
EDU 179 Vocational student Organizations	3	3		F, SP, S
EDU 271 Educational Technology	3	4		F, SP
EDU 281 Instructional Strategies: Read & Write	3	4		F, SP
ISC 121 Environmental Health & Safety	3	3		F, SP, S
<b>TOTAL</b>	<b>19</b>			
<b>SPRING SEMESTER</b>				
CIS 110 Introduction to Computers	3	4		F, SP, S
EDU 161 Intro to Exceptional Children	3	3		F, SP
EDU 163 Classroom Management	3	3		F, SP
EDU 176 Occupational Analysis & Course Dev	3	3		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>18</b>			
<b>37 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA</b>				

**OCCUPATIONAL EDUCATION ASSOCIATE CERTIFICATE (C55320)**

Advisor Contact Information: Dr. Alice McCluney, 828-395-1444, amccluney@isothermal.edu

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
EDU 175 Intro to Trade & Industrial Education	3	3		F, SP, S
EDU 177 Instructional Methods	3	4		F, SP, S
EDU 179 Vocational student Organizations	3	3		F, SP, S
EDU 271 Educational Technology	3	4		F, SP
EDU 281 Instructional Strategies: Read & Write	3	4		F, SP
ISC 121 Environmental Health & Safety	3	3		F, SP, S
<b>TOTAL</b>	<b>18</b>			
<b>18 TOTAL SEMESTER CREDIT HOURS FOR CERTIFICATE</b>				

## PRACTICAL NURSING DIPLOMA (D45660)

### Curriculum Description

The Practical Nursing curriculum provides knowledge and skills to integrate safety and quality into nursing care to meet the needs of the holistic individual which impact health, quality of life, and achievement of potential. Course work includes and builds upon the domains of healthcare, nursing practice, and the holistic individual. Content emphasizes safe, individualized nursing care and participation in the interdisciplinary team while employing evidence-based practice, quality improvement, and informatics. Graduates are eligible to apply to take the National Council Licensure Examination (NCLEX-PN) which is required for practice as a Licensed Practical Nurse. Employment opportunities include hospitals, rehabilitation/long term care/home health facilities, clinics, and physicians' offices.

### Program Student Learning Outcomes

Upon completion of the Practical Nursing Program, the graduate will upon licensure:

1. Participate in evaluating the concepts of the holistic individual and client response in the promotion of health, wellness, illness, quality of life, and the achievement of potential.
2. Practice professional nursing behaviors, within the ethical-legal practice boundaries of the LPN, incorporating personal responsibility and accountability for continued competence.
3. Participate in providing evidence-based nursing care, from an established plan of care, based on biophysical, psychosocial and cultural needs of clients in various stages of growth and development while assisting them to attain their highest level of wellness.
4. Reinforce and /or implement the teaching plan developed and delegated by the registered nurse to promote the health of individuals, incorporating teaching and learning principles.
5. Participate in the nursing process to provide individualized, safe and effective nursing care in a structured setting under supervision.
6. Demonstrate caring behaviors in implementing culturally-competent, client-centered nursing care to diverse clients across the lifespan.
7. Participate in Quality Improvement (QI) by identifying hazards and errors and by suggesting, to the RN, changes to improve the client care process.
8. Utilize informatics to access, manage, and communicate client information.
9. Participate in collaboration with the interdisciplinary healthcare team, as assigned by the registered nurse, to support positive individual and organizational outcomes in a safe and cost effective manner.

**Advisor Contact Information: Kim Amos, 828-395-1446, kamos@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 122 College Transfer Success	1	2		F, SP, S
BIO 168 Anatomy and Physiology I	4	6	Satisfactory placement scores or DRE 097	F, SP, S
NUR 101 Practical Nursing I	11	19	Enrollment in the Practical Nursing Program	F
PSY 150 General Psychology	3	3	Satisfactory placement scores or DRE 097	F, SP, S
<b>TOTAL</b>	<b>19</b>			
<b>SPRING SEMESTER</b>				
BIO 169 Anatomy and Physiology	4	6	BIO 168	F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
NUR 102 Practical Nursing II	10	16	NUR 101	SP
<b>TOTAL</b>	<b>17</b>			
<b>SUMMER SEMESTER</b>				
NUR 103 Practical Nursing III	9	15	NUR 101, NUR 102 and BIO 168	S
<b>TOTAL</b>	<b>9</b>			
<b>45 TOTAL SEMESTER CREDIT HOURS FOR DIPLOMA</b>				

## SCHOOL-AGE EDUCATION DEGREE (A55440)

### Curriculum Description

This curriculum prepares individuals to work with children in elementary through middle grades in diverse learning environments. Students will combine learned theories with practice in actual settings with school-age children under the supervision of qualified teachers. Course work includes child growth/development; computer technology in education; physical/nutritional needs of school-age children; care and guidance of school-age children; and communication skills with families and children. Students will foster the cognitive/language, physical/motor, social/emotional, and creative development of school-age populations. Graduates are prepared to plan and implement developmentally appropriate programs in school-aged environments. Employment opportunities include school-age teachers in child care programs, before/after-school programs, paraprofessional positions in public/private schools, recreational centers, and other programs that work with school-age populations.

### Program Student Learning Outcomes

Graduates will be able to:

1. Create environments that are healthy, respectful, supportive, and challenging to ALL children
2. Design and implement developmentally effective curriculum that addresses all domains of learning
3. Support and empower ALL children, families, and communities through trusting and respectful reciprocal relationships
4. Use authentic assessment responsibility to make informed decisions to guide ALL children's learning
5. Communicate effectively using standard written and verbal skills
6. Utilize technology to enhance learning for ALL children
7. Serve as a leader, advocate, and professional in the fields of early education

**Advisor Contact Information: Dr. Alice McCluney, 828-395-1444, amccluney@isothermal.edu**

### ACADEMIC DEVELOPMENT COURSES NEEDED IF APPLICABLE

**DMA:**

**DRE:**

COURSE NUMBER & NAME	Credit Hours	Contact Hours	PREREQUISITES	SEMESTER OFFERED
<b>FALL SEMESTER</b>				
ACA 115 Success and Study Skills	1	2		F, SP, S
OR				
ACA 122 College Transfer Success	1	2		F, SP, S
EDU 118 Princ & PRact of Inst Assistant	3	3		F, SP
EDU 119 Intro to Early Childhood Education	4	4		F, SP
EDU 131 Child, Family, & Community	3	3		F, SP
EDU 144 Child Development I	3	3		F
EDU 151 Creative Activities	3	3		F
<b>TOTAL</b>	<b>17</b>			
<b>SPRING SEMESTER</b>				
EDU 145 Child Development II	3	3		F, SP
EDU 146 Child Guidance	3	3		F, SP
EDU 184 Early Childhood Intro Practicum	2	4	EDU 119	F, SP
EDU 259 Curriculum Planning	3	3	EDU 119	F, SP
EDU 281 Instructor Strategies: Read & Write	3	4		F, SP
EDU 289 Advance Issues/School Age	2	2		F, SP
<b>TOTAL</b>	<b>16</b>			
<b>SUMMER SEMESTER</b>				
CIS 110 Introduction to Computers	3	3		F, SP, S
ENG 111 Writing & Inquiry	3	3	Satisfactory placement scores or DRE 098	F, SP, S
MAT 110 Math Measurement & Literacy	3	4	Satisfactory placement scores or DMA 025	F, SP, S
OR				
MAT 143 Quantitative Literacy	3	4	Satisfactory placement scores or DMA 025, DMA 045 and DRE 098	F, SP, S
<b>TOTAL</b>	<b>9</b>			

<b>FALL SEMESTER</b>				
EDU 163 Classroom Management	3	3		F, SP
EDU 214 Early Childhood Intern Practicum	4	10	EDU 119, EDU 146 and EDU 144 or PSY 244	F, SP
EDU 271 Educational Technology	3	4		F, SP
ENG 112 Writing/Research in the Discipline OR	3	3	ENG 111	F, SP, S
COM 231 Public Speaking	3	3		F, SP, S
<b>TOTAL</b>	<b>13</b>			
<b>SPRING SEMESTER</b>				
EDU 221 Children with Exceptional	3	3	EDU 144 and EDU 145 or PSY 244 and PSY 245	F, SP
EDU 284 Early Childhood Capstone Pract	4	10	EDU 119, EDU 146, EDU 151, EDU 184, EDU 214, EDU 144 or PSY 244 and EDU 145 or PSY 245	F, SP
EDU 285 Internship Experience - School Age	4	10	EDU 144 or PSY 244, EDU 145 or PSY 245, EDU 118 OR EDU 216 AND EDU 163	
Humanities Elective (see page 17 for list)	3	3	Varies	F, SP, S
Social Science Elective (see page 18 for list)	3	3	Varies	F, SP, S
<b>TOTAL</b>	<b>17</b>			
<b>72 TOTAL SEMESTER CREDIT HOURS FOR DEGREE</b>				



## COURSE DESCRIPTIONS

The courses listed on the following pages represent the current curriculum offerings in Arts and Sciences, Business Sciences, Applied Sciences and Engineering Technology, and Health and Public Services.

1. The courses are listed in alphabetical order by a 3-letter subject (example - BUS for business; ANT for anthropology).
2. The courses are assigned a 3-digit number (example ACA 115)
3. Any course number less than 100 will not earn credit hours toward graduation.
4. The course title follows the number (example - ACA 115 Success & Study Skills)
5. The number of contact and credit hours follow the title (example ACA 115 Success & Study Skills 0 2 1). The first number represents the number of lecture hours per week; the second represents the number of lab, shop, clinical, or practicum hours per week; the last represents the number of credit hours assigned to the course.

The following abbreviations after certain course descriptions indicate the semester in which those courses are usually offered: F=Fall, Sp=Spring, S=Summer. "On Demand" will indicate courses offered only when there is sufficient demand to justify scheduling the course.

### ACADEMIC RELATED

#### **ACA 115 Success & 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. (F, SP, S)

#### **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. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP, S)

### ACCOUNTING

#### **ACC 120 Principles 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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP, S)

#### **ACC 121 Principles 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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, Sp.)

#### **ACC 122 Principles of Financial Accounting II (3 0 3)**

Prerequisites: ACC 120

Corequisites: None

This course provides additional instruction in the financial accounting concepts and procedures introduced in ACC-120. Emphasis is placed on the analysis of specific balance sheet accounts, with in-depth instruction of the accounting principles applied to these accounts. Upon completion, students should be able to analyze data, prepare journal entries, and prepare reports in compliance with generally accepted principles. (SP)

#### **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. (F)

#### **ACC 140 Payroll Accounting (1 2 2)**

Prerequisites: 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. (F)

#### **ACC 150 Accounting Software Applications (1 2 2)**

Prerequisites: 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. (SP)

**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 business. (SP)

**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. (F)

**AGRICULTURE****AGR 111 Basic Farm Maintenance (1 3 2)**

Prerequisites: None

Corequisites: None

This course covers fundamentals of maintenance and repair of farm facilities and equipment. Topics include safe use of hand tools and farm machinery, carpentry, concrete, painting, wiring, welding, plumbing, and calculating costs and materials needed. Upon completion, students should be able to answer theoretical questions on topics covered and assist with maintenance and repair of farm facilities and equipment. (SP)

**AGR 139 Intro to Sustainable Ag (3 0 3)**

Prerequisites: None

Corequisites: None

This course will provide students with a clear perspective on the principles, history and practices of sustainable agriculture in our local and global communities. Students will be introduced to the economic, environmental and social impacts of agriculture. Upon completion, students will be able to identify the principles of sustainable agriculture as they relate to basic production practices. (F, SP, S)

**AGR 140 Agricultural Chemicals (2 2 3)**

Prerequisites: None

Corequisites: None

This course covers all aspects of agricultural chemicals. Topics include safety, environmental effects, federal and state laws, pesticide classification, sprayer calibration, and licensing. Upon completion, students should be able to calibrate a sprayer, give proper pesticide recommendations (using integrated pest management), and demonstrate safe handling of pesticides. (SP)

**AGR 170 Soil Science (2 2 3)**

Prerequisites: None

Corequisites: None

This course covers the basic principles of soil management and fertilization. Topics include liming, fertilization, soil management, biological properties of soil (including beneficial microorganisms), sustainable land care practices and the impact on soils, and plant nutrients. Upon completion, students should be able to analyze, evaluate, and properly amend soils/media according to sustainable practices. (F)

**AGR 210 Agricultural Accounting (1 4 3)**

Prerequisites: None

Corequisites: None

This course covers the basic principles and practices of accounting and bookkeeping as they relate to the agricultural industry. Topics include general accounting terminology, data entry practices, and analysis of records for tax purposes. Upon completion, students should be able to complete a basic record book and analyze records for tax purposes. (F)

**AGR 212 Farm Business Management (3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces budgeting, farm analysis, production costs, business organizations, and general management principles. Topics include enterprise budgets, partial budgets, whole farm budgets, income analysis, and business organizations. Upon completion, students should be able to prepare and analyze a farm budget. (SP)

**AGR 213 Ag Law & Finance (3 0 3)**

Prerequisites: None

Corequisites: None

This course covers the basic laws and financial aspects affecting agriculture. Topics include environmental laws, labor laws, contractual business operations, assets, liabilities, net worth, and funding sources. Upon completion, students should be able to complete loan application procedures and explain basic laws affecting the agricultural industry. (F)

**AGR 214 Agricultural Marketing (3 0 3)**

Prerequisites: None

Corequisites: None

This course covers basic marketing principles for agricultural products. Topics include buying, selling, processing, standardizing, grading, storing, and marketing of agricultural commodities. Upon completion, students should be able to construct a marketing plan for an agricultural product. (SP)

**AGR 261 Agronomy (2 2 3)**

Prerequisites: None

Corequisites: None

This course provides a basic introduction to field and forage crops. Topics include forage crops, field crops, seed selection, fertility management, field preparation, harvesting, and storage. Upon completion, students should be able to demonstrate a knowledge of forage and field crop production practices. (SP)

**AGR 262 Weed ID & Control (2 3 3)**

Prerequisites: None

Corequisites: None

This course introduces the annual and perennial weeds of economic importance in the southeast. Topics include the life cycles, flowering habits, identification, and control of various weeds in the Southeast. Upon completion, students should be able to identify selected weeds and recommend methods of control. (SP)

**AIR CONDITIONING, HEATING AND REFRIGERATION****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. (SP)

**AHR 130 HVAC Controls (2 2 3)**

Prerequisites: AHR 111, ELC 111 or ELC 112

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 system controls. (SP)

**AHR 151 HVAC Duct Systems I (1 3 2)**

Prerequisites: None

Corequisites: None

This course introduces the techniques used to lay out and fabricate duct work commonly found in HVAC systems. Emphasis is placed on the skills required to fabricate duct work. Upon completion, students should be able to lay out and fabricate simple duct work. (F, SP)

**AHR 160 Refrigerant Certification (1 0 1)**

Prerequisites: None

Corequisites: None

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. (SP)

**AHR 210 Residential Building Code (1 2 2)**

Prerequisites: None

Corequisites: None

This course covers the residential building codes that are applicable to the design and installation of HVAC systems. Topics include current residential codes as applied to HVAC design, service, and installation. Upon completion, students should be able to demonstrate the correct usage of residential building codes that apply to specific areas of the HVAC trade. (F, SP)

**AHR 211 Residential System Design (2 2 3)**

Prerequisites: None

Corequisites: None

This course introduces the principles and concepts of conventional residential heating and cooling system design. Topics include heating and cooling load estimating, basic psychometrics, equipment selection, duct system selection, and system design. Upon completion, students should be able to design a basic residential heating and cooling system. (F, SP)

**ALTERNATIVE ENERGY TECHNOLOGY****ALT 120 Renewable Energy Tech (2 2 3)**

Prerequisites: None

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. (F)

**ALT 250 Thermal Systems (2 2 3)**

Prerequisites: None

Corequisites: None

This course introduces concepts, tools, techniques, and materials used to convert thermal energy into a viable, renewable energy resource. Topics include forced convection, heat flow and exchange, radiation, the various elements of thermal system design, regulations, and system installation and maintenance. Upon completion, students should be able to demonstrate an understanding of geothermal and solar thermal systems and corresponding regulations. (SP)

**ANIMAL SCIENCE****ANS 110 Animal Science (3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the livestock industry. Topics include nutrition, reproduction, production practices, diseases, meat processing, sustainable livestock production, and marketing. Upon completion, students should be able to demonstrate a basic understanding of livestock production practices and the economic impact of livestock locally, regionally, state-wide, and internationally. (F, S)

**ANS 115 Animal Feeds & Nutrition (2 2 3)**

Prerequisites: None

Corequisites: None

This course covers the fundamentals of animal feeding and nutrition. Topics include nutrient requirements, digestion, feed formulation, and classification. Upon completion, students should be able to demonstrate knowledge of nutritional requirements and feeding practices of farm animals. (SP)

**ANS 116 Intro to the Equine Ind (3 0 3)**

Prerequisites: None

Corequisites: None

This course provides an introduction to the equine industry. Topics include history, breeds, disciplines, economic impact, and career opportunities within the industry. Upon completion, students should be able to demonstrate a basic understanding of the equine industry and as it relates to animal science, production, and management. (F, S)

**ANS 180 Equine Production (3 2 4)**

Prerequisites: None

Corequisites: None

This course provides an introduction to the production of horses. Topics include anatomy and physiology, reproduction, genetics, selection, and basic management practices. Upon completion, students should be able to demonstrate a basic understanding of the production and management of horses. (SP)

**ANTHROPOLOGY****ANT 210 General Anthropology (3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the physical, archaeological, linguistic, and ethnological fields of anthropology. Topics include human origins, genetic variations, archaeology, linguistics, primatology, and contemporary cultures. Upon completion, students should be able to demonstrate an understanding of the four major fields of anthropology. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (on demand)

**ANT 220 Cultural Anthropology (3 0 3)**

Prerequisites: None

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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (on demand)

**ARCHITECTURE****ARC 111 Introduction to Architectural 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. (F, SP, S)

**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. (F, Sp.)

**ARC 114 Architectural CAD (1 3 2)**

Prerequisites: None

Corequisites: None

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards. (F, Sp.)

**ARC 131 Building Codes (2 2 3)**

Prerequisites: ARC-112 or CAR-111

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 construction projects. (Sp.)

**ART****ART 111 Art Appreciation (3 0 3)**

Prerequisites: DRE 097 or satisfactory placement test scores (L)

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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F, SP, S)

**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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (on demand)

**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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (on demand))

**ART 118 Art by Women (3 0 3)**

Prerequisites: None

Corequisites: None

This course provides an analytical study of the works of representative female artists. Emphasis is placed on the historical and cultural contexts, themes, and aesthetic features of individual works. Upon completion, students should be able to interpret, analyze, and discuss selected works. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**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 transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**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 transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

**ART 132 Drawing II (0 6 3)**

Prerequisites: ART 131

Corequisites: None

This course continues instruction in the language of drawing and the use of various materials. Emphasis is placed on experimentation in the use of drawing techniques, media, and graphic materials. Upon completion, students should be able to demonstrate increased competence in the expressive use of graphic form and techniques. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

**ART 140 Basic Painting (0 4 2)**

Prerequisites: None

Corequisites: None

This course introduces the mechanics of painting. Emphasis is placed on the exploration of painting media through fundamental techniques. Upon completion, students should be able to demonstrate a basic understanding and application of painting. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

**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 transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**ART 241 Painting II (0 6 3)**

Prerequisites: 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 transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**ASTRONOMY****AST 111 Descriptive Astronomy (3 0 3)**

Prerequisites: None

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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (on demand)

**AST 111A Descriptive Astronomy Lab (0 2 1)**

Prerequisites: None

Corequisites: AST 111

This course is a laboratory to accompany AST 111. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 111 and which provide practical experience. Upon completion, students should be able to demonstrate an understanding of the universe around them. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (on demand)

**AST 151 General Astronomy I (3 0 3)**

Prerequisites: DMA 025 and DMA 045 (L)

Corequisites: 151A

This course introduces the science of modern astronomy with a concentration on the solar system. Emphasis is placed on the history and physics of astronomy and an introduction to the solar system, including the planets, comets, and meteors. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (F, SP)

**AST 151A General Astronomy I Lab (0 2 1)**

Prerequisites: None

Corequisites: AST 151

The course is a laboratory to accompany AST 151. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 151 and which provide practical experience. Upon completion, students should be able to demonstrate a general understanding of the solar system. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (F, SP)

**AST 152 General Astronomy II (3 0 3)**

Prerequisites: AST 151/151A

Corequisites: AST 152A

This course is a continuation of AST 151 with primary emphasis beyond the solar system. Topics include the sun, stars, galaxies, and the larger universe, including cosmology. Upon completion, students should be able to demonstrate a working knowledge of astronomy. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (SP)

**AST 152A General Astronomy II Lab (0 2 1)**

Prerequisites: AST 151/151A

Corequisites: AST 152

The course is a laboratory to accompany AST 152. Emphasis is placed on laboratory experiences which enhance the materials presented in AST 152 and which provide practical experience. Upon completion, students should be able to demonstrate a working knowledge of astronomy. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (SP)

**AST 251      Observational Astronomy (1 3 2)**

Prerequisites: AST 111 or AST 152

Corequisites: None

This course covers the operation of the telescope and related observatory equipment. Emphasis is placed on the use of the telescope and related observatory equipment, including techniques of data collection, measurements, and data analysis. Upon completion, students should be able to set up a telescope and use the coordinate system to locate objects, collect data, and make measurements with the telescope. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (on demand)

**AUTOMATION & ROBOTICS****ATR 211      Robot Programming (2 3 3)**

Prerequisites: None

Corequisites: None

This course provides the operational characteristics of robots and programming in their respective languages. Topics include robot programming, teach pendants, PLC integration, operator interfaces, the interaction of external sensors, machine vision, network systems, and other related devices. Upon completion, students should be able to program and demonstrate the operation of various robots. (F)

**ATR 215      Sensors and Transducers (2 3 3)**

Prerequisites: None

Corequisites: None

This course provides the theory and application of sensors typically found in an automated manufacturing system. Topics include physical properties, operating range, and other characteristics of numerous sensors and transducers used to detect temperature, pressure, position, and other desired physical parameters. Upon completion, students should be able to properly interface a sensor to a PLC, PC, or process control system. (F, SP, S)

**ATR 218      Work Cell Integration (2 3 3)**

Prerequisites: None

Corequisites: None

This course introduces high technology systems which are currently being used in new automated manufacturing facilities. Topics include integration of robots and work cell components, switches, proxies, vision and photoelectric sensors, with the automated control and data gathering systems. Upon completion, students should be able to install, program, and troubleshoot an automated manufacturing cell and its associated data communications systems. (F, SP, S)

**AUTOMOTIVE BODY REPAIR****AUB 111      Painting & Refinishing I (2 6 4)**

Prerequisites: None

Corequisites: None

This course introduces the proper procedures for using automotive refinishing equipment and materials in surface preparation and application. Topics include federal, state, and local regulations, personal safety, refinishing equipment and materials, surface preparation, masking, application techniques, and other related topics. Upon completion, students should be able to identify and use proper equipment and materials in refinishing following accepted industry standards. (F)

**AUB 112      Painting & Refinishing II (2 6 4)**

Prerequisites: AUB 111

Corequisites: None

This course covers advanced painting techniques and technologies with an emphasis on identifying problems encountered by the refinishing technician. Topics include materials application, color matching, correction of refinishing problems, and other related topics. Upon completion, students should be able to perform spot, panel, and overall refinishing repairs and identify and correct refinish problems. (SP)

**AUB 114      Special Finishes (1 2 2)**

Prerequisites: AUB 111

Corequisites: None

This course introduces multistage finishes, custom painting, and protective coatings. Topics include base coats, advanced intermediate coats, clear coats, and other related topics. Upon completion, students should be able to identify and apply specialized finishes based on accepted industry standards. (S)

**AUB 121      Non-Structural Damage I (1 4 3)**

Prerequisites: None

Corequisites: None

This course introduces safety, tools, and the basic fundamentals of body repair. Topics include shop safety, damage analysis, tools and equipment, repair techniques, materials selection, materials usage, and other related topics. Upon completion, students should be able to identify and repair minor direct and indirect damage including removal/repairing/ replacing of body panels to accepted standards. (F)

**AUB 122      Non-Structural Damage II (2 6 4)**

Prerequisites: None

Corequisites: None

This course covers safety, tools, and advanced body repair. Topics include shop safety, damage analysis, tools and equipment, advanced repair techniques, materials selection, materials usage, movable glass, and other related topics. Upon completion, students should be able to identify and repair or replace direct and indirect damage to accepted standards including movable glass and hardware. (Sp.)

**AUB 131      Structural Damage I (2 4 4)**

Prerequisites: None

Corequisites: None

This course introduces safety, equipment, structural damage analysis, and damage repairs. Topics include shop safety, design and construction, structural analysis and measurement, equipment, structural glass, repair techniques, and other related topics. Upon completion, students should be able to analyze and perform repairs to a vehicle which has received light/moderate structural damage. (F)

**AUB 132      Structural Damage II (2 6 4)**

Prerequisites: AUB 131

Corequisites: None

This course provides an in-depth study of structural damage analysis and repairs to vehicles that have received moderate to heavy structural damage. Topics include shop safety, structural analysis and measurement, equipment, structural glass, advanced repair techniques, structural component replacement and alignment, and other related topics. Upon completion, students should be able to analyze and perform repairs according to industry standards. (S)

**AUB 136      Plastics & Adhesives (1 4 3)**

Prerequisites: None

Corequisites: None

This course covers safety, plastic and adhesive identification, and the various repair methods of automotive plastic components. Topics include safety, identification, preparation, material selection, and the various repair procedures including refinishing. Upon completion, students should be able to identify, remove, repair, and/or replace automotive plastic components in accordance with industry standards. (SP)

**AUB 150      Automotive Detailing (1 3 2)**

Prerequisites: None

Corequisites: None

This course covers the methods and procedures used in automotive detailing facilities. Topics include safety, engine, interior and trunk compartment detailing, buffing/polishing exterior surfaces, and cleaning and reconditioning exterior trim, fabrics, and surfaces. Upon completion, students should be able to improve the overall appearance of a vehicle. (S)

**AUB 160      Body Shop Operations (1 0 1)**

Prerequisites: None

Corequisites: None

This course introduces the day-to-day operations of autobody repair facilities. Topics include work habits and ethics, customer relations, equipment types, materials cost and control, policies and procedures, shop safety and liabilities, and other related topics. Upon completion, students should be able to understand the general operating policies and procedures associated with an autobody repair facility. (F)

**AUB 162      Autobody Estimating (1 2 2)**

Prerequisites: None

Corequisites: None

This course provides a comprehensive study of autobody estimating. Topics include collision damage analysis, industry regulations, flat-rate and estimated time, and collision estimating manuals. Upon completion, students should be able to prepare and interpret a damage report. (Sp.)

**AUTOMOTIVE****AUT 211      Automotive Machining (2 6 4)**

Prerequisites: None

Corequisites: None

This course covers engine machining processes for remanufacturing automotive engines. Emphasis is placed on cylinder head service, machining block surfaces, reconditioning connecting rod assemblies, camshafts, flywheels, and precision measurement. Upon completion, students should be able to explain the operation and proper use of automotive machining equipment. (F.)

**BANKING AND FINANCE****BAF 110      Principles of Banking (3 0 3)**

Prerequisites: None

Corequisites: None

This course covers the fundamentals of bank functions in a descriptive fashion. Topics include banks and the monetary system, the relationship of banks to depositors, the payment functions, bank loans and accounting, regulations, and examinations. Upon completion, students should be able to demonstrate an understanding of the business of banking from a broad perspective. (F.)

**BAF 131      Fundamentals of Bank Lending (3 0 3)**

Prerequisites: ACC 120

Corequisites: None

This course introduces the basic knowledge and skills needed to be an effective lender. Topics include the functions of the loan interview and credit investigation, the "C"s of credit, elements of loan documentation, and warning signs of problem loans. Upon completion, students should be able to demonstrate an understanding of the credit functions and regulatory issues affecting this key banking function. (Sp.)

**BAF 141      Law & Banking: Principles (3 0 3)**

Prerequisites: None

Corequisites: None

This course provides an overview of the legal aspects of banking and the legal framework within which banks function. Topics include the court system, consumer protection, tangible and intangible property ownership, and the legalities and regulations of bank transactions. Upon completion, students should be able to discuss the non-technical aspects of the legal system and how these affect the bank's organization and operation. (F.)

**BAF 222      Money and Banking (3 0 3)**

Prerequisites: None

Corequisites: None

This course provides a fundamental treatment of how money and banks function in the US and world economies. Topics include the roles of money in the US economy, the functions of the Federal Reserve Board, and the workings of monetary and fiscal policies. Upon completion, students should be able to explain how the monetary economy functions, how banks are creators of money, and the impact of the Federal Reserve. (Sp.)

**BIOLOGY****BIO 110      Principles of Biology (3 3 4)**

Prerequisites: None

Corequisites: None

This course provides a survey of fundamental biological principles for non-science majors. Emphasis is placed on basic chemistry, cell biology, metabolism, genetics, taxonomy, evolution, ecology, diversity, and other related topics. Upon completion, students should be able to demonstrate increased knowledge and better understanding of biology as it applies to everyday life. *Under the Comprehensive Articulation Agreement, this course satisfies the general education Natural Science requirement for the AA and AFA degrees. It does not satisfy the general education Natural Science requirement for the AS degree.* (on demand)

**BIO 111      General Biology I (3 3 4)**

Prerequisites: DRE 097 or satisfactory placement test scores (L)

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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (F, SP, S)

**BIO 112            General Biology II (3 3 4)**

Prerequisites:    BIO 111

Corequisites:    None

This course is a continuation of BIO 111. Emphasis is placed on organisms, biodiversity, plant and animal systems, ecology, and other related topics. Upon completion, students should be able to demonstrate comprehension of life at the organismal and ecological levels. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (F, Sp.)

**BIO 120            Introductory Botany (3 3 4)**

Prerequisites:    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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (on demand)

**BIO 140            Environmental Biology (3 0 3)**

Prerequisites:    None

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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (on demand)

**BIO 140A          Environmental Biology Lab (0 3 1)**

Prerequisites:    None

Corequisites:    BIO 140

This course provides a laboratory component to complement BIO 140. Emphasis is placed on laboratory and field experience. Upon completion, students should be able to demonstrate a practical understanding of environmental interrelationships and of contemporary environmental issues. *This course is intended for all Associate degree programs. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (on demand)

**BIO 155            Nutrition (3 0 3)**

Prerequisites:    None

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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP, S)

**BIO 163            Basic Anatomy and Physiology  
(4 2 5)**

Prerequisites:    DRE 097 or satisfactory placement test scores (L)

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 is designed for certificate and diploma programs. This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F.)

**BIO 168            Anatomy and Physiology I (3 3 4)**

Prerequisites:    DRE 097 (L)

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 relationships. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP, S)

**BIO 169            Anatomy and Physiology II (3 3 4)**

Prerequisites:    BIO 168

Corequisites:    None

This course provides a continuation of the comprehensive study of the anatomy and physiology of the human body. Topics include 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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP, S)

**BIO 175            General Microbiology (2 2 3)**Prerequisites:    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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)



**BIO 275 Microbiology (3 3 4)**  
Prerequisites: BIO 110, 111, 112, BIO 163,  
BIO 165, or BIO 168  
Corequisites: None

This course covers principles of microbiology and the impact these organisms have on man 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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP, S)

## **BLUEPRINT READING**

**BPR 111 Print Reading (1 2 2)**  
Prerequisites: None  
Corequisites: None

This course introduces the basic principles of print reading. Topics include line types, orthographic projections, dimensioning methods, and notes. Upon completion, students should be able to interpret basic prints and visualize the features of a part or system. (F)

**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. (SP)

**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. (F)

## **BROADCAST PRODUCTION**

**BPT 110 Introduction to Broadcasting (3 0 3)**  
Prerequisites: None  
Corequisites: None

This course introduces the field of broadcasting and other electronic media. Emphasis is placed on the history, development, and current status of radio, television, and related industries. Upon completion, students should be able to demonstrate knowledge of regulations, organizational structure, revenue sources, historical development, and on-going operation of broadcasting and related industries. (F)

**BPT 111 Broadcast Law & Ethics (3 0 3)**  
Prerequisites: None  
Corequisites: None

This course covers judicial, legislative, and administrative policies pertinent to the ethical and legal operation of broadcast and other electronic media organizations. Emphasis is placed on legal and ethical issues including First Amendment protection, FCC regulations, copyright, and libel laws. Upon completion, students should be able to demonstrate an understanding of the historical significance and modern-day application of important broadcast laws and policies. (F)

**BPT 112 Broadcast Writing (3 2 4)**  
Prerequisites: None  
Corequisites: None

This course introduces proper copy and script writing techniques and formats for radio, television, and other electronic media. Emphasis is placed on creating effective scripts for programs and promotional materials, including commercial and public radio service announcements for a specific target audience. Upon completion, students should be able to understand and write copy and scripts according to standard industry formats. (SP)

**BPT 113 Broadcast Sales (3 0 3)**  
Prerequisites: None  
Corequisites: None

This course covers sales principles applicable to radio, television, cable, and other electronic media. Emphasis is placed on prospecting and servicing accounts, developing clients, and preparing sales presentations. Upon completion, students should be able to create a sales presentation based upon standard ratings reports, prospect for new customers, and understand account management. (SP)

**BPT 115 Public Relations (3 0 3)**  
Prerequisites: None  
Corequisites: None

This course introduces the art and science of analyzing trends, predicting their consequences, counseling organizations, and implementing actions to serve organizational and public interests. Emphasis is placed on identifying public needs, conducting and analyzing research, writing and communicating information, maintaining media relations, and creating an organizational crisis plan. Upon completion, students should be able to summarize public relations history, conduct research, develop press releases, create printed material, and formulate a crisis plan. (on demand)

**BPT 121 Broadcast Speech I (2 3 3)**  
Prerequisites: None  
Corequisites: None

This course covers basic preparation and performance of on-air talents' speaking quality. Emphasis is placed on developing a pleasant and efficient voice with techniques applied to taped news, features, commercial copy, and announcing. Upon completion, students should be able to show improvement and aptitude in proper articulation, pronunciation, rate of delivery, pitch, breathing techniques, inflection, projection, and phrasing. (SP)

**BPT 131 Audio/Radio Production I (2 6 4)**  
Prerequisites: None  
Corequisites: None

This course covers the creation, development, production, and presentation of audio programming elements for broadcast and/or other electronic media applications. Emphasis is placed on the proper operation of professional audio equipment and the study of basic physical behavior and perceptual effects of sound. Upon completion, students should be able to correctly operate audio recording and playback equipment and demonstrate an understanding of the basic components of sound. (F)

**BPT 132 Audio/Radio Production II (2 6 4)**  
Prerequisites: BPT 131  
Corequisites: None

This course cover the use of advanced audio production techniques in broadcast and/or other electronic media applications. Topics include basic audio signal processing equipment and analog and digital professional audio recording and playback equipment. Upon completion, students should be able to optimize the use of professional audio equipment in the production of effective audio programming. (SP)

**BPT 135 Radio Performance I (0 6 2)**

Prerequisites: None  
Corequisites: None

This course provides an opportunity to operate the college radio station as an announcer/board operator. Emphasis is placed on operating control-room equipment, logging transmitter readings, EBS tests, reading news, and broadcasting free of interruptions. Upon completion, students should be able to prepare music, public service announcements, and promos for timely broadcast; introduce songs/programs smoothly; and follow FCC rules. (F, SP)

**BPT 136 Radio Performance II (0 6 2)**

Prerequisites: BPT 135  
Corequisites: None

This course provides an opportunity to operate the college radio station as an announcer/board operator. Emphasis is placed on operating control-room equipment, logging transmitter readings, EBS tests, reading news, and broadcasting free of interruptions. Upon completion, students should be able to prepare music, public service announcements, and promos for timely broadcast; introduce songs/programs smoothly; and follow FCC rules. (F, SP)

**BPT 137 Radio Performance III (0 6 2)**

Prerequisites: BPT 136  
Corequisites: None

This course provides an opportunity to operate the college radio station as an announcer/board operator. Emphasis is placed on operating control-room equipment, logging transmitter readings, EBS tests, reading news, and broadcasting free of interruptions. Upon completion, students should be able to prepare music, public service announcements, and promos for timely broadcast; introduce songs/programs smoothly; and follow FCC rules. (F, SP)

**BPT 138 Radio Performance IV (0 6 2)**

Prerequisites: BPT 137  
Corequisites: None

This course provides an opportunity to operate the college radio station as an announcer/board operator. Emphasis is placed on operating control-room equipment, logging transmitter readings, EBS tests, reading news, and broadcasting free of interruptions. Upon completion, students should be able to prepare music, public service announcements, and promos for timely broadcast; introduce songs/programs smoothly; and follow FCC rules. ((F, SP)

**BPT 139 Radio Performance V (0 6 2)**

Prerequisites: BPT 138  
Corequisites: None

This course provides an opportunity to operate the college radio station as an announcer/board operator. Emphasis is placed on operating control-room equipment, logging transmitter readings, EBS tests, reading news, and broadcasting free of interruptions. Upon completion, students should be able to prepare music, public service announcements, and promos for timely broadcast; introduce songs/programs smoothly; and follow FCC rules. (F, SP)

**BPT 140 Introduction to TV Systems (2 0 2)**

Prerequisites: None  
Corequisites: None

This course introduces technical systems that allow production, transmission, and reception of television and other video media. Emphasis is placed on identifying components and equipment, describing their function within the video chain, and troubleshooting problems within the signal flow. Upon completion, students should be able to demonstrate an understanding of components and equipment in the video chain and provide basic preventive maintenance on equipment. (F)

**BPT 210 Broadcast Management (3 0 3)**

Prerequisites: None  
Corequisites: None

This course covers management duties within the fields of broadcasting and other electronic media. Emphasis is placed on the management of broadcast stations and cable systems, including financial, personnel, news, sales, and promotion management. Upon completion, students should be able to demonstrate knowledge of successful station operation, including key management concepts and strategies. (S)

**BPT 215 Broadcast Programming (3 0 3)**

Prerequisites: None  
Corequisites: None

This course covers programming methods, research, and resources needed to provide programs for radio, television, cable, and satellite target audiences. Topics include market research and analysis; local, network, and public station programming and program sources; and scheduling procedures for electronic media. Upon completion, students should be able to develop a programming format or schedule. (S)

**BPT 220 Broadcast Marketing (3 0 3)**

Prerequisites: None  
Corequisites: None

This course introduces broadcast marketing, including cultivating an audience, building an identity, and servicing customers. Topics include the use of effective promotional tools, marketing research, rating analysis, and the development of a unified marketing plan. Upon completion, students should be able to develop a broadcast marketing plan. (SP)

**BPT 231 Video/TV Production I (2 6 4)**

Prerequisites: None  
Corequisites: None

This course covers the language of film/video, shot composition, set design, lighting, production planning, scripting, editing, and operation of video and television production equipment. Emphasis is placed on mastering the body of knowledge and techniques followed in producing all forms of video and television production. Upon completion, students should be able to produce basic video and television productions in a team environment. (F)

**BPT 232 Video/TV Production II (2 6 4)**

Prerequisites: BPT 231  
Corequisites: None

This course covers advanced video and television production. Emphasis is placed on field production, post-production, digital video effects, graphics, and multi-camera productions. Upon completion, students should be able to create productions that optimize the use of studio, field, and post-production equipment. (SP)

**BPT 235 TV Performance I (0 6 2)**

Prerequisites: None  
Corequisites: None

This course provides hands-on experience in the operation of television studios and/or stations. Emphasis is placed on the application of skills through direct participation in the production or distribution of television programs. Upon completion, students should be able to demonstrate competence in performing key station and/or studio duties. (F, SP)

**BPT 236 TV Performance II (0 6 2)**

Prerequisites: BPT 235  
Corequisites: None

This course provides hands-on experience in the operation of television studios and/or stations. Emphasis is placed on the application of skills through direct participation in the production or distribution of television programs. Upon completion, students should be able to demonstrate competence in performing key station and/or studio duties. (F, SP)

**BPT 237 TV Performance III (0 6 2)**

Prerequisites: BPT 236

Corequisites: None

This course provides hands-on experience in the operation of television studios and/or stations. Emphasis is placed on the application of skills through direct participation in the production or distribution of television programs. Upon completion, students should be able to demonstrate competence in performing key station and/or studio duties. (F, SP)

**BPT 238 TV Performance IV (0 6 2)**

Prerequisites: BPT 237

Corequisites: None

This course provides hands-on experience in the operation of television studios and/or stations. Emphasis is placed on the application of skills through direct participation in the production or distribution of television programs. Upon completion, students should be able to demonstrate competence in performing key station and/or studio duties. (F, SP)

**BPT 239 TV Performance V (0 6 2)**

Prerequisites: BPT 238

Corequisites: None

This course provides hands-on experience in the operation of television studios and/or stations. Emphasis is placed on the application of skills through direct participation in the production or distribution of television programs. Upon completion, students should be able to demonstrate competence in performing key station and/or studio duties. (F, SP)

**BPT 241 Broadcast Journalism I (3 2 4)**

Prerequisites: None

Corequisites: None

This course introduces broadcast journalism, including the gathering, writing, delivery, editing, and production of news stories and reports. Emphasis is placed on proper news writing skills, including the creation of good leads and complete stories in the production of radio voices and reports. Upon completion, students should be able to write broadcast news scripts and produce radio news reports and newscasts. (F)

**BPT 242 Broadcast Journalism II (3 2 4)**

Prerequisites: BPT 241

Corequisites: None

This course provides an opportunity to gather, write, edit, and produce broadcast news reports. Emphasis is placed on producing professional broadcast news reports, including script writing, gathering, and editing. Upon completion, students should be able to produce and record professional broadcast news stories. (SP)

**BPT 250 Institutional Video (2 3 3)**

Prerequisites: None

Corequisites: None

This course covers development and production of non-broadcast video productions for clients. Emphasis is placed on satisfying client objectives, including interviewing, research, site surveying, script review, photography, and post-production. Upon completion, students should be able to plan, write, shoot, and edit an institutional video designed to meet a client's objectives. (F)

**BPT 255 Computer-Based Production (2 3 3)**

Prerequisites: CIS 110 or CIS 111

Corequisites: None

This course covers digital systems used for video, audio, and multimedia production. Emphasis is placed on computer-based tools integrating digital production with analog broadcast-related production. Upon completion, students should be able to understand and operate basic tools for video graphics, video capture, multimedia authoring, sound capture, and digital audio production. (SP)

**BPT 260 Multi-Track Recording (2 2 3)**

Prerequisites: BPT 132

Corequisites: None

This course covers the application of audio production techniques in a multi-track recording setting. Emphasis is placed on proper use of control room equipment and mix-down of multiple sound sources on both analog and digital recorders. Upon completion, students should be able to produce creative music or supplemental works using sound engineering techniques. (F)

**BPT 285 Broadcast Prod Capstone (1 6 3)**

Prerequisites: BPT 132 or BPT 232

Corequisites: None

This course provides an opportunity to complete a broadcast production from the design phase through implementation with minimal instructor support. Emphasis is placed on planning/budgets, production, post-production and distribution. Upon completion, students should be able to plan, produce and distribute a broadcast production. (SP)

**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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F)

**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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F)

**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. (F, SP, S)

**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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

**BUS 139 Entrepreneurship I (3 0 3)**

Prerequisites: None

Corequisites: None

This course provides an introduction to the principles of entrepreneurship. Topics include self-analysis of entrepreneurship readiness, the role of entrepreneur in economic development, legal problems, organizational structure, sources of financing, budgeting, and cash flow. Upon completion, students should have an understanding of the entrepreneurial process and issues faced by entrepreneurs. (F)

**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. (F)

**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. (on demand)

**BUS 230 Small Business Management (3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan. (SP)

**BUS 245 Entrepreneurship II (3 0 3)**

Prerequisites: BUS 139

Corequisites: None

This course is designed to allow the student to develop a business plan. Topics include the need for a business plan, sections of the plan, writing the plan, and how to find assistance in preparing the plan. Upon completion, students should be able to design and implement a business plan based on sound entrepreneurship principles. (on demand)

**BUS 253 Leadership and Management Skills (3 0 3)**

Prerequisites: None

Corequisites: None

This course includes a study of the qualities, behaviors, and personal styles exhibited by leaders. Emphasis is placed on coaching, counseling, team building, and employee involvement. Upon completion, students should be able to identify and exhibit the behaviors needed for organizational effectiveness. (F)

**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. (on demand)

**BUS 260 Business Communication (3 0 3)**

Prerequisites: ENG 110 or ENG 111

Corequisites: None

This course is designed to develop skills in writing business communications. Emphasis is placed on business reports, correspondence, and professional presentations. Upon completion, students should be able to communicate effectively in the work place. (SP)

**CABINETMAKING****CAB 111 Cabinetmaking I (4 9 7)**

Prerequisites: None

Corequisites: None

This course introduces wood technology, materials, purchasing, estimating, design considerations, and cabinet construction. Topics include wood identification and use, hand tools, safe machine operation, glue and clamping, abrasives, wood joinery, kitchen and bath layout, laminates, and finishing techniques. Upon completion, students should be able to select and process materials; make sound production decisions; and design, lay out, construct, and install cabinets. (F, SP)

**CARPENTRY****CAR 111 Carpentry I (3 15 8)**

Prerequisites: None

Corequisites: None

This course introduces the theory and construction methods associated with the building industry, including framing, materials, tools, and equipment. Topics include safety, hand/power tool use, site preparation, measurement and layout, footings and foundations, construction framing, and other related topics. Upon completion, students should be able to safely lay out and perform basic framing skills with supervision. (F, SP, S)

**CAR 112 Carpentry II (3 15 8)**

Prerequisites: CAR 111

Corequisites: None

This course covers the advanced theory and construction methods associated with the building industry including framing and exterior finishes. Topics include safety, hand/power tool use, measurement and layout, construction framing, exterior trim and finish, and other related topics. Upon completion, students should be able to safely frame and apply exterior finishes to a residential building with supervision. (F, SP, S)

**CAR 113 Carpentry III (3 9 6)**

Prerequisites: CAR 111

Corequisites: None

This course covers interior trim and finishes. Topics include safety, hand/power tool use, measurement and layout, specialty framing, interior trim and finishes, cabinetry, and other related topics. Upon completion, students should be able to safely install various interior trim and finishes in a residential building with supervision. (F, SP)

## **COMPUTER ENGINEERING TECHNOLOGY**

### **CET 111 Computer Upgrade/Repair I (2 3 3)**

Prerequisites: None

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. (F)

### **CET 161 Procedural Programming (2 3 3)**

Prerequisites: None

Corequisites: None

This course introduces procedural computer 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. (S)

### **CET 245 Internet Servers (2 3 3)**

Prerequisites: None

Corequisites: None

This course covers the setup and management of Internet server hardware and software. Topics include TCP/IP, FTP, SMTP, and HTTP; installation and configuration of server software for web, FTP, DNS, mail, and other services. Upon completion, students should be able to set up and maintain Internet servers. (F, SP, S)

### **CET 251 Software Eng Principles (3 3 4)**

Prerequisites: None

Corequisites: None

This course introduces the methodology used to manage the development process for complex software systems. Topics include the software life cycle, resource allocation, team dynamics, design techniques, and tools that support these activities. Upon completion, students should be able to design and build robust software in a team setting. (F, SP, S)

## **CHEMISTRY**

### **CHM 131 Introduction to Chemistry (3 0 3)**

Prerequisites: DMA 025 and DMA 045 or satisfactory placement test scores (L)

Corequisites: CHM 131A

This course introduces the fundamental concepts of inorganic chemistry. Topics include measurement, matter and energy, atomic and molecular structure, nuclear chemistry, stoichiometry, chemical formulas and reactions, chemical bonding, gas laws, solutions, and acids and bases. Upon completion, students should be able to demonstrate a basic understanding of chemistry as it applies to other fields. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (F, SP)

### **CHM 131A Introduction to Chemistry Laboratory (0 3 1)**

Prerequisites: DMA 025 and DMA 045 or satisfactory placement test scores (L)

Corequisites: CHM 131

This course is a laboratory to accompany CHM 131. Emphasis is placed on laboratory experiences that enhance materials presented in CHM 131. Upon completion, students should be able to utilize basic laboratory procedures and apply them to chemical principles presented in CHM 131. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (F, SP)

### **CHM 132 Organic and Biochemistry (3 3 4)**

Prerequisites: 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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (SP)

### **CHM 151 General Chemistry I (3 3 4)**

Prerequisites: DMA 025, DMA 045, and DMA 065 and 080 or satisfactory placement test scores (L)

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 course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences.* (F)

### **CHM 152 General Chemistry II (3 3 4)**

Prerequisites: CHM 151

Corequisites: None

This course provides a continuation of the study of the fundamental principles and laws of chemistry. Topics include kinetics, equilibrium, ionic and redox equations, acid-base theory, electrochemistry, thermodynamics, introduction to nuclear and organic chemistry, and complexions. 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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (SP)

### **CHM 251 Organic Chemistry I (3 3 4)**

Prerequisites: 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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**CHM 252      Organic Chemistry II (3 3 4)**

Prerequisites: 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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**INFORMATION SYSTEMS****CIS 110      Introduction to Computers (2 2 3)**

Prerequisites: None

Corequisites: None

This course introduces computer concepts, including fundamental functions and operations of the computer. Topics include identification of hardware components, basic computer operations, security issues, and use of software applications. Upon completion, students should be able to demonstrate an understanding of the role and function of computers and use the computer to solve problems. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* (F, SP, S)

**CIS 115      Intro to Prog & Logic (2 3 3)**

Prerequisites: DMA 025 and DMA 045 or MAT 121 or 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 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 and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* (F)

**CIVIL ENGINEERING****CIV 230      Construction Estimating (2 3 3)**

Prerequisites: ARC 111, CIS 110, CIS 111, or EGR 115

Corequisites: None

This course covers quantity take-offs of labor, materials, and equipment and calculation of direct and overhead costs for a construction project. Topics include the interpretation of working drawings and specifications, types of contracts and estimates, building codes, bidding techniques and procedures, and estimating software. Upon completion, students should be able to prepare a detailed cost estimate and bid documents for a construction project. (F, SP)

**CIV 240      Project Management (2 3 3)**

Prerequisites: None

Corequisites: None

This course introduces construction planning and scheduling techniques and project management software. Topics include construction safety, operation analysis, construction scheduling, construction control systems, claims and dispute resolutions, project records and documentation. Upon completion, students should be able to demonstrate an understanding of the roles of construction project participants, maintain construction records, and prepare construction schedules. (F, SP)

**CRIMINAL JUSTICE****CJC 100      Basic Law Enforcement Training (10 30 20)**

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. *This is a certificate-level course.* (F, SP)

**CJC 111      Introduction 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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP, S)

**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. (F, SP, S)

**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. (F, SP, S)

**CJC 120      Interviews/Interrogations (1 2 2)**

Prerequisites: None

Corequisites: None

This course covers basic and special techniques employed in criminal justice interviews and interrogations. Emphasis is placed on the interview/interrogation process, including interpretation of verbal and physical behavior and legal perspectives. Upon completion, students should be able to conduct interviews/interrogations in a legal, efficient, and professional manner and obtain the truth from suspects, witnesses, and victims. (F, SP)

**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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

**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. (F, SP)

**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. (F, SP, S)

**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. (F, SP, S)

**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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

**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. (F, SP)

**CJC 212 Ethics & Community 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. (F, SP)

**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. (F, SP)

**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. (F, SP, S)

**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. (F, SP)

**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. (F, SP)

**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. (F, SP)

**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. (F, SP)

**CJC 255 Issues in Crim Justice App (3 0 3)**

Prerequisites: CJC 111, CJC 221, and CJC 231

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. (F)

**CONSTRUCTION MANAGEMENT****CMT 120 Codes and Inspections (3 0 3)**

Prerequisites: None

Corequisites: None

This course covers building codes and the code inspections process used in the design and construction of residential and commercial buildings. Emphasis is placed on commercial, residential, and accessibility (ADA) building codes. Upon completion, students should understand the building code inspections process and apply building code principals and requirements to construction projects. (F)

**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, contracts, problem-solving, communications, conflict resolution, recruitment, employment laws and regulations, leadership, motivation, teamwork, discipline, setting objectives, and training. Upon completion, students should be able to demonstrate the basic skills necessary to be successful as a supervisor in the construction industry. (F, SP)

**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, the student should be able to properly supervise safety at a construction jobsite and qualify for OSHA Training Certification. (F, SP)

**CMT 214 Planning and Scheduling (3 0 3)**

Prerequisites: CMT 210 and BPR 130

Corequisites: None

This course covers the need for and the process of planning construction projects, as well as the mechanics and vocabulary of project scheduling. Topics include project preplanning, scheduling formats, 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. (F, SP)

**COMMUNICATION****COM 231 Public Speaking (3 0 3)**

Prerequisites: None

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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F, SP, S)

**COM 251 Debate I (3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the principles of debate. Emphasis is placed on argument, refutation, research, and logic. Upon completion, students should be able to use research skills and logic in the presentation of ideas within the context of formal debate. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (on demand)

**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. (F, SP)

**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. (F, SP)

**COS 113 Cosmetology Concepts II (4 0 4)**

Prerequisites: COS 111 and COS 112

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. (F, SP)

**COS 114 Salon II (0 24 8)**

Prerequisites: COS 111 and 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. (F, SP)



**COS 115      Cosmetology Concepts III (4 0 4)**

Prerequisites: COS 111 and COS 112

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. (S)

**COS 116      Salon III (0 12 4)**

Prerequisites: COS 111 and COS 112

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. (S)

**COS 117      Cosmetology Concepts IV (2 0 2)**

Prerequisites: COS 111 and COS 112

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. (F, SP)

**COS 118      Salon IV (0 21 7)**

Prerequisites: COS 111 and COS 112

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. (F, SP)

**COS 119      Esthetics Concepts I (2 0 2)**

Prerequisites: None

Corequisites: None

This course covers the concepts of esthetics. Topics include orientation, anatomy, physiology, hygiene, sterilization, first aid, chemistry, basic dermatology, and professional ethics. Upon completion, students should be able to demonstrate an understanding of the concepts of esthetics and meet course requirements. (F, SP)

**COS 120      Esthetics Salon I (0 18 6)**

Prerequisites: None

Corequisites: None

This course covers the techniques of esthetics in a comprehensive experience in a simulated salon setting. Topics include client consultation, facials, body treatments, hair removal, make-up applications, and color analysis. Upon completion, students should be able to safely and competently demonstrate esthetic services on clients in a salon setting. (F, SP)

**COS 121      Manicure/Nail Technology I (4 6 6)**

Prerequisites: None

Corequisites: None

This course covers techniques of nail technology, hand and arm massage, and recognition of nail diseases and disorders. Topics include OSHA/safety, sanitation, bacteriology, product knowledge, salesmanship, manicures, artificial applications, pedicures, massage, and other related topics. Upon completion, students should be able to safely and competently perform nail care, including manicures, pedicures, massage, decorating, and artificial applications in a salon setting. (S)

**COS 125      Esthetics Concepts II (2 0 2)**

Prerequisites: COS 119 and COS 120

Corequisites: None

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. (F, SP)

**COS 126      Esthetics Salon II (0 18 6)**

Prerequisites: None

Corequisites: None

This course provides experience in a simulated esthetics setting. Topics include machine facials, aromatherapy, massage therapy, electricity, and apparatus. Upon completion, students should be able to demonstrate competence in program requirements and the areas covered on the Cosmetology licensing examination for Estheticians. (F, SP)

**COS 222      Manicure/Nail Technology II (4 6 6)**

Prerequisites: COS 121

Corequisites: None

This course covers advanced techniques of nail technology and hand and arm massage. Topics include OSHA/safety, product knowledge, customer service, salesmanship, artificial applications, nail art, and other related topics. Upon completion, students should be able to demonstrate competence necessary for the licensing examination, including advanced nail care, artificial enhancements, and decorations. (S)

**COS 223      Contemporary Hair Coloring (1 3 2)**

Prerequisites: COS 111 and COS 112

Corequisites: None

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems. (F, SP)

**COS 224      Trichology and Chemistry (1 3 2)**

Prerequisites: None

Corequisites: None

This course is a study of hair and the interaction of applied chemicals. Emphasis is placed on pH actions and the reactions and effects of chemical ingredients. Upon completion, students should be able to demonstrate an understanding of chemical terminology, pH testing, and chemical reactions on hair. (F, SP, S)

**COS 225      Advanced Contemporary Hair Coloring (1 3 2)**

Prerequisites: COS 223

Corequisites: None

This course covers advanced techniques in coloring applications and problem solving situations. Topics include removing unwanted color, replacing pigment and re-coloring, removing coating, covering gray and white hair, avoiding color fading, and poor tint results. Upon completion, students should be able to apply problem-solving techniques in hair coloring situations. (F, SP)

**COS 240 Contemporary Design (1 3 2)**  
Prerequisites: COS 111 and COS 112  
Corequisites: None  
This course covers methods and techniques for contemporary designs. Emphasis is placed on contemporary designs and other related topics. Upon completion, students should be able to demonstrate and apply techniques associated with contemporary design. (F, SP)

**COS 250 Computerized Salon Ops (1 0 1)**  
Prerequisites: None  
Corequisites: None  
This course introduces computer and salon software. Emphasis is placed on various computer and salon software applications. Upon completion, students should be able to utilize computer skills and software applications in the salon setting. (F, SP, S)

**COS 251 Manicure Instructor Concepts (8 0 8)**  
Prerequisites: None  
Corequisites: None  
This course introduces manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervision techniques, and assess student classroom performance. (S)

**COS 252 Manicure Instructor Practicum (0 15 5)**  
Prerequisites: None  
Corequisites: COS 251  
This course covers supervisory and instructional skills for teaching manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, student assessment, and other related topics. Upon completion, students should be able to demonstrate competence in the areas covered by the Manicuring Instructor Licensing Examination and meet program completion requirements. (S)

**COS 253 Esthetics Instructor Concepts I (6 15 11)**  
Prerequisites: None  
Corequisites: None  
This course introduces esthetic instructional concepts and skills. Topics include orientation, theories of education, unit planning, daily lesson plans, laboratory management, student assessment in a laboratory setting. Upon completion, students should be able to demonstrate esthetic services and instruct and objectively assess student performance in a classroom setting. (F, SP, S)

**COS 254 Esthetics Instructor Concepts II (6 15 11)**  
Prerequisites: None  
Corequisites: None  
This course covers advanced esthetic instructional concepts and skills. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping and other related topics. Upon completion, students should be able to demonstrate competencies in the areas covered by the Esthetics Instructor Licensing Examination and meet program requirements. (F, SP, S)

**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. (F, SP, S)

**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. (F, SP, S)

**COS 273 Instructor Concepts II (5 0 5)**  
Prerequisites: COS 271 and COS 272  
Corequisites: COS 274  
This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records. (F, SP, S)

**COS 274 Instructor Practicum II (0 21 7)**  
Prerequisites: COS 271 and COS 272  
Corequisites: COS 273  
This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements. (F, SP, S)

## **COMPUTER SCIENCE**

**CSC 121 Python Programming (2 3 3)**  
Prerequisites: None  
Corequisites: None  
This course introduces computer programming using the Python programming language. Emphasis is placed on common algorithms and programming principles utilizing the standard library distributed with Python. Upon completion, students should be able to design, code, test, and debug Python language programs. (F)

**CSC 134 C++ Programming (2 3 3)**  
Prerequisites: None  
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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F)

**CSC 139 Visual BASIC Programming (2 3 3)**

Prerequisites: None

Corequisites: None

This course introduces event-driven computer programming using the Visual BASIC programming language. Topics include input/output operations, sequence, selection, iteration, arithmetic operations, arrays, forms, sequential files, and other related topics. Upon completion, students should be able to design, code, test, and debug Visual BASIC language programs. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (SP)

**CSC 151 JAVA Programming (2 3 3)**

Prerequisites: None

Corequisites: None

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. (SP)

**CSC 221 Advanced Python Programming (2 2 3)**

Prerequisites: CSC 134

Corequisites: None

This course introduces advanced computer programming using the Python programming language. Emphasis is placed on the advanced programming concepts including advanced algorithms and programming principles utilizing standard and third party library tools. Upon completion, students should be able to design, code, test, and debug advanced Python language programs. (F)

**CSC 234 Advanced C++ Programming (2 3 3)**

Prerequisites: CSC 134

Corequisites: None

This course is a continuation of CSC 134 using C++ with structured programming principles. Emphasis is placed on advanced arrays/tables, file management/processing techniques, data structures, sub-programs, interactive processing, sort/merge routines, and libraries. Upon completion, students should be able to design, code, test, debug, and document programming solutions. (SP)

**CSC 239 Advanced Visual BASIC Programming (2 3 3)**

Prerequisites: CSC 139

Corequisites: None

This course is a continuation of CSC 139 using the Visual BASIC programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. (F)

**CSC 251 Advanced JAVA Programming (2 3 3)**

Prerequisites: None

Corequisites: None

This course is a continuation of CSC 151 using the JAVA programming language with object-oriented programming principles. Emphasis is placed on event-driven programming methods, including creating and manipulating objects, classes, and using object-oriented tools such as the class debugger. Upon completion, students should be able to design, code, test, debug, and implement objects using the appropriate environment. (SP)

**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. (F, SP)

**CST 112 Construction II (3 3 4)**

Prerequisites: 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 windows and exterior doors, roofing, and exterior finish materials. (F, SP)

**CST 113 Construction III (3 3 4)**

Prerequisites: 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. (F, SP)

**CST 131 OSHA/Safety/Certification (2 2 3)**

Prerequisites: None

Corequisites: None

This course covers the concepts of work site safety. Topics include OSHA regulations, tool safety, and certifications which relate to the construction industry. Upon completion, students should be able to identify and maintain a safe working environment based on OSHA regulations and maintain proper records and certifications. (SP)

**CST 211 Construction Surveying (2 3 3)**

Prerequisites: MAT 121 or MAT 171

Corequisites: None

This course covers field surveying applications for residential and commercial construction. Topics include building layout and leveling, linear measurement and turning angles, plumbing vertical members, and topographic and utilities surveys. Upon completion, students should be able to properly and accurately use surveying equipment to lay out residential and commercial buildings. (F, SP)

**CST 221 Statics/Structures (3 3 4)**

Prerequisites: ARC 112 or CAR 112 or CST 112 and MAT 110 or MAT 121 or MAT 171

Corequisites: None

This course covers the principles of statics and strength of materials as applied to structural building components. Topics include forces on columns, beams, girders, and footings and connection points when timber, steel, and concrete members are used. Upon completion, students should be able to accurately analyze load conditions present in structural members. (F)

**CST 244 Sustainable Building 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. (F, SP)

**CST 251 Electrical Wiring Systems (2 2 3)**

Prerequisites: None

Corequisites: None

This course introduces residential and commercial electrical wiring systems. Topics include safety, care and use of tools and materials, use of NEC, circuit planning, over current protection, and installation of conduits, cables, and conductors. Upon completion, students should be able to correctly identify tools, materials, and procedures for electrical installation. (SP)

**COMPUTER TECHNOLOGY INFORMATION****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. (F)

**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. (F)

**COMPUTER TECHNOLOGY SYSTEMS****CTS 115 Information Systems 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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (SP)

**CTS 120 Hardware/Software Support (2 3 3)**

Prerequisites: None

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. (SP)

**CTS 125 Presentation Graphics (2 2 3)**

Prerequisites: CIS 110

Corequisites: None

This course provides hands-on experience with a graphics presentation package. Topics include terminology, effective chart usage, design and layout, integrating hardware components, and enhancing presentations with text, graphics, audio and video. Upon completion, students should be able to design and demonstrate an effective presentation. (SP)

**CTS 130 Spreadsheet (2 2 3)**

Prerequisites: None

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. (SP, S)

**CTS 240 Project Management (2 3 3)**

Prerequisites: None

Corequisites: None

This course introduces computerized project management software. Topics include identifying critical paths, cost management, and problem solving. Upon completion, students should be able to plan a complete project and project time and costs accurately. (SP)

**DATABASE MANAGEMENT****DBA 110 Database Concepts (2 3 3)**

Prerequisites: None

Corequisites: None

This course introduces database design and creation using a DBMS product. Emphasis is placed on data dictionaries, normalization, data integrity, data modeling, and creation of simple tables, queries, reports, and forms. Upon completion, students should be able to design and implement normalized database structures by creating simple database tables, queries, reports, and forms. (SP, S)

**DESIGN DRAFTING****DDF 211 Design Process I (1 6 4)**

Prerequisites: None

Corequisites: None

This course emphasizes design processes for finished products. Topics include data collection from manuals and handbooks, efficient use of materials, design sketching, specifications, and vendor selection. Upon completion, students should be able to research and plan the design process for a finished product. (F)

**DDF 221 Design Drafting Project (0 4 2)**

Prerequisites: DFT 111, DFT 112, and DFT 151

Corequisites: None

This course incorporates ideas from concept to final design. Topics include reverse engineering, design for manufacturability, and mock-up construction. Upon completion, students should be able to generate working drawings and models based on physical design parameters. (SP)

**DESIGN CREATIVE****DES 135 Prin & Elem of Design I (2 4 4)**

Prerequisites: None

Corequisites: None

This course introduces the basic concepts and terminology of design as they relate to the design profession. Topics include line, pattern, space, mass, shape, texture, color, unity, variety, rhythm, emphasis, balance, proportion, scale, and function. Upon completion, students should be able to demonstrate an understanding of the principles covered through hands-on application. (F)

**DRAFTING****DFT 111 Technical Drafting I (1 3 2)**

Prerequisites: None

Corequisites: DFT 111A (Local)

This course introduces basic drafting skills, equipment, and applications. Topics include sketching, measurements, lettering, dimensioning, geometric construction, orthographic projections and pictorial drawings, sections, and auxiliary views. Upon completion, students should be able to understand and apply basic drawing principles and practices. (F)

**DFT 111A Technical Drafting I Lab (0 3 1)**

Prerequisites: None

Corequisites: DFT 111

This course provides a laboratory setting to enhance basic drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 111. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 111. (F)

**DFT 112 Technical Drafting II (1 3 2)**

Prerequisites: DFT 111

Corequisites: DFT 112A (Local)

This course provides for advanced drafting practices and procedures. Topics include detailed working drawings, hardware, fits and tolerances, assembly and sub-assembly, geometric dimensioning and tolerancing, intersections, and developments. Upon completion, students should be able to produce detailed working drawings. (SP)

**DFT 112A Technical Drafting II Lab (0 3 1)**

Prerequisites: DFT 111/111A (Local)

Corequisites: DFT 112

This course provides a laboratory setting to enhance advanced drafting skills. Emphasis is placed on practical experiences that enhance the topics presented in DFT 112. Upon completion, students should be able to apply the laboratory experiences to the concepts presented in DFT 112. (SP)

**DFT 121 Introduction to Geometric Dimensioning & Tolerancing (1 2 2)**

Prerequisites: None

Corequisites: None

This course introduces basic geometric dimensioning and tolerancing principles. Topics include symbols, annotation, theory, and applications. Upon completion, students should be able to interpret and apply basic geometric dimensioning and tolerancing principles to drawings. (S)

**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. (F)

**DFT 152 CAD II (2 3 3)**

Prerequisites: None

Corequisites: None

This course introduces extended CAD applications. Emphasis is placed upon intermediate applications of CAD skills. Upon completion, students should be able to use extended CAD applications to generate and manage drawings. (SP)

**DFT 153 CAD III (2 3 3)**

Prerequisites: None

Corequisites: None

This course introduces advanced CAD applications. Emphasis is placed upon advanced applications of CAD skills. Upon completion, students should be able to use advanced CAD applications to generate and manage data. (F)

**DFT 154 Introduction Solid Modeling (2 3 3)**

Prerequisites: None

Corequisites: None

This course is 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 multiview drawings. Upon completion, students should be able to use design techniques to create, edit, render and generate a multiview drawing. (F, SP)

**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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as premajor and/or elective course requirement.* (SP)

**DFT 231 Jig and Fixture Design (1 2 2)**

Prerequisites: None

Corequisites: None

This course introduces the study of jigs and fixtures. Topics include different types, components, and uses of jigs and fixtures. Upon completion, students should be able to analyze, design, and complete a set of working drawings for a jig or fixture. (F, SP)

**DEVELOPMENTAL MATH**

Initial student placement in MAT 050 and DMA courses is based on the Placement Guidelines. Students should begin developmental math courses at the appropriate level indicated by placement test scores.

**MAT 050 Basic Math Skills (3 2 4)\***

Prerequisites: None

Corequisites: None

This course is designed to strengthen basic math skills. Topics include properties, rounding, estimating, comparing, converting, and computing whole numbers, fractions, and decimals. Upon completion, students should be able to perform basic computations and solve relevant mathematical problems. (F, SP)

**DMA 025 Applications With Real Numbers  
(2.25, 1.5, 3)\***

Prerequisites: None  
Corequisites: None

This course provides a conceptual study of integers, integer operations, the relationship between fractions and decimals, rates, ratios, percents, proportions and related problems. Topics include integer operations and rational numbers, geometric applications, absolute value, exponents, square roots, Pythagorean Theorem, order of operations, rates, ratios, percents, proportions, conversion of English and Metric units, and applications of the geometry of similar triangles. Upon completion, students should be able to demonstrate an understanding of pertinent concepts and principles, apply the knowledge of the relationships between decimals, fractions, and percents, and use their understanding to solve conceptual application problems. (F, SP, S)

**DMA 045 Linear Equations/ Inequalities  
(1.5, 1, 2)\***

Prerequisites: DMA 025  
Corequisites: None

This course provides a conceptual study of problems involving linear expressions, equations, inequalities, and graphic and algebraic representations of lines. Topics include solving equations, slope, equations of lines, interpretation of basic graphs, linear modeling, and contextual application problems. Upon completion, students should be able to simplify expressions, solve equations and inequalities, create and interpret graphical representation of equations, inequalities, and real world data, and apply this knowledge to real world situations. (F, SP, S)

**DMA 060 Polynomial/Quadratic  
Applications (0.75 0.50 1)\***

Prerequisites: DMA 025 and DMA 045  
Corequisites: None

This course provides a study of problems involving algebraic representations of quadratic equations. Topics include basic polynomial operations, factoring polynomials, and solving polynomial equations by means of factoring. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic applications. (F, SP, S)

**DMA 065 Algebra for Precalculus (2.25, 1.5, 3)\***

Prerequisites: DMA 025 and 045  
Corequisites: None

This course provides a study of problems involving algebraic representations of quadratic, rational, and radical equations. Topics include simplifying polynomial, rational, and radical expressions and solving quadratic, rational, and radical equations. Upon completion, students should be able to find algebraic solutions to contextual problems with quadratic and rational applications.(F, SP, S)

\*These credits are institutional credits only and cannot be used for graduation. They are used for determining hour load for payment, eligibility for financial aid, or classification as a full-time student.

**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. (SP)

**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. (SP)

**DEVELOPMENTAL ENGLISH**

Initial student placement in DRE courses is based on the Placement Guidelines. Students should begin developmental English courses at the appropriate level indicated by placement test scores.

**DRE 096 Integrated Reading and Writing  
(2.50 1 3)\***

Prerequisites: Placement Score  
Corequisites: None

This course develops 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 860 to 1010. Upon completion, students should be able to apply those skills toward understanding a variety of academic and career-related texts and composing effective paragraphs.(F, SP)

**DRE 097 Integrated Reading Writing II (2.50 1 3)\***

Prerequisites: DRE 096  
Corequisites: None

This course develops 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 960 to 1115. 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. (F, SP)

**DRE 098 Integrated Reading Writing III  
(2.50 1 3)\***

Prerequisites: DRE 097  
Corequisites: None

This course develops 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 using texts primarily in the Lexile® range of 1100 to 1320 in order to prepare students to be career and college ready. 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. (F, SP, S)

\*These credits are institutional credits only and cannot be used for graduation. They are used for determining hour load for payment, eligibility for financial aid, or classification as a full-time student.

## ECONOMICS

### **ECO 251 Prin of Microeconomics (3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces economic analysis of individuals, 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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP)

### **ECO 252 Prin of Macroeconomics (3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces economic analysis of aggregate employment, income, and prices. Topics include major schools of economic thought; aggregate supply and demand; economic measures, fluctuations, and growth; money and banking; stabilization techniques; and international trade. Upon completion, students should be able to evaluate national economic components, conditions, and alternatives for achieving socioeconomic goals. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP)

## EDUCATION

### **EDU 118 Principles and Practices of Instructional Assistant (3 0 3)**

Prerequisites: None

Corequisites: DRE 097

This course covers the instructional assistant's role in the educational system. Topics include history of education, professional responsibilities and ethics, cultural diversity, communication skills, and identification of the optimal learning environment. Upon completion, students should be able to describe the supporting role of the instructional assistant, demonstrate positive communication skills, and discuss educational philosophy. (F, SP)

### **EDU 119 Introduction to Early Childhood 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. (F, SP)

### **EDU 131 Child, Family, and 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. (F, SP)

### **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. (F)

### **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. (F, SP)

### **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. (F, SP)

### **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. (F)

**EDU 153 Health, Safety and Nutrition (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. (F, SP)

**EDU 154 Social, Emotional and Behavioral Development (3 0 3)**  
Prerequisites: (EDU 144 and EDU 145) or (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. (F, SP)

**EDU 161 Introduction to Exceptional Children (3 0 3)**  
Prerequisites: None  
Corequisites: DRE 097  
This course covers children with exceptionalities as life long learners within the context of the community, school and family. Emphasis is placed on inclusion, legal, social/political, environmental, and cultural issues relating to the teaching of children with exceptionalities. Upon completion, students should be able to demonstrate knowledge of identification processes, inclusive techniques, and professional practices and attitudes. (F, SP)

**EDU 163 Classroom Management & Instruction (3 0 3)**  
Prerequisites: None  
Corequisites: DRE 097  
This course covers management and instructional techniques with school-age populations. Topics include classroom management and organization, teaching strategies, individual student differences and learning styles, and developmentally appropriate classroom guidance techniques. Upon completion, students should be able to utilize developmentally appropriate behavior management and instructional strategies that enhance the teaching/learning process and promote students' academic success. (F, SP)

**EDU 175 Introduction to Trade and Industrial Education (3 0 3)**  
Prerequisites: None  
Corequisites: DRE 097  
This course introduces the philosophy, scope, and objectives of industrial education. Topics include the development of industrial education, employment opportunities, current events, current practices, and emerging trends. Upon completion, students should be able to describe the history, identify current practices, and describe current trends in industrial education. (F, SP, S)

**EDU 176 Occupational Analysis and Course Development (3 0 3)**  
Prerequisites: None  
Corequisites: DRE 097  
This course covers the principles and techniques of analyzing occupations to select suitable competencies and teaching methods for learning activities. Topics include occupational analysis, instructional methods, competency identification, and curriculum writing. Upon completion, students should be able to identify competencies, organize instructional materials, and select appropriate instructional methods. (F, SP, S)

**EDU 177 Instructional Methods (2 2 3)**  
Prerequisites: None  
Corequisites: DRE 097  
This course covers instructional methods in technical education with emphasis on competency-based instruction. Topics include writing objectives, industrial methods, and determining learning styles. Upon completion, students should be able to select and demonstrate the use of a variety of instructional methods. (F, SP, S)

**EDU 179 Vocational Student Organization (3 0 3)**  
Prerequisites: None  
Corequisites: DRE 097  
This course covers planning and organizing vocational youth clubs by understanding the structure and operating procedures to use club activities for personal and professional growth. Topics include self-assessment to set goals, club structure, election and installation of officers, club activities, function of committees, running meetings, contest preparation, and leadership skills. Upon completion students should be able to set personal goals, outline club structure, elect and install officers. (F, SP, S)

**EDU 184 Early Childhood Introduction Practicum (1 3 2)**  
Prerequisites: EDU 119  
Corequisites: DRE 097  
This course introduces students to early childhood settings and applying skills in a three star (minimum) or NAEYC accredited or equivalent, quality early childhood environment. Emphasis is placed on observing children and assisting in the implementation of developmentally appropriate activities/environments for all children; and modeling reflective/professional practices. Upon completion, students should be able to demonstrate developmentally appropriate interactions with children and ethical/professional behaviors as indicated by assignments and onsite faculty visits. (F, SP)

**EDU 185 Cognitive and Language Act (3 0 3)**  
Prerequisites: None  
Corequisites: DRE 097  
This course covers methods of developing cognitive and language/communication skills in children. Emphasis is placed on planning the basic components of language and cognitive processes in developing curriculum activities. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum activities. (SP)



**EDU 214 Early Childhood Intermediate Practicum (1 9 4)**  
Prerequisites: EDU 119, (EDU 144 or PSY 244), EDU 146  
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 observing children and assisting with the implementation of developmentally appropriate activities and environments for all children; 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. (F, SP)

**EDU 216 Foundations of Education (3 0 3)**  
Prerequisites: None  
Corequisites: DRE 098  
This course introduces the examination of the American educational systems and the teaching profession. Topics include the historical and philosophical influences on education, various perspectives on educational issues, and experiences in birth through grade 12 classrooms. Upon completion, students should be able to reflect on classroom observations, analyze the different educational approaches, including classical/traditional and progressive, and have knowledge of the various roles of educational systems at the federal, state and local level. (F)

**EDU 221 Children with Exceptional (3 0 3)**  
Prerequisites: (EDU 144 and EDU 145) or (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. (F, SP)

**EDU 223 Specific Learning Disability (3 0 3)**  
Prerequisites: (EDU 144 and EDU 145) or (PSY 244 and PSY 245)  
Corequisites: DRE 098  
This course provides a comprehensive study of characteristics, alternative assessments, teaching strategies, placement options, inclusion, and family intervention for children with specific learning disabilities. Topics include causes, assessment instruments, learning strategies, and collaborative/inclusion methods for children with specific learning disabilities. Upon completion, students should be able to assist in identifying, assessing, and providing educational interventions for children with specific learning disabilities and their families.(F, SP)

**EDU 234 Infants, Toddlers, and 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.(F)

**EDU 243 Learning Theory (3 0 3)**  
Prerequisites: None  
Corequisites: DRE 098  
This course provides lateral entry teachers an introduction to learning theory, various styles of learning, and motivational factors involved in the learning process. Emphasis is placed on the development of cognitive skills using the eight types of intelligence and applying these to practical classroom situations. Upon completion, students should be able to describe theories and styles of learning and discuss the relationship between different types of intelligence to learning motivation. (F)

**EDU 244 Human Growth/Development (3 0 3)**  
Prerequisites: None  
Corequisites: DRE 098  
This course introduces lateral entry teachers to theories and ages and stages related to human growth and development from birth through adolescence. Emphasis is placed on development through the stages of a child's life in the areas of physical, emotional, social, intellectual, and moral development. Upon completion, students should be able to identify and describe milestones of each stage in all areas of development and discuss factors that influence growth. (SP)

**EDU 245 Policies and Procedures (3 0 3)**  
Prerequisites: None  
Corequisites: DRE 098  
This course is designed to introduce new lateral entry teachers to the policies and procedures established by the local education agency. Topics include emergency situation procedures, acceptable discipline, chain of command, role of mentors, evaluation procedures, employment requirements, dress codes, and other policies and procedures. Upon completion, students should be able to explain the policies and procedures to students, parents, or others and discuss the purpose of each policy category. (F, SP)

**EDU 248 Developmental Delays (3 0 3)**  
Prerequisites: (EDU 144 and EDU 145) or (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. (F, SP)

**EDU 250 Teacher Licensure Preparation (3 0 3)**  
Prerequisites: None  
Corequisites: ENG 111 and Mat 143 or ENG 111 and MAT 152 or ENG 111 and MAT 171  
This course provides information and strategies necessary for transfer to a teacher licensure program at a senior institution. Topics include entry level teacher licensure exam preparation, performance based assessment systems, requirements for entry into teacher education programs, the process to become a licensed teacher in North Carolina, and professionalism including expectations within the field of education. Upon completion, students should be able to utilize educational terminology and demonstrate knowledge of teacher licensure processes including exam preparation, technology based portfolio assessment, and secondary admissions processes to the school of education at a senior institution. (SP)

**EDU 252 Math and Science Activities (3 0 3)**

Prerequisites: None  
Corequisites: DRE 098

This course introduces discovery experiences in math and science. Topics include concepts, facts, phenomena, and skills in each area. Upon completion, students should be able to identify, plan, select materials and equipment, and implement and evaluate developmentally appropriate curriculum materials. (F, SP)

**EDU 254 Music and Movement for Child (1 2 2)**

Prerequisites: None  
Corequisites: DRE 098

This course covers the use of music and creative movement for children. Topics include a general survey of the basic elements of music and planning, designing, and implementing music and movement experiences for creative learning. Upon completion, students should be able to use voice and various musical instruments to provide musical and movement activities for children. (F, SP)

**EDU 259 Curriculum Planning (3 0 3)**

Prerequisites: EDU 119  
Corequisites: DRE 098

This course is designed to focus on curriculum planning for three to five year olds. Topics include philosophy, curriculum models, indoor and outdoor environments, scheduling, authentic assessment, and planning developmentally appropriate experiences. Upon completion, students should be able to evaluate children's development, critique curriculum, plan for individual and group needs, and assess and create quality environments. (F, SP)

**EDU 261 Early Childhood Administration I (3 0 3)**

Prerequisites: None  
Corequisites: DRE 098 and EDU 119

This course introduces principles of basic programming and staffing, budgeting/financial management and marketing, and rules and regulations of diverse early childhood programs. Topics include program structure and philosophy, standards of NC child care programs, finance, funding resources, and staff and organizational management. Upon completion, students should be able to develop components of program/personnel handbooks, a program budget, and demonstrate knowledge of fundamental marketing strategies and NC standards. (F, SP)

**EDU 262 Early Childhood Administration II (3 0 3)**

Prerequisites: EDU 261  
Corequisites: DRE 098 and EDU 119

This course focuses on advocacy/leadership, public relations/community outreach and program quality/evaluation for diverse early childhood programs. Topics include program evaluation/accreditation, involvement in early childhood professional organizations, leadership/mentoring, family, volunteer and community involvement and early childhood advocacy. Upon completion, students should be able to define and evaluate all components of early childhood programs, develop strategies for advocacy and integrate community into programs. (F, SP)

**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. (F, SP)

**EDU 280 Language and Literacy Experience (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. (F, SP)

**EDU 281 Instructor Strategies: Reading and Writing (2 2 3)**

Prerequisites: None  
Corequisites: DRE 098

This course covers concepts, resources, and methods for teaching reading and writing to elementary through middle-grade children. Topics include the importance of literacy, learning styles, skills assessment, various reading and writing approaches and instructional strategies. Upon completion, students should be able to assess, plan, implement and evaluate school-age literacy experiences as related to the North Carolina Standard Course of Study. (F, SP)

**EDU 284 Early Childhood Capstone Practicum (1 9 4)**

Prerequisites: EDU 119, (EDU 144 or PSY 244), (EDU 145 or PSY 245), EDU 146, EDU 151, EDU 184 (Local)

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. *This course is required in the student's last semester (Local).* (F, SP)

**EDU 285 Internship Experience-School Age (1 9 4)**  
Prerequisites: (EDU 144 or PSY 244), (EDU 145 or PSY 245), (EDU 118 or EDU 216), and EDU 163  
Corequisites: DRE 098

This course is designed to allow students to apply skills in a quality public or private school environment. Emphasis is placed on designing, implementing and evaluating developmentally appropriate activities and environments for all children; supporting/involving families; and modeling reflective and professional practices. Upon completion, students should be able to demonstrate developmentally appropriate lesson plans/assessments, appropriate guidance techniques, ethical/professional behaviors as indicated by assignments and onsite faculty visits. (F, SP)

**EDU 289 Advanced Issues/School Age (2 0 2)**  
Prerequisites: None  
Corequisites: DRE 098

This course covers advanced topics and issues that relate to school-age programs. Emphasis is placed on current advocacy issues, emerging technology, professional growth, ethics, and organizations for providers/teachers working with school-age populations. Upon completion, students should be able to list, discuss, and explain advanced current topics and issues surrounding school-aged populations. (F, SP)

## ENGINEERING

**EGR 110 Introduction to Engineering Technology (1 2 2)**

Prerequisites: None  
Corequisites: None

This course introduces general topics relevant to engineering technology. Topics include career assessment, professional ethics, critical thinking and problem solving, usage of 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. (F)

**EGR 150 Intro to Engineering (1 2 2)**

Prerequisites: None  
Corequisites: None

This course is an overview of the engineering profession. Topics include career opportunities, ethics, public safety, the engineering method and design process, written and oral communication, interpersonal skills and team building, micro-computers in engineering. Upon completion, students will have a better understanding of the engineering process and profession. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as premajor and/or elective course requirement.* (on demand)

**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. (F, SP)

**EGR 285 Design Project (0 4 2)**

Prerequisites: None  
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. (SP)

## ELECTRICAL

**ELC 111 Introduction to Electricity (2 2 3)**

Prerequisites: None  
Corequisites: None

This course introduces the fundamental concepts of electricity and test equipment to non-electrical/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. (F)

**ELC 112 DC/AC Electricity (3 6 5)**

Prerequisites: None  
Co-requisites: None

This course introduces the fundamental concepts of and computations related to DC/AC electricity. Emphasis is placed on DC/AC circuits, components, operation of test equipment; and other related topics. Upon completion, students should be able to construct, verify, and analyze simple DC/AC circuits. (F)

**ELC 113 Residential Wiring (2 6 4)**

Prerequisites: None  
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. 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. (F)

**ELC 114 Commercial Wiring (2 6 4)**

Prerequisites: None  
Co-requisites: None

This course provides instruction in the application of electrical tools, materials, and test equipment associated with commercial electrical installations. Topics include the NEC; safety; electrical blueprints; planning, layout, and installation of equipment and conduits; and wiring devices such as panels and overcurrent devices. Upon completion, students should be able to properly install equipment and conduit associated with commercial electrical installations. (SP)

**ELC 115 Industrial Wiring (2 6 4)**

Prerequisites: None  
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. (S)

**ELC 117 Motors and Controls (2 6 4)**

Prerequisites: None  
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. (SP)

**ELC 118 National Electrical Code (1 2 2)**  
Prerequisites: None  
Corequisites: None  
This course covers the use of the current National Electrical Code. Topics include the NEC history, wiring methods, overcurrent protection, materials, and other related topics. Upon completion, students should be able to effectively use the NEC. (F)

**ELC 119 NEC Calculations (1 2 2)**  
Prerequisites: None  
Corequisites: None  
This course covers branch circuit, feeder, and service calculations. Emphasis is placed on sections of the National Electrical Code related to calculations. Upon completion, students should be able to use appropriate code sections to size wire, conduit, and overcurrent devices for branch circuits, feeders, and service. (SP)

**ELC 127 Software for Technicians (1 3 2)**  
Prerequisites: None  
Co-requisites: None  
This course introduces computer software which can be used to solve electrical/electronics problems. Topics include electrical/electronics calculations and applications. Upon completion, students should be able to utilize a personal computer for electrical/electronics- related applications. (SP)

**ELC 128 Introduction to Programmable Logic Controller (PLC) (2 3 3)**  
Prerequisites: None  
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 understand basic PLC systems and create simple programs. (F)

**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, orthographic views and dimensions, and print reading. Upon completion, students should be able to interpret technical documents and prints and use basic drafting skills to prepare usable field drawings. (SP)

**ELC 134 Transformer Applications (1 2 2)**  
Prerequisites: None  
Corequisites: None  
This course covers single- and three-phase transformer applications as found in industrial/commercial buildings and machinery. Topics include transformer principles, single- and three-phase calculations, and connections. Upon completion, students should be able to understand single-and three-phase transformers, make transformer connections, and make calculations. (SP)

**ELC 135 Electrical Machines (2 2 3)**  
Prerequisites: None  
Co-requisites: None  
This course covers magnetic circuits, transformers, DC/AC machines, and the three-phase circuit fundamentals including power factor. Topics include magnetic terms and calculations, transformer calculations based on primary or secondary equivalent circuits, and regulation and efficiency calculations. Upon completion, students should be able to perform regulation and efficiency calculations for DC/AC machine circuits. (SP)

**ELC 138 DC Circuit Analysis (3 3 4)**  
Prerequisites: None  
Corequisites: None  
This course introduces DC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include DC 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, and analyze DC circuits; and properly use test equipment. (F)

**ELC 139 AC Circuit Analysis (3 3 4)**  
Prerequisites: None  
Corequisites: None  
This course introduces AC electricity with an emphasis on circuit analysis, measurements, and operation of test equipment. Topics include AC voltages, circuit analysis laws and theorems, reactive components and circuits, transformers, test equipment operation, circuit simulation, and other related topics. Upon completion, students should be able to interpret AC circuit schematics; analyze and troubleshoot AC circuits; and properly use test equipment. (SP)

**ELC 220 Photovoltaic Sys Tech (2 3 3)**  
Prerequisites: None  
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. (F)

**ELC 221 Adv PV Sys Designs (2 3 3)**  
Prerequisites: ELC 220  
Corequisites: None  
This course introduces specific elements in photovoltaic (pv) systems technologies including efficiency, modules, inverters, charge controllers, batteries, and system installation. Topics include National Electrical Code (NEC), electrical specifications, photovoltaic system components, array design and power integration requirements that combine to form a unified structure. Upon completion, students should be able to demonstrate an understanding of various photovoltaic designs and proper installation of NEC compliant solar electric power systems. (SP)

**ELC 228 Programmable Logic Controller (PLC) Applications (2 6 4)**  
Prerequisites: ELC 128 (Local)  
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. (SP)

**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. (SP)

**ELC 231 Electric Power Systems (3 2 4)**

Prerequisites: ELC 112 (Local) or ELC 139 (Local)

Corequisites: None

This course covers the basic principles of electric power systems, including transmission lines, generator and transformer characteristics, and fault detection and correction. Emphasis is placed on line diagrams and per unit calculations for circuit performance analysis in regards to voltage regulation, power factor, and protection devices. Upon completion, students should be able to analyze simple distribution subsystems, calculate fault current, and compare different types and sizes of circuit protection devices. (F)

**ELC 233 Energy Management (2 2 3)**

Prerequisites: ELC 231 (Local)

Corequisites: None

This course covers energy management principles and techniques typical of those found in industry and commercial facilities, including load control and peak demand reduction systems. Topics include load and peak demand calculations, load shedding, load balance and power factor, priority scheduling, remote sensing and control, and supplementary/alternative energy sources. Upon completion, students should be able to determine energy management parameters, calculate demand and energy use, propose energy management procedures, and implement alternative energy sources. (SP)

**ELECTRONICS****ELN 131 Analog Electronics I (3 3 4)**

Prerequisites: ELC 112 (Local) or ELC 138 (Local)

Co-requisites: 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. (SP)

**ELN 133 Digital Electronics (3 3 4)**

Prerequisites: None

Corequisites: None

This course covers combinational and sequential logic circuits. Topics include number systems, Boolean algebra, logic families, medium scale integration (MSI) and large scale integration (LSI) circuits, analog to digital (AD) and digital to analog (DA) conversion, and other related topics. Upon completion, students should be able to construct, analyze, verify, and troubleshoot digital circuits using appropriate techniques and test equipment. (F)

**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, 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. (S)

**ELN 229 Industrial Electronics (3 3 4)**

Prerequisites: ELC 112 (Local)

Corequisites: None

This course covers semiconductor devices used in industrial applications. Topics include the basic theory, application, and operating characteristics of semiconductor devices. Upon completion, students should be able to construct and/or troubleshoot these devices for proper operation in an industrial electronic circuit. (SP)

**ELN 231 Industrial Controls (2 3 3)**

Prerequisites: None

Corequisites: None

This course introduces the fundamental concepts of control of rotating machinery and associated peripheral devices. Topics include rotating machine theory, ladder logic, electromechanical and solid state relays, motor controls, pilot devices, three-phase power systems, and other related topics. Upon completion, students should be able to interpret schematics and demonstrate an understanding of electromechanical and electronic control of rotating machinery. (S)

**ELN 232 Introduction to Microprocessors (3 3 4)**

Prerequisites: None

Corequisites: None

This course introduces microprocessor architecture and microcomputer systems including memory and input/output interfacing. Topics include low-level language programming, bus architecture, 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. (SP)

**ELN 233 Microprocessor Systems (3 3 4)**

Prerequisites: ELN 232 (Local)

Corequisites: None

This course covers the application and design of microprocessor control systems. Topics include control and interfacing of systems using AD/DA, serial/parallel I/O, communication protocols, and other related applications. Upon completion, students should be able to design, construct, program, verify, analyze, and troubleshoot fundamental microprocessor interface and control circuits using related equipment. (S)

**EMERGENCY MEDICAL SCIENCE****EMS 110 EMT-Basic (5 6 0 7)**

Prerequisites: None

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-Basic certification. (on demand)

**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. (on demand)

**EMS 130 Pharmacology I for EMS (1 3 0 2)**

Prerequisites: EMS 110

Corequisites: EMS 122

This course introduces the fundamental principles of pharmacology and medication administration and is required for intermediate and paramedic certification. Topics include terminology, pharmacokinetics, pharmacodynamics, weights, measures, drug calculations, legislation, and administration routes. Upon completion, students should be able to accurately calculate drug dosages, properly administer medications, and demonstrate general knowledge of pharmacology. (on demand)

**EMS 131 Adv 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 intermediate and 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. (on demand)

**EMS 140 Rescue Scene Management (1 3 0 2)**

Prerequisites: None

Corequisites: None

This course introduces rescue scene management and is required for paramedic certification. Topics include response to hazardous material conditions, medical 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. (F)

**EMS 150 Emerg Vehicles & EMS Comm (1 3 0 2)**

Prerequisites: None

Corequisites: None

This course examines the principles governing emergency vehicles, 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. (on demand)

**EMS 160 Cardiology I (1 3 0 2)**

Prerequisites: 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. (on demand)

**EMS 220 Cardiology (2 6 0 4)**

Prerequisites: EMS 122, EMS 130, and EMS 160

Corequisites: None

This course provides an in-depth study of cardiovascular emergencies and is required for paramedic certification. Topics include anatomy and physiology, pathophysiology, rhythm interpretation, cardiac pharmacology, and patient treatment. Upon completion, students should be able to certify at the Advanced Cardiac Life Support Provider level utilizing American Heart Association guidelines. (on demand)

**EMS 221 EMS Clinical Practicum II (0 0 9 3)**

Prerequisites: EMS 121, EMS 122, and EMS 130

Corequisites: None

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. (on demand)

**EMS 231 EMS Clinical Pract III (0 0 9 3)**

Prerequisites: EMS 221 and EMS 130

Corequisites: None

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to demonstrate continued progress in advanced-level patient care. (on demand)

**EMS 235 EMS Management (2 0 0 2)**

Prerequisites: None

Corequisites: None

This course stresses the principles of managing a modern emergency medical service system. Topics include structure and function of municipal governments, EMS grantsmanship, finance, regulatory agencies, system management, legal issues, and other topics relevant to the EMS manager. Upon completion, students should be able to understand the principles of managing emergency medical service delivery systems. (F)

**EMS 240 Special Needs Patients (1 2 0 2)**

Prerequisites: EMS 122 and EMS 130

Corequisites: None

This course includes concepts of crisis intervention and techniques of dealing with special needs patients and is required for paramedic certification. Topics include behavioral emergencies, abuse, assault, challenged patients, personal well-being, home care, and psychotherapeutic pharmacology. Upon completion, students should be able to recognize and manage frequently encountered special needs patients. (on demand)

**EMS 241 EMS Clinical Practicum IV (0 0 9 3)**

Prerequisites: EMS 130 and EMS 231

Corequisites: None

This course is a continuation of the hospital and field internship required for paramedic certification. Emphasis is placed on advanced-level care. Upon completion, students should be able to provide advanced-level patient care as an entry-level paramedic. (on demand)

**EMS 250 Adv. Medical Emergencies (2 3 0 3)**

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 pulmonology, neurology, endocrinology, anaphylaxis, gastroenterology, toxicology, and environmental emergencies integrating case presentation and emphasizing pharmacotherapeutics. Upon completion, students should be able to recognize and manage frequently encountered medical conditions based upon initial patient impression. (on demand)

**EMS 260 Advanced 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 hemorrhage control, shock, burns, and trauma to head, spine, soft tissue, thoracic, abdominal, and musculoskeletal areas with case presentations utilized for special problems situations. Upon completion, students should be able to recognize and manage trauma situations based upon patient impressions and should meet requirements of BTLS or PHTLS courses. (on demand)

**EMS 270 Life Span Emergencies (2 2 0 3)**

Prerequisites: EMS 122 and EMS 130

Corequisites: None

This course, required for paramedic certification, covers medical/ethical/legal issues and the spectrum of age-specific emergencies from conception through death. 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 and certify at the Pediatric Advanced Life Support Provider level. (on demand)

**EMS 285 EMS Capstone (1 3 0 2)**  
Prerequisites: EMS 220, EMS 250, and EMS 260  
Corequisites: None

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. (on demand)

## **ENGLISH**

**ENG 101 Applied Communications I (3 0 3)**

Prerequisites: None  
Corequisites: None

This course is designed to enhance reading and writing skills for the workplace. Emphasis is placed on technical reading, job-related vocabulary, sentence writing, punctuation, and spelling. Upon completion, students should be able to identify main ideas with supporting details and produce mechanically correct short writings appropriate to the workplace. *This is a diploma-level course.* (on demand)

**ENG 111 Writing and Inquiry (3 0 3)**

Prerequisites: DRE 098 or satisfactory placement test scores

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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in English composition.* (F, SP, S)

**ENG 112 Writing/Research in the Disc (3 0 3)**

Prerequisites: ENG 111

Corequisites: None

This course, the second in a series of two, introduces research techniques, documentation styles, and writing strategies. Emphasis is placed on 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 course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in English composition. This course is also available through the Virtual Learning Community (VLC).* (F, SP, S)

**ENG 231 American Literature I (3 0 3)**

Prerequisites: ENG 112, ENG 113, 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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F, SP)

**ENG 232 American Literature II (3 0 3)**

Prerequisites: ENG 112, ENG 113, 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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F, SP)

**ENG 241 British Literature I (3 0 3)**

Prerequisites: ENG 112, ENG 113, 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. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F)

**ENG 242 British Literature II (3 0 3)**

Prerequisites: ENG 112, ENG 113, 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. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (SP)

**ENG 261 World Literature I (3 0 3)**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from their literary beginnings through the seventeenth century. 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 selected works. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (on demand)

**ENG 262 World Literature II (3 0 3)**

Prerequisites: ENG 112, ENG 113, or ENG 114

Corequisites: None

This course introduces selected works from the Pacific, Asia, Africa, Europe, and the Americas from the eighteenth century 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 selected works. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (on demand)

## ENTREPRENEURSHIP

### **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. (F)

### **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. (SP)

### **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 startup 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. (SP)

### **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. (on demand)

## ELECTRIC UTILITY SUBSTATION

### **EUS 110 Intro to Elect Util Ind (3 3 4)**

Prerequisites: None

Corequisites: None

This course provides the student with an overview of the electric (power) utility industry. Topics include electric utility regulation and its scope, regulatory agencies and codes, electrical safety, electric system overview, electric generation, electric transmission, and electric distribution. Upon completion, students should be able to understand the need for electric utilities, their structure, and regulatory requirements on electric utilities. (F)

### **EUS 130 Elect Util Print Reading (3 2 4)**

Prerequisites: EUS 110

Corequisites: None

This course introduces the basic principles of reading electrical drawings used in the utility industry. Topics include functional diagrams, AC and DC control schematics, wiring diagrams, control wiring diagrams, and logic diagrams. Upon completion, the student should be able to explain the purpose and function of the various circuits and components in each type of electrical drawing. (SP)

## FILM AND VIDEO PRODUCTION

### **FVP 227 Multimedia Production (2 3 3)**

Prerequisites: None

Corequisites: None

This course covers technical terms used in the multimedia industry and introduces skills related to digital manipulation of audio and video materials. Emphasis is placed on technical terms used in multimedia work and integration of sound, video, graphics, and text into a single production. Upon completion, students should be able to define technical terms in multimedia work and work with a variety of computer hardware and software. (SP)

## GEOGRAPHY

### **GEO 111 World Regional Geography (3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the regional concept which emphasizes the spatial association of people and their environment. Emphasis is placed on the physical, cultural, and economic systems that interact to produce the distinct regions of the earth. Upon completion, students should be able to describe variations in physical and cultural features of a region and demonstrate an understanding of their functional relationships. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP)

## GRAPHIC DESIGN

### **GRD 110 Typography I (2 2 3)**

Prerequisites: None

Corequisites: None

This course introduces the history and mechanics of type and its application to layout and design. Topics include typographic fundamentals, anatomy, measurements, composition, identification, and terminology. Upon completion, students should be able to demonstrate proficiency in design application, analysis, specification, and creation of typographic elements. (F)

### **GRD 121 Drawing Fundamentals I (1 3 2)**

Prerequisites: None

Corequisites: None

This course increases observation skills using basic drawing techniques and media in graphic design. Emphasis is placed on developing the use of graphic design principles, media applications, spatial considerations, drawing styles, and approaches. Upon completion, students should be able to show competence and proficiency in finished works. (SP)

### **GRD 131 Illustration I (1 3 2)**

Prerequisites: ART 131 or DES 125 or GRD 121

Corequisites: None

This course introduces the application of rendering techniques to create illustrations. Emphasis is placed on controlling various media, methods, surfaces, design problems, and the appropriate media selection process. Upon completion, students should be able to produce quality illustrations from conception through finished artwork. (F, SP, S)

### **GRD 132 Illustration II (1 3 2)**

Prerequisites: GRD 131

Corequisites: None

This course is a continuation of GRD 131. Topics include editorial, product, fashion, and advertising illustrations. Upon completion, students should be able to demonstrate increased proficiency in creating quality illustrations from conceptualization through finished artwork. (F, SP, S)



**GRD 133 Illustration III (1 3 2)**

Prerequisites: GRD 132

Corequisites: None

This course is designed to strengthen visual techniques and conceptual approaches to illustration. Emphasis is placed on advanced rendering techniques, requirements, and limitations. Upon completion, students should be able to create comprehensive illustrations that meet client/printer requirements. (F, SP, S)

**GRD 141 Graphic Design I (2 4 4)**

Prerequisites: None

Corequisites: None

This course introduces the conceptualization process used in visual problem solving. Emphasis is placed on learning the principles of design and on the manipulation and organization of elements. Upon completion, students should be able to apply design principles and visual elements to projects. (F)

**GRD 142 Graphic Design II (2 4 4)**

Prerequisites: DES 135 or GRD 141 or ART 121

Corequisites: None

This course covers the application of visual elements and design principles in advertising and graphic design. Topics include creation of various designs, such as logos, advertisements, posters, outdoor advertising, and publication design. Upon completion, students should be able to effectively apply design principles and visual elements to projects. (SP)

**GRD 151 Computer Design Basics (1 4 3)**

Prerequisites: None

Corequisites: None

This course covers designing and drawing with various types of software applications for advertising and graphic design. Emphasis is placed on creative and imaginative use of space, shapes, value, texture, color, and typography to provide effective solutions to advertising and graphic design problems. Upon completion, students should be able to use the computer as a creative tool. (F)

**GRD 152 Computer Design Technology I (1 4 3)**

Prerequisites: GRD 151

Corequisites: None

This course covers complex design problems utilizing various design and drawing software applications. Topics include the expressive use of typography, image, and organization to communicate a message. Upon completion, students should be able to use appropriate computer software to professionally present their work. (SP)

**GRD 153 Computer Design Technology II (1 4 3)**

Prerequisites: GRD 152

Corequisites: None

This course covers advanced theories and practices in the field of computer design. Emphasis is placed on advanced use of color palettes, layers, and paths. Upon completion, students should be able to creatively produce designs and articulate their rationale. (F)

**GRD 160 Photo Fundamentals I (1 4 3)**

Prerequisites: None

Corequisites: None

This course introduces basic camera operations, roll film processing, and photographic print production. Topics include contrast, depth-of-field, subject composition, enlarger operation, and density control. Upon completion, students should be able to produce photographic prints with acceptable density values and quality. (F, SP)

**GRD 161 Photo Fundamentals II (1 4 3)**

Prerequisites: GRD 160

Corequisites: None

This course is a continuation of GRD 160. Topics include conversions, toning, color, specialized equipment, lighting, processing, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing photographic prints. (F, SP)

**GRD 162 Photography Portfolio (1 4 3)**

Prerequisites: GRD 161

Corequisites: None

This course provides an opportunity to develop a portfolio through research and review of previous photographic works. Topics include visual communication skills and presentation of works. Upon completion, students should be able to prepare and present a portfolio of their photographic works. (F, SP)

**GRD 167 Photographic Imaging I (1 4 3)**

Prerequisites: None

Corequisites: None

This course introduces basic camera operations and photographic production. Topics include subject composition, depth of field, shutter control, light control, color, photo-finishing, and digital imaging, correction and output. Upon completion, students should be able to produce traditional and/or digital photographic prints with acceptable technical and compositional quality. (F, SP)

**GRD 168 Photographic Imaging II (1 4 3)**

Prerequisites: GRD 167

Corequisites: None

This course introduces advanced camera operations and photographic production. Topics include lighting, specialized equipment, digital image correction and output, and other methods and materials. Upon completion, students should be able to demonstrate proficiency in producing high quality photographic prints. (F, SP)

**GRD 233 Product Illustration (1 3 2)**

Prerequisites: GRD 131 and GRD 152

Corequisites: None

This course covers the rendering and illustration of products for commercial purposes. Topics include viewpoint, styles, media, and subjects such as household, industrial, hardware, and sporting goods. Upon completion, students should be able to illustrate products using traditional line, continuous-tone, and digital media. (F, SP, S)

**GRD 241 Graphic Design III (2 4 4)**

Prerequisites: DES 136 or GRD 142

Corequisites: None

This course is an advanced exploration of various techniques and media for advertising and graphic design. Emphasis is placed on advanced concepts and solutions to complex and challenging graphic design problems. Upon completion, students should be able to demonstrate competence and professionalism in visual problem solving. (F)

**GRD 242 Graphic Design IV (2 4 4)**

Prerequisites: GRD 241

Corequisites: None

This course is a continuation of GRD 241. Emphasis is placed on using advanced media techniques, concepts, strategies, and professionalism in all aspects of design. Upon completion, students should be able to conceptualize, create, and produce designs for reproduction. (SP)

**GRD 263 Illustrative Imaging (1 4 3)**

Prerequisites: GRD 151 or GRA 151

Corequisites: None

This course covers the creative manipulation of images utilizing digital techniques of masking, layering, airbrushing, and painting. Topics include the aesthetic analysis of visual imagery as well as the legalities of manipulating images. Upon completion, students should be able to utilize software applications to creatively manipulate and illustratively build digital images which accomplish design objectives. (SP)

**GRD 280 Portfolio Design (2 4 4)**

Prerequisites: GRD 142 and GRD 152

Corequisites: None

This course covers the organization and presentation of a design/advertising or graphic art portfolio and appropriate related materials. Emphasis is placed on development and evaluation of the portfolio, design and production of a resume and self-promotional materials, and interview techniques. Upon completion, students should be able to prepare and professionally present an effective portfolio and related self-promotional materials. (SP)

**GRD 281 Design of Advertising (1 3 2)**

Prerequisites: None

Corequisites: None

This course explores the origins, roles, scope, forms, and development of advertising. Emphasis is placed on advertising development from idea through production and the interrelationship of marketing to types of advertising, media, and organizational structure. Upon completion, students should be able to produce advertising for various media and demonstrate an understanding of the complexities and relationships involved in advertising design. (SP)

**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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP, S)

**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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**HEA 120 Community Health (3 0 3)**

Prerequisites: None

Corequisites: None

This course provides information about contemporary community health and school hygiene issues. Topics include health education and current information about health trends. Upon completion, students should be able to recognize and devise strategies to prevent today's community health problems. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**HEALTHCARE MANAGEMENT****HMT 110 Intro to Healthcare Mgt (3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the functions, practices, organizational structures, and professional issues in healthcare management. Emphasis is placed on planning, controlling, directing, and communicating within health and human services organizations. Upon completion, students should be able to apply the concepts of management within a healthcare service environment. (F)

**HMT 211 Long-Term Care Admin (3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the administration of long-term care facilities and services. Emphasis is placed on nursing home care, home health care, hospice, skilled nursing facilities, and other long-term care services. Upon completion, students should be able to distinguish between the different long-term care offerings, criteria for use, and benefits of the patient, resident, and participant. (SP)

**HMT 212 Mgt of Healthcare Org (3 0 3)**

Prerequisites: None

Corequisites: None

This course examines current issues affecting the management of healthcare delivery systems. Topics include current problems, changes, and challenges in the healthcare environment. Upon completion, students should be able to identify current health care issues and their impact on healthcare management. (SP)

**HISTORY****HIS 111 World Civilizations I (3 0 3)**

Prerequisites: DRE 097 or satisfactory placement test scores (L)

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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP, S)

**HIS 112 World Civilizations II (3 0 3)**  
Prerequisites: DRE 097 or satisfactory placement test scores (L)  
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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP, S)

**HIS 131 American History I (3 0 3)**  
Prerequisites: DRE 097 or satisfactory placement test scores (L)  
Corequisites: None  
This course is a survey of American history from pre-history through the Civil War era. Topics include the migrations to the Americas, the colonial and revolutionary periods, the development of the Republic, and the Civil War. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in early American history. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP, S)

**HIS 132 American History II (3 0 3)**  
Prerequisites: DRE 097 or satisfactory placement test scores  
Corequisites: None  
This course is a survey of American history from the Civil War era to the present. Topics include industrialization, immigration, the Great Depression, the major American wars, the Cold War, and social conflict. Upon completion, students should be able to analyze significant political, socioeconomic, and cultural developments in American history since the Civil War. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP, S)

## **HORTICULTURE**

**HOR 112 Landscape Design I (2 3 3)**  
Prerequisites: None  
Corequisites: None  
This course covers landscape principles and practices for residential and commercial sites. Emphasis is placed on drafting, site analysis, and common elements of good design, plant material selection, and proper plant utilization. Upon completion, students should be able to read, plan, and draft a landscape design. (F)

**HOR 134 Greenhouse Operations I (2 2 3)**  
Prerequisites: None  
Corequisites: None  
This course covers the principles and procedures involved in the operation and maintenance of greenhouse facilities. Emphasis is placed on the operation of greenhouse systems, including the environmental control, record keeping, scheduling, and production practices. Upon completion, students should be able to demonstrate the ability to operate greenhouse systems and facilities to produce greenhouse crops. (SP)

**HOR 150 Intro to Horticulture (2 0 2)**  
Prerequisites: None  
Corequisites: None  
This course covers the history, development, and basic techniques of horticulture. Topics include propagation techniques, planting procedures, watering and fertility, plant growth, pest and disease control, and garden design and history. Upon completion, students should be able to demonstrate an understanding of the basic principles of horticulture. (F)

## **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. (F)

**HRM 140 Legal Issues Hospitality (3 0 3)**  
Prerequisites: None  
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. (F)

**HRM 150 Training for Hospitality (3 0 3)**  
Prerequisites: None  
Corequisites: None  
This course introduces techniques and methodology involved in developing training programs. Topics include job specification/description and breakdown, current and traditional training methods, coaching, evaluation, and management development. Upon completion, students should be able to produce job specifications, descriptions and breakdowns, and conduct technical training. (SP)

## **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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (on demand)

**HUM 115 Critical Thinking (3 0 3)**  
Prerequisites: DRE 098 (L)  
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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F, SP, S)

**HUM 120 Cultural Studies (3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces the distinctive features of a particular culture. Topics included are, history, music, literature, politics, philosophy, and religion. Upon completion, students should be able to appreciate the unique character of the study culture. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (on demand)

**HUM 122 Southern Culture (3 0 3)**

Prerequisites: None

Corequisites: None

This course explores the major qualities that make the South a distinct region. Topics include music, politics, literature, art, religion, race relations, and the role of social class in historical and contemporary contexts. Upon completion, students should be able to identify the characteristics that distinguish Southern culture. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (on demand)

**HUM 130 Myth in Human Culture (3 0 3)**

Prerequisites: None

Corequisites: None

This course provides an in-depth study of myths and legends. Topics included the varied sources of myths and their influence on the individual and society within diverse cultural contexts. Upon completion, students should be able to demonstrate a general familiarity with myths and a broad-based understanding of the influence of myths and legends on modern culture. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (on demand)

**HUM 170 The Holocaust (3 0 3)**

Prerequisites: None

Corequisites: None

This course provides a survey of the destruction of European Jewry by the Nazis during World War II. Topics include the anti-Semitic ideology, bureaucratic structures, and varying conditions of European occupation and domination under the Third Reich. Upon completion, students should be able to demonstrate an understanding of the historical, social, religious, political, and economic factors which cumulatively resulted in the Holocaust. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**HUM 211 Humanities I (3 0 3)**

Prerequisites: ENG 111

Corequisites: None

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from ancient through early modern times. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (on demand)

**HUM 212 Humanities II (3 0 3)**

Prerequisites: ENG 111

Corequisites: None

This course introduces the humanities as a record in literature, music, art, history, religion, and philosophy of humankind's answers to the fundamental questions of existence. Emphasis is placed on the interconnectedness of various aspects of cultures from early modern times to the present. Upon completion, students should be able to identify significant figures and cultural contributions of the periods studied. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (on demand)

**HUM 220 Human Values and Meaning (3 0 3)**

Prerequisites: ENG 111

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. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (on demand)

**HUM 230 Leadership Development (3 0 3)**

Prerequisites: 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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (on demand)

**HYDRAULICS****HYD 110 Hydraulics/Pneumatics I (2 3 3)**

Prerequisites: None

Corequisites: None

This course introduces the basic components and functions of hydraulic and pneumatic systems. Topics include standard symbols, pumps, control valves, control assemblies, actuators, FRL, maintenance procedures, and switching and control devices. Upon completion, students should be able to understand the operation of a fluid power system, including design, application, and troubleshooting. (S)

**INDUSTRIAL SCIENCE****ISC 121 Environmental Health and Safety (3 0 3)**

Prerequisites: None

Corequisites: None

This course covers workplace environmental health and safety concepts. Emphasis is placed on managing the implementation and enforcement of environmental health and safety regulations and on preventing accidents, injuries, and illnesses. Upon completion, students should be able to demonstrate an understanding of basic concepts of environmental health and safety. (F, SP, S)

**ISC 132            Manufacturer 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. (F)

**MACHINING****MAC 114            Introduction to Metrology (2 0 2)**

Prerequisites: None

Corequisites: None

This course introduces the care and use of precision measuring instruments. Emphasis is placed on the inspection of machine parts and use of a wide variety of measuring instruments. Upon completion, students should be able to demonstrate the correct use of measuring instruments. (F)

**MAC 121            Introduction to Computer Numerical Controls (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. Upon completion, students should be able to explain operator safety, machine protection, data input, program preparation, and program storage. (F)

**MAC 122            CNC Turning (1 3 2)**

Prerequisites: None

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. (F)

**MAC 124            CNC Milling (1 3 2)**

Prerequisites: None

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. (F)

**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. (F)

**MAC 141A          Machining Appl I Lab (0 6 2)**

Prerequisites: None

Corequisites: None

This course provides an introduction to a variety of material-working processes, in a laboratory setting, 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. (F)

**MAC 142            Machining Applications II (2 6 4)**

Prerequisites: None

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. (SP)

**MAC 142A          Machining Appl II Lab (0 6 2)**

Prerequisites: None

Corequisites: None

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. (SP)

**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. (SP)

**MAC 222            Advanced CNC Turning (1 3 2)**

Prerequisites: MAC 122 (Local)

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. (SP)

**MAC 224            Advanced CNC Milling (1 3 2)**

Prerequisites: MAC 124 (Local)

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. (SP)

**MAC 233            Appl in CNC Machining (2 12 6)**

Prerequisites: None

Corequisites: None

This capstone course provides students the opportunity to apply skills learned throughout the curriculum. Emphasis is placed on production of parts and assemblies using modern CNC machine tools. Upon completion, students should be able to manufacture complex parts using a variety of CNC machine tools. (S)

**MAC 234            Adv Multi-Axis Machining (2 3 3)**

Prerequisites: None

Corequisites: None

This course includes multi-axis machining using machining centers with multi-axis capabilities. Emphasis is placed on generation of machining center input with a CAM system and setup of pallet changer and rotary system for multi-axis machining fixtures. Upon completion, students should be able to convert CAD to output for multi-axis machining centers, including tooling, setup, and debugging processes. (SP)

**MAC 234A Adv Multi-Axis Machining Lab (0 3 1)**

Prerequisites: None

Corequisites: None

This course covers the application of multi-axis machining using machining centers with multi-axis capabilities. Emphasis is placed on generation of machining center input with a CAM system and setup of pallet changer and rotary system for multi-axis machining fixtures. Upon completion, students should be able to convert CAD to output for multi-axis machining centers, including tooling, setup, and debugging processes. (SP)

**MAC 241 Jigs & Fixtures I (2 6 4)**

Prerequisites: None

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. (F)

**MASONRY****MAS 140 Introduction to Masonry (1 2 2)**

Prerequisites: None

Corequisites: None

This course introduces basic principles and practices of masonry. Topics include standard tools, materials, and practices used in basic masonry and other related topics. Upon completion, students should be able to demonstrate an understanding of masonry and be able to use basic masonry techniques. (F, SP)

**MATHEMATICS****MAT 110 Math Measurement & Literacy (2 2 3)**

Prerequisites: DMA 025

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. (F, SP)

**MAT 121 Algebra/Trigonometry I (2 2 3)**

Prerequisites: DMA 025, DMA 045 and DMA 060

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 will be able to demonstrate the ability to use mathematics and technology for problem-solving, analyzing and communicating results. (on demand)

**MAT 122 Algebra/Trigonometry II (2 2 3)**

Prerequisites: 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. (on demand)

**MAT 143 Quantitative Literacy (2 2 3)**

Prerequisites: DMA 025, DMA 045 and DRE 098

Corequisites: None

This course is designed to engage students in complex and realistic situations involving the mathematical phenomena of quantity, change and relationship, and uncertainty through project- and activity-based assessment. Emphasis is placed on authentic contexts which will introduce the concepts of numeracy, proportional reasoning, dimensional analysis, rates of growth, personal finance, consumer statistics, practical probabilities, and mathematics for citizenship. Upon completion, students should be able to utilize quantitative information as consumers and to make personal, professional, and civic decisions by decoding, interpreting, using, and communicating quantitative information found in modern media and encountered in everyday life. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* (F, SP, S)

**MAT 152 Statistical Methods I (3 2 4)**

Prerequisites: DMA 025, DMA 045 and DRE 098

Corequisites: None

This course provides a project-based approach to introductory statistics with an emphasis on using real-world data and statistical literacy. Topics include descriptive statistics, correlation and regression, basic probability, discrete and continuous probability distributions, confidence intervals and hypothesis testing. Upon completion, students should be able to use appropriate technology to describe important characteristics of a data set, draw inferences about a population from sample data, and interpret and communicate results. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* (F, SP, S)

**MAT 171 Precalculus Algebra (3 2 4)**

Prerequisites: DMA 025, DMA 045 and DMA 065 or MAT 121

Corequisites:

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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* (F, SP)

**MAT 172 Precalculus Trigonometry (3 2 4)**

Prerequisites: MAT 171

Corequisites: None

This course is designed to develop an understanding of topics which are fundamental to the study of Calculus. Emphasis is placed on the analysis of trigonometric functions in multiple representations, right and oblique triangles, vectors, polar coordinates, conic sections, and parametric equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to trigonometry-related problems with and without technology. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* (F, SP)

**MAT 263 Brief Calculus (3 2 4)**

Prerequisites: MAT 171

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. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* (on demand)

**MAT 271 Calculus I (3 2 4)**

Prerequisites: MAT 172

Corequisites: None

This course is designed to develop the topics of differential and integral calculus. Emphasis is placed on limits, continuity, derivatives and integrals of algebraic and transcendental functions of one variable. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to derivative-related problems with and without technology. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* (F, SP)

**MAT 272 Calculus II (3 2 4)**

Prerequisites: MAT 271

Corequisites: None

This course is designed to develop advanced topics of differential and integral calculus. Emphasis is placed on the applications of definite integrals, techniques of integration, indeterminate forms, improper integrals, infinite series, conic sections, parametric equations, polar coordinates, and differential equations. Upon completion, students should be able to select and use appropriate models and techniques for finding solutions to integral-related problems with and without technology. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* (F, SP)

**MAT 273 Calculus III (3 2 4)**

Prerequisites: MAT 272

Corequisites: None

This course is designed to develop the topics of multivariate calculus. Emphasis is placed on multivariate functions, partial derivatives, multiple integration, solid analytical geometry, vector valued functions, and line and surface integrals. Upon completion, students should be able to select and use appropriate models and techniques for finding the solution to multivariate-related problems with and without technology. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in mathematics.* (on demand)

**MAT 280 Linear Algebra (2 2 3)**

Prerequisites: 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 transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**MAT 285 Differential Equations (2 2 3)**

Prerequisites: 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 transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**MECHANICAL****MEC 110 Intro 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. (SP)

**MEC 161 Manufacturing Processes I (3 0 3)**

Prerequisites: None

Corequisites: None

This course provides the fundamental principles of value-added processing of materials into usable forms for the customer. Topics include material properties and traditional and non-traditional manufacturing processes. Upon completion, students should be able to specify appropriate manufacturing processing for common engineering materials. (SP)

**MEC 180 Engineering Materials (2 3 3)**

Prerequisites: None

Corequisites: None

This course introduces the physical and mechanical properties of materials. Topics include materials testing, pre- and post-manufacturing processes, and material selection of ferrous and non-ferrous metals, plastics, composites, and non-conventional materials. Upon completion, students should be able to utilize basic material property tests and select appropriate materials for applications. (SP)

**MEC 181 Introduction to Computer Integrated Manufacturing (CIM) (2 0 2)**  
Prerequisites: None  
Corequisites: None  
This course introduces the elements of computer-integrated manufacturing(CIM). Topics include statistical process control, computer-aided design and manufacturing, numeric control, and flexible systems. Upon completion, students should be able to explain the major components of computer-integrated manufacturing. (F)

**MEC 231 Computer-Aided Manufacturing I (1 4 3)**  
Prerequisites: None  
Corequisites: None  
This course introduces computer-aided design/manufacturing (CAD/CAM) applications and concepts. Topics include software, programming, data transfer and verification, and equipment setup. Upon completion, students should be able to produce parts using CAD/CAM applications. (SP, S)

**MEC 232 Computer-Aided Manufacturing 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. (S)

**MEC 270 Machine Design (3 3 4)**  
Prerequisites: EGR 250 or EGR 251 and EGR 252  
Corequisites: None  
This course covers the basic principles underlying design and selection of machine elements. Topics include stress analysis, selection of components, power transmission, and other design considerations. Upon completion, students should be able to identify and solve mechanical design problems by applying basic engineering principles. (S)

**MEC 271 Machine Design Project (0 3 1)**  
Prerequisites: None  
Corequisites: MEC 270  
This course provides an opportunity for involvement in the practical application of machine design by development of a project. Emphasis is placed on the design and engineering processes required to complete an approved project. Upon completion, students should be able to demonstrate the ability to progress from conceptual design to completed project. (S)

## **MEDICAL TERMINOLOGY**

**MED 121 Medical Terminology I (3 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 treatments 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. (F, SP)

**MED 122 Medical Terminology II (3 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 treatments 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. (F, SP)

## **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. (F)

**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. (SP)

**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. (SP)

**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. (SP)

## **MAINTENANCE**

**MNT 110 Introduction to Maintenance 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. (S)

**MNT 222 Industrial Systems Schematics (1 2 2)**  
Prerequisites: None  
Corequisites: None  
This course covers the reading and drawing of schematics and diagrams. Emphasis is placed on water and gas plumbing, hydraulic and pneumatic circuits, electrical circuits, and welding diagrams. Upon completion, students should be able to interpret and construct industrial schematics and diagrams. (F, S)



## **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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F, SP, S)

### **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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (on demand)

### **MUS 113 American Music (3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces various musical styles, influences, and composers of the United States from pre-Colonial times to the present. Emphasis is placed on the broad variety of music particular to American culture. Upon completion, students should be able to demonstrate skills in basic listening and understanding of American music. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (on demand)

### **MUS 121 Music Theory I (3 2 4)**

Prerequisites: None

Corequisites: None

This course provides an in-depth introduction to melody, rhythm, and harmony. Emphasis is placed on fundamental melodic, rhythmic, and harmonic analysis, introduction to part writing, re-arranging, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F)

### **MUS 122 Music Theory II (3 2 4)**

Prerequisites: MUS 121

Corequisites: None

This course is a continuation of studies begun in MUS 121. Emphasis is placed on advanced melodic, rhythmic, and harmonic analysis and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (SP)

### **MUS 131 Chorus I (0 2 1)**

Prerequisites: Appropriate vocal proficiency

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 transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

### **MUS 132 Chorus II (0 2 1)**

Prerequisites: 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 transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

### **MUS 141 Ensemble I (0 2 1)**

Prerequisites: Audition

Corequisites: None

This course provides an opportunity to perform in any combination of instrumental, vocal, or keyboard groups of two or more. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. The ensemble courses will feature show choir literature. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

### **MUS 142 Ensemble II (0 2 1)**

Prerequisites: MUS 141

Corequisites: None

This course is a continuation of MUS 141. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

### **MUS 151 Class Music I (0 2 1)**

Prerequisites: None

Corequisites: None

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F)

**MUS 151V Class Music I (0 2 1)**

Prerequisites: None

Corequisites: None

This course provides group instruction in skills and techniques of the particular instrument or voice for those with little or no previous experience. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. MUS 151V is the first of two class voice courses. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F)

**MUS 152 Class Music II (0 2 1)**

Prerequisites: None

Corequisites: None

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (SP)

**MUS 152V Class Music II (0 2 1)**

Prerequisites: MUS 151

Corequisites: None

This course is a continuation of MUS 151. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. MUS 152V is a continuation of class voice 1. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (SP)

**MUS 161 Applied Music I (1 2 2)**

Prerequisites: Audition (L)

Corequisites: None

This course provides individual instruction in the skills and techniques of the particular instrument or voice. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

**MUS 162 Applied Music II (1 2 2)**

Prerequisites: MUS 161

Corequisites: None

This course is a continuation of MUS 161. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

**MUS 221 Music Theory III (3, 2, 4)**

Prerequisites: MUS 122

Corequisites: None

This course is a continuation of MUS 122. Emphasis is placed on altered and chromatic harmony, common practice era compositional techniques and forms, and continued studies in part-writing, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F)

**MUS 222 Music Theory IV (3,2,4)**

Prerequisites: MUS 221

Corequisites: None

This course is a continuation of studies begun in MUS 221. Emphasis is placed on continued study of common practice era compositional techniques and forms, 20th century practices, ear-training, and sight-singing. Upon completion, students should be able to demonstrate proficiency in the recognition and application of the above. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

**MUS 231 Chorus III (0 2 1)**

Prerequisites: 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 transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**MUS 232 Chorus IV (0 2 1)**

Prerequisites: 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 transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**MUS 241 Ensemble III (0 2 1)**

Prerequisites: MUS 142

Corequisites: None

This course is a continuation of MUS 142. Emphasis is placed on the development of performance skills and the study of a variety of styles and periods of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**MUS 242 Ensemble IV (0 2 1)**

Prerequisites: MUS 241

Corequisites: None

This course is a continuation of MUS 241. Emphasis is placed on the development of performance skills and the study of styles of ensemble literature. Upon completion, students should be able to demonstrate skills needed to participate in ensemble playing leading to performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**MUS 261 Applied Music III (1 2 2)**

Prerequisites: MUS 162

Corequisites: None

This course is a continuation of MUS 162. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

**MUS 262 Applied Music IV (1 2 2)**

Prerequisites: MUS 261

Corequisites: None

This course is a continuation of MUS 261. Emphasis is placed on techniques and styles and the exploration and study of appropriate literature. Upon completion, students should be able to demonstrate proficiency in the studied skills and repertoire through performance. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

**NETWORKING TECHNOLOGY****NET 125 Networking Basics (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. (SP)

**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. (F)

**NURSING****NUR 101 Practical Nursing I (7 6 6 11)**

Prerequisites: Enrollment in the Practical Nursing program

Corequisites: None

This course introduces the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on the concepts within each domain including assessment, clinical decision making, professional behaviors, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching/learning, safety, ethical principles, legal issues, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. (F)

**NUR 102 Practical Nursing II (7 0 9 10)**

Prerequisites: NUR 101 (Local)

Corequisites: BIO 168 (Local)

This course is designed to further develop the concepts within the three domains of the individual, nursing, and healthcare. Emphasis is placed on the concepts within each domain including clinical decision making, caring interventions, biophysical and psychosocial concepts, communication, collaboration, teaching and learning, accountability, safety, informatics, and evidence-based practice. Upon completion, students should be able to provide safe nursing care across the lifespan incorporating the concepts identified in this course. (SP)

**NUR 103 Practical Nursing III (6 0 9 9)**

Prerequisites: NUR 101, NUR 102, BIO 168 (Local)

Corequisites: BIO 169 (Local)

This course is designed to assimilate the concepts within the three domains of the individual, healthcare, and nursing. Emphasis is placed on biophysical and psychosocial concepts, professional behaviors, healthcare systems, health policy, and quality improvement. Upon completion, students should be able to demonstrate the knowledge, skills, and attitudes necessary to provide safe, quality, and individualized entry level nursing care. (S)

**NUR 111 Introduction to Health Concepts (4 6 6 8)**

Prerequisites: Acceptance into the Associate Degree Nursing Program as a generic student

Corequisites: BIO 168 (if not already completed)

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. (F)

**NUR 112: Health-Illness Concepts (3 0 6 5)**

Prerequisites: NUR 111

Corequisites: BIO 169 (if not already completed)

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. (SP)

**NUR 113: Family Health Concepts (3 0 6 5)**

Prerequisites: NUR 111, PSY 241

Corequisites: BIO 175

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. (F)

**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. (S)

**NUR 211: Health Care 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, 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. (SP)

**NUR 212: Health System Concepts (3 0 6 5)**

Prerequisites: NUR 114, PSY 241

Corequisites: BIO 175

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. (F)

**NUR 213: Complex Health Concepts (4 3 15 10)**

Prerequisites: NUR 111, NUR 112, NUR 113, NUR 114, NUR 211, NUR 212

Corequisites: None

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. (SP)

**NUR 214 Nursing Transition Concepts (3 0 3 4)**

Prerequisites: Acceptance into the Associate Degree Nursing Program as an advanced placement student

Co requisite: NUR 211

This course is designed to introduce concepts within the three domains of the individual, healthcare, and nursing as the LPN transitions to the ADN role. Emphasis is placed on the concepts within each domain including evidenced-based practice, quality improvement, communication, safety, interdisciplinary team, clinical decision-making, informatics, assessment, caring, and health-wellness-illness. Upon completion, students should be able to provide safe nursing care incorporating the concepts identified in this course. (S)

**OFFICE SYSTEMS TECHNOLOGY****OST 130 Comprehensive Keyboarding (2 2 3)**

Prerequisites: None

Corequisites: None

This course is designed to develop keyboarding skills and introductory document formatting. Emphasis is placed on keyboarding techniques and formatting basic business documents. Upon completion, students should be able to create documents in an ever-changing workplace. (F, SP)

**OST 134 Text Entry & Formatting (2 2 3)**

Prerequisites: None

Corequisites: None

This course is designed to provide the 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. (F, SP, S)

**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. (F, S)

**OST 148 Med Ins & Billing (3 0 3)**

Prerequisites: None

Corequisites: None

This course introduces fundamentals of medical insurance and billing. Emphasis is placed on the medical billing cycle to include third party payers, coding concepts, and form preparation. Upon completion, students should be able to explain the life cycle of and accurately complete a medical insurance claim. (F)

**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 health-care services. Emphasis is placed on the legal requirements of medical practices; the relationship of physician, patient, and office personnel; professional liabilities; and medical practice liability. Upon completion, students should be able to demonstrate a working knowledge of current medical law and accepted ethical behavior. (SP)

**OST 155 Legal Terminology (3 0 3)**

Prerequisites: None  
 Corequisites: None

This course covers the terminology appropriate to the legal profession. Topics include legal research, court systems, litigation, civil and criminal law, probate, real and personal property, contracts and leases, domestic relations, equity, and corporations. Upon completion, students should be able to spell, pronounce, define, and accurately use legal terms. (F)

**OST 156 Legal Office Procedures (2 2 3)**

Prerequisites: OST 134  
 Corequisites: None

This course covers legal office functions involved in the operation of a law office. Emphasis is placed on procedures in the law office involving the court system, legal research, litigation, probate, and real estate, personal injury, criminal, and civil law. Upon completion, students should be able to demonstrate a high level of competence in performing legal office duties. (F)

**OST 164 Office Editing (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. (F)

**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. (SP)

**OST 243 Medical 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. (SP)

**OST 247 Procedure Coding (2 2 3)**

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. (SP)

**OST 248 Diagnostic Coding (2 2 3)**

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. (F)

**OST 249 Med Coding Certification Prep (2 3 3)**

Prerequisites: OST 247 and OST 248  
 Corequisites: None

This course provides instruction that will prepare students to sit for a national coding certification exam. Topics include diagnostic and procedural coding. Upon completion, students should be able to sit for various medical coding certification exams. (SP)

**OST 264 Medical Auditing (3 0 3)**

Prerequisites: OST 247 and OST 248  
 Corequisites: None

This course provides instruction on how to apply regulations and policies to perform medical record audits for provider services. Emphasis is placed on understanding the scope of an audit, statistical sampling methodologies, performing a medical record audit, and compiling data for reports to improve the revenue cycle for healthcare services. Upon completion, students should be able to perform a medical audit. (SP)

**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, health lifestyles, 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. (F)

**OST 289 Office Admin Capstone (2 2 3)**

Prerequisites: OST 134 or 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 administrative office procedures. Emphasis is placed on written and oral communication skills, office software applications, office procedures, ethics, and professional development. Upon completion, students should be able to adapt in an office environment. (SP)

**PHYSICAL EDUCATION****PED 110Fit 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 transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

**PED 113 Aerobics I (0 3 1)**

Prerequisites: None  
 Corequisites: None

This course introduces a program of cardiovascular fitness involving continuous, rhythmic exercise. Emphasis is placed on developing cardiovascular efficiency, strength, and flexibility and on safety precautions. Upon completion, students should be able to select and implement a rhythmic aerobic exercise program. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**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 transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**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 and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**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 transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**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 transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**PED 137 Badminton (0 2 1)**

Prerequisites: None

Corequisites: None

This course covers the fundamentals of badminton. Emphasis is placed on the basics of serving, clears, drops, drives, smashes, and the rules and strategies of singles and doubles. Upon completion, students should be able to apply these skills in playing situations. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**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 transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**PED 152 Swimming-Beginning (0 2 1)**

Prerequisites: None

Corequisites: None

This course is designed for non-swimmers and beginners. Emphasis is placed on developing confidence in the water, learning water safety, acquiring skills in floating, and learning elementary strokes. Upon completion, students should be able to demonstrate safety skills and be able to tread water, back float, and use the crawl stroke for 20 yards. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**PED 153 Swimming-Intermediate (0 2 1)**

Prerequisites: PED 152

Corequisites: None

This course is designed for those who have mastered basic swimming skills. Emphasis is placed on refining basic skills and learning new swim strokes. Upon completion, students should be able to demonstrate the four basic strokes, the scissors kick, the underwater swim, and other related skills. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**PED 155 Water Aerobics (0 3 1)**

Prerequisites: None

Corequisites: None

This course introduces rhythmic aerobic activities performed in water. Emphasis is placed on increasing cardiovascular fitness levels, muscular strength, muscular endurance, and flexibility. Upon completion, students should be able to participate in an individually-paced exercise program. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**PED 219 Disk Golf (0 2 1)**

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of disc golf. Emphasis is placed on basic throwing techniques, putting, distance driving, scoring, and single and doubles play. Upon completion, students should be able to perform the skills required in playing situations. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**PIPE FITTING****PFT 111 Piping & Valves (3 3 4)**

Prerequisites: None

Corequisites: None

This course introduces the terminology, uses, types, and components of metallic and non-metallic industrial piping systems. Topics include identification and application of valves and fittings, joining techniques, drawing interpretation, and the safe installation of piping systems. Upon completion, students should be able to select the proper materials and equipment to safely construct basic industrial piping systems in accordance with design drawing. (F, SP, S)

## PHILOSOPHY

### **PHI 215 Philosophical Issues (3 0 3)**

Prerequisites: ENG 111

Corequisites: None

This course introduces fundamental issues in philosophy considering the views of classical and contemporary philosophers. Emphasis is placed on knowledge and belief, appearance and reality, determinism and free will, faith and reason, and justice and inequality. Upon completion, students should be able to identify, analyze, and critically evaluate the philosophical components of an issue. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F)

### **PHI 240 Introduction to Ethics (3 0 3)**

Prerequisites: 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, and virtue ethics. Upon completion, students should be able to apply various ethical theories to moral issues such as abortion, capital punishment, poverty, war, terrorism, the treatment of animals, and issues arising from new technologies. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F, SP)

## PHYSICS

### **PHY 110 Conceptual Physics (3 0 3)**

Prerequisites: DMA 025 and DMA 045 (L)

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. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences. This course is also available through the Virtual Learning Community (VLC).* (on demand)

### **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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (on demand)

### **PHY 131 Physics-Mechanics (3 2 4)**

Prerequisites: 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. (F)

### **PHY 132 Physics-Electricity and Magnetism (3 2 4)**

Prerequisites: PHY 131

Corequisites: None

This algebra/trigonometry-based course is a study of fundamental physical concepts as applied to engineering technology fields. Topics include systems of units, problem-solving methods, graphical analysis, waves, electricity, magnetism, circuits, transformers, motors, and generators. Upon completion, students should be able to apply the principles studied to applications in engineering technology fields. (SP)

### **PHY 151 College Physics I (3 2 4)**

Prerequisites: MAT 171

Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include units and measurement, vectors, linear kinematics and dynamics, energy, power, momentum, fluid mechanics, and heat. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (on demand)

### **PHY 152 College Physics II (3 2 4)**

Prerequisites: PHY 151

Corequisites: None

This course uses algebra- and trigonometry-based mathematical models to introduce the fundamental concepts that describe the physical world. Topics include electrostatic forces, electric fields, electric potentials, direct-current circuits, magnetostatic forces, magnetic fields, electromagnetic induction, alternating-current circuits, and light. Upon completion, students should be able to demonstrate an understanding of the principles involved and display analytical problem-solving ability for the topics covered. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (on demand)

### **PHY 251 General Physics I (3 3 4)**

Prerequisites: 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 course has been approved to satisfy the Comprehensive Articulation Agreement general education core requirement in natural sciences/mathematics.* (on demand)

### **PHY 252 General Physics II (3 3 4)**

Prerequisites: 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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in natural sciences.* (on demand)

## **PLUMBING**

### **PLU 111 Introduction to Basic Plumbing (1 3 2)**

Prerequisites: None  
Corequisites: None

This course introduces basic plumbing tools, materials, and fixtures. Topics include standard tools, materials, and fixtures used in basic plumbing systems and other related topics. Upon completion, students should be able to demonstrate an understanding of a basic plumbing system. (F)

### **PLU 211 Commercial/Industrial Plumbing (2 2 3)**

Prerequisites: None  
Corequisites: None

This course covers the installation of various commercial and industrial piping. Topics include piping in steam, gas, air, fire sprinklers, and other related topics. Upon completion, students should be able to select and install various piping systems for a variety of applications. (SP)

## **POLITICAL SCIENCE**

### **POL 120 American Government (3 0 3)**

Prerequisites: None  
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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP)

## **PSYCHOLOGY**

### **PSY 150 General Psychology (3 0 3)**

Prerequisites: DRE 097, or satisfactory placement test scores (L)

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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP, S)

### **PSY 237 Social Psychology (3 0 3)**

Prerequisites: 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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (on demand)

### **PSY 241 Developmental Psychology (3 0 3)**

Prerequisites: PSY 150

Corequisites: None

This course is a study of human growth and development. Emphasis is placed on major theories and perspectives as they relate to the physical, cognitive, and psychosocial aspects of development from conception to death. Upon completion, students should be able to demonstrate knowledge of development across the life span. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP, S)

### **PSY 245 Child Developmental II (3 0 3)**

Prerequisites: None

Corequisites: None

This course examines the growth and development of children during early and middle childhood. Emphasis is placed on factors influencing physical, cognitive, and psychosocial growth and change. Upon completion, students should be able to demonstrate an understanding of early and middle child development. (????)

### **PSY 281 Abnormal Psychology (3 0 3)**

Prerequisites: 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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (SP)

## **RELIGION**

### **REL 110 World Religions (3 0 3)**

Prerequisites: DRE 097 or satisfactory placement test scores (L)

Corequisites: None

This course introduces the world's major religious traditions. Topics include Primal religions, Hinduism, Buddhism, Islam, Judaism, and Christianity. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F, SP)

### **REL 111 Eastern Religions (3 0 3)**

Prerequisites: DRE 098 or satisfactory placement test scores (L)

Corequisites: None

This course introduces the major Asian religious traditions. Topics include Hinduism, Buddhism, Taoism, Confucianism, and Shinto. Upon completion, students should be able to identify the origins, history, beliefs, and practices of the religions studied. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (on demand)



**REL 211 Introduction to Old Testament (3 0 3)**

Prerequisites: DRE 097 or satisfactory placement test scores (L)

Corequisites: None

This course is a survey of the literature of the Hebrews with readings from the law, prophets, and other writings. Emphasis is placed on the use of literary, historical, archeological, and cultural analysis. Upon completion, students should be able to use the tools of critical analysis to read and understand Old Testament literature. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (F)

**REL 212 Introduction to New Testament (3 0 3)**

Prerequisites: DRE 097 or satisfactory placement test scores (L)

Corequisites: None

This course is a survey of the literature of first-century Christianity with readings from the gospels, Acts, and the Pauline and pastoral letters. Topics include the literary structure, audience, and religious perspective of the writings, as well as the historical and cultural context of the early Christian community. Upon completion, students should be able to use the tools of critical analysis to read and understand New Testament literature. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in humanities/fine arts.* (SP)

**INFORMATION SYSTEMS SECURITY****SEC 110 Security Concepts (2 2 3)**

Prerequisites: None

Corequisites: None

This course introduces the concepts and issues related to securing information systems and the development of policies to implement information security controls. Topics include the historical view of networking and security, security issues, trends, security resources, and the role of policy, people, and processes in information security. Upon completion, students should be able to identify information security risks, create an information security policy, and identify processes to implement and enforce policy. (SP)

**SIMULATION & GAME DEVELOPMENT****SGD-111 Introduction to SGD (2 3 3)**

Prerequisites: None

Corequisites: None

This course provides students with an introduction to simulation and game development. Topics include setting, storytelling, narrative, character design, interface design, game play, internal economy, core mechanics, game genres, AI, the psychology of game design and professionalism. Upon completion, students should be able to demonstrate knowledge of the major aspects of simulation and game design and development. (F, SP, S)

**SGD-113 SGD Programming (2 3 3)**

Prerequisites: None

Corequisites: None

This course introduces the fundamentals of programming languages and tools employed in simulation and game development. Emphasis is placed on programming concepts used to create simulations and games. Upon completion, students should be able to program simple games and/or simulations. (F, SP, S)

**SOCIOLOGY****SOC 210 Introduction to Sociology (3 0 3)**

Prerequisites: DRE 097 or satisfactory placement test scores (L)

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 course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP, S)

**SOC 213 Sociology of the Family (3 0 3)**

Prerequisites: DRE 097, or satisfactory placement test scores (L)

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 lifestyles, divorce and remarriage, and economic issues. Upon completion, students should be able to analyze the family as a social institution and the social forces which influence its development and change. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (on demand)

**SOC 220 Social Problems (3 0 3)**

Prerequisites: DRE 097, or satisfactory placement test scores (L)

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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a general education course in social/behavioral sciences.* (F, SP)

**SPANISH****SPA 111 Elementary Spanish I (3 0 3)**

Prerequisites: DRE 097 or satisfactory placement test scores (L)

Corequisites: SPA 181

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. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts for AA and AS only, can not be used to satisfy the Humanities requirement for AAS degrees.* (F, SP)

**SPA 112 Elementary Spanish II (3 0 3)**

Prerequisites: SPA 111  
 Corequisites: SPA 182

This course is a continuation of SPA 111 focusing on the fundamental elements of the Spanish language within a cultural context. Emphasis is placed on the progressive development of listening, speaking, reading, and writing skills. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate further cultural awareness. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts for AA and AS only, can not be used to satisfy the Humanities requirement for AAS degrees.* (F, SP)

**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, the students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity. (on demand)

**SPA 181 Spanish Lab I (0 2 1)**

Prerequisites: DRE 097 or satisfactory placement test scores (L)  
 Corequisites: SPA 111

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with grammatical accuracy to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

**SPA 182 Spanish Lab II (0 2 1)**

Prerequisites: SPA 181  
 Corequisites: SPA 112

This course provides an opportunity to enhance acquisition of the fundamental elements of the Spanish language. Emphasis is placed on the progressive development of basic listening, speaking, reading, and writing skills through the use of various supplementary learning media and materials. Upon completion, students should be able to comprehend and respond with increasing proficiency to spoken and written Spanish and demonstrate cultural awareness. *This course has been approved for transfer under the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (F, SP)

**SPA 211 Intermediate Spanish I (3 0 3)**

Prerequisites: SPA 112  
 Corequisites: SPA 281

This course provides a review and expansion of the essential skills of the Spanish language. Emphasis is placed on the study of authentic and representative literary and cultural texts. Upon completion, students should be able to communicate effectively, accurately, and creatively about the past, present, and future. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts for AA and AS only, can not be used to satisfy the Humanities requirement for AAS degrees.* (on demand)

**SPA 212 Intermediate Spanish II (3 0 3)**

Prerequisites: SPA 211  
 Corequisites: SPA 282

This course provides a continuation of SPA 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. *This course has been approved to satisfy the Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement general education core requirement in humanities/fine arts for AA and AS only, can not be used to satisfy the Humanities requirement for AAS degrees.* (on demand)

**SPA 281 Spanish Lab III (0 2 1)**

Prerequisites: SPA 182  
 Corequisites: SPA 211

This course provides an opportunity to enhance the 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 through the use of various supplementary learning media and materials. 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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**SPA 282 Spanish Lab IV (0 2 1)**

Prerequisites: SPA 281  
 Corequisites: SPA 212

This course provides an opportunity to enhance the review and expansion of the essential skills of the Spanish language. Emphasis is placed on the continuing study of authentic and representative literary and cultural texts through the use of various supplementary learning media and materials. 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 Comprehensive Articulation Agreement and the Independent Comprehensive Articulation Agreement as a premajor and/or elective course requirement.* (on demand)

**SUSTAINABILITY TECHNOLOGIES****SST 110 Introduction 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. (F, SP)

**SST 120 Energy Use Analysis (2 2 3)**

Prerequisites: None  
 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. (F, SP)

**SST 140 Green Bldg & Design Concepts (3 0 3)**  
Prerequisites: None  
Corequisites: None  
This course is designed to introduce the student to sustainable building design and construction principles and practices. Topics include sustainable building rating systems and certifications, energy efficiency, indoor environmental quality, sustainable building materials and water use. Upon completion, students should be able to identify the principles and practices of sustainable building design and construction. (F, SP, S)

### TRANSPORTATION TECHNOLOGY

**TRN 170 PC Skills for Transp (1 2 2)**  
Prerequisites: None  
Corequisites: None  
This course introduces students to personal computer literacy and Internet literacy with an emphasis on the transportation service industry. Topics include service information systems, management systems, computer-based systems, and PC-based diagnostic equipment. Upon completion, students should be able to access information pertaining to transportation technology and perform word processing. (SP)

**TRN 180 Basic Welding for Transp (1 4 3)**  
Prerequisites: None  
Corequisites: None  
This course covers the terms and procedures for welding various metals used in the transportation industry with an emphasis on personal safety and environmental health. Topics include safety and precautionary measures, setup/operation of MIG equipment, metal identification methods, types of welds/joints, techniques, inspection methods, cutting processes and other related issues. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standard. (F)

**TRN 180A Basic Welding for Transp Lab (0 3 1)**  
Prerequisites: None  
Corequisites: TRN 180  
This course provides a laboratory experience for enhancing student skills in welding and cutting procedures associated with the transportation industry. Emphasis is placed on safety and precautionary measures, setup/operation of MIG equipment, metal identification, welds/joints, techniques, inspection of welds/joints, cutting processes and other related topics. Upon completion, students should be able to demonstrate a basic knowledge of welding operations and safety procedures according to industry standards. (F)

### WORK-BASED LEARNING

**WBL 110 World of Work (1 0 1)**  
Prerequisites: None  
Corequisites: None  
This course covers basic knowledge necessary for gaining and maintaining employment. Topics include job search skills, work ethic, meeting employer expectations, workplace safety, and human relations. Upon completion, students should be able to successfully make the transition from school to work. (F, SP)

**WBL 111 Work-Based Learning I (0 10 1)**  
Prerequisites: None  
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. (on demand)

**WBL 115 Work-Based Learning Seminar I (1 0 1)**  
Prerequisites: None  
Corequisites: WBL 111, WBL 112, WBL 113 or WBL 114  
Theories, techniques, and methods observed in the work settings will be discussed. Students will integrate ideas related in course work and work-based learning situations. This course is designed to coordinate the classroom and industry experience. WBL 111 and WBL 115 must be taken the same term. (on demand)

**WBL 121 Work-Based Learning II (0 10 1)**  
Prerequisites: None  
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. (on demand)

### WEB TECHNOLOGIES

**WEB 110 Internet/Web Fundamentals (2 2 3)**  
Prerequisites: None  
Corequisites: None  
This course introduces World Wide Web Consortium (W3C) standard markup language and services of the Internet. Topics include creating web pages, search engines, FTP, and other related topics. Upon completion, students should be able to deploy a hand-coded website created with mark-up language, and effectively use and understand the function of search engines. (on demand)

**WEB 120 Intro to Internet Multimedia (2 2 3)**  
Prerequisites: None  
Corequisites: None  
This course introduces the creation of rich media for the Internet. Topics include the design, production and delivery of interactive content, rich media, digital video, and digital audio. Upon completion, students should be able to create multimedia projects incorporating graphics, text, video, and audio using industry standard authoring software or web standards. (on demand)

**WEB 115 Web Markup and Scripting (2 2 3)**  
Prerequisites: None  
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. (SP)

**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. (SP)

**WEB 182 PHP Programming (2 2 3)**  
Prerequisites: CIS 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. (F)

**WEB 210 Web Design (2 2 3)**

Prerequisites: None  
 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. (F)

**WEB 250 Database Driven Websites (2 2 3)**

Prerequisites: DBA 110  
 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. (SP)

**WEB 285 Emerging Web Technologies (2 2 3)**

Prerequisites: None  
 Corequisites: None

This course will explore, discuss, and research emerging technologies in the web arena. Emphasis is placed on exposure to up-and-coming technologies relating to the web, providing hands-on experience, and discussion of practical implications of these emerging fields. Upon completion, students should be able to articulate issues relating to these technologies. (F)

**WELDING****WLD 110 Cutting Processes (1 3 2)**

Prerequisites: None  
 Corequisites: None

This course introduces oxy-fuel and plasma-arc cutting systems. Topics include safety, proper equipment setup, and operation of oxy-fuel and plasma-arc cutting equipment with emphasis on straight line, curve and bevel cutting. Upon completion, students should be able to oxy-fuel and plasma-arc cut metals of varying thickness. (F)

**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. (S)

**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. (F)

**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. (F)

**WLD 117 Industrial SMAW (1 4 3)**

Prerequisites: None  
 Corequisites: None

This course introduces the SMAW (stick) process for joining carbon steel components for industrial applications. Topics include padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, student should be able to safely perform SMAW fillet and groove welds on carbon steel plate with prescribed electrodes. (F, SP)

**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. (SP)

**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. (SP)

**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. (SP)

**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. (F)

**WLD 141 Symbols and 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. (SP)

**WLD 143 Welding Metallurgy (1 2 2)**

Prerequisites: None  
 Corequisites: None

This course introduces the concepts of welding metallurgy. Emphasis is placed on basic metallurgy, effects of welding on various metals, and metal classification and identification. Upon completion, students should be able to understand basic metallurgy, materials designation, and classification systems used in welding. (SP)

**WLD 151 Fabrication I (2 6 4)**

Prerequisites: WLD 110 (Local) and WLD 115 (Local)

Corequisites: None

This course introduces the basic principles of fabrication. Emphasis is placed on safety, measurement, layout techniques, cutting, joining 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. (SP)

**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. (F)

**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. (SP)

**WLD 261 Certification Practices (1 3 2)**

Prerequisites: WLD 115 and WLD 121 and WLD 131

Corequisites: None

This course covers certification requirements for industrial welding processes. Topics include techniques and certification requirements for prequalified joint geometry. Upon completion, students should be able to perform welds on carbon steel plate and/or pipe according to applicable codes. (F)

**WLD 262 Inspection and Testing (2 2 3)**

Prerequisites: None

Corequisites: None

This course introduces destructive and non-destructive 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 non-destructive testing processes. (SP)

**WHEELS OF LEARNING****WOL 110 Basic Construction Skills (2 3 3)**

Prerequisites: None

Corequisites: None

This course introduces the student to basic safety, tools, and skills commonly found in the construction related trades. Topics include safety, basic math, blueprints, hand and power tools, and rigging. Upon completion, students should have successfully completed the core curricula as identified by the National Center for Construction Education and Research. (F, SP, S)

# ACADEMIC INFORMATION

Isothermal Community College publishes academic policies and procedures that adhere to principles of good educational practice. These policies and procedures are disseminated to students, faculty, and other interested parties through the College website and publications that are available in both digital and print format including the College Catalog and Student Handbook.

## ACA COURSES AND ORIENTATION

Isothermal offers two student success courses, ACA 115: Success and Study Skills and ACA 122: College Transfer Success. These ACA courses provide an extensive orientation, not only to the College, but also to the first year college experience, with a focus on problem solving, goal-setting, educational planning, and career and college exploration. It is recommended that degree-seeking students enroll in an ACA course within their first two semesters.

As part of our efforts to provide the best opportunity for our students to start strong, Isothermal requires students to participate in mandatory orientation. Students are encouraged to participate in a face-to-face orientation offered during the fall and spring semesters. An online orientation is also available through Patriot Port. Orientation familiarizes students with campus procedures and resources and offers information and assistance to help students succeed in college. A student may be exempt from orientation if the student is currently classified as College and Career Promise (CCP), Early College, Occupational Education Associate (Lateral Entry), or Special Credit. A student may also be exempt from participating in orientation if the student has graduated from an Isothermal program fewer than five years prior to enrolling in a new program. The latter exemption does not include prior CCP enrollment.

Information sessions about Moodle and Patriot Port are available at the beginning of each semester to help students become familiar with Isothermal's technical resources and may be accessed through The Student Bridge located in Moodle. In addition, Successful Entry and Transition (SET) sessions are informational sessions offered at local high schools to help students transition to college and become familiar with campus resources.

## ACADEMIC MISCONDUCT

All forms of academic misconduct may result in sanctions. For more information regarding academic misconduct and related sanctions and disciplinary procedures, please refer to Appendix A (reference Student Rights, Responsibilities, and Judicial Procedures policy 601-02-00BP).

## ACADEMIC STANDING AND APPEALS

Rules and regulations regarding academic standing, suspension, and length of suspension as approved by the president can be found in Academic Standing and Appeals policy 401-02-00BP.

### Academic Alert

Students whose grade point average (GPA) falls below a 2.0 are placed on academic alert. Students on academic alert may benefit from familiarizing themselves with two important college procedures: Academic Fresh Start and Course Repeat. Students who repeat courses are encouraged to review their transcripts carefully to ensure that previously earned lower grade(s) have been removed from grade point average calculation. Students on academic alert should also consider academic load as well as assistance available through Student Services, Supplemental Instruction, and academic advisors.

In order to alert faculty and staff advisors that students are struggling academically, the Records Office will flag records in the student information system as notification when students' GPAs fall below a 2.0.

### Potential Consequences Related to Ongoing Academic Alert

There will be times when student academic performance is chronically poor, e.g., student is performing at or below 1.0 for consecutive semesters. Academic advisors may refer these students to the dean of students, who will evaluate the progress of the student, and may refer the student to the Committee on Admissions, Academic Continuation, and Records. This committee may (1) approve continued enrollment under specified circumstances or (2) suspend the enrollment of the student for a specified time frame. After observing the suspension period, the student must seek approval for enrollment from the dean of students. The dean of students may refer the decision to the Committee on Admissions, Academic Continuation, and Records prior to allowing re-entry.

### Academic Standing

Guidelines may vary by program, e.g., Career and College Promise, Basic Law Enforcement Training (BLET), and health sciences. Information regarding academic standing guidelines by program is available in specific department areas.

### Academic Standing Appeal

A student may appeal a decision on academic standing. An appeal should be submitted in writing to the dean of students. The dean of students may refer the appeal to the Committee on Admissions, Academic Continuation, and Records. The student may further appeal this decision to the vice president of academics and student services. The decision of the vice president will be final.

## **ADMISSIONS AND REGISTRATION**

For information regarding courses offered and registration at the College, refer to [www.isothermal.edu](http://www.isothermal.edu), call 828-395-4198, or email [admissions@isothermal.edu](mailto:admissions@isothermal.edu).

### **Admissions Exception Policy**

In order to maintain a safe and orderly educational environment, the College reserves the right to refuse admission to any applicant if it is necessary to protect the safety of the applicant or other individuals. When making safety determination, the College may refuse admission to an applicant when there is an articulable, imminent, and significant threat to the applicant or other individuals. Isothermal Community College also reserves the right to refuse admission to any applicant during any period of time that the student is suspended or expelled for non-academic reasons from any other educational entity (reference Admissions Exception policy 601-02--09BP).

## **ATTENDANCE**

Regular class attendance is a student obligation and essential to receiving maximum benefit from the educational experience. The student is expected to attend and be on time for all classes and lab, shop, and/or clinic sessions. The student is also responsible for all work including tests and written assignments, and for all class meetings.

### **Class Attendance Policies**

Regular class attendance is a student obligation. The student is also responsible for all work, including tests and written assignments, and for all class meetings. No right or privilege exists that permits a student to be absent from any given number of class meetings.

Instructors establish their own class attendance policy. This attendance policy is explained in detail at the first class meeting and includes the relationship of absences to grades.

Students who stop going to class without officially withdrawing may receive a grade of "F" at the end of the semester.

### **School Absence for Religious Reasons**

Isothermal Community College recognizes the right of students to be absent from class for religious reasons. Students may request a maximum of two excused class days per academic year for observations required by his/her faith. In accordance with this right, the President will establish procedures for requesting documentation and excusing religious absences.

### **Class Entry Prior to the Census Date**

Students enrolled in any course regardless of delivery method must be in attendance and recorded as present at least one time on or before the census date of the course. Students who fail to attend prior to the census date will be removed from the class roster and recorded as a No Show. Students removed from a course for failure to enter prior to the census date will not be issued a refund for the course. (1E SBCCC 900.1)

Students receiving financial aid should consult with a financial aid counselor to determine the impact of the No Show designation on their financial aid eligibility and obligations.

Students enrolled in online courses must complete the Mandatory Course Enrollment Assignment on the first day of the term. This requirement has been implemented by the institution in an effort to comply with Financial Aid regulations.

In a distance learning education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate academic attendance by the student.

A school must demonstrate that a student participated in class or was otherwise engaged in an academically related activity, such as contributing to an online discussion or initiating contact with a faculty member to ask course-related question. (Federal Student Aid Handbook 2013-2014. Volume 5, 5-60)

Failure to complete the Mandatory Course Enrollment Assignment could result in receiving a grade of No Show (NS) for the course and will not receive a refund. Students enrolled in a hybrid or web-assisted course must enter the course prior to the census date either by attending the course during the scheduled face-to-face time or by completing a Mandatory Course Enrollment Assignment.

### **Curriculum Late Course Entry, Late Registration, and Schedule Adjustments**

In support of the College's focus on learning, the College ensures that students have an opportunity to be academically successful in each course. The faculty and academic administrators are in the best position to make decisions concerning students' ability to complete coursework within an allotted time. Therefore, students will not be allowed to add/change sections after the schedule adjustments deadline listed in the Academic Calendar. In addition, a student will not be allowed to enter a course past the census date regardless of registration status.

Students may officially drop a course(s) without academic penalty and receive a grade of 'W' if this drop is made before the drop deadline as published in the Academic calendar. Courses that meet on a schedule other than a sixteen week semester may have a different drop deadline.

Following the Schedule Adjustment Period, a student may formally withdraw from a class or the College by completing a withdrawal form which can be obtained from the Records Office or any academic department. The student should notify the course instructor(s) of his/her withdrawal.

Any individual course dropped after the published deadline must be approved by the Executive Vice President. The drop/add and drop deadlines are different for Academic Development and other classes that have non-standard beginning and ending dates.

#### **Administrative Withdrawal**

An instructor, in consultation with the appropriate instructional administrator, may administratively withdraw any student whose cumulative absences exceed 20% of the scheduled class hours for the semester. The withdrawal must be made by the drop deadline published in the Academic Calendar. The student will receive a grade of W#.

In case of extenuating circumstances, a student who has been withdrawn from a course for excessive absences may be re-admitted to class with the permission of the instructor and the appropriate Dean/Director. The instructor and/or department dean or director must notify the Records Office in writing requesting readmission.

### **AUDITING COURSES**

Students who seek to audit (take a course without credit), must register through the regular procedure and must meet all course prerequisites and attendance requirements as other students. Audits will be charged the same fee as taking courses for credit. Students must notify their instructor when they begin the course. An audit cannot be changed to credit or credit changed to audit. Courses taken as audits may be repeated for credit only. No curriculum course may be audited more than once. A student who audits a course shall not displace students enrolling or registering to receive a grade, academic credit, continuing education unit, or certificate of completion in the course section.

#### **Senior Citizen Audit**

Any person who is at least 65 years old may audit applicable courses offered at the College tuition-free as defined in G.S. 115D-2(2). A student shall be allowed to audit a course under the section only on a space available basis. The individual must be at least 65 years old as of the first day of the applicable course section and must provide proof through a driver's license, State identification card, or other government-issued document (reference 1D SBCCC 1000.2).

### **AWARDING OF CREDIT**

Transfer of credit for educational work taken at a regionally accredited institution may be accepted. Previous coursework must be submitted on an official transcript. Credit will normally be allowed for applicable courses in which a grade of "C" or higher has been earned. Grades from courses taken at other institutions will not be used in the grade point calculation of Isothermal Community College. Coursework is evaluated according to the student's selected program. Time and program selection may be factors in determining credit. Some technical credits older than five years may be subject to review by the Records Office and appropriate faculty/dean. Courses under the five-year limitation are determined and reviewed by academic deans, and a list is maintained in the Records Office. Students may be requested to provide prior course descriptions and/or documentation demonstrating required knowledge before credits are accepted.

Note: Students requiring further math courses are strongly advised to take a refresher course if it has been more than two years since completing their last math course. For students seeking transfer credit from international institutions, college transcripts must be translated into English at the student's expense by an agency approved by NACES such as World Evaluation Services (WES) or Global Credential Evaluators (GCE).

Results of the transfer of credit evaluation may be appealed to the Committee on Admissions, Academic Continuation, and Records.

Transfer students must earn 25% of the credits required for graduation in their particular program at Isothermal Community College (see Graduation Requirements). Any exceptions to this policy must be approved by the Committee on Admissions, Academic Continuation, and Records.

All transfer students will enter the College in good academic standing. Once enrolled, academic standing will be determined by grades on coursework taken solely at Isothermal Community College (reference Awarding of Credit policy 401-02-07AP).

#### **Transfer of Credit within the Institution**

Students transferring from one curriculum to another within the College may be handled in the same manner as transfer credits from another institution. Courses designed for satisfaction of North Carolina Community College System approved college transfer degree requirements may be accepted in Associate of Applied Science degree programs; however, courses designed for career preparation in Associate of Applied Science degrees, diploma, and certificates may not apply to above



referenced college transfer degree programs. Cumulative grade point averages are normally continued when changing programs. The GPA for graduation is based only on the courses required in the program.

#### **Other Credit**

Credit may also be given in the occupational areas for non-collegiate and military educational experiences. Time and program selection may be factors in determining credit.

#### **Credit by Examination**

Any student at Isothermal Community College may receive course credit by examination through one of the following five methods: 1) Challenge Exam, 2) CLEP Exam, 3) Advanced Placement Exams, 4) North Carolina High School to Community College Articulation Agreement, or 5) Diagnostic Exam in Academic Development courses.

#### **Challenge Exam**

A student may request permission through the appropriate academic dean to challenge a course through a comprehensive exam for credit. Only those courses for which tests have been developed and have been filed in the dean's office may be challenged. The procedure for challenging is as follows:

1. The student must be registered for the course, have paid proper tuition, and have approval from the instructor.
2. If the exam is failed, the student must continue the course.
3. A course may be challenged only once and must be done during the first week of class.
4. If the exam is passed, the student's grade must be submitted to the Records Office during the first two weeks of the semester. This grade will be recorded as a "CE." Note: "CE" grades are not acceptable for the Comprehensive Articulation Agreement between the North Carolina Community College System and the UNC system.

#### **Advanced Placement (AP) and College Level Examination Program (CLEP)**

College credit may be awarded if appropriate conditions are met by Advanced Placement (AP) or College Level Examination Program (CLEP) test scores. Isothermal Community College academic credit will be granted to enrolled students who receive scores of 3 or higher on the AP tests offered by the College Board. CLEP is granted for scores in the 50th percentile or higher. Credit may be considered only for those courses that are in the student's academic program. AP and CLEP credit accepted at other post-secondary institutions is not automatically transferred to Isothermal Community College; however, it is reviewed when official scores are received.

#### **North Carolina High School to Community College Articulation Agreement**

North Carolina high school graduates may be awarded college credit for certain high school courses when transferring to Isothermal Community College. Criteria is controlled by Department of Public Instruction and the NC Community College System and is subject to change without notice. The following criteria must be met to receive credit:

1. Grade of "B" or higher in the high school course,
2. A scaled score of 93 or higher on the standardized VoCATS post-assessment,
3. In order to receive articulated credit, students must enroll at Isothermal within two years of their high school graduation date,
4. Apply to Isothermal Community College in a related major.

#### **CHANGE OF MAJOR/PROGRAM OF STUDY**

To change one's major or update one's program, please see an assigned advisor or visit the Advising and Success Center. The student in consultation with an advisor and Financial Aid Counselor (when applicable) should initiate program changes. Program changes must be recorded in the Admissions Office. Program Update Forms received by Student Services after the Schedule Adjustment period will be processed for the following semester. Changing a major will update the catalog of record to the current catalog year.

Students are responsible for monitoring progress in their program of study and ensuring that they are taking courses within their major for the correct catalog year. Financial aid amounts dispersed to students are subject to reduction for any courses not required for their major. Students are encouraged to seek assistance from college personnel and Program Evaluation resources on Patriot Port to clarify program requirements.

#### **CLASS HOURS**

In order to provide educational opportunities to the majority of the residents of Rutherford, Polk and contiguous counties, most academic programs are offered during both day and evening hours. Day classes are normally scheduled from 8:00 a.m. through 4:45 p.m. Monday through Friday. Evening classes are usually scheduled from 5:00 p.m. through 10:15 p.m. Monday through Thursday evenings. A limited number of special classes are offered on Friday evening and on Saturday. Classes are also offered online.

## DISTANCE LEARNING

Taking some or all of your courses in a distance learning format (online, web-assisted, or hybrid) may allow you to overcome some of the obstacles that prevent you from taking a seated/traditional class. Workloads for distance learning courses are comparable to traditional courses, but the delivery method utilizes a variety of technologies in an online environment.

Students enrolling in a program to take distance learning courses must complete the admissions requirements for the program first. Once the admissions steps are complete, students may then complete the registration process for the distance learning course. In order to facilitate the registration process, make sure all of the requirements to be an online student at Isothermal Community College are met. Please review the list of technical requirements, found online at the Distance Learning web page (<http://www.isothermal.edu/academics/distance-learning/index.html>). These are considered the basic skills required to be successful in a distance learning course. In some courses, specific technology is required to complete the coursework. It is in each student's best interest to contact the course instructor to identify technology needs in the course, such as specific products and versions.

After registering for the distance learning course, course material will be available in Moodle on the first day of the semester term. If course materials are not available on the first day of the semester, students should contact their instructor immediately (by email, by phone, in person, or an alternative method). If students do not hear from their instructor within 24 hours, they should contact the Help Desk at (828) 395-1437 or [icchelpdesk@isothermal.edu](mailto:icchelpdesk@isothermal.edu).

### Types of Distance Learning:

Online courses, also referred to as Internet courses, give students access to content 24 hours a day, seven days a week and students are not required to have a physical presence on campus to complete the course. Some online courses may require testing to be proctored. Online courses are convenient, but they are not suitable for all students or situations. If students are considering taking an online course for academic credit, the Distance Education Questionnaire (located in Appendix E on the Distance Learning web page) will help students evaluate their suitability for online classes. Students should consult their advisor or the instructor of the online course with this decision.

Web-assisted courses, also referred to as web-supported courses, are courses in which the content is primarily delivered by the instructor in a face-to-face setting and have an additional requirement that the students have Internet access for the online portion of the class. In a web-assisted course, students are required to meet at specific days and times with the course instructor in addition to completing assignments online.

Hybrid courses are courses in which the content is primarily delivered in an online environment and has an additional requirement for the student to meet with the instructor in a face-to-face setting. In a hybrid course, students are required to meet at specific days and times with the course instructor in addition to completing assignments online.

In addition to distance learning courses, many traditional courses at Isothermal Community College require computer skills, Internet access, and email communication to fulfill course requirements. Some traditional courses require students to access and utilize Moodle, the learning management system utilized by the College. Isothermal Community College has computers with Internet access located in the Library and the Business Sciences building that are for student use. Curriculum students are issued student email addresses, Patriot Port accounts, and Moodle accounts. Students who have difficulty accessing any of these accounts, should contact the Help Desk by phone at 828-395-1437, by email at [icchelpdesk@isothermal.edu](mailto:icchelpdesk@isothermal.edu), by visiting the Help Desk at the library or by accessing the Help Desk web page at <http://www.isothermal.edu/services/helpdesk/index.html>.

## GRADING SYSTEM

Instructors are responsible for establishing their own grading policy in accordance with the college's letter grade system with qualitative descriptions (reference Grading System policy 401-02-05AP).

Grade	Significance	Grade Value
A	Excellence	4.0
B	Above Average	3.0
C	Average	2.0
D	Below Average	1.0
F	Failed	0
W	Withdrawn	0
I	Incomplete	0
R*	Expected Progress DMA class	0
Y	No-credit-Audit	0
CE	Credit by Exam	
CR	Transfer Credit	
*	Developmental Credit	
%	Granted an Academic Fresh Start	
#	Administrative Withdrawal	

### Academic Fresh Start

Any Isothermal Community College student who has experienced a lapse in enrollment at the College for a period of at least three consecutive academic years may petition in writing to have grades that are older than three years and a final grade below “C” disregarded in calculating the grade point average (GPA). Following re-enrollment, the student must complete at least twelve semester hours with a minimum GPA of 2.0 prior to requesting an academic fresh start.

In some instances students who change majors and complete two academic semesters with at least twelve (12) semester hours and a 2.0 GPA in the new major may petition for an academic fresh start even if there has not been a lapse in enrollment.

The student requesting a fresh start should complete an Academic Fresh Start application that is available in the Student Services office. Students may be granted an academic fresh start only once. An academic review committee will consider the request and determine the student’s eligibility for grade forgiveness. If the request is approved, the record of earlier coursework will remain on the student’s transcript; however, these grades will be removed from GPA calculation. Students transferring to another college should contact the institution to determine the impact of Academic Fresh Start on transfer. Fresh start GPA calculations are not used in determining eligibility for student financial aid (reference Academic Fresh Start policy 401-02-08BP).

### Credit Hour Determination and Definition

Isothermal Community College makes determinations regarding credit hours and credit awarded consistent with the North Carolina State Board of Community Colleges policy 1G SBCCC 100.1. Course descriptions and credit hours, lab hours, clinical hours and contact hours are scheduled for course delivery consistent with the North Carolina Community College System Combined Course Library. Credit hours awarded for each course and hours required for program completion are described in the College Catalog and Student Handbook (reference Credit Hour Determination and Definition policy 401-01-03AP).

### Course Repeat

Courses with earned grades of “D” or “F” may be repeated. Courses with earned grade of “C” or better may be repeated only by special permission from the vice president of academic and student services. When a course has been repeated, the higher grade will be counted. Physical education credit classes may not be taken for a grade of “audit.” Non-credit recreation classes offered through Continuing Education may be repeated at will. Courses taken as audit may be repeated for credit only. No course may be audited more than once. For students receiving veteran education benefits: repeat courses that have been successfully completed may not be included in enrollment certification. However, if a student fails a course, or if the academic program requires a higher grade than the one achieved in a particular course for successful program completion, that course may be repeated and certified again. Audited course do not qualify and cannot be included in enrollment certification for veteran education benefits (reference Course Repeat policy 401-01-01AP).

### Grade Appeals

A student, after conferring with the instructor concerned, may present a grade appeal in writing. See Appendix A for information regarding the grade appeal process (reference Student Rights, Responsibilities, and Judicial Procedures policy 601-02-00BP).

### Grade Changes

Instructors have total responsibility and authority for the assigning of grades. The policy regarding incomplete grades is stated in the College Catalog and Student Handbook. No other grade may be changed by an instructor once the grade has been given without the consent of the vice president of academic and student services (reference Grade Changes and Faculty Checkout policy 401-02-02AP).

### Grade Point Average (GPA)

To compute a student’s cumulative average, multiply credit hours by grade value to get total grade points for each course. Divide the total grade points for all courses by the total number of enrolled credit hours (reference Grading System policy 401-02-05AP).

Grade Point Average Example:

Course	Credit hours		Grade		Grade Points
English	3	x	C (2)	=	6
History	3	x	B (3)	=	9
Biology	4	x	A (4)	=	6
Math	5	x	D (1)	=	5
Spanish 3		x	F (0)	=	0
P.E.	2	x	A (4)	=	<u>8</u>
					44

Average for the semester  $44 \div 20 = 2.20$

### Grade Reports

Students’ final grade report will be available online through Patriot Port at the completion of each semester.

### **Incomplete Policy**

A grade of "I" is assigned when coursework is incomplete. Unless the instructor has established an earlier time line for completion, this grade must be removed by completing the course before the end of the following semester or the grade automatically becomes an "F" on the permanent record. If a student is registered for a course that requires a pre-requisite with an assigned "I" incomplete grade, the student must complete the course by the census date of the current term. Otherwise, the student will be administratively withdrawn resulting in a reduced enrollment status and ineligibility of tuition refund reference Incomplete Grades policy 401-02-03AP).

## **GRADUATION AND COMMENCEMENT**

Commencement exercises to award degrees, diplomas, and certificates to students in respective programs are held at the conclusion of spring semester. Students seeking to graduate must file a Graduation Application with the Records Office which is located in Student Services. Students eligible to receive a degree, diploma, or certificate, are encouraged to participate in the Commencement ceremony. The specific date of the Commencement ceremony is listed on the College Calendar on the college's website. All students who have completed degree requirements since the previous commencement are invited to participate in graduation exercises. See the academic calendar for deadlines.

### **Requirements**

In order to qualify for a degree, diploma, or certificate in a program of study, the student must:

- 1) Complete all of the courses as outlined in the official Curriculum Standards,
- 2) Earn the minimum required total semester hours,
- 3) Maintain a grade point average of 2.0 or better in the program of study. Some programs also require a grade of "C" or better on required courses, and
- 4) Submit an application for graduation.

A student may receive a certificate, diploma, or degree from Isothermal Community College in accordance with the requirements stated in the college catalog in effect at the time he/she enrolls in the Isothermal program of study. Students are responsible for monitoring progress in their program of study and ensuring that they are taking courses within their major for the correct college catalog year. In the case of students transferring to Isothermal Community College, at least 25% of the credits required for graduation must be earned at Isothermal Community College. Any exception to this policy must be approved by the committee on Admissions, Academic Continuation, and Records.

### **Course Substitutions**

Course substitutions may be approved to fulfill graduation requirements provided the substitution is appropriate to the student's program and a comparable course is offered. In all cases, course substitutions must be consistent with the program requirements as outlined in the Curriculum Standards published by the North Carolina Community College System. Each student is limited to nine credit hours of substitutions; however, in cases where courses have been discontinued, additional substitutions may be approved. All course substitutions must be approved by the appropriate academic dean and the vice president of academic and student services and recorded in the Records Office.

### **Graduation Orders**

Graduation applicants will be notified by mail and/or email concerning orders for caps, gowns, diplomas, and additional items. Orders are placed in the College bookstore.

## **HONORS AND AWARDS**

Honors and awards are recognized in the following ways:

### **Awards Day**

An annual assembly is held near the end of each spring semester to recognize students whose scholarship, leadership, citizenship, and service have been noteworthy.

### **Dean's List**

Dean's List is designed to recognize all students whose academic performance is outstanding. In order to qualify, a student must complete at least 12 semester hours of credit during the term and maintain a 3.25 GPA for the semester. Academic development courses (course number less than 100 level) do not count toward hours earned for the Dean's List.

### **Graduation Marshal**

Two students may be selected to represent each academic division as graduation marshals. To be eligible for selection, students must be enrolled in a degree program, registered for six or more credits during the spring semester, have cumulative GPA of 3.75 or better, and have completed 32 or more credits. Graduating students will not be considered, as they are encouraged to participate in the Commencement ceremony. Academic deans will select graduation marshals from their division.

### **Graduation with Honors**

Students will graduate with Honors if they have completed a degree, diploma or certificate program with a GPA of 3.50 to 3.99 in their program of study.

### **Graduation with High Honors**

Students will graduate with High Honors if they have completed a degree, diploma, or certificate program with a grade point average of 4.0 in their program of study.

### **Outstanding Students**

Each semester, students who display excellence in an aspect of college life are chosen from the health and public services, applied sciences and engineering technology, arts and sciences, business sciences, and academic development program areas. These students are recognized as Learning College Students of the Semester in the fall and spring.

Annual Outstanding Student Awards and program-specific awards are presented by each academic department. Additional awards or recognition may be provided for students with special achievement in regional, state, or national competitions. Nomination forms are submitted in the eighth week of each semester to the vice president of academics and student services, and awards are presented during the spring awards ceremony.

### **Robert Wendell Eaves Distinguished Teaching Award**

Annually, students, faculty, staff, administration, and community members have an opportunity to nominate an outstanding instructor for the Robert Wendell Eaves Distinguished Teaching Award. Each year, recognition and a monetary award are given to the instructor selected. The winner is announced during the graduation ceremonies at the end of spring semester. To be eligible, the instructor must be a full-time employee of Isothermal Community College and must spend at least 25% of his/her employment in a teaching role. Nomination forms will be made available early each spring semester. They can be obtained on the College website or by using the weblink provided through the Public Information Officer.

## **IDENTIFICATION CARDS**

Students who are enrolled in curriculum coursework during fall and spring semesters are required to pay the student activity fee. Identification (ID) cards are offered to students who pay the student activity fee. Students seeking a college issued ID should be prepared to provide proof of identification such as a valid driver's license. Students are responsible for any additional expenses associated with verification of student identity. For current information regarding fees associated with the issuance of state identification cards, students should refer to [www.dmv.org](http://www.dmv.org).

The card provides students with their student identification number. We strongly encourage students to memorize this number, because it is frequently requested across campus by advisors, financial aid staff, bookstore staff, and the Business Office. Please note that this number is to be used in lieu of a Social Security number as it is more secure.

1. Only students who have paid the student activity fee may receive a student ID card. Career and College Promise (CCP) students are not eligible for student IDs card as they do not pay the student activity fee.
2. This official identification card should be carried by the student at all times on the College campus.
3. The card must be presented when requested by College officials or at college activities on and off the College premises.
4. The card is not transferable to another person. There will be a charge of \$5.00 for ID card replacement. If the student would like his or her picture remade, there is a charge of \$5.00 as well.
5. The card may not be altered in any way.
6. The card is property of Isothermal Community College. If found, please return to Student Services.
7. Students may elect to have their cards reprinted yearly without a card replacement charge.
8. ID cards are made during the first few weeks of the fall and spring semester by the Student Services staff. Students who have lost or broken their ID cards must wait to pay the card replacement fee and have their cards remade after the published date.

The ID card provides the following:

- Automatic membership in the Student Government Association of Isothermal Community College, which allows students to run for officer or senator in the SGA and to vote in the election
- Free admission to some activities sponsored by the College
- Discounts at some local stores, restaurants, and Isothermal Cosmetology Services

## **RECORDS AND REGISTRATION**

### **Academic Load**

The academic load is 21 credit hours (maximum hours) and approval from the appropriate academic dean is required to register for more than the maximum hours.

### **Drop/Withdrawal**

All official withdrawals must:

1. Be made through the student's academic advisor or dean by the deadline published in the academic calendar. Courses that have non-standard beginning and ending dates may have different withdrawal deadlines. Students in these courses should consult their course syllabus or their instructor for deadline information.
2. Be made in person if possible.
3. Be recorded by the Records Office to be official.
4. Receive a grade of "W." Students who leave class without officially withdrawing may receive a grade of "F." Students whose cumulative absences exceed 20% of scheduled course hours for the semester may also be subject to administrative withdrawal. Students who are administratively withdrawn receive grades of W# in respective courses.

Last dates of attendance are required for grades of “W” (Withdrawn), “W#” (Administratively Withdrawn), and “F” (Failed) grades. The official withdrawal date will be the last date of attendance in accordance with the Department of Education requirements. Students are urged to consult with Financial Aid and Veterans Affairs staff regarding the impact of course withdrawal and last date of attendance on financial aid and veterans’ benefits eligibility. Withdrawals after the deadline published in the Academic Calendar must be approved by the vice president of academics and student services (reference Drop/Withdrawal policy 401-02-04AP).

### **Mandatory Course Enrollment Activity and Census Rosters**

Instructors must verify enrollment, attendance dates, beginning and ending dates, and hours and times the class meets. A student who has not attended or completed the mandatory course enrollment activity is listed as No Show and must be indicated as such on the roster. Audits and credit by exam grades are also included on these reports. Faculty teaching on-line, hybrid, and web-assisted courses must submit the graded mandatory course enrollment activity results with the census roster. Completed reports are signed, dated, and submitted to the appropriate dean/director for review. The reports are then returned to the Records Office for processing.

The enrollment data from these reports are used to report student hours of membership (North Carolina Administrative Code 2D.0323) which are used to calculate FTE (full time equivalents) for the College and affects subsequent funding. Accuracy of information is critical. These reports are subject to audit (reference Census Rosters policy 401-02-06AP).

### **Registration/Advising Forms**

Refer to Appendixes G and H for samples

Appendix G - Registration/Advising Form Student Worksheet

Appendix H - Student Registration Schedule

### **Registration Clearance**

Students are responsible for obtaining registration clearance for unpaid fines or loans prior to registration. Students with other registration holds must also have clearance before being able to register for courses.

### **Student Classification**

Freshmen have earned fewer than 30 credit hours. Sophomores have earned 30 credit hours or more.

Full-Time students are enrolled for 12 or more credit hours. Part-Time students are enrolled for fewer than 12 credit hours.

### **Student Privacy**

Isothermal Community College, in the execution of its responsibilities to students, must maintain accurate and confidential student records. The Records Office maintains these records in accordance with existing state laws, college policies, and the Family Educational Rights and Privacy Act of 1974 as amended. See Appendix B: Student Records Policy (reference Student Records policy 601-02-07AP).

## **TRANSCRIPT OF RECORD**

The transcript is a statement of the official academic record of the student while attending college. The College will only release an official transcript after all tuition, fees, and other obligations due to the College have been cleared. Students may access unofficial transcripts through Patriot Port.

### **How to Request an Official Transcript**

To order transcripts, all steps must be completed.

#### **Step 1. Complete a request form**

Isothermal transcripts must be requested by submitting a Transcript Request Form which may be downloaded from the Student Records page at [www.isothermal.edu](http://www.isothermal.edu).

#### **Step 2. Pay for a transcript**

**IMPORTANT:** Do not pay for a transcript until you have completed Step 1 above by completing a Transcript Request Form. Transcripts will not be released if a student owes money to the college. After completing the Transcript Request Form, pay a \$3 per transcript fee. Payments can be made online, in person at the Business Office and Bookstore, or by mail.

#### **Step 3. Submitting the request**

The form can be submitted four different ways:

- Deliver/complete request form in person
- Mail the form with check, money order, or confirmation of online payment to:  
Isothermal Community College  
Attn: Records Office  
P.O. Box 804  
Spindale, NC 28160
- Email a signed and scanned form with confirmation of online payment to [transcript@isothermal.edu](mailto:transcript@isothermal.edu)
- Fax the form with confirmation of online payment to 828-286-8109

### Unofficial Transcripts from Patriot Port

Unofficial transcripts are available to view and print in Patriot Port for students who have attended in the last three semesters. After logging in, click Students then Transcript under Academic Profile.

If you are experiencing difficulty accessing your account, contact the Help Desk at 828-395-1437.

### TUITION PAYMENT

Tuition payment deadlines are published on the College's website. For students who register or make schedule adjustments during Final Registration just before classes begin, payment is due the day of registration.

Students registering for fall courses during the spring semester or the summer semester prior to July 1 pay tuition after July 1. Students will find a reminder sent to their ICC email including important information related to registering for fall in the spring or early summer prior to July.

Course registration will be canceled for non-payment of tuition. Students taking classes on campus should go to the Business Office, located in the Administration Building, to pay tuition and fees or may pay online through Patriot Port (This includes students who are receiving financial assistance such as Pell, WIA, or TAA). A fee of \$10.00 will be charged for returned checks. For further information, contact the Business Office at 828-395-1298. Isothermal accepts Visa, MasterCard, and Discover.

### TUITION REFUNDS

See Appendix C: Tuition Refund Procedures for further information.

### TUITION RATES\*

IN-STATE		OUT-OF-STATE	
1 hour	\$ 76.00	1 hour	\$ 268.00
2	152.00	2	536.00
3	228.00	3	804.00
4	304.00	4	1,072.00
5	380.00	5	1,340.00
6	456.00	6	1,608.00
7	532.00	7	1,876.00
8	608.00	8	2,144.00
9	684.00	9	2,412.00
10	760.00	10	2,680.00
11	836.00	11	2,948.00
12	912.00	12	3,216.00
13	988.00	13	3,484.00
14	1,064.00	14	3,752.00
15	1,140.00	15	4,020.00
16	1,216.00	16	4,288.00

\* Tuition rates are set forth by the NC General Assembly and are the same at all community colleges in the state. The rates are subject to change effective July 1, 2018.

### ACTIVITY FEE\*

Fall and Spring Semesters	
1 - 4 credit hour	\$20.00
5 - 8 credit hours	\$25.00
9 or more credit hours	\$30.00

\*No fee for summer semester

### TECHNOLOGY FEE\*

Fall and Spring Semesters	
1 - 5 credit hour	\$8.50
6 - 8 credit hours	\$12.50
9 - 11 credit hours	\$16.50
12 + credit hours	\$25.00

\*No Fee for summer semester

\*Technology fees are non-refundable

### OTHER FEES\*

Books	Approx.	\$1,000.00
	(full-time student for one semester)	
Graduation	Approx.	\$ 50.00
Returned Check		\$ 10.00
PNE Testing		\$675.00
ADN Testing	Approx.	\$740.00
ADN Uniforms	Approx.	\$100.00
ADN Immunization		
Tracking		\$15.00/yr
OSHA Card		\$8.00

(Charged first semester of entry into ADN program)

\*PNE/ADN fees are non-refundable if student withdrawals.

With the exception of Career and College Promise students enrolled in Career and College Promise programs, all curriculum students must pay the Student Activity and Technology fees. Student Activity and Technology fees will be charged during fall and spring sessions only. NOTE: Isothermal Community College does not charge any fee or other charge related to the verification of student identities in distance learning courses.

### SENIOR CITIZENS

Any person who is at least 65 years old may audit courses tuition-free as specified in the Senior Citizens Audit section of the Student Handbook. Local fees may apply.

## **WORK BASED LEARNING EDUCATION COURSES**

Work Based Learning courses are courses in which students are employed for specific periods of on- or off-campus work. This employment is related as closely as possible to each student's course of study and individual interest. The blend of classroom theory and practical on-the-job training adds a vital dimension to learning experiences. Numerous advantages accrue from the work based learning approach to learning, such as career direction for participating students and an avenue to better relate the college to the community.

A student may participate in a course and earn credit toward degree requirements depending on his/her major.

In order to be eligible for the course, the student must:

1. Be enrolled in a curriculum program that includes a work based learning course as an option or requirement.
2. Have been at Isothermal for at least one semester.
3. Have at least a 2.0 GPA.
4. Be employable.
5. Be at least 17 years of age.
6. Have met the curriculum restrictions in accordance with the NCCCS Curriculum Procedures.



# COLLEGE POLICIES AND PROCEDURES

For more information on college policies, see the Learning College Manual, which may be found on the College's website or a hard copy is located in the Human Resource Office. For Student Rights, Responsibilities, and Judicial Procedures, see Appendix A.

## CHILDREN ON CAMPUS

Students should not bring children to class without prior approval and permission of the classroom instructor. Children under the age of sixteen should not be left unsupervised by the parent or guardian while they are on campus. For students enrolled in Rutherford Early College High School (REaCH), the REaCH staff will qualify as the designated supervisor (reference Disruption of Educational Process policy 802-02-03AP).

## COMMUNICABLE DISEASE

Isothermal Community College shall not exclude individuals with communicable diseases unless a determination is made that the individual presents a health risk to self 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.

Communicable diseases as defined in this policy include, but are not limited to, human immunodeficiency virus (HIV), chicken pox, hepatitis, measles, tuberculosis, meningitis, mononucleosis and whooping cough, and for purposes of this policy only, those communicable diseases which constitute a disability pursuant to the Americans with Disabilities Act.

### A. Procedure

1. All information and records that identify a person as having a communicable disease shall be strictly confidential.
2. Disclosure of medical information shall be made by the president only to those on a need-to-know basis to protect the welfare of persons infected with a communicable disease or the welfare of other members of the College community.
3. Unauthorized disclosure of medical information by an employee of the College is prohibited. Violation of this prohibition may result in the suspension from or termination of employment.
4. A person who knows or has a reasonable basis for believing that he/she is infected with a communicable disease is expected to seek expert advice about his/her health circumstances and is obligated ethically and legally to conduct himself/herself responsibly toward other members of the College community.
5. Faculty and staff of the College and employees of contractors or contracted services who are infected with a communicable disease are urged to notify the appropriate dean/director so that the College can respond appropriately to his/her health needs. Students are urged to share information with the appropriate dean/director for the same reason.
6. A person infected with a communicable disease will not be excluded from enrollment or employment or restricted in his/her access to the College's services or facilities unless, in individual cases, the College administration determines that exclusion or other restrictions are necessary for the health and welfare of others at the College.
7. Included in making decisions in individual cases which restrict access to employment shall be the College president, legal counsel for the College, the deans/directors, the individual's personal physician, the local health director (or designee) and if necessary, another physician with expertise in managing communicable disease cases.
8. The College shall provide information regarding communicable diseases, especially HIV (reference Communicable Disease policy 601-02-06BP).

## COMPLAINT POLICY AND PROCEDURES

Students have the right to file informal and written complaints regarding college employees or actions and to know the College's policy and procedure for responding to these complaints. Refer to Appendix K of this handbook for the Complaint Policy and Procedure (reference Written Complaint policy 601-02-02BP). Out-of-state students taking online classes may also refer to the Distance Learning Complaint Process web page for additional information (<https://www.isothermal.edu/academics/distance-learning/index.html>).

## COMPUTER RESOURCES/INTERNET

### *Purpose*

Isothermal Community College strives to provide computer resources, Internet, and network access in an environment in which access is shared equitably among users. This access is intended to be used in support of the research, educational, and administrative purposes of the College. College owned or operated computer resources are for the use of College employees, students, and other authorized individuals. The purpose of this policy is to protect the College's technology users and computer resources and to ensure equitable access and proper management of these resources.

### *Acceptable and Unacceptable Uses*

The computer resources owned and operated by Isothermal Community College are intended for the use of its students, employees, and other authorized individuals for purposes related to instruction, learning, research, and campus operations. Users are expected to exercise responsible, ethical behavior when using all college computer resources. This policy makes no attempt to articulate all required or prohibited behavior by users of the computer resources of Isothermal Community College.

Unacceptable activity includes, but is not limited to, the following:

1. Deliberately downloading, uploading, creating, or transmitting computer viruses
2. Destroying or modifying directory structures or registries; or interfering or tampering with another's data or files
3. Developing programs that infiltrate a computer or computing system, harass other users, and/or damage software
4. Attempting to obtain unauthorized computer access or privileges, or attempting to trespass in the work of another individual
5. Using hardware or software sniffers to examine network traffic, except by appropriate College personnel to diagnose the network for bottlenecks or other problems
6. Using another person's password or sharing of one's own password; users who choose to share their passwords are responsible for the outcomes resulting from the use of their password
7. Committing any form of vandalism on equipment, communications lines, manuals, or software; attempting to defeat or circumvent any security measures or controls
8. Consuming food and/or beverages in computer labs, computer classrooms, library, or in any other areas restricted to protect systems
9. Wastefully using finite resources, such as large amounts of bandwidth including but not limited to: downloading music, television shows, software programs, and/or movies.
10. Connecting personal network devices on the College's wired network. Connecting unsanctioned products (software or hardware) to the College network, or installing products for personal use. Special provisions may be made for visiting artists, lecturers, and trainers at the discretion of the Director of Information Technology. Information Technology support staff can offer assistance in gaining network access under these special circumstances, but the College cannot guarantee functionality, and assumes no responsibility for configuration of or damage to Non College equipment.
11. Sending hate mail, chain letters, and anonymous or pseudonymous messages
12. Using, distributing, or making accessible profane, obscene, pornographic, or discriminatory images or remarks, or other content which reasonably may be considered to be offensive to another user; or participating in other antisocial behaviors
13. Using computer resources for political campaigns or distribution of political material
14. Using computer resources for fraud, financial gain, or for any commercial or illegal activity
15. Disclosing student information in violation of the provisions of the federal statute known as the Family Educational Rights and Privacy Act of 1974
16. Violating copyright laws and/or fair use provisions through 1) illegal peer-to-peer file trafficking, i.e., by downloading or uploading pirated or illegal material, including but not limited to software and music files; 2) reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright.

#### **Reservation of Rights and Limits of Liability**

1. Isothermal Community College reserves all rights in the use and operation of its computer resources, including the right to monitor and inspect computerized files or to terminate service at any time and for any reason without notice.
2. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to email or Internet sessions.
3. The College is not responsible for the accuracy, content, or quality of information obtained through or stored on the College network.
4. The College and its representatives are not liable for any damages and/or losses associated with the use of any of its computer resources or services.
5. The College reserves the right to limit the allocation of computer resources.
6. The College makes efforts to maintain computer resources in good working condition but is not liable for damages incurred by loss of service.
7. College funds may not be used to purchase personal network access or products.
8. The College shall not be liable, legally, financially, or otherwise, for the actions of anyone connecting to the Internet through College systems.

#### **Wireless Internet Access**

The College provides free wireless Internet access through a guest account (the only wireless access allowed for students and guests). Users of wireless access must abide by the Wireless Internet Access Guidelines as well as this policy. Connection to the wireless network at any given time is not guaranteed. The College does not accept liability for any personal equipment that is brought to the College and therefore will not assist with configuration, installation, trouble shooting, or support of any personal equipment.

#### **Electronic Mail**

The College provides free email accounts to all students who are enrolled in a curriculum program. The use of college-provided email accounts must be related to college business, including academic pursuits. Incidental and occasional personal use of these accounts is acceptable when such use does not generate a direct cost to the College.

The College will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the College can assure neither the privacy of an individual's use of the College's electronic mail resources nor the confidentiality of particular messages that may be created, transmitted, received, or stored.

The College does not monitor electronic mail routinely but may do so to the extent permitted by law as the College deems necessary. Students should not have any expectation of privacy with their electronic email address provided by the College. Any user of the College's computer resources who makes use of an encryption device shall provide access when requested to do so by the appropriate College authority. The College reserves the right to access and disclose the contents of employees', students', and other users' electronic mail without the consent of the user. The College will do so when it believes it has a legitimate business need including, but not limited to, those listed below.

1. In the course of an investigation triggered by indications of misconduct or misuse;
2. As needed to protect health and safety of students, employees or the community at large;
3. As needed to prevent interference with the academic mission of the College;
4. As needed to locate substantive information required for College business that is not more readily available;
5. As needed to respond to legal actions; and
6. As needed to fulfill the College's obligation to third parties.

Electronic mail, including that of students, may constitute "education records" as defined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). See Appendix B.

North Carolina law provides that communications of college personnel that are sent by electronic mail may constitute "correspondence" and, therefore, may be considered public records subject to public inspection under the North Carolina General Statutes, chapters 121 and 132.

Electronic files, including electronic mail, that are considered to be public records are to be retained, archived and/or disposed of in accordance with current guidelines established by the North Carolina Department of Cultural Resources or otherwise required by College policy.

### **Violations**

Each individual is ultimately responsible for his/her own actions. Failure to exercise responsible, ethical behavior will result in disciplinary action as appropriate. Disciplinary action may include reprimand or denial of access. In severe cases, 1) students may be sanctioned according to procedures described in Appendix A; 2) other users may be barred permanently from using college computers and network access. Certain activities violate federal and/or North Carolina state laws governing the use of computer systems, and may be classified as misdemeanors or felonies. Those convicted could face fines and/or imprisonment.

### **Availability of Policies**

College computer policies are accessible on the College website at <http://www.isothermal.edu/>, are included in various College publications, and are available from any College staff member.

### **Agreement**

All users of Isothermal Community College computer resources must comply with appropriate computer policies. In using any of the College's computer resources, users agree to comply with the policies herein and with other policies that may apply (reference Student Computer Resources/Internet policy 602-03-01AP).

## **CONDUCT**

The student assumes full responsibility for the consequences of his/her actions and behavior. It is the personal responsibility of each student to uphold the rules and regulations of Isothermal Community College. The College reserves the right to dismiss any student who, in its judgment, conducts himself or herself in a manner that is not in compliance with the purposes of this institution. The complete policy for Student Rights, Responsibilities, and Judicial Procedures is available in the Student Services Office and detailed in the Student Handbook section of the College Catalog and Student Handbook which is available in print and on the website.

Students in certain programs may be expected to follow additional guidelines. Examples include (but are not limited to) Basic Law Enforcement Training Standards, guidelines associated with health sciences programs, and policies associated with Rutherford County Schools (e.g., REaCH) or Polk County Schools. The students enrolled in adult basic education (ABE), adult high school (AHS), English as a second language (ESL), or high school equivalency (GED/HiSET) preparation are also expected to follow both the *Basic Skills Code of Conduct* and the *Student Code of Conduct*.

It is the duty of the president to exercise full authority in the regulation of student services and discipline in the institution. Delegation of this authority is normally made to the dean of students. Nevertheless, it is the duty of the president to ensure to every student the right of due process. A complete policy of Student Rights, Responsibilities and Judicial Procedures is available for review in the Student Services Office and detailed in Appendix A which is available in print and on the website (reference Student Rights, Responsibilities, and Judicial Procedures policy 601-02-00BP).

## **DRUG AND ALCOHOL**

Isothermal Community College campuses have been designated as “Drug Free” and only under approved circumstances is the consumption of alcohol permitted. The possession and/or use of any non-prescribed controlled substance as defined in Chapter 90 of the General Statutes of North Carolina and federal laws is not permitted on the campuses of Isothermal Community College. The consumption of alcohol or the possession of an open container that contains alcoholic beverages is prohibited on the campuses of Isothermal Community College and in college-owned vehicles. Exceptions shall be made for the use of alcohol in instructional situations, e.g. cooking classes, laboratory experiments, or in conjunction with events at The Foundation Performing Arts and Conference Center meeting the requirements of the NC State ABC Codes and of nonexclusive catering services agreements. Appropriate disciplinary sanctions will be determined by the College on a case-by-case basis and may include expulsion and referral for prosecution. See Appendix I (reference Drug and Alcohol policy 601-02-01BP).

## **INSURANCE**

Students are encouraged to provide themselves with insurance to cover illness/injury. Information regarding student accident insurance is available in Student Services. If an accidental injury involves an enrolled student on campus or as part of a related college activity, it may be at least partially covered by student accident insurance.

## **PARKING**

There is sufficient parking to accommodate all vehicles driven by students. At times, you may not be able to use the parking area most convenient and may have to park in an area more removed from your destination. You are required to park in the parking areas assigned to students. Parking along the roadways and in the staff and faculty parking spaces is prohibited. Check the campus map for student parking areas.

### **Motor Vehicle Towing Guidelines**

If a motor vehicle is parked in such a manner that it blocks a drive, blocks another person who is legally parked, or presents a public hazard, then the motor vehicle may be towed at owner’s expense at the discretion of the College (reference Traffic and Parking Regulations policy 802-02-02BP).

## **SIGNS AND ANNOUNCEMENTS**

Students and community members may post signs and announcements on general bulletin boards provided that the item is no larger than 8 1/2 x 11, that it is clearly dated and is removed within two weeks of posting, and that it is not placed over other announcements. Attaching any poster or sign to walls and doors is prohibited. Affiliated groups or individuals will be allowed to post signs in provided enclosed bulletin boards located inside buildings, but permission must be obtained in advance from the appropriate building representative. Signs and announcements must not contain, encourage, or promote violations of public laws or regulations of the college. The College reminds all individuals or organizations posting materials to be aware of current laws concerning defamation, obscenity, fair labor practices, and other applicable law. At the same time, the college does not assume responsibility for the content of material posted or distributed (reference Sign and Announcement Postings policy 801-01-02AP).

## **STUDENT UNLAWFUL HARASSMENT/DISCRIMINATION POLICY**

Isothermal Community College is committed to providing and promoting an atmosphere in which students can fully engage in the learning process. Accordingly, forms of unlawful harassment, discrimination, and other violations of civil rights are prohibited. For concerns regarding sexual harassment, please consult the Title IX information located in the Emergency Information section. See Appendix L, reference Student Unlawful Harassment/Discrimination Policy 601-02-05BP).

## **TELEPHONE CALLS**

The College cannot accept incoming calls for students except in extreme emergencies. Students should let loved ones know that if a genuine crisis comes up, Student Services is the place to call to get in touch with them. The only person who can authorize interrupting a class to give you a message is the dean of students or an appropriate designee. Cell phones should be silenced in classrooms and in the library.

## **THEFT OR LOSS**

Notify Campus Enforcement at 828-289-5850 and Student Services as soon as possible. Found items should be turned in to Student Services or the Human Resource window in the Administration building for safekeeping until claimed.

## **TOBACCO PRODUCTS**

The use of tobacco products of any kind inside the buildings of Isothermal Community College and all college-owned vehicles is prohibited. Smoking is prohibited within twenty-five feet of all building entrances on the campuses of Isothermal Community College. Smoking includes but is not limited to cigarettes, tobacco, and devices such as e-cigarettes, pipes, and vaporizers (refer to Use of Tobacco Products policy 802-02-01BP).

## **VACCINATIONS**

Students at Isothermal Community College are not required to provide proof of immunization for general admission to the College. However, students admitted to the Associate Degree Nursing (A45110) and Practical Nursing (D45660) programs must complete the Health Program Medical form, which requires proof of immunization from childhood diseases, tuberculosis, and hepatitis B, as well as a current flu shot and TD booster.

Those who would like more information about the health program immunization requirements for Associate Degree Nursing (A45110) and Practical Nursing (D45660) should contact the Pre-Health Sciences Nursing advisor in the Advising and Success Center.

## **VISITOR GUIDELINES**

Isothermal Community College welcomes visitors. However, the College reserves the right to remove visitors who become disruptive to the learning environment. Disruptive visitors (including visitors who may be loitering) may be referred to college authorities or Campus Enforcement for warning, removal, trespass, or arrest.

## **WEATHER EMERGENCIES**

Isothermal Community College relies on ICC Alert, a text and email message system, for alerting students and employees of campus emergencies and/or closures. Visit <https://www.isothermal.edu/notify> to register for ICC Alert.

The College website [www.isothermal.edu](http://www.isothermal.edu) usually posts closings in case of weather emergencies. Set your radio to our own WNCW 88.7 station for cancellations due to inclement weather. Normally, local radio and TV stations will be notified between 5:45–6:30 a.m. the day of delay or closing. If possible, announcements will be made prior to 11:00 p.m. the night before the school hours are to be altered. Decisions are made based on actual conditions on campus and throughout the service area and are not generally made based on forecasted events. Since driving conditions vary from area to area, everyone is always encouraged to use caution. If you feel it is unsafe to travel, don't!

### **Inclement Weather Policy**

In the event curriculum classes are canceled due to inclement weather or emergencies, time missed shall be made up by alternative assignments and documented with the appropriate dean's approval. If days canceled exceed five in a semester, break time may be rescheduled for class meetings (reference Inclement Weather or Emergency Closing policy 402-02-05AP).

### **TV Stations**

WBTV (Channel 3), Charlotte  
WLOS (Channel 13), Asheville  
WSPA (Channel 7), Spartanburg  
WHNS (Channel 21), Greenville  
WYFF (Channel 4), Greenville

### **Radio Stations**

WAGY 1320 AM, Forest City  
WCAB 590 AM, Rutherfordton  
WNCW 88.7 FM, Spindale

# EMERGENCY INFORMATION

## **CAMPUS ENFORCEMENT AND CAMPUS ASSISTANCE**

Isothermal Community College Rutherford Campus, Polk Center, and Rutherfordton Learning Center are open to students and visitors on a regularly scheduled basis Monday-Friday. Some classes and special events are scheduled on weekends.

Campus Enforcement officers are available to respond to situations involving classroom safety and security, drug and alcohol policy violations, harassment, and other potential criminal activity. Please contact one of them immediately in the event of any kind of campus emergency. Campus Enforcement may be contacted at 828-289-5850.

Campus Assistance staff secure all buildings after regularly scheduled activities have ended for the day. The Rutherford Campus has officers on duty Monday-Friday, and the Polk Center has campus assistance personnel available Monday-Friday. Campus Assistance staff is available to help with locking and unlocking of buildings, mail delivery, and other campus duties. Campus Assistance can be contacted at 828-289-1393.

## **COMMITMENT TO SAFETY**

The safety of the students who attend Isothermal Community College and the staff and faculty who work at the college is of the highest importance. We hope that what you read here will cause all of you to join with us in making safety a high priority. Be alert, be aware, be safe.

We, at the College, want to know your concerns and we ask you not to hesitate to report any concerns you have. We want everyone to join together in making Isothermal Community College as safe as we possibly can.

The students and employees of Isothermal Community College are our most important assets, and every effort will be made to protect them by providing a safe and healthy place to learn. In order to complete this mission most effectively, the campus community needs to be informed of the fundamental safety and emergency procedures of the College. We realize that most people do not prepare for emergencies until they personally experience an emergency or tragedy. However, taking time now to prepare for emergencies, even the most basic, will help the campus community respond more quickly and efficiently should the need ever arise.

## **CRIME AWARENESS AND STATISTICAL REPORT**

As required by the Crime Awareness and Campus Security Act of 1990, Isothermal Community College compiles a Crime Awareness Statistical Report on the Rutherford Campus, Polk Center, and Rutherfordton Learning Center. This report is updated and published annually on the college's website and through the Human Resources Office. The report covers the three complete previous years.

The Safety Coordinator, located in the Administration building, maintains a crime log that records, by date reported, all reportable campus crimes. The crime log is available to the public during business hours. To contact the Safety Coordinator, call 828-395-4192. The Safety Coordinator also publishes an annual Security Report containing campus security disclosures and statistics.

## **EMERGENCY INFORMATION**

Although there are set guidelines and procedures for various types of emergencies, no one set of responses can cover every possibility. Accordingly, in an emergency situation, two general guidelines should be remembered: Remain calm and call 911 if you need emergency help. Remember if dialing from a college phone, dial 9-911 to be directed to a call center. Clearly state the location of the emergency to be connected to the local communications center. If possible, send someone to the closest entrance to advise emergency responders to enter there.

When an emergency occurs, such as accidents resulting in serious injury or sudden illness, which requires emergency medical attention, call 911 or 9-911 from a campus phone.

### **Accidents and First Aid**

For minor medical needs, first aid supplies are available in each building, the Physical Education Office, and the shop classrooms. The College has no facilities for medical treatment other than for minor first aid and can assume no responsibility for treatment of injuries or illness of students.

Students suffering from acute illness or injury requiring more than minor first aid are asked to seek medical treatment. The student is responsible for costs incurred in such treatment.

Students are encouraged to provide themselves with medical insurance to cover illness/injury. Information regarding student accident insurance is available in Student Services. If an accidental injury involves an enrolled student on campus or as part of a related activity, it may be at least partially covered by student accident insurance. An incident report should be completed by the faculty or staff member who witnesses an accident or injury. Student accident insurance information can be obtained through Student Services.

## EMERGENCY NOTIFICATIONS

During an emergency incident, Rutherford County Communications and/or Isothermal Community College officials will seek to alert the campus community through at least one or all of the following methods, depending on the severity of the incident:

1. Outdoor Warning System (Rutherford Campus)
2. Fire Alarms
3. ICC Alert (participants must be registered)
4. College Phone Intercom System
5. College email
6. Isothermal webpage, Facebook page, and Twitter

**Outdoor Warning System (Rutherford campus only):** An emergency warning may be broadcasted over the tower if there is an imminent, life-threatening emergency such as a weather-related emergency issued in the close vicinity of the College, a major chemical spill, or an armed or dangerous person on campus. An emergency tone will sound, followed by a message describing the type of emergency and the necessary actions to be taken immediately. Should an emergency warning be broadcasted, take the following steps:

1. Listen carefully to the tower message and any Isothermal personnel's directions.
2. Take immediate action to ensure your safety. See "Basic Emergency Procedures" below for more information.
3. Stay secure until an all clear message is communicated.
4. The outdoor warning system is intended for outdoor use only; instructions from this system may not be clearly heard inside a building on Rutherford Campus.

**Fire Alarms (Rutherford Campus and Centers):** In the event of a fire, the fire alarm will sound indicating the need to evacuate a building or if the building does not have a fire alarm system or audible system malfunctions, a verbal message is made to each classroom and office in the building. An emergency warning may be broadcast over the tower. Should fire notification be given, take the following steps:

1. Evacuate and move quickly to a safe distance from the building and emergency vehicle access areas.
2. Remain out of the building until an all clear notification is given by proper authorities. Do not re-enter the building unless advised to do so.
3. Never assume it is a false alarm and stay in the building. The law requires all occupants to evacuate the building when fire notification is given.

**ICC Alert (participants must be registered):** In the event that there is an imminent, life-threatening emergency such as a weather related emergency in the close vicinity of one of the campus locations, a major chemical spill, or an armed or dangerous person on campus, an emergency alert message may be sent to registered users of the ICC Alert system. The message may describe the type of emergency and the necessary actions to be taken immediately.

To receive these types of messages, employees and students must register at [www.isothermal.edu/notify](http://www.isothermal.edu/notify).

**College Phone Intercom System (Rutherford Campus and Centers):** In the event that there is an imminent, life-threatening emergency such as a weather related emergency in the close vicinity of one of the campus locations, a major chemical spill, or an armed or dangerous person on campus, an emergency alert message may be broadcast over the phone system. The message may describe the type of emergency and the necessary actions to be taken immediately.

**College Email (Rutherford Campus and Centers):** In the event that there is an imminent, life-threatening emergency such as a weather related emergency in the close vicinity of one of the college locations, a major chemical spill, or an armed or dangerous person on campus, an emergency alert message may be sent to those with college email accounts. The email may describe the type of emergency and the necessary actions to be taken immediately.

**Website/Facebook/Twitter (Rutherford Campus and Centers):** In an emergency situation, Isothermal will post safety-related announcements through [www.isothermal.edu](http://www.isothermal.edu) and Isothermal's Facebook Page. Please remember that it may take time for authorities to investigate the situation, verify the facts, and provide the campus with instructions or updates. Use the 911 number for emergencies only. Do not call 911 or Campus Enforcement for general information.

An informational message will be issued via the College website if a situation is not an emergency and does not pose an immediate threat but is of significant interest to the campus. These messages are intended to inform people of a particular situation. Examples include inclement weather notifications and important announcements regarding events critical to the operation of Isothermal. An informational message will be sent via email prior to alarm testing conducted on campus.

## BASIC EMERGENCY PROCEDURES

There are four basic emergency procedures. A description of each is available below. Please take time to familiarize yourself with these procedures as well as the other safety procedures of the College. Emergency Guidebooks are also provided in each classroom and throughout the campuses. Although it is unlikely that you will ever have to use this information, it is always best to be prepared. If you are informed that a basic emergency response is necessary, please cooperate with the proper authorities. Non-compliance may put you at greater risk.

### Evacuation

Evacuate the building in an orderly fashion and wait for proper authorities to give the all clear to return inside the building.

### **Shelter in Place/Lock Out**

A situation may occur at Isothermal where the safest action will be to shelter in place.

- Do not leave the building. Find a safe place within the building to stay and wait for further information.
- Follow procedures to protect yourself from the specific hazard. For example, if a tornado has been sighted, report to an interior room on the lowest floor. If a hazardous materials spill has occurred, close all doors and windows.
- If you have information about the hazard that can aid emergency responders, report it immediately by calling 911 (9-911 from a campus phone).
- Remain in the building until an "all clear" has been given by proper authorities.

### **Lockdown**

- If you are informed of a lockdown situation, please cooperate with proper authorities. Leaving the classroom or building in such a situation may put you at greater risk.
- A lockdown is similar to sheltering in place, except that it is an imminent life-threatening situation, like an active shooter that has been sited on campus and requires individual decisions and a survival mindset.
- Interior doors including classroom and office doors should be locked or barricaded.
- Turn off lights, radios, TVs, close blinds, and silence cell phones.
- If a fire alarm is activated during a lockdown, proceed with extreme caution.
- Wait for the "all clear" to be given before leaving safe shelter.

## **SPECIFIC EMERGENCY RESPONSE GUIDELINES**

Guidelines for responding to specific types of emergencies that could potentially occur may be found below. Please take time to review the information, but keep in mind that these situations are incident specific. Each individual will have to make decisions based on the available information that they have at that time. Emergency Guidebooks are also provided in each classroom and throughout the campuses.

### **Active Shooter**

If you are made aware that there are reports of an active shooter on campus, but the shooter is not inside your building and a lockdown has not been officially announced:

If it is possible to escape the building safely and avoid danger, do so by the nearest exit. Please remember that these situations are incident specific. Each individual will have to make a decision based on the available information that he or she has access to at the time. If possible, call 911 (9-911 from a campus phone) from a safe location to notify emergency officials of the event.

### **Remember the following:**

1. Gunfire may sound artificial. Assume that any popping sound is gunfire.
2. Figure out your course of action immediately. In the initial moments, decide what is occurring and which option listed below will provide the greatest degree of security.

**Get Out** - If there is considerable distance between you and the gunfire, quickly move away from the sound of the gunfire and find a secure place to hide or at least a place that will provide protection from gunfire or explosions such as a brick wall, trees, or buildings.

**Call Out** - When you reach a safe location, call the emergency number, 911 or 9-911 from campus phone. DO NOT assume that someone else has reported the emergency. The information that you are able to provide law enforcement officers may be critical, e.g. number of shooters, physical description, number and type(s) of weapons, and location of the shooter.

**Hide Out** - If the shooter is in close proximity to your location, use the lockdown procedures and hide within the room.

**Keep Out** - Barricade doors with any heavy objects available.

**Spread Out** - If there are two or more persons in the same place when an active shooting begins, you should spread out in the room to avoid offering an easy target.

**Take Out** - If discovered or confronted by an active shooter, an attempt to overpower the shooter may be your only option.

**Do the best you can - Choose to survive.**

### **Bomb and Bomb Threat**

- If anyone receives information about a bomb or a bomb threat, immediately call 911 or 9-911 from campus phone and (828) 289-5850 to immediately notify Campus Enforcement Officers.
- If an evacuation of the building is ordered, take the information recorded with you and give it to law enforcement.

### **If You Find a Suspicious Device**

- Do not touch, move or disturb any suspicious object you feel might be a bomb.
- Keep people away from the area where the suspicious object is and call Campus Enforcement Officers at (828) 289-5850.
- Be sure to include the location and description of the device.

### **Explosion**

- Take cover under sturdy furniture.
- Evacuate if safe and you are directed to do so by emergency responders.
- Stay away from windows.
- Do not utilize lighters or matches or create any spark or open flame.
- Move away from the hazard site to a safe location.
- If instructed to evacuate, use the stairs. Do not use the elevators.



## Fire

- In case of a fire, activate the pull stations, give verbal notification when exiting the building, and leave the building quickly but in an orderly way. Use the exit route posted in the hallway of each building.
- Immediately notify the fire department by calling 911 (9-911 from a campus phone) from a safe location to provide details of the situation.
- If you have been trained and it would not place you in any immediate danger, use a fire extinguisher to extinguish the fire.
- Evacuate as quickly and as safely as possible. On your way out, warn others.
- Close doors and windows, if time permits, to delay the spread of the smoke and fire.
- Feel closed doors for heat before opening. Do not open them if they are hot.
- Use the stairs to evacuate. Do not use elevators.
- If you encounter smoke, stay low to the ground. If possible, cover mouth with a cloth to avoid inhaling smoke and gases.
- Once outside, go to your building's evacuation area, tell those in charge there that you are out of the building, and report injured or trapped persons and any signs of building damage you observed.
- Wait for instructions from emergency responders. Do not re-enter the building until the all clear is given by proper authorities.

If unable to leave the building, find a location away from the smoke and heat where you can signal for firefighter assistance.

- Seal the room. Use wet cloth to stuff around cracks in doors and seal up vents to protect against smoke.
- Do not break windows. Flames and smoke can come back in from the outside. If you need air, slightly open the window.
- Stay low under smoke. The freshest air is near the floor. Keep a wet cloth over your nose and mouth; breathe through your nose only.
- Signal for help. Call 911 (9-911 from a campus phone) or hang an article of clothing out the window to help signal for help.

If you or your friend inadvertently set clothing on fire, remember to stop, drop, and roll to extinguish the flames.

Note: Sounding the alarm when there is no fire is against the state law of North Carolina.

## Hazardous Materials

- Call 911 (9-911 from a campus phone) immediately.
- Move away from the release area, informing others as you go.
- If spilled material is combustible or flammable, turn off ignition sources as you leave.
- Close doors to the affected area(s).
- Provide information to emergency personnel.
- Leave the area and warn others.

## High Winds and Earthquake

In case of high winds or an earthquake warning, you will be instructed to take cover in the designated areas of each building. Most high wind and earthquake related deaths are caused by head injuries from flying debris. So, if you are outside during threatening weather, immediately enter the nearest building to shelter in place safely.

## Tornado / High Winds / Hurricane

- Stay indoors.
- If possible, move to the lowest level of the building.
- Move to shelter weather areas in the building or interior room or hallway.
- Do not use elevators, electrical equipment or telephone.
- Crouch against an interior wall, lower and cover head with your arms.
- Remain in area until an "all clear" has been given by proper authorities.

## Earthquake

- Stay indoors.
- If you can safely evacuate the building, do so quickly moving away from the building, utility poles, and utility lines.
- If unable to evacuate drop under a desk or table, cover your eyes and hold on. Stay away from windows, shelves, filing cabinets, bookcases, light fixtures, and heavy objects that could fall, tip over or shatter.
- Do not use elevators, electrical equipment or telephone.
- Be prepared for aftershocks.

## Medical Emergencies

Dial 911 (9-911 from a campus phone) and tell the dispatcher that you require medical assistance.

Be prepared to provide the following information:

1. Location of injured person (e.g. which room, number, etc.)
2. Type of injury or problem
3. The individual's present condition
4. The sequence of events leading to the emergency
5. Medical history and name of injured person's doctor, if known
6. The phone number where you are

Remember:

1. Do not move victim unless it is necessary to remove them from a dangerous location or situation.
2. If trained, use pressure to stop bleeding.
3. If trained, use CPR if there is no pulse and the victim is not breathing. Call for an AED and begin following the device's instructions. Currently, AEDs are located in the Student Center Building, The Foundation, Library, Performing Arts Center, Administration Building, Business Science Building, Polk Center, and Rutherfordton Learning Center. Campus Enforcement Officers carry portable AEDs in their vehicles as well.
4. If possible, send someone to the closest entrance to advise emergency responders to enter there.  
For minor medical needs, first aid supplies are available in each building, the Physical Education Office, and the shop classrooms. The College has no facilities for medical treatment other than for minor first aid and can assume no responsibility for treatment of injuries or illness of students.

### **Psychological Crisis**

A psychological crisis may occur as a result of emergencies, disasters, or other critical incidents such as suicide, sexual assault, violence, deaths, serious accidents, fires, explosions, bomb threats, threats to the public welfare, or other traumatic or tragic events affecting the campus community.

For an unusual or potentially dangerous situation:

- Never try to handle a dangerous situation by yourself.
- Call Campus Enforcement at (828) 289-5850, and they will notify a counselor.
- Clearly state that you need immediate assistance. Give your name, your location, and state the nature of the problem.
- All suicide attempts should be reported to Campus Enforcement so that proper procedures might be followed to ensure the safety of those involved.

### **Assisting Persons with Disabilities in an Emergency Persons Using Wheelchairs**

When assisting a person in a wheelchair:

- Always ask what assistance is needed first.
- Individuals at ground floor locations may exit without help.
- In multi-level buildings, move the person to the nearest fire safe exit stairwell or elevator. Contact Campus Enforcement at 828-289-5850 immediately to give the location of the person needing assistance. Emergency responders will determine if the elevator can safely be used.
- Never try to move a person in a wheelchair down a stairway in his or her wheelchair. Evacuation chairs are available in the LLC, Rutherfordton Learning Center, Administration Building, and Performing Arts and Conference Center. Employees of the College are familiar with the location and proper usage of these chairs.
- If a wheelchair is left behind, DO NOT leave it in the exit path or doorway. This may block other people exiting the area and increase the chance of accidents.

### **Persons with Mobility Impairments**

These individuals may use crutches, canes or walkers. Ask the individual if they need assistance and if they are able to use the stairs. If the person is unable to use stairs, follow the procedure for persons using wheelchairs (see above).

### **Persons Who Are Deaf or Hard of Hearing**

Most buildings are equipped with both audio and visual fire alarm systems. In locations where no visual alarms are present, or notification has been given to evacuate or move to a safe location in the building, two methods of alerting hearing-impaired individuals are:

- Turn room lights on and off to gain the persons attention. Follow with hand gestures to show the person the direction to evacuate.
- Write a note and hand it to the hearing-impaired person or write a message on the white board, i.e. "Fire Alarm, Please Go!"

### **Persons Who Are Blind or Visually Impaired**

Most persons who are blind or visually impaired will be familiar with their surrounding area and routes during normal activities on campus. In an emergency:

- Announce the type of emergency to the visually impaired person.
- Offer to guide the person by letting him or her take your arm.
- Tell the person where you are and any obstacles you encounter as you walk.
- When you reach the designated area, let the person know and ask if further assistance is needed.
- If the individual has a guide dog, let him or her direct you on how to assist them.

### **REGISTERED SEX OFFENDERS**

G.S. 14-208.18(a)(3) makes it unlawful for anyone on the sex offender list to knowingly be at any place where minors gather for regularly scheduled educational, recreational, or social programs. Registered sex offenders needing further guidance are encouraged to seek information from Rutherford County's Sheriff's Office.

General information regarding registered sex offenders in the local region may be obtained by contacting the Rutherford County Sheriff's Office at 828-287-6247 or at the website: <http://sexoffender.ncsbi.gov/>.

## **REPORT A CONCERN/SILENT WITNESS PROCEDURE**

If you are aware of a campus crime, emergency, threat, or issue of concern, you are personally responsible for reporting information to the proper authorities. Should you witness a crime or emergency on campus, please call 911 or 9-911 from a campus phone as well as Campus Enforcement at 828-289-5850.

If you would like to report a concern electronically and anonymously, you may submit a "Report a Concern" form located on the Campus Safety page on the College website. Please know that any information you submit will be handled confidentially with the purpose of assisting the student, faculty, or staff person you have named. Although we accept anonymous reports, we encourage you to provide your name and contact information, so that we can follow-up should we need additional information. Keep in mind that our ability to respond may be more limited when concerns are reported anonymously. Also, it is important that you provide as many details as possible to assist us in further exploring your concern.

## **REPORTING CRIMINAL ACTIVITY**

Anyone who is a victim of, or a witness to, a criminal action at the Polk Center, Rutherfordton Learning Center, Rutherford Campus of Isothermal Community College, on any property that is controlled or owned by Isothermal, or any property adjacent to and accessible from campus should notify appropriate law enforcement authorities by dialing 911 or 9-911 from campus phone. In addition, all incidents should be reported by completing an incident report.

Each year students are informed of the security procedures and what they should do if they are a victim or witness to a criminal action. This information, other safety measures, and statistics on campus crime are presented in the College Catalog and Student Handbook and are discussed in ACA courses. The College Catalog and Student Handbook is distributed widely in print and made available on Isothermal Community College's website. Also, safety oriented workshops and activities are offered on campus.

Monitor your student email and Isothermal's Facebook or Twitter page for information regarding these opportunities. You may also sign up to follow Isothermal on Twitter and Facebook.

Visit the college website or contact Human Resources for further information on crime statistics for Rutherford Campus, Polk Center, and Rutherfordton Learning Center. If crimes are reported to appropriate authorities that are considered to represent a continuing threat to the campus community, timely warning will be provided to the campus community.

Students who are involved in criminal activity (on campus or through college-sponsored activities) or other activities that violate the student code of conduct may be subject to college judicial procedures and possibly referred to local authorities for prosecution. For further information on students' rights, responsibilities, and judicial procedures (includes information on disciplinary proceedings and related sanctions), see Appendix A.

As required by the Crime Awareness and Campus Security Act of 1990, information regarding campus crime statistics is available on the college website and Human Resource Office. Isothermal uses the Federal Bureau of Investigation's crime definitions. These statistics do not identify a victim or person accused of committing a crime.

## RESOURCE PHONE NUMBERS

24-Hour Crisis Line (SMC).....	1-800-849-6127
Alcohol and Drug Info. (National) .....	1-800-662-HELP
.....	1-800-662-4357
Alcohol/Drug Council of NC (State-wide).....	1-800-688-4232
Alcohol-Drug Treatment Referral (National).....	1-800-454-8966
Blue Ridge Counseling Services (Rutherford) .....	(828) 286-0501
Cleveland County Abuse Prevention Council.....	(704) 481-0043
Columbus Police Department (Polk).....	(828) 894-5464
Family Preservation Services (Polk).....	(828) 894-2290
Family Preservation Services (Rutherford).....	(828) 287-7945
Family Resources of Rutherford County, Inc (Rutherford).....	(828) 247-1440
Home Care Management (Rutherford) .....	(828) 247-1700
ICC Campus Enforcement .....	(828) 289-5850
ICC Safety Coordinator .....	(828) 395-4192
Insight Psychiatric Resource (Rutherford) .....	(828) 287-3928
Ledford Miracle, and Ledford (Rutherford).....	(828) 286-7967
Lifeline Counseling Center by Jeff Wells (Rutherford) .....	(828) 289-0574
Lifespan Psychological Services (Polk) .....	(828) 894-2300
Mobile Crisis (Rutherford/Polk).....	1-888-573-1006
National Sexual Assault Hotline <a href="https://ohl.rainn.org/online/">https://ohl.rainn.org/online/</a>	(800) 656-HOPE (800) 656-4673
National Suicide Prevention Hotline (National) .....	1-800-273-8255
NC SAVAN: North Carolina Statewide Automated Victim Assistance and Notification .....	877- NC SAVAN (877) 627-2826
NC State Highway Patrol (State-wide).....	1-800-445-1772
NC State-wide Automated Victim Assistance and Notification Service (SAVAN) .....	1-877-NCSAVAN 1-877-627-2826
New Hope Counseling Center (Polk).....	(828) 894-2238
Noah's House, Children's Shelter (Rutherford) .....	(828) 245-5437
PATH, Domestic Violence Resource Center and Shelter (Rutherford).....	(828) 245-8595
Pavilion International, Substance Abuse Treatment (Polk).....	(828) 694-2300
Police/Fire/Emergency .....	911
(If calling from a campus phone, dial 9 then 911.)	
Polk Wellness Center .....	(828) 894-2222
Polk County Health Department.....	(828) 894-8271
Polk County Social Services .....	(828) 894-2100
Polk County Sheriff's Office .....	(828) 894-3001
Preferred Choice Healthcare (Rutherford).....	(828) 248-4403
RHA Health Services, Inc. (Rutherford) .....	(828) 248-1117
Rutherford County Health Department.....	(828) 287-6100
Rutherford County Social Services .....	(828) 287-6165
Rutherford County Sheriff's Office .....	(828) 287-6247
Rutherford County Transit (TARC).....	(828) 288-1830
Rutherford Hospital .....	(828) 286-5000
Steps to Hope, Domestic Violence Resource Center and Shelter (Polk) .....	(828) 894-2340
St. Luke's Hospital (Polk).....	(828) 894-3311
United Way Help Access & Referral Line .....	211 or nc211.org
Vaya Health (Regional Mental Health/Substance Abuse/Developmental Disabilities Services).....	1-800-849-6127
Woodridge Psychological Association/ Preferred Choice Healthcare (Rutherford).....	(828) 287-7806

## **SAFETY TIPS**

Taking responsibility for your own safety is the first proactive step you can take to maintain your personal safety. Being vigilant and taking some common sense precautions are the best self-protection practices. Trust your instincts, avoid dangerous situations, and work with law enforcement officials. Remember the three basic elements necessary for a crime to occur: desire, ability, and opportunity. A criminal has the DESIRE and the ABILITY to commit a crime. Although the victim is not to blame, there is the OPPORTUNITY for the criminal to act. Minimize opportunity, which is the easiest of the three elements to control, and you minimize your risk of becoming a victim of crime.

### **Cyber Safety Tips**

In the past few years, social networking sites, such as Facebook and Instagram, have become a rite of passage on college campuses. The best prevention tool for the dangers that students may face on these sites is education. The National Campus Safety Awareness Month organization recommends the following to keep yourself and your identity safe:

- Watch what you post on the Internet (especially sites such as Facebook). You never know who is looking at your information. It could be stalkers, future employers, or family members. You cannot control who accesses information about you that you post. Be careful.
- Only shop with companies you know. Always use a secure browser. NEVER give out bank account numbers, your social security number, or any other personal information that is not absolutely needed.
- Watch what you download. Don't ever download anything that could possibly harm your computer or invade your privacy.
- Never rush out to meet someone. If someone is trying to rush a meeting, then be suspicious. Make sure to talk on the phone before meeting, meet in a public place, and bring a friend.

### **Dating and Acquaintances Tips**

These are some basic strategies to use to help make you less vulnerable to sexual assault while dating:

- Know whom you are dating.
- Let someone know where you are going and how long you expect to be gone.
- Realize that you do not have to accept any unwanted sexual attention.
- Learn to communicate clearly what you want and what your limits are.
- Be assertive.
- Act immediately when something happens that you do not like.
- Trust your feelings.
- Limit the use of alcohol and drugs.

More than one-half of all reported sexual assaults occur in a residence, usually that of the victim, and involve an attack by an acquaintance--someone known to the victim.

### **Safety Habits While Driving**

- Keep your car in good running condition with at least a quarter tank of gas at all times.
- Keep some money hidden in your car in case of unexpected problems.
- Learn how to change a flat tire.
- Keep your car doors locked and windows rolled up at all times.
- Park in well-lit, well-traveled areas. Ask for an escort to your car if you feel at risk.
- Have your keys ready so that you can get in your car as quickly as possible.
- Before entering your car, visually check inside, under and around it.
- If someone tries to enter your car, honk the horn, yell and attract attention.
- If you are being followed or harassed, drive to the nearest safe place.
- Don't hitchhike or pick up hitchhikers.
- Don't text while driving.

### **Opportunities Carjackers Look For**

- Intersections controlled by stoplights or signs
- Garages and parking lots for mass transit, shopping malls, and grocery stores
- Self-service gas stations and car washes
- ATMs (automated teller machines)
- Residential driveways and streets as people get into and out of cars
- Highway exit and entry ramps, or any place else where drivers slow down or stop

### **Warning Signs**

How You Can Help Prevent Violence on Campus

Often people who act violently have trouble controlling their feelings. They may have been hurt by others, and may think that making people fear them through violence or threats of violence will solve their problems or earn them respect. This isn't true. People who behave violently lose respect. They find themselves isolated or disliked, and they still feel angry and frustrated.

If you see these immediate warning signs, violence is a serious possibility:

- Loss of temper on a daily basis
- Increase in risk-taking behavior
- Frequent physical fighting
- Detailed plans to commit acts of violence
- Significant vandalism or property damage
- Announcing threats or plans for hurting others

- Increase in use of drugs or alcohol
- Enjoying hurting animals
- Carrying a weapon

If you notice the following signs over a period of time, the potential for violence exists:

- A history of violent or aggressive behavior
- Serious drug or alcohol use
- Gang membership or strong desire to be in a gang
- Access to or fascination with weapons, especially guns
- Threatening others regularly
- Trouble controlling feelings like anger
- Withdrawal from friends and usual activities
- Feeling rejected or alone
- Having been a victim of bullying
- Poor school performance
- History of discipline problems
- Feeling constantly disrespected
- Frequent run-ins with authority
- Failing to acknowledge the feelings or rights of others

Source: American Psychological Association

If you ever feel endangered or threatened at any time on campus, we ask that you immediately contact Campus Enforcement at (828) 289-5850, an instructor or an employee of the college for assistance.

### **Where Can You Go For Help?**

Crime and personal safety are issues we all must face. We must do everything we can as individuals to reduce our risk of becoming victims of crime. Victims are vital reminders of our own vulnerability. On the Rutherford Campus of Isothermal Community College, you will find resources, classes, and workshops that are designed to promote a safer campus and community. The Continuing Education division of the College offers many “personal protection” courses: Firearm Safety and Home Defense for Women are just a couple of examples. There are also several agencies in the county that can help with any type of problem or criminal action.

### **SEXUAL ASSAULT RESPONSE TEAM**

Isothermal Community College has taken a proactive stance for safety and security by designating a Title IX Coordinator to investigate complaints, oversee the complaints (grievance) procedure, and keep certain records. Title IX Deputy Coordinators assist the Title IX Coordinator and may be responsible for investigating a specified population. The Sexual Assault Response Team (SART) is also available to assist those reporting sexual violence as well as the Title IX Coordinator and Deputies. SART has developed procedures for responding to persons who report they are victims of sexual assault or harassment. Any representative of SART, as well as counseling staff, may provide students with information regarding community assistance programs that supplement college services in areas such as personal safety, domestic/dating/partner violence, sexual assault, etc. Also, educational programs and materials are made available to assist students in managing personal safety and sexual assault prevention. For more information, contact Student Services and/or Campus Enforcement.

### **SEXUAL HARASSMENT AND VIOLENCE**

Sexual harassment, which includes acts of sexual violence, is a form of sex discrimination and is prohibited by Title IX Education Amendments of 1972, 2001, and 2010. Sexual harassment is unwelcome conduct of a sexual nature and can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment of a person can deny or limit, on the basis of sex, the student’s ability to participate in or to receive benefits, services, or opportunities in the school’s program (2001 OCR Guidance). “Sexual violence refers to physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, include rape, sexual assault, sexual battery, and sexual coercion. All such acts of sexual violence are forms of sexual harassment covered under Title IX” (April 4, 2011 Dear Colleague Letter).

**TITLE IX**

Title IX of the Education Amendments of 1972 protects people from discrimination based on sex in education programs and activities that receive federal financial assistance. The Title IX regulation describes the conduct that violates Title IX. Examples of the types of discrimination that are covered under Title IX include sexual harassment, sexual violence, and discrimination based on pregnancy. To enforce Title IX, the U.S. Department of Education maintains an Office for Civil Rights, with headquarters in Washington, DC and 12 offices across the United States. At Isothermal Community College, personnel have been designated as Title IX Coordinators. Any concerns or complaints regarding Title IX should be directed to one of the designated coordinators below.

Confidential reporting may be made to designated counselors in the Advising and Success Center located in the Student Center. Call (828) 395-1732 or 828-395-1660 to speak with a counselor.

CONTACT	POPULATION SERVED	CONTACT INFORMATION
<b>Amy Harper</b> Title IX Coordinator	Employees, Community Members, and Coordinates all Title IX issues	828-395-1294 aharper@isothermal.edu
<b>Sandra Lackner</b> Title IX Deputy Coordinator	Curriculum Students	828-395-1429 slackner@isothermal.edu
<b>Donna Hood</b> Title IX Deputy Coordinator	Continuing Education Students	828-395-1404 dhood@isothermal.edu
<b>Jeremiah McCluney</b> Title IX Deputy Coordinator	REaCH Students	828-395-4164 jsmclun@rcsnc.org

**WEAPONS ON CAMPUS**

For information regarding current laws relating to weapons on campus, contact Campus Enforcement at (828) 289-5850. Weapons used in class or as part of a ceremony are permitted with prior approval of the appropriate academic dean (reference Weapons on Campus policy 902-02-00).

# FACILITIES AND SERVICES

Campus services and activities at Isothermal Community College support the learning college environment through the provision of programs and services that are timely, user-friendly, accessible, and designed to support student learning. These services recognize the significant diversity of the student body and seek to provide programs and services that support learning among all levels and types of students including (but not limited to) distance education, day and evening, minority, disabled, international, high school students, as well as displaced workers, single parents, students with financial need, etc.

## ADMINISTRATION BUILDING

Located in the Administration building is Academic Development office, faculty, and classrooms, Arts and Sciences office, faculty, labs and classrooms, Assessment, Planning and Research Office, Business Office, Human Resources, Math Lab, Presidential Office Suite, Public Information Office, Webmaster, and Writing Center.

## ADMISSION, READMISSION, AND RESIDENCY FOR TUITION PURPOSES

### Admission

Isothermal Community College has an open door admission policy for applicants who are high school or high school equivalency graduates or who are 18 years of age. Admission requirements vary by program. One may obtain the most current admission information by accessing <https://www.isothermal.edu/admissions/requirements/index.html>, calling 828-395-4198, or visiting the Admissions Office in Student Services.

### Readmission

Students who interrupt their enrollment at the college for three or more consecutive semesters must meet current admission requirements and will then be readmitted to a program of study in the College Catalog and Student Handbook in effect when they return.

Students are responsible for monitoring progress in their program of study and ensuring that they are taking courses within their program for the correct college catalog year. Financial aid amounts dispersed to students are subject to reduction for any courses not required to complete their major. Students are encouraged to seek assistance from college personnel and program evaluation resources on Patriot Port to clarify program requirements.

### Residency for Tuition Purposes

Residency status (in-state versus out-of-state) is determined by the North Carolina Residency Determination Service (RDS). This is a free service. Before applying to Isothermal Community College, applicants need to complete their residency status at <https://ncresidency.cfnc.org>. Please note that being an out-of-state student will not impact an applicant's ability to be accepted into a program at Isothermal Community College; it simply indicates the type of tuition rates that will apply.

## ADVISING AND SUCCESS CENTER

The Advising and Success Center is located in the Student Center Building near the west entrance of the facility. Feel free to contact the Advising and Success Center via phone 828-395-1436 or email at [advising@isothermal.edu](mailto:advising@isothermal.edu).

The Advising and Success Center offers guidance and information related to:

- New student advising and registration
- Career and academic counseling
- Mentoring/coaching
- Dropping a course or complete withdrawal
- Advising and information for pre-health sciences students
- Placement assessment, testing services, and high school equivalency testing
- Connecting with your faculty advisor
- Stopout restrictions
- College transfer counseling
- Program updates

The Advising and Success Center also offers assistance with:

- Personal counseling assistance and referrals
- Career counseling
- Accessibility support services (academic accommodations)
- WIOA - Workforce Innovations and Opportunity Act

## APPLIED SCIENCES AND ENGINEERING TECHNOLOGY BUILDING

Located in the Applied Sciences and Engineering Technology building is Applied Sciences office, faculty, classrooms, BLEET, Computer Engineering Technology, Criminal Justice, Early Childhood, Electronics Technology.



## BOOKSTORE

The campus bookstore is located in the Student Center. In addition to books and classroom supplies, the bookstore carries a large supply of notebooks, binders and apparel with the Isothermal logo, book bags, backpacks, and other specialty items. The Bookstore also has flash drives, earbuds, and book rentals as well as e-book options. Bookstore profits are used for college projects and services. The Bookstore has increased the used book selection. Please call 828-395-1633 or 828-395-4328 or visit <https://www.isothermal.edu/services/bookstore/index.html> for more information. Graduation orders are placed in the Bookstore.

### BOOKSTORE HOURS

#### Fall & Spring Semesters

Monday, Wednesday, Thursday: 9:00 a.m.–3:30 p.m.  
Tuesday: 9:00 a.m.–6:00 p.m.  
Friday: 9:00 a.m.–1:00 p.m.

#### First two weeks of Fall & Spring Semesters

Monday – Thursday: 8:30 a.m.–6:00 p.m.  
Friday: 8:30 a.m.–3:00 p.m.

#### Summer Semester

Monday – Thursday: 9:00 a.m.–3:30 p.m.

#### First week of Summer Semester

Monday – Thursday: 8:30 a.m.–6:00 p.m.

## BUSINESS SCIENCES/AUTOBODY BUILDING

Located in the Business Sciences and Autobody building is Business Sciences office, faculty, and classrooms, Blue Room 112, Red Room 137, Chocolate Room 136, Agribusiness, Banking and Finance, Marketing and Retailing, Computer Programming, Computer Information Technology, Entrepreneurship, Information Systems Security, Medical Office Administration, Networking Technology, Office Administration, Web Technologies, Accounting Lab, Computer Lab, and Isothermal Career Development Center (ICDC).

## CAMPUS ENFORCEMENT AND CAMPUS ASSISTANCE

For information regarding Campus Enforcement and Campus Assistance, refer to the “Emergency Information, Crime Awareness and Safety Tips” section.

## CAREER SERVICES

Career services are provided as a function of Advising and Success Center in the Student Center and the Isothermal Career Development Center (ICDC) in the Business Sciences building, room 120. The Advising and Success Center provides career and personality assessments for students, one-on-one discussions to link career results to related programs, and an investigation of resources that give an overview of the future of different types of careers.

The Isothermal Career and Development Center (ICDC) assists students with their resume development, job search, completing job applications, and interview skills. The phone number is 828-395-1652.

## COMMUNICATIONS BUILDING

Located in the Communications building is Advertising & Graphic Design, Campus Print Shop, Customized Training & Development Room, Electrical Technology, Broadcasting and Production Technology, WLOS, and WNCW.

## COMPUTER LABS

### Learning Lab

The Learning Lab is available to assist students enrolled in many of the accounting, business, and computer courses offered at Isothermal Community College. The phone number is 828-395-1423 and is located in Room 119 of the Business Sciences building on the Rutherford Campus.

### Business Sciences

The Learning Lab, located in room 119 of the Business Sciences building, is open to all curriculum students. The computers have Microsoft Office installed as well as some specialized software for certain courses. Access to the Internet is also available. Hours vary by semester. Please check the available hours posted on the door or call 828-395-1423.

Computer labs are available in the following locations:

Building	Room	Computers	Designated Use(s)
Library	Front	20	Public access computers
Business Sciences	119	25	Open lab for Rutherford Campus curriculum students
Career Dev. Center Lab	117	19	Open lab based upon availability
Polk Center	108E	3	Open lab
Rutherfordton	310	25	Open lab for nursing students
Learning Center			

## COSMETOLOGY

The Cosmetology Department in the Student Center offers a variety of services from hair cutting, styling, and chemicals, to manicures, pedicures and facials at reasonable prices. Faculty, staff and full time Isothermal students may receive a discount with a valid employee or student ID card. All work is done exclusively by students. The Cosmetology Department and lab operate on the same semester schedule as the College. For your convenience, we offer appointments and walk-in services. Appointments can be made with the student you wish to complete your service or by calling 828-286-2319 or 828-395-1439.

## FOOD SERVICES

Food and beverage vending machines are located in the Student Center and in various buildings around campus.

## THE FOUNDATION - A Center for Learning and the Arts

The ground floor includes offices and College and Career Readiness classrooms, customized training and development, continuing education, defensive driving, truck driving, Small Business Center, and visitor information.

Located on the second and third floors of The Foundation Building, the Performing Arts and Conference Center plays host to an array of events, from concerts to wedding receptions. Cultural events include a variety of performance disciplines including dance, theatre, popular and classical music, family friendly variety shows, plays produced specifically for young audiences, as well as lectures and seminars. Programming is presented by the College and by community and regional based promoters.

A listing of public events can be viewed on the facility web site at [www.FoundationShows.org](http://www.FoundationShows.org) Some special student ticket pricing is available for select events. The facility box office can be called at (828) 286-9990 and is located at the second floor entrance of the North parking lot. The conference space is used for a variety of events including proms, weddings, seminars, trade shows, and reunions, as well as smaller meetings and retreats. For facility rental information, you may call the Director of the Performing Arts and Conference Center at (828) 395-1454.

## INFORMATION TECHNOLOGY BUILDING

Located in the information technology building is the IT Department, Coordinator of Technology Enhanced Learning, and Isothermal Digital Education Academy (IDEA).

## IT HELP DESK

### Getting Started

Isothermal Community College utilizes online tools to serve students. These tools include Outlook email, Moodle, and Patriot Port. If you have never logged in to one of these tools, go to the website at [www.isothermal.edu](http://www.isothermal.edu) and search for "Help Desk."

### Need Help Using a Tool?

Once you find the IT Help Desk at [www.isothermal.edu](http://www.isothermal.edu), select the tool for specific assistance: (logos for Patriot Port, Outlook Mail, Moodle placed below)

### Contacting the IT Help Desk

The IT Help Desk is located in the Library and Business Sciences rooms 119 and 120. In the library, it operates Monday through Friday from 8:00 a.m. - 12:00 p.m. and 1:00 p.m. – 3:45 p.m. Walk-ins are welcome. In the Business Sciences building, it operates Mondays/Wednesdays from 9:15 a.m. – 6:30 p.m. and Tuesdays/Thursdays from 9:00 a.m. – 8:00 p.m. In the library, it operates Monday through Friday from 8:00 a.m. - 12:45 p.m. and 2:00 p.m. – 3:45 p.m. Walk-ins are welcome. Messages and emails received after the hours of operation will be handled the next day of operation. **Phone: 828-395-1437**  
**Email: [icchelpdesk@isothermal.edu](mailto:icchelpdesk@isothermal.edu)**

### Sign-on Procedure for Moodle

Applicants to Isothermal Community College, are given a Moodle account. On the first day of class, they will be able to access courses by logging into Moodle.

Moodle username format is as follows:

- First letter of first name, lower case
  - Full Last Name, lower case
  - Last four digits of the student ID
- EX: John Q. Public with the student ID (046789)  
Username: [jpublic6789](mailto:jpublic6789)

Password format is as follows:

- First two letter of first name, with the first letter capitalized
  - First two letters of last name, lower case
  - An asterisk "\*"
  - Last four digits of Social Security Number (SSN)
- EX: John Q. Public's last four SSN digits are 1234  
Password: [Jopu\\*1234](mailto:Jopu*1234)

\* International students should contact the Help Desk for their initial password

For further assistance, please call the Help Desk at 828-395-1437 or email [icchelpdesk@isothermal.edu](mailto:icchelpdesk@isothermal.edu).

## LIFELONG LEARNING CENTER

Located in the Lifelong Learning Center are Arts & Sciences faculty and classrooms, REaCH office, faculty, and classrooms, Supplemental Instruction, faculty and classrooms.

## **LIBRARY**

The college library is located near the center of campus overlooking the lake. It provides many materials and services you may need in support of your courses as well as a quiet place to study or relax. Public computers in the lobby provide access to Microsoft Office, the Internet, NC LIVE resources and other research databases. Most databases are accessed using your college login credentials. A few databases require a different login and that information is posted in Moodle. The library website ([library.isothermal.edu](http://library.isothermal.edu)) provides guidance for research, writing papers, and using documentation styles, as well as links to electronic resources. Free wireless internet access is provided throughout the library building.

The CMC Library Consortium online catalog ([www.cmclibraries.org](http://www.cmclibraries.org)) can be used to locate materials in the college library, in other areas of the college such as the Small Business Center, and in any of the public libraries in Rutherford county. A free library card from any one of the member libraries allows the bearer to borrow materials from all locations. The library does not sell textbooks; please visit the College Bookstore to purchase books and other items. Additional information about policies, procedures, and services is available on the library website.

The library staff is committed to helping our students recognize the value of information literacy, which is “the ability to access, retrieve, evaluate, and use information effectively and ethically.” According to the American Library Association, it is necessary for students to develop these critical skills in order to become “independent lifelong learners.” The library staff is dedicated to helping students learn these proficiencies, and is glad to assist anyone with questions or concerns about information literacy.

Association of College & Research Libraries. “Introduction to Information Literacy.” *Association of College & Research Libraries* (ACRL). American Library Association, 27 July 2006. Web. 19 Apr. 2012.

### **Library Hours**

Monday – Thursday 7:45 a.m. - 7:00 p.m.

Friday 7:45 a.m. - 4:30 p.m.

Holiday, summer and semester break hours as posted

Telephone: Reference and Circulation Desk: 828-395-1307

## **MATH TUTORING LAB**

The Open Math Tutoring Lab is available to assist students enrolled in many of the math courses at Isothermal Community College. This resource is provided by the Academic Development Department. The schedule and courses vary from semester to semester, so please check with your instructor to find out when help is available for your math course. For more information, you may call 828-395-1481 or 828-395-4212. The Open Math Tutoring Lab is located on the first floor of the Administration Building on the Rutherford Campus.

## **MACHINING TECHNOLOGY BUILDING**

Located in the machining technology building is manufacturing technology and mechanical engineering technology

## **MAINTENANCE BUILDING**

Located in the Maintenance building is college vehicle reserve and shipping and receiving.

## **OFFICE HOURS**

The administrative offices of the College are normally open Monday through Friday from 8:00 a.m. to 4:30 p.m. Hours may vary during breaks. Summer hours are Monday through Thursday 7:30 a.m. to 5:30 p.m.

## **OFFICE OF ACCESSIBILITY**

Isothermal Community College is committed to providing equal access to education for persons with disabilities. However, it is the responsibility of the student to make his or her disability known and to request accommodations. Requests should be made in a timely manner, preferably thirty days prior to registration, and are to be submitted to the Accessibility Support Counselor. Every reasonable effort will be made to provide services.

In order to establish the student's eligibility for services, documentation of a disability is required of all students who request accommodations. Documentation must be provided from an appropriately licensed/certified professional and must be sufficiently complete to establish the student's status as a person with a disability as well as establishing the need for any requested accommodations. The age of acceptable documentation is dependent upon the disabling condition, the current status of the student, and the student's specific request for accommodations. Necessary documentation to request accommodations/services, in general, should include the following:

- 1) Identification of the nature and extent of the disability including diagnosis
- 2) Specific information on the functional limitation as related to the academic environment
- 3) Description of the current course of treatment including medical side effects
- 4) Prognosis for the disability
- 5) Recommended reasonable accommodations

An Individualized Education Plan (IEP) may help to identify services that have been effective for the student, but will not be considered acceptable documentation of a disability. All documentation and records provided will be maintained in a confidential manner as outlined in the Family Educational Rights and Privacy Act of 1974. For information about accessibility services, contact the Accessibility Support Counselor, located in the Advising and Success Center located in the Student Center at 828-395-1732.

## **PATRIOT PORT**

Patriot Port is an important resource for curriculum students. This resource provides students with access to their unofficial transcript, course grades, financial information and more. Students may also register for courses and access critical information for registration and program completion.

For example, students can do the following with a required login:

- Check your grades
- Review your grade point average (GPA) by term
- Access an unofficial copy of your transcript
- Run a degree audit to check progress in a program of study
- Access your placement assessment information
- View class schedule
- Verify student profile information
- Email advisor and instructors
- Register for courses
- Review communications from Admissions and Financial Aid

For more information regarding Patriot Port, consult with the IT Help Desk, academic advisor, and/or Records Office staff. Information regarding additional “self-services” will be shared through student email via Patriot Port. Contact the IT Help Desk at 828-395-1437 or [icchelpdesk@isothermal.edu](mailto:icchelpdesk@isothermal.edu).

## **PLACEMENT ASSESSMENT AND TESTING SERVICES**

Testing services are provided as a function of the Advising and Success Center in the Student Center. These services include the administration of assessments, high school credentialing tests, and the TEAS, PSB, and challenge exams for applicants to health sciences programs. Many students (with the exception of some certificate applicants) are required to take a placement assessment prior to admission to Isothermal Community College. Placement assessments measure applicants' skill levels in writing, reading, basic mathematics, and algebra. The placement assessments provide valuable assistance in initial course placement. Other services include processing of test transcript requests and proctoring for students taking courses at other collegiate institutions. There is a \$20 fee for intercollegiate proctoring services.

## **POLK CENTER**

Polk Center offers a wide variety of non-credit courses (continuing education) ranging from self-enrichment courses to those that offer training to volunteer firemen, rescue personnel, and certifications in allied health occupations. Courses to improve occupational skills are offered as well. Adult basic education, adult high school diploma, and adult high school equivalency programs are available. English as a second language (ESL) classes are offered for persons whose native language is not English.

The Polk Center is fortunate to have dedicated volunteers actively participating in the Polk Center ICC Foundation. The Foundation has a significant role in fundraising, provides scholarship aid, and promotes Isothermal Community College in the community. Bulletins listing courses and special events are mailed out every three months and news releases of curriculum offerings and special events are placed in local newspapers. Polk Center Preview appears weekly in the Tryon Daily Bulletin.

Polk Center is a vital part of the community. Non-profits, civic, and government agencies utilize the facility for meetings. Special events, including musical concerts, are offered to the public free of charge at least once a month. A Holiday Open House is held each year in mid-December.

The Polk Center is located at 1255 West Mills Street, Columbus, North Carolina. A continuous art exhibit of student work is displayed in the gallery. Regular hours of operation are Monday through Thursday, 8:00 a.m.–9:00 p.m., Friday, 8:00 a.m.–4:00 p.m. and other prearranged times including weekends. Additional information may be obtained by visiting the campus, calling 828-894-3092, or visiting our website at [www.isothermal.edu/polk](http://www.isothermal.edu/polk).

## **RECORDS OFFICE**

The Records Office oversees a wide range of functions and implements many policies and procedures necessary to move students from enrollment to completion. The Records Office is responsible for maintaining student records in accordance with existing college policies, state and federal laws, the USA Patriot Act, Solomon Amendment, Clery Act, and the Family Educational Rights and Privacy Act of 1974 as amended.

Students are notified annually of their rights through orientation, the website, the Student Services Newsletter, and this publication. The full Student Records Policy may be found in Appendix B (reference Student Records policy 601-02-07AP). The Records Office assists students with functions such as Academic Fresh Start, name and address changes, transcript requests, transfer of credit, registration, withdrawing from courses, schedule adjustments, and graduation applications. Contact the Records Office by calling 828-395-1430, emailing [registrar@isothermal.edu](mailto:registrar@isothermal.edu), or visiting the Student Center.

### **Registration**

The college operates on the semester system. Registration dates are listed in the Academic Calendar section. Course schedule information is available on Patriot Port. For more information, contact your advisor or the Advising and Success Center at (828)395-1436 or [advising@isothermal.edu](mailto:advising@isothermal.edu).

## **RUTHERFORDTON LEARNING CENTER**

The Rutherfordton Learning Center is located at 134 Maple Street, Rutherfordton, North Carolina, five miles from the Rutherford Campus. The Center offers a variety of non-credit courses (continuing education) as well as the Associate Degree Nursing (ADN) and Practical Nursing Education (PNE) programs. The location is ideal for nursing programs due to its proximity to the county's hospital. The hospital collaborates with the College to provide clinical rotations for nursing students. Nursing students attend classes at this location only after gaining admission to the ADN or PNE program. Both programs require the completion of the majority of general education courses prior to entering the nursing program. Both the Director of the Foothills Nursing Consortium and the Director of the Practical Nursing Program are located at the Rutherfordton Learning Center along with their respective support personnel.

Nursing students will take nursing courses at this campus. Students who need to complete General Education courses for program will take those at the Rutherford Campus. Since these courses continue to be offered on the Rutherford Campus, students first access financial aid, admissions and pre-health science advising services on the Rutherford Campus. Once admitted into the nursing program, the nursing staff serve as advisors for nursing students. The nursing staff have offices at the Rutherfordton Learning Center, and they are available at the off-campus site.

The Rutherfordton Learning Center provides access to a variety of learning resources. Because the College currently leases another portion of this location for Continuing Education courses, some administrative staff are on site during normal office hours. A maintenance staff person is also on site during the evening for added security. The campus security staff is available and visits this site on a regular basis.

In addition to the services provided at the physical site, other college services are available for students to access online. Students have access to library services, student services, the bookstore, the college catalog, the College Catalog and Student Handbook, Patriot Port, and many other resources from the college website homepage. Student Services, including the Office of Accessibility (Disability Services), Financial Aid, Admissions, career counseling information, and assessment and testing are available at [www.isothermal.edu](http://www.isothermal.edu). The college webpage also provides information including admissions requirements, an employee directory, student activities, and instructions for accessing student email, Moodle, and Patriot Port.

Students at the Rutherfordton Learning Center have access to a wide variety of online library resources, including NC LIVE. Members of the library staff can be reached for assistance by telephone or email during regular library hours. Additionally, they are available to visit classes at the Center for orientation to library services that are targeted toward their area of study. For the telephone number, hours, and more information refer to the "Library" section.

## **SMALL BUSINESS CENTER**

Those considering a new business venture, thinking about expanding current business, or who need help in developing a business plan may access Isothermal Community College's Small Business Center. Generally designed for companies with fewer than 100 employees, the Small Business Center provides additional training, one-on-one confidential counseling, access to a statewide network of business experts, and the professional contacts and information needed by small businesses. All services through the Small Business Center are free. Our resource center also provides the latest literature.

## **STUDENT ACTIVITIES**

The Student Activities Office is located in the Student Center. Student Activities staff and students work together to offer Isothermal Community College students many opportunities to get involved on and off campus through clubs, organizations, Student Government Association, sports and recreational activities, campus events, and more. The Student Activities Office is also a great resource for any student or student organization interested in organizing an event or fundraiser, updating their organization's information, or seeking budgetary funds to support their efforts. Students who would like to join an organization or start their own may contact the Student Activities Office to help find a way to get involved on campus. To contact the Student Activities Office call 828-395-4196, access the webpage at <https://www.isothermal.edu/current-students/student-activities/index.html>, or visit Student Services.

## **STUDENT CENTER**

The hub of student activity is the Student Center. A media center featuring important campus information and news is available. We also offer open gym time, intramurals, and vending machines access nearby. Just outside the Student Center are two tennis courts that may be used at any time outside scheduled tennis classes. Enjoy walking the beautiful route around the lake, relax at the benches and picnic tables along the path, or play the 9-hole disc golf course. Discs are available in the Student Activities Office.

Student Center hours in the fall and spring semesters are 8:00 a.m. - 6:00 p.m. Monday through Thursday. Summer hours are 7:30 a.m. - 5:30 p.m. Monday through Thursday.

Located in the Student Center are the Admissions Office, Advising and Success Center, Placement and High School Equivalency Testing, Campus Bookstore, Campus Enforcement, Arts & Sciences faculty and classrooms; Cosmetology, Employee Fitness Center, Financial Aid Office, Gym, Pool, Physical Education, Student Activities, Student Services, Visitor Information, Records Office, dean of students, Student Government Association, Career Readiness Certification (CRC) lab, Workforce Innovation and Opportunity Act (WIOA), Veterans Affairs, Help Desk, Pearson Vue Test Center, REaCH classroom and lunchroom, Accessibility Services, Career and Academic Counseling, Pre-Health Sciences Advising, and Success Coaching.

## **SUPPLEMENTAL INSTRUCTION (SI)**

Supplemental Instruction (SI), a peer tutorial program, is available in courses that are historically difficult for students, such as chemistry, anatomy and physiology, Spanish, and mathematics. This resource is provided by the Academic Development Department. SI Leaders are students who have previously excelled in the course and who are trained in individual and group study strategies. SI Leaders typically sit in on the course they support, take notes, and prepare session plans based on what is taught in class. SI Leaders facilitate two or three sessions per week at times that are most convenient for students. Students enrolled in a course that has this service are welcome to attend these sessions. Ask your advisor or call 828-395-1463 for more information concerning this free service.

## **TELEPHONES**

Courtesy phones are conveniently located in the following locations: Administration: First floor, Business Sciences: Hallway, Applied Science: Lobby, and Information Technology: Hallway. A pay phone is located on the first floor hallway of the Foundation building.

## **WEBSITE**

The College website is located at [www.isothermal.edu](http://www.isothermal.edu). The website is the online information resource for admissions procedures, calendars, College Catalog and Student Handbook, financial aid, forms, schedules, scholarships, student accounts, college supports, student activities, and much more.

## **WELDING TECHNOLOGY BUILDING**

Located in the Welding Technology building is classrooms, computer lab, metrology/inspection room, offices, indoor shop, and outdoor shop tool storage.

## **WHITE HOUSE**

The White House is utilized by the Building Construction Technology program of study.

## **WIRELESS INTERNET ACCESS GUIDELINES**

### Access

- Free wireless Internet access is provided at Isothermal Community College. The college's wireless "ICC-GUEST" network is open to all visitors and does not require a special password.
- Wireless service is available to all users at this institution during normal operating hours, but the college does NOT guarantee connection to the Internet.
- In accessing the College's wireless Internet service, all users agree to abide by the terms of the Isothermal Community College Computer Resources/Internet policy (See College Policies.).
- To protect its network and users, Isothermal Community College reserves the right to terminate a connection at any time or to withdraw wireless access entirely.

Note: College staff cannot accept liability for personal equipment brought to the college and therefore cannot assist with configuration, installation, trouble shooting, or support of wireless devices, including but not limited to laptops and other electronic devices.

Rules of the Computer Resources/Internet Policy apply. In addition:

- Users are not permitted to tamper with any equipment belonging to the College (e.g. disconnecting equipment in order to use outlets or network cables).
- Laptop computer users are expected to be considerate of those nearby and use headphones when playing sound files.
- Users desiring filtered access should purchase and install filtering software for their personal laptop; the College does not filter wireless access.
- While using the wireless network, users may not damage or disrupt service on the College's computer networks or utilize any means to intercept other users' data.
- The College does not provide the ability to print from the wireless network. Files must be saved to cloud storage, a laptop, or storage device, such as a flash drive, and printed at a later time.

## **WRITING CENTER**

The Writing Center is a support service provided by the Academic Development department for all Isothermal Community College students. The Center offers help with all types of writing, research, paper formatting, study skills, reading comprehension, public speaking, and test proctoring. It is not limited to helping students in English courses; it is for all students in all courses who may need help with language arts. The Writing Center, located in room 211 of the Administration building, is walk-in (no appointment necessary), but students do need to sign in as they arrive and sign out when they leave. Computers are available for students who are utilizing the Center for additional help; however, this lab is not an open computer lab. All students taking courses through Isothermal Community College are enrolled in the Online Writing Center Moodle course which allows them access to the resources posted there. Online help for students in online or off-campus classes is available through the Online Writing Center Moodle course page. These students can submit papers for online review. For questions about the Writing Center, visit room 211 of the Administration building, email [writingcenter@isothermal.edu](mailto:writingcenter@isothermal.edu) or call 828-395-1407.

## **WORKFORCE INNOVATIONS AND OPPORTUNITY ACT (WIOA)**

WIOA provides federal job training funds to qualifying students who are involved in a technical or vocational program. For more information, please contact a WIOA case manager at 828-395-4213 or 828-286-3042, or stop by the Advising and Success Center, located in the Student Center.

# FINANCIAL AID

## FINANCIAL AID PROGRAMS

Financial assistance may be available to help pay for college. For further information on how to apply for the various forms of assistance, please visit the Financial Aid Office in the Student Center and/or refer to the financial aid section of the website. For more information about all of our Financial Aid programs (including Powers Service Scholarship, institutional scholarships, and Federal and North Carolina State grants), please visit <http://www.isothermal.edu/current-students/financial-aid/index.html>.

## Financial Aid Priority Deadlines

In order for aid to be available for a particular semester, the student's financial aid file and admissions file must be complete by a specific date. It is the student's responsibility to ensure his/her file is complete by following the steps outlined below to secure financial aid at the time of registration.

1. Apply for admission, submit all high school or equivalency transcripts, college transcripts and the placement assessment, if needed.
2. Complete and submit the FAFSA at least two weeks prior to the deadline. Applications are available online at [fafsa.ed.gov](http://fafsa.ed.gov).
3. Complete and return all forms requested by the College Financial Aid Office by 4:30 p.m. by the priority deadline date.

Students who complete a financial aid file after the deadline date may experience delays receiving aid and should be prepared to pay for tuition out-of-pocket. Qualifying students may receive reimbursement at a later date. For these dates, please see below or refer to the Dates and Deadlines section on the Financial Aid website.

**Priority Deadline Dates:** Fall 2018: June 21, 2018, Spring 2019: November 19, 2018, Summer 2019: April 18, 2019

## FINANCIAL AID RULES AND REGULATIONS

There are many rules and regulations associated with financial aid eligibility and students should familiarize themselves with the detailed financial aid content on the college website at [www.isothermal.edu](http://www.isothermal.edu). Students should review specific information regarding topics such as satisfactory academic progress (SAP), cumulative grade point average (GPA), progression rate, reinstatement of financial aid, how to appeal financial aid suspension, return to Title IV, maximum time frame, effects of academic development coursework and previous credits, post-withdrawal disbursements, Veterans Affairs, scholarships, and more. To contact the Financial Aid Office call 828-395-4198, email [financialaid@isothermal.edu](mailto:financialaid@isothermal.edu), and/or visit the Financial Aid Office in the Student Center.

## VETERANS AFFAIRS

Isothermal Community College Veterans Affairs Office is located in the Student Center and provides information and assistance to eligible veterans and dependents of disabled or deceased veterans who are interested in applying for educational benefits. The Department of Veterans Affairs offers several programs (chapters):

- Chapter 30—Montgomery G.I. Bill
- Chapter 31—Vocational Rehabilitation
- Chapter 33—Post 9/11 G.I. Bill
- Chapter 35—Survivors & Dependents Educational Assistance
- Chapter 1606—Montgomery G.I. Bill Selected Reserve

Eligibility, length of eligibility, number of months benefits can be received, and amount of assistance are determined by the Department of Veterans Affairs. Rates are determined by your Chapter based on the number of semester credit hours registered for in a given semester. Before students can receive Veterans Benefits, they must complete all Isothermal admission and Department of Veterans Affairs (DVA) requirements listed below:

- Complete Application for Benefits
- Submit copy of DD-214 (discharge papers) or NOBE (Notice of Basic Eligibility) and/or approval from the DVA depending on Chapter
- Complete the admission process at Isothermal Community College
- Choose a program of study - not all programs are eligible for DVA benefits. Check with Isothermal Community College Veterans Office
- Submit registration information each semester

Students receiving benefits from the DVA must report any schedule changes to the Veterans Affairs Office to prevent overpayment. If any changes have been made in student enrollment, entrance, re-entrance, program of study, hours of credit, address, name, etc., they should notify the Isothermal Community College Veterans Affairs Office immediately.

The Department of Veterans Affairs will only provide educational financial benefits for courses required in the current program of study. They will not pay for courses previously passed, audited courses, credits by exam or withdrawn courses. Students will receive payment for developmental courses only if they placed in those courses based on their placement assessment scores. A student must maintain satisfactory progress to continue to receive benefits. For more information, please refer to our website at <http://www.isothermal.edu/current-students/financial-aid/veteran-affairs/index.html> or contact the Veterans Coordinator at (828) 395-1434.

# STUDENT ACTIVITIES, CLUBS, AND ORGANIZATIONS

## CAMPUS EVENTS

The Student Activities Office is dedicated to offering an engaging student life experience for students in a manner that embraces student-centered learning. The office specializes in fun by treating students to music, games, and food/drinks throughout the year at sponsored welcome back events, holiday socials, diversity celebration, and more. Educational topics include (but are not limited to) the United States Constitution, drug and alcohol awareness, voter education and registration, student leadership, and Title IX.

### Constitution Day/Citizenship Day

Each year on or near September 17, Isothermal Community College holds an event to appropriately commemorate Constitution Day and Citizenship Day. Information regarding this event is available through the college website, flyers on campus, and more.

### Grub Day and Sports Day

The biggest events sponsored by the Student Activities Office are the cherished traditions of Grub Day and Sports Day. Students who have paid the student activity fee join Isothermal Community College's faculty and staff in enjoying a free picnic lunch or dinner and engaging in a variety of ever changing games and activities. Grub Day and Sports Day are the only two days of the year when fishing is allowed at Lake Imogene from sunup to sundown. Guests are welcome to pay a fee to purchase a picnic lunch or dinner.

## CHARTERED CLUBS AND ORGANIZATIONS

(Clubs and organizations that may receive SGA funding)

The College encourages participation in student organizations and activities. Students are encouraged to express their views on matters of interest to the student body through participation on a variety of standing college organizations (reference Student Activities policy 601-01-00BP).

Students who participate in student organizations report a higher level of satisfaction with their college experience. Clubs and organizations at Isothermal Community College demonstrate interest and cultivate awareness in many areas such as culture, student writing, various professions, and special interests. Students or personnel interested in establishing a new organization should visit the Student Activities Office in the Student Center to make the idea a reality.

### Foothills Nursing Consortium Student Nurses' Association

The purpose of this club is to provide programs representative of fundamental and current professional interests and concerns and to aid in the development of the whole person, his/her professional role, and his/her responsibility for the health care of people in all walks of life.

### Intramural Sports

Intramural sports give students an opportunity to engage in various types of physical activity.

### The National Society of Leadership and Success

The Society is the nation's largest leadership society and is open to all students with a GPA of 2.0 or better and who have completed at least one semester of college at Isothermal. The National Society of Leadership and Success achieves profound results in helping students discover and attain their goals, offering life-changing speaker broadcasts from the nation's leading presenters, and a community where students help one another succeed. The Society provides a step-by-step program for members to build their leadership skills through participation at their campus or online. Upon completion of the program, members receive their leadership certificate and take their place among top student leaders at their campus and across the country.

### National Technical Honor Society

The National Technical Honor Society (NTHS) currently serves approximately 80,000 active members and nearly three quarters of a million since its inception in 1984. Over \$200,000 in scholarships is awarded annually to its members. NTHS honors the achievements of top career and technical education students, provides scholarships to encourage the pursuit of higher education, and cultivates excellence in today's highly competitive, skilled workforce. For over 30 years, NTHS has been the acknowledged leader in the recognition of outstanding student achievement in career and technical education. Isothermal Community College students who meet the following criteria are invited to join the College's honor society each year:

1. Must be a current student at Isothermal Community College
2. Must have completed at least six credit hours in an Associate of Applied Science program
3. Must have a 3.25 GPA or higher

### Phi Beta Lambda

The Omega Theta Chapter is open to all students interested in the field of business and who are enrolled in a business program. Members are required to maintain a minimum GPA of 2.0. The purpose of this club is to help the student develop competent, aggressive business leadership, strengthen self-confidence, create interest in and understanding of business occupations, and improve and establish standards for entrance into business occupations.



### **Phi Theta Kappa**

This International Honor Society for two-year colleges recognizes students of top academic standing at Isothermal Community College. Our chapter is Sigma Chi. Students must have accumulated 12 hours of coursework within an associate of arts, associate of sciences or associate of applied sciences degree program and have a cumulative GPA of 3.5 or higher. They must also be a currently enrolled student at Isothermal Community College.

### **Student Government Association (SGA)**

All students who pay a student activity fee are members of the SGA, which promotes the interests of the students, improves facilities, plans functions, and assists other student organizations.

The SGA at Isothermal Community College seeks to serve as a voice for Isothermal students. This body of elected students strives to promote the interests of the student population, plan activities for students, improve facilities used by students, promote student leadership development, and sponsor important student learning opportunities and activities such as Constitution Day, voter registration, and blood drives. To find out more information about SGA, contact the Student Activities Coordinator in the Student Center or visit the website at <http://www.isothermal.edu/current-students/student-activities/sga/index.html>.

### **Student Practical Nurses' Club**

This organization's purpose is to promote a professional and social atmosphere for students in the Practical Nursing Education (PNE) program, and to enhance character and professionalism in women and men.

### **Uncommon Leaders Club**

The primary purpose of the Uncommon Leaders club is to increase personal engagement with faculty members, staff, and college life; provide academic and personal skills development and enrichment focused on the leadership experience; and to develop programming focused on minorities that is appropriate for the entire college community.

### **OTHER RECOGNIZED CLUBS AND ORGANIZATIONS**

(Clubs and organizations that are recognized by the SGA, but are not eligible for funds)

Please visit Student Activities office for a complete list of active clubs and their contact information or check us out at our website: [www.isothermal.edu](http://www.isothermal.edu)

ACTS (Achieving Connection through Service)  
Book Club  
Cinematic Society of Isothermal Community College  
Computer Design and Photography Club  
Cosmetology Club  
Criminal Justice Club  
Debate Club

Fitness Club  
G.A.M.E. Club  
ICC Open mICC Club  
RPM "Machining" Club  
Student Writers Association  
Welding Club

Our clubs are student-led and are as active as the students who lead them. If you have an idea for a club that does not already exist, please see Student Activities for information on how to start a club. If one exists but is not active, please consider taking the leadership role and activate the club.

### **VOTER REGISTRATION**

Isothermal Community College encourages students to become informed about the political process and exercise their right to vote. Opportunities for voter registration are offered periodically on campus. For more information, visit the Student Activities Office or visit <http://www.eac.gov/>.

# APPENDICES

## **Appendix A**

Student Rights, Responsibilities, and Judicial Procedures

## **Appendix B**

Student Records Policy

## **Appendix C**

Tuition Refund Procedures

## **Appendix D**

Crime Awareness and  
Statistical Report

## **Appendix E**

Distance Education Questionnaire

## **Appendix F**

Copyright Infringement

## **Appendix G**

Registration/Advising Form Student Worksheet

## **Appendix H**

Student Registration Schedule Sample

## **Appendix I**

Drug and Alcohol Policy

## **Appendix J**

NC Performance Summary

## **Appendix K**

Complaint Policy and Procedures

## **Appendix L**

Student Unlawful Harassment/Discrimination Policy

## **Appendix M**

Trespassing Policy

## **Appendix N**

Intellectual Property Rights Policy

## **Appendix O**

SACSCOC Approved Locations

**Appendix A**  
**STUDENT RIGHTS, RESPONSIBILITIES, AND JUDICIAL PROCEDURES**  
(Board approved policy: 601-02-00BP)

### **I. PRINCIPLES**

Isothermal Community College exists to improve life through learning. Free inquiry and free expression are essential to the attainment of this goal. Freedom to teach and freedom to learn are inseparable facets of academic freedom. The freedom to learn depends upon appropriate opportunities and conditions. Students should exercise their freedom with responsibility. As members of the academic community, students are subject to the obligations which accrue to them by virtue of this membership. As members of the larger community of which the College is a part, students are entitled to all rights and protection accorded them by the laws of that community.

By the same token, students are also subject to all laws, the enforcement of which is the responsibility of duly constituted authorities. When students violate laws, they may incur penalties prescribed by legal authorities. In such instances, college discipline may be initiated when the presence of the student on campus will disrupt the educational process of the College. However, when a student's violation of the law also adversely affects the College's pursuit of its recognized educational objectives, the College may enforce its own regulations. When students violate college regulations, they are subject to disciplinary action by the College whether or not their conduct violates the law. If a student's behavior simultaneously violates both college regulations and the law, the College may take disciplinary action independent of that taken by legal authorities.

For the purpose of this policy, student is defined as an individual who has been admitted to the College and has registered for courses, or otherwise entered into any other relationship with the College to take instruction. It further includes persons who are eligible to receive any of the rights and privileges afforded a person who is enrolled at the College. Student status lasts until an individual graduates, is dismissed, or is no longer enrolled.

Career and College Promise students are required to adhere to Isothermal Community College's Student Code of Conduct while on or about the premises of the College campus, in Isothermal Community College courses, or at college-sponsored or college-supervised events. When the College is made aware of a high school student's misconduct at their respective high school, the dean of students will determine if the dually enrolled student is also in violation of the College's Student Code of Conduct policy.

Visitors to Isothermal Community College are expected to conduct themselves in an appropriate manner. The College reserves the right to suspend the privilege of visiting the campus or the use of its facilities. Visitors do not have the same rights to due process and appeals as students.

### **II. STUDENT RIGHTS**

- A. **Constitutional Rights-** No rights and privileges guaranteed to every citizen by the Constitution of the United States and by the state of North Carolina shall be denied any student.
- B. **Freedom of Speech and Assembly-** Students have the right to freedom of expression, inquiry and assembly without restraint or censorship subject to reasonable and non-discriminatory rules and regulations regarding time, place, and manner.
- C. **Student Representation in Governance-** Students have the right to inquire about and to propose improvements in policies, regulations and procedures affecting the welfare of students through established student government procedures, campus committees and college offices.
- D. **Privacy-** The Family Educational Rights and Privacy Act of 1974 provides safeguards regarding the confidentiality of and access to student records and this Act will be adhered to by the College (reference Student Records policy 601-02-07AP).
- E. **Free from Harassment-** Students have the right to be free from sexual harassment, gender harassment, and other unlawful harassment or discrimination (reference Student Unlawful Harassment/Discrimination policy 601-02-05BP).
- F. **Due Process-** No disciplinary sanctions other than temporary removal from class or activity (only for duration of said activity) may be imposed upon any student without due process (reference section V: Disciplinary Procedures).

### **III. STUDENT CODE OF CONDUCT**

Students, employees, and visitors to the College are expected to conduct themselves in a respectful manner at all times consistent with the goal of the College to enhance learning. Isothermal Community College reserves the right to maintain a safe and orderly educational environment for students, faculty, staff, and visitors. Therefore, when, in the judgment of College officials, a student's conduct disrupts or threatens to disrupt the learning environment (to include physical campus and facilities, online, web-based, or remote locations) appropriate disciplinary action will be taken. The purpose of this code is not to restrict student rights but to protect the rights of all individuals in the academic community.

Students in certain programs may be expected to follow additional guidelines. Examples include (but are not limited to) Basic Law Enforcement Training standards, guidelines associated with health sciences programs, and policies associated with County Schools (e.g., Rutherford Early College High School or Polk County Early College). The students enrolled in adult basic education (ABE), adult high school (AHS), English as a second language (ESL), or high school equivalency preparation are also expected to follow both the Basic Skills Code of Conduct and the Student Code of Conduct.

### **CODE OF CONDUCT RULES AND REGULATIONS**

The following regulations set forth rules of conduct which prohibit certain types of student behavior. Violations of one or more of the following regulations may result in one of the sanctions described in Section VI.

- A. Theft of, misuse of, damage to college property, or theft of or damage to property of a member of the college community or a campus visitor on college premises or at college functions; unauthorized entry upon the property of the College or into a college facility or a portion thereof which has been restricted in use and thereby placed off limits; unauthorized presence in a college facility after closing hours.
- B. Lewd or indecent conduct, including public physical or verbal action or distribution of obscene or libelous written material. This includes inappropriate public displays of affection, obscene language, gestures, etc.
- C. Mental, verbal, or physical intimidation, threat, abuse, or assault of any person on college premises or at college-sponsored or college-supervised functions, including verbal or physical actions which threaten or endanger the health or safety of any such persons or which promote hatred, racial prejudice, or discrimination. This includes, but is not limited to, acts of intimidation, harassment, discrimination, or acts intended to threaten the safety of others (refer to Communicable Disease policy 601-02-06BP).
- D. Any act, comment, or behavior which is of a sexually suggestive, harassing, or unlawfully discriminatory nature and which in any way interferes with a student's or an employee's performance or creates an intimidating, hostile, or offensive environment (refer to Student Unlawful Harassment/Discrimination policy 601-02-05BP).
- E. Forcible or non-forcible sex offenses including rape and acquaintance rape. Students should be aware that minors are present on campus, and they should be cognizant of applicable laws related to age of consent, etc.
- F. Direct threat - students who are a direct threat to themselves or others while on the campus or engaged in college activities.
- G. Any other violation of local, state or federal law while on the College campus or participating in an off-campus College activity that

- infringes on the rights of other members of the College community.
- H. Intentional obstruction or disruption of teaching, research, administration, or disciplinary proceedings, or other college activities, including public service functions and other duly authorized activities on or off College premises. This includes any inappropriate behavior that interferes with the peace and order of the College.
  - J. Occupation or seizure in any manner of college property, a college facility or any portion thereof for a use inconsistent with prescribed, customary, or authorized use.
  - K. Participating in, conducting an assembly, demonstrating, or gathering without approval of the College based on reasonable time, place and manner restrictions; in a manner which threatens or causes injury to person or property; interferes with ingress or egress of college facilities; or is harmful, obstructive or disruptive to the educational process or institutional functions of the College; remaining at the scene of such an assembly after being asked to leave by a representative of the college staff.
  - L. Possession of or use of alcoholic beverages or being in a state of intoxication on the Isothermal Community College campus or at college-sponsored or supervised functions off campus or in vehicles owned, leased or rented by the College. Exceptions shall be made for the use of alcohol in instructional situations, e.g. cooking classes, laboratory experiments, or in conjunction with events at The Foundation Performing Arts and Conference Center meeting the requirements of the NC State ABC Codes and of nonexclusive catering services agreements. Possession, use, distribution, or manufacture of any illegal drugs or drug paraphernalia, including prescription drugs in which the user does not possess a legally obtained prescription, except as expressly permitted by law. Any influence which may be attributed to the use of drugs or of alcoholic beverages shall not in any way limit the responsibility of the individual for the consequences of his/her actions (refer to Drug and Alcohol policy 601-02-01BP).
  - M. Possession or use of firearm, incendiary device or explosive, except in connection with a College-approved activity. This also includes unauthorized use of any instrument or weapon designed to inflict serious bodily injury to any person (refer to Weapons on Campus policy 902-02-00).
  - N. Setting off a fire alarm, or using, or tampering with any safety equipment, except with reasonable belief in the need for such alarm or equipment.
  - O. Gambling on campus or at any College-affiliated activities or events.
  - P. The use of tobacco products in the buildings on the campuses of Isothermal Community College and all vehicles owned, leased, or rented by the College is prohibited. Smoking is prohibited within 25 feet of all building entrances. For the purposes of this policy, smoking and the use of tobacco products includes but is not limited to cigarettes, tobacco, and devices such as e-cigarettes, pipes, and vaporizers (refer to Use of Tobacco Products policy 802-02-01BP).
  - Q. Violation of College regulations regarding the operation and parking of motor vehicles (see College Catalog and Student Handbook).
  - R. Presenting to the College or its employees false information as part of an investigation, inquiry, hearing, or in other manners related to College activities; neither may a student knowingly withhold information which may affect their enrollment or their status with the College. Forgery, alteration, or misuse of college documents, records or instruments of identification with intent to deceive, or the presentation of false information to the College with the intent to deceive.
  - S. Failure to comply with the instructions of college officials acting in performance of their duties.
  - T. Violation of the terms of disciplinary probation or any college regulation during the period of probation.
  - U. Fiscal irresponsibility such as the failure to pay college-levied fines, failure to repay college-funded loans or the passing of worthless checks to college officials.
  - V. Violation of a local, state, or federal criminal law on college premises adversely affecting the college community's pursuit of its proper educational purposes.
  - W. Revocation of sponsorship by sponsoring agency for students in Basic Law Enforcement Training.
  - X. Unauthorized solicitation.
  - Y. Violation of the College's Computer Resources, Internet, and Network Use policy.
  - Z. Any other violation of local, state, or federal law while on the college campus or participating in an off-campus college activity that disrupts or has the potential to disrupt college activities or could result in harm to self or others.

Note: Student leaders are expected to abide by standards set forth in the Code of Conduct, the Student Leaders Manual, and the student club organization's constitution and/or bylaws, and to conduct themselves at all times in accordance with conduct befitting the leader of an organization at Isothermal Community College.

Note: Students are encouraged to report any concerns or information regarding violations of law or College policy or other behavior perceived to be a threat to the community

#### IV. DISCIPLINE AND APPEALS FOR NON-ACADEMIC VIOLATIONS

##### A. JURISDICTION

In the following regulations and procedures, the dean of continuing education will review and enforce all policies and regulations for continuing education students, adult basic education (ABE), adult high school (AHS), English as a second language (ESL), and high school equivalency students. All other student regulations and procedures will be referred to the dean of students. Campus deputies or other duly constituted authorities may enforce all laws and regulations as part of their sworn duty independent of college disciplinary action. In certain program areas, Code of Conduct responsibilities may be enforced by other officials as appropriate.

#### V. CODE OF CONDUCT DISCIPLINARY PROCEDURES

##### A. Immediate Suspension

If an act of misconduct threatens the health or well-being of any member of the academic community or seriously disrupts the function and good order of the College, an instructor or administrative officer may direct the student(s) involved to cease and desist such conduct and advise them that failing to cease and desist will result in removal from class, campus, or college-sponsored activity. If the student(s) fails to cease and desist, the instructor or administrative officer may temporarily remove the student from the class, campus, or college-sponsored activity until a resolution of the matter can be made. The instructor or administrative officer invoking such suspension shall notify the dean of students/dean of continuing education in writing of the individual(s) involved and the nature of the infraction as soon as possible but no more than two business days following the incident. Upon reasonable belief that a student's continued presence on campus presents a danger to the community, the dean of students/dean of continuing education may immediately suspend the student during the course of disciplinary procedures. At any time the dean immediately suspends a student because of a belief that the student's presence on campus constitutes a threat to others, the dean may initiate a meeting with the Threat Assessment Team to assess the situation and/or student's continued presence. The dean of students/dean of continuing education shall resolve the matter in a timely fashion utilizing the steps outlined below.

##### B. Formal charges that do not require immediate suspension

In order to provide an orderly procedure for handling student disciplinary cases in accordance with due process and justice, the following procedures will be followed:

Charges: Any administrative official, faculty member, or staff member may file a report with the dean of students/dean of continuing education against any student or student organization for violations of college regulations. The individual(s) making the report must

complete an incident report form (available on the college website), stating:

- name of the student(s) and/or organization involved
- the alleged violation of the specific code of conduct
- the time, place, and date of the incident
- names of person(s) directly involved or witnesses to the infractions
- any action taken that related to the matter, and
- desired solution(s)

**C. Code of Conduct Due Process Avenues of Action**

STEPS	VIOLATIONS OF STUDENT CODE	GUIDELINES FOR RESPONSE OR ACTION
1	<b>Charge:</b> An incident report form shall be forwarded to the dean of students or dean of continuing education.	2 working days
2	<b>Investigation:</b> The dean or designee shall complete a preliminary investigation of the report and shall discuss the report and investigation with the student and/or applicable parties.	10 business days (if necessary, time may be extended by the appropriate vice president)
3	<b>Actions:</b> After seeking and documenting information from the student, the dean may take the following actions: a) Drop the charges b) Impose a sanction consistent with those shown in Section VI c) Refer the student to another college office or community agency for services	
4	<b>Notification:</b> The decision of the dean of students/dean of continuing education shall be presented to the student in writing following the meeting with the student. In instances where the student cannot be reached for a discussion or where the student refuses to cooperate, the dean of students/dean of continuing education shall send a letter to the student's last known address with a list of the charges, the dean's decision, and instructions governing the appeal process.	5 business days

**III. CODE OF CONDUCT SANCTIONS**

- A. **Reprimand:** A written communication which gives official notice to the student that any subsequent offense against the Student Code of Conduct will carry heavier penalties because of this prior infraction.
- B. **General Probation:** An individual may be placed on general probation when involved in a minor disciplinary offense. General probation has two important components: the student is given a chance to show capability and willingness to observe the Student Code of Conduct without further penalty and if the student violates the Code again during a time of General Probation, further action will be taken. This probation will be in effect for no more than two semesters.
- C. **Restrictive Probation:** Restrictive probation results in loss of good standing and becomes a matter of record. Restrictive conditions may limit activity in the college community or require additional specified activities. Generally, the individual will not be eligible for initiation into any local or national organization, and may not receive any college award or other honorary recognition. The individual may not occupy a position of leadership or responsibility with any college student organization, publication, or activity. This sanction prohibits the student from officially representing the College. This probation will be in effect for not less than two semesters. Any violation of restrictive probation may result in immediate suspension.
- D. **Restitution:** Restitution for damaging, misusing, destroying or losing property belonging to the College, college personnel, students.
- E. **Withholding transcript, diploma, or right to register:** Imposed when financial obligations are not met.
- F. **Interim Suspension:** Exclusion from class and/or other privileges or activities as set forth in the notice, until a final decision has been made concerning the alleged violation.
- G. **Suspension:** Exclusion from course(s), and/or all other privileges or activities of the College for a period of time specified by the dean of students or dean of continuing education. After the specified time has elapsed, the student may request for the suspension to be lifted. The student should submit a written request addressing how he/she has or intends to alter conduct that contributed to the suspension and his/her reason for desiring to return to campus. This sanction is reserved for those offenses warranting discipline more severe than probation, or for repeated misconduct. Students who receive this sanction must receive specific written permission from the dean of students/dean of continuing education before returning to campus.
- H. **Expulsion:** Dismissing a student from the College for an indefinite period. The student loses his/her student status. The student may be readmitted to the College only with the approval of the president. Students who wish to be readmitted after the expulsion should submit a written request addressing how he/she has or intends to alter conduct that contributed to the expulsion and his/her reason for desiring to return to campus.
- I. **Group Probation:** This is given to a college club or other organized group for a specified period of time. If group violations are repeated during the term of the sentence, the charter may be revoked or activities restricted.
- J. **Group Restriction:** Removing college recognition during the semester in which the offense occurred or for a longer period. While under restriction, the group may not seek or add members, hold or sponsor events in the college community, or engage in other activities as specified.
- K. **Group Charter Revocation:** Removal of college recognition for a group, club, society, or other organization for a minimum of two years. Re-charter after that time must be approved by the president.
- L. **Referral to local authorities for prosecution.**
- M. **Presence on campus prohibited or Trespass Order (reference Trespassing policy 802-02-04AP).**
- N. **Removal from Basic Law Enforcement Training (BLET) Program due to loss of sponsorship.**
- O. **Denial of access to the college's computer resources, Internet, and networks (reference Computer Resources/Internet policy 602-03-01AP).**
- P. **Other directive imposed in conjunction with any of the above sanctions as deemed necessary by the dean of students/dean of continuing education.**

In situations regarding student organizations, the dean of students/dean of continuing education, in his/her discretion, may administer disciplinary action against the organization as well as individual members.

In addition to the above stated sanctions, the student may be required, at his/her own expense, to attend one or more counseling sessions with a licensed professional counselor or drug education classes while maintaining enrollment or before returning to the College after a period of suspension or expulsion. In such situations, the student must provide written documentation from the licensed professional that the requirement has been met and may be required by the president to provide a statement from an acceptable licensed professional that the student is able to return to class based on his/her professional judgment.

**Disclosure:**

- A. Students should be aware that Code of Conduct violations and related sanctions may be disclosed to outside parties with the written consent of the student. Examples of parties who may require this information are future employers and educational institutions.
- B. On an annual basis, the dean of students/dean of continuing education will review Code of Conduct violations based upon factors such as severity and length of time since sanctions were imposed. This deliberative process will involve the appropriate vice president and may result in an update of student conduct records. Isothermal Community College must, upon written request, disclose to the alleged victim of any crime of violence or a non-forcible sex offense, the results of any disciplinary proceeding conducted by the College against a student who is the alleged perpetrator of such crime or offense. If the alleged victim is deceased as a result of the crime or offense, the information shall be provided, upon request, to the next of kin of the alleged victim.

**VII. CODE OF CONDUCT APPEALS PROCEDURE**

A student who disagrees with the decision of the dean of students/dean of continuing education may request a hearing before the Disciplinary Review Committee.

STEPS	APPEALS PROCEDURE	GUIDELINES FOR RESPONSE OR ACTION
1	After being notified of disciplinary action for violations of the Student Code of Conduct a student may request a hearing before the Disciplinary Review Committee. The request must be made in writing.	3 business days after notification of disciplinary sanction
2	The Review Committee must convene. The dean shall submit to the committee a report of the nature of the alleged misconduct, the name of the complainant, the name of the student against whom the charge has been filed, and the relevant facts revealed by the dean's investigation.	15 business days after the receipt of a request for a hearing
3	The dean of students/dean of continuing education shall send a letter to the student's last known address. The letter shall include the following information: a. A restatement of the charges. b. The time and place of the hearing. c. A statement of the student's basic procedural rights. The hearing will take place as scheduled unless a written and reasonable request to change the date and time is received by the student and subsequently approved by the committee chair.	5 days prior to the date set for the hearing  Upon receiving written request from the student and approval by appropriate college administrator, the hearing may be held prior to the expiration of the 5-business day notification period if the dean of students/dean of continuing education concurs with this change.
4	Upon completion of the hearing, the Committee shall convene in private to render a decision. The Committee may uphold, overturn or modify the dean's original decision.	
5	The dean of students/dean of continuing education shall send a letter to the student's last known address providing the student with the Committee's decision.	2 business days after a decision is rendered by the Committee
6	A student who refuses to accept the findings of the Committee may appeal in writing to the president.	5 business days after receipt of the Committee's decision
7	The president shall have the authority to: 1. Review the findings of the proceedings of the Committee. 2. Hear from the student, the dean of students/dean of continuing education, and the members of the Committee before ruling on an appeal. 3. Approve, modify, or overturn the decision of the Committee. The president's decision is final.	The president shall inform the student in writing of the final decision within 10 business days of the receipt of the appeal

A. **Disciplinary Review Committee.** In the event of a student appeal, the Disciplinary Review Committee shall be composed of the following:

- 1. Four members appointed by the president who may include faculty, staff, and/or students.
- 2. One administrator appointed by the president to serve as committee chairperson and who may vote to break a tie.
- 3. At least two committee members appointed by the president as well as the chairperson must be present in order for the committee to conduct business.

In cases involving sensitive matters, such as sexual assault or harassment, the president may exclude student members from the Disciplinary Review Committee to maintain the confidentiality of the parties involved.

If a charged student fails to appear for a disciplinary review hearing, the hearing will proceed as planned and committee members will deliberate and reach a decision based on available information and the testimony of any witnesses who appear.

B. **Basic procedural rights of students include the following:**

- 1. The right to counsel at the student's expense. The role of counsel is to advise the student. That counsel does not address the Committee or question witnesses.
- 2. The right to produce witnesses on one's behalf relevant to the charge.
- 3. The right to present evidence.
- 4. The right to know the identity of the person(s) bringing the charge(s).
- 5. The right to hear witnesses' testimony if presented at the hearing and/or review witness statements.
- 6. The right to testify or to refuse to testify without such refusal being detrimental to the student.
- 7. The right to appeal the decision of the Committee to the president who will review the official record of the hearing. The appeal must be in writing, stating the reason for the appeal, and it must be submitted to the president within five business days after the dean mails the letter containing the Committee's decision.

C. **Conduct of the Committee Hearings**

- 1. Hearings before the Committee shall be confidential and shall be closed to all persons except the following:
  - a. The student.
  - b. Attorneys representing parties to the hearing.

- i. Student must notify the dean of students/dean of continuing education at least two days in advance of the hearing if he/she is bringing counsel and must provide the name of the attorney or firm. Failure to notify the dean regarding legal counsel could result in the hearing being continued until such time that the College can have its legal counsel present.
    - ii. The attorney may be present only during the proceedings when the student is present.
  - c. Witnesses who shall:
    - i. Give testimony singularly and in the absence of other witnesses.
    - ii. Leave the committee meeting room immediately upon completion of the testimony.
    - iii. Provide only testimony that is relevant to the charge.
2. At least two days prior to the hearing, the student will provide the dean of students/dean of continuing education with a witness list.
3. The hearing will be recorded. Recordings will become the property of the College, and access to the recordings will be determined by the Chairperson of the Committee and the dean of students/dean of continuing education. All recordings or transcripts will be filed in the office of the dean of students/dean of continuing education.
4. The Committee shall have the authority to adopt supplementary rules of procedures consistent with this code.
5. The Committee shall have the authority to render written advisory opinions concerning the meaning and application of this code.
6. Upon completion of the hearing, the Committee shall convene in private to render a decision. The Committee may uphold, overturn or modify the dean's original decision. Decisions of the Committee shall be made by majority vote.
7. The charged student will be notified of the outcome of the disciplinary hearing by a letter to the last known address. The student is responsible for providing the College with a correct address.

#### **D. Student Voluntary Withdrawal**

If a student is accused of violating the Student Code of Conduct and voluntarily withdraws prior to the conclusion of the disciplinary matter without the consent of the dean of students/dean of continuing education, the student will not be allowed to re-enroll to the College unless reasonable re-entry restrictions, as determined by the dean, are satisfied.

For students who withdrew prior to a determination regarding alleged misconduct that threatened the health, safety or well-being of any member of the academic community and/or seriously disrupted the function and good order of the College, in addition to other reasonable re-entry restrictions, the student must provide proof from an acceptable licensed mental health professional, at the student's expense, that the student no longer poses a direct threat of harm to himself/herself or others.

### **VII. DISCIPLINE AND APPEALS FOR ACADEMIC MISCONDUCT**

All forms of academic misconduct including, but not limited to, cheating, plagiarism, collusion, and falsification of information may result in sanctions. Alleged violations will be handled according to the procedures described in this section.

#### **A. Definitions:**

1. Cheating is defined to include the following:
  - a. Using materials or equipment to complete a learning activity not authorized by the administrator of the learning activity.
  - b. Collaborating with any other person on a learning activity without permission from the instructor or facilitator.
  - c. Knowingly obtaining, using, buying, selling, transporting, sharing, or soliciting in whole or in part the contents of a learning activity prior to its administration.
  - d. Substituting for another student or permitting any other person to substitute for oneself.
  - e. Falsifying information in order to be granted additional time to submit learning activity.
  - f. Cooperating or aiding in any of the above.
2. "Plagiarism" is the intentional theft or unacknowledged use of another's work or ideas. Plagiarism includes, but is not limited to: a) paraphrasing or summarizing another's words or works without proper acknowledgement; b) using direct quotes of material without proper acknowledgment; or c) purchasing or using a paper or presentation written or produced by another person. If a student is uncertain about what constitutes plagiarism, he/she should discuss with the class instructor.
3. "Collusion" is defined as knowingly assisting another person in an act of academic misconduct.
4. Falsification is defined as altering or inventing information in such academic exercises as reports, laboratory results, and citations of the sources of information.

#### **B. Disciplinary Procedures and Documentation of Violations**

Academic misconduct threatens the academic integrity and disrupts the function and good order of the College. An instructor, facilitator, or administrator may direct the student(s) involved in academic misconduct to cease and desist such conduct and/or may advise them that appropriate sanctions are warranted. However, if the instructor, facilitator, or administrator should determine that the misconduct was unintentional and that the student would benefit from instruction regarding academic integrity, the instructor, facilitator, or administrator may forego sanctions and conduct or arrange for appropriate instruction. The instructor, facilitator, or administrator shall notify the appropriate dean/director of the individual(s) involved, the nature of the infraction and the action taken by submitting an academic misconduct incident report form as soon as possible but no more than two business days following the sanction or instruction.

#### **C. Sanctions Imposed:** The following sanctions may be imposed for academic violations:

1. Verbal warning;
2. Written warning;
3. Satisfactory completion of the unfinished assignment;
4. Additional coursework;
5. Loss of credit for the assignment or learning activity;
6. Loss of credit for the course;
7. In accordance with guidelines for certain programs, academic misconduct may result in removal from the program of study;
8. Multiple violations of academic misconduct may result in further sanctions imposed by dean of students

#### **D. Appeals Procedure for Academic Misconduct**

A student, after conferring with the instructor concerned, may present in writing to the appropriate instructional dean/director an appeal of a decision concerning academic misconduct. Academic misconduct appeals should be made within five business days of the sanction. The dean/director will review the decision and respond to the student in a timely manner. The student may appeal the decision of the dean/director to the vice president of academic and student services. The decision of the vice president of academic and student services is final in all cases involving academic misconduct.

### **Grade Appeal**

A part of faculty responsibility at the College is the assignment of student grades according to methods that are professionally acceptable, communicated to everyone in the class, and applied to all students equally.

A student who has a disagreement with an instructor's professional judgment in grading should attempt to resolve the matter through discussion with the instructor who issued the grade. The College believes that the preservation of the institution's academic integrity requires that the College ordinarily refrain from review of or participation in an instructor's evaluation of student performance in cases where the instructor is using his or her professional judgment.

However, the College acknowledges that on occasion circumstances may arise in which a student should have the opportunity to appeal a grade. In these circumstances, the student should first discuss the concerns with the instructor. If desired, the student may further appeal to the dean of the academic department. Appeals to the dean must be submitted in writing within the first four weeks of the succeeding semester. If the student determines that an appeal of the dean's decision is warranted the student may further appeal to the vice president of academic and student services. The decision of the vice president is final in all cases involving grade appeals.

The following examples are provided to clarify when a grade appeal is warranted. These examples are not intended to include all instances which may or may not warrant an appeal.

#### **Examples that do merit a grade appeal:**

- o The instructor miscalculated a grade.
- o The instructor has violated the grading policies outlined in the syllabus without reasonable cause or explanation.
- o The instructor has not provided a reasonable explanation of how the student's work was evaluated.

#### **Examples that do not merit a grade appeal:**

- o The instructor's grading policies differ from other instructors in the department or College.
- o The instructor's attendance policy differs from other instructors in the department or College.
- o The instructor's late work policy differs from other instructors in the department or the College.
- o The grade distribution in the class in question is lower than in other sections of the same course.
- o The grade in the course is significantly lower than grades the student earned in similar courses.
- o The grade in question will trigger probation, suspension, or loss of financial aid.
- o The grade is the result of enforcement of College and/or instructor's academic integrity policies.

## **Appendix B STUDENT RECORDS POLICY** (Administrative approved policy: 601-02-07AP)

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An eligible student under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution.) FERPA also provides parents with certain rights with respect to their child's K-12 education records. However, once a student reaches the age of 18 or enters college, the rights previously held by the parent transfer exclusively to the student. Isothermal Community College students are notified annually of their rights under this law through the Student Handbook, which is available across campus in print and on the college website. (Further information regarding the policy and procedures used to enforce it are available in Student Services.) These rights include:

1. A student has the right to inspect and review the student's education records within 45 days after the day the College receives a request for access. A student should submit to the Registrar a written request that identifies the record(s) the student wishes to inspect. The Registrar or designee will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Records Office, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. A student has the right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the College to amend a record should write the Registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. A student has the right to provide written consent before the College discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The College discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or complaint review committee. A school official also may include a volunteer or contractor outside of the College who performs an institutional service of function for which the College would otherwise use its own employees and who is under the direct control of the College with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.

Upon request, the College also may disclose education records, including disciplinary records, without consent to officials of another school in which a student seeks or intends to enroll. FERPA does not require that the College notify a student when records are disclosed to institutions where the student seeks or intends to enroll, and the College reserves the right to disclose these records without consent or notification.

A student has the right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202



FERPA permits the disclosure of PII from student education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. The College may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within the College whom the College has determined to have legitimate educational interests. This includes contractors, early college officials, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. §99.31(a)(1)
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled, such as high school personnel, if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. §99.31(a)(2)
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the College's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. §99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To comply with a judicial order or lawfully issued subpoena. §99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the College has designated as directory information under §99.37. (§99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the College's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

At its discretion, the College may disclose directory information in accordance with the provisions of FERPA to include: student name; major field of study; dates of attendance; degrees, honors, and awards received; college email address; photograph; participation in officially recognized activities; enrollment status; and previous schools attended.

## STUDENT RECORDS DEFINITIONS & PROCEDURES

### Family Educational Rights and Privacy Act

To fulfill the basic requirements for compliance with the Act, Isothermal Community College will safeguard disclosure of personally identifiable information about students, provide opportunity for challenge of the contents of education records, and maintain adequate records of requests and disclosures as detailed in this section. The College also has the responsibility for maintaining student records in accordance with existing state laws, college policy, the U.S. Patriot Act, and the Solomon Amendment. The retention and disposition of records is governed by the Public Records and Disposition Schedule published by the North Carolina Community College System.

An understanding of key terms is essential to the interpretation of the Act and the final regulations for its implementation. Some definitions which carry substantive meaning for understanding the Act are listed here. Also, it is important for students to understand procedures associated with their records and the disclosure of their records.

### A. DEFINITION OF TERMS

**Act:** means the General Education Provisions Act. Title IV of Public Law 90-247, as amended.

**Attendance:** includes but is not limited to (a) attendance-in person or by correspondence study (program) and (b) the period during which a person is working under a work-study (cooperative) program.

**Dates of Attendance:** The term means the period of time during which a student attends or attended an educational agency or institution.

Examples of dates of attendance include an academic year, a spring semester, or a first quarter. The term does not include specific daily records of a student's attendance at an educational agency or institution.

**Directory Information:** Includes informational items that the College may disclose without student approval or consent. Directory information may include the following student information: student's name, major fields of study, participation in officially recognized activities and sports, enrollment status, dates of attendance, degrees, honors, and awards received, college email address, photograph, and/or other similar information as allowed by FERPA.

**Disclosure:** is defined as permitting access to or the release, transfer, or other communication of education records of the student or the personally identifiable information contained therein, orally, in writing, by electronic means, or previous schools attended.

**Educational Institution:** means any public or private agency or institution which receives funds from any Federal program under the administrative responsibility of the Secretary of Education. The term refers to the institution as a whole, including all of its components.

**Education Records:** means those records which are (1) directly related to a student and (2) maintained by the institution or by a party acting for the institution. Exceptions to "education records" include, but are not limited to:

- a) sole possession records of the maker,
- b) records created and maintained by a law enforcement unit for a law enforcement purpose,
- c) employment records (unless contingent on attendance, e.g., work study),
- d) medical records made and maintained in the course of treatment and disclosed only to those individuals providing treatment, and
- e) records that only contain information about a student after he or she is no longer a student at that institution (e.g., alumni records).

**Eligible Student:** means any individual who is 18 years of age or older or has been in attendance at a post-secondary institution.

**Financial Aid:** means a payment of funds to an individual (or a payment in kind of tangible or intangible property to the individual) which is conditioned on the individual's attendance at an educational agency or institution.

**Institution of Post-secondary Education:** means an institution which provides education to students beyond the secondary school level; "secondary school level" means the educational level (not beyond grade 12) at which secondary education is provided.

**Legitimate Educational Interest:** means the demonstrated need to know by those officials of an institution who act in the student's educational interest, including faculty, administration, clerical and professional employees and other persons who manage student record information.

**Parent:** includes a parent, a guardian, or an individual acting as a student's parent in the absence of a parent or a guardian.

**Party:** means an individual, agency, institution, or organization.

**Personally Identifiable:** means data or information which includes (1) the name(s) of the student, the student's parent, or other family members; (2) the address of the student or student's family; (3) a personal identifier (such as a social security number or student number); or (4) an indirect identifier (date and place of birth, mother's maiden name); (5) information that alone or in combination that is linked or linkable to a specific student that would allow a reasonable person (with or without personal knowledge of the circumstances) to identify the student.

**Record:** means any information maintained in any way, including, but not limited to: handwriting, print, video or audio tape, film, microfilm, microfiche, and computer media.

**School Officials:** are those members of an institution who act in the student's educational interest within the limitations of their need to know, which may include faculty, administration, clerical, and professional employees and other persons who manage student record information.

**Student:** includes any individual with respect to whom an educational institution maintains education records. The term does not include an individual who has not been in attendance at the institution.

## **B. PROCEDURES**

### **DISCLOSURE OF EDUCATION RECORD INFORMATION**

1. The College shall obtain written consent from students before disclosing any personally identifiable information from their education records. Such written consent must:
  - a. specify the records to be released,
  - b. state the purpose of the disclosure,
  - c. identify the party or class of parties to whom disclosure may be made, and
  - d. be signed and dated by the student.

A student academic record includes courses taken; grades; hours attempted; hours earned; quality points; quality point averages; courses and credits transferred (if applicable); academic standing; and degrees, diplomas, and/or certificates earned. Transcripts of official academic records may be released or obtained by the student upon written request to the Records Office in Student Services. An official transcript will not be released unless all tuition, fees, and other obligations due to the College have been satisfied. When a student requests access to education records for their own use, the student may be asked to authenticate their identity.

2. The College may disclose education records or components thereof without written consent of students to parties indicated in the Student Records Policy.
3. The College may release at its discretion without written consent those records identified as public or Directory Information for students who are currently enrolled, provided the following conditions are met prior to disclosure:
  - a. that the institution inform the students of categories designated as public or Directory Information,
  - b. that students be given opportunity to refuse disclosure of any or all categories, and
  - c. that the students be given a reasonable period of time to request nondisclosure of Director Information in writing.

A student may withhold directory information by notifying the Records Office in writing within two weeks after the first day of class for any semester. A student request to opt-out of directory information disclosure is perpetual unless the student rescinds the opt-out request in a written request to the Records Office. A request to opt-out of directory information disclosure may not prevent the College from disclosing or requiring the student to disclose the student's name, identifier, or college email address in a class in which the student is enrolled. FERPA does not give students a right to complete anonymity in class. Also, students have responsibility for managing the privacy of their personal information. This includes (but is not limited to): 1) privacy settings, 2) usernames, and 3) passwords.

4. Institutions may release without written consent those items identified as public or Directory Information on any student not currently enrolled.
5. Under the U.S. Patriot Act, and FERPA, the U.S. Attorney General may apply for an ex parte court order permitting the Attorney General to assess education records without eligible student consent or notice for investigations or prosecution of an act of domestic or international terrorism.

### **Disciplinary Records**

While student disciplinary records are protected as education records under FERPA, there are certain circumstances in which disciplinary records may be disclosed without the student's consent in compliance with FERPA and the Clery Act. Also, FERPA permits college officials to disclose any and all education records, including disciplinary records, to another institution at which the student seeks or intends to enroll.

### **The Clery Act**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act requires postsecondary institutions to provide timely warnings of crimes that represent a threat to the safety of students or employees and to make public their campus security policies. It also requires that crime data be collected, reported, and disseminated to the campus community and to the Department of Education annually. The Clery Act is intended to provide students and their families with accurate, complete, and timely information about safety of campuses so that they can make informed decisions. Such disclosures are permitted under FERPA.

### **Campus Enforcement**

Investigative reports (including records created by surveillance cameras) and other records created and maintained by law enforcement units are not considered education records subject to FERPA. Accordingly, the college may disclose information from law enforcement unit records to anyone, including outside law enforcement authorities, without student consent. The College may, at its discretion, inform parents if the student who is under age 21 has violated any law or its policy concerning the use or possession of alcohol or a controlled substance. Campus Enforcement is the College's designated law enforcement unit.

## **C. CHALLENGE OF THE CONTENTS OF EDUCATION RECORDS**

1. The College provides students with an opportunity to challenge the contents of their education records which the students consider to be inaccurate, misleading, or other rights.
2. Officials who receive challenge requests must decide within a reasonable period of time whether or not corrective action consistent with the students' request will be taken. Students must be notified of the decisions. If the decisions are in agreement with the students' requests, the appropriate records must be amended.
3. Students who are not provided full relief sought by their challenges will be informed by the appropriate official of their rights to a formal hearing on the matter.
4. Student requests for a formal hearing must be in writing. Within a reasonable period time after receiving the requests, the appropriate official (Dean of Students) must inform students of the date, place, and time of the hearings.
5. Students will be afforded a full and fair opportunity to present evidence relevant the issue raised. Students may be assisted or represented at the hearing by one or more persons of their choice, including an attorney at such students' expense.
6. Hearing may be conducted by any party, including an official of the institution, provided such person does not have a direct interest in the outcome of the hearing.
7. Decisions of the Colleges will be final, will be based solely on the evidence presented at the hearings and will consist of written statements summarizing the evidence and stating the reasons for the decisions which will be delivered to all parties concerned.
  - a. Institutions will correct or amend any education record in accordance with the decision of the hearing panel if the decision is in favor of the student.
  - b. Should the decision be unsatisfactory to the student, the appropriate official (Dean of Students) must inform the student that:
    - (1) the student has the opportunity to place with the education record a statement commenting on the information

- in the record, or a statement setting forth any reason for disagreeing with the decision of the hearing panel.
  - (2) the statement placed in the education record by the student will be maintained as part of the record for so long as the record is held by the institution.
  - (3) this record, when disclosed to an authorized party must include the statement filed by the student.
8. Rights of the challenge cannot be used to question substantive educational judgments which are correctly recorded. These rights of challenge are not intended to allow students to contest, for example, a grade in a course because it is felt a higher grade should have been assigned.

#### **D. RECORDS OF REQUESTS AND DISCLOSURES**

The College is required to maintain a log of each request for access to and each disclosure from an education record. The records of disclosures and requests for disclosures are considered a part of students' education records; therefore, they must be retained as long as the education records to which they refer are retained by the institutions.

This log must:

- a. be maintained as long as record is maintained
- b. include the parties who have requested or received information from education records
- c. include the legitimate interest parties had in receiving information
- d. include the names of federal, state, or local agencies/officials that have requested and received the student's records and who may make further disclosures without first obtaining consent.

Records of requests and disclosures need not be maintained for:

- a. those requests made by students for their own use
- b. those disclosures made in response to written requests from students.
- c. those made by school officials for a legitimate educational purpose.
- d. those specified as Directory Information.
- e. those made by a party with a law enforcement subpoena or court order which specifies that the existence or contents of the subpoena or court order not be disclosed
- f. ex parte orders obtained by the U.S. Attorney for disclosures under the U.S. Patriot Act exception

For further information about FERPA, contact:

Family Policy Compliance Office - U.S. Department of Education  
400 Maryland Ave, SW, Washington, DC 20202

Additional information is available at <http://www2.ed.gov/policy/gen/guid/fpco/index.html>

### **Appendix C TUITION REFUND PROCEDURES**

A refund shall not be made except under the following circumstances:

- (1) (a) A 100% refund shall be made if the student officially withdraws prior to the first day of class(es) of the academic semester as noted in the college calendar. Also, a student is eligible for a 100% refund if the course in which the student is officially registered is cancelled due to insufficient enrollment.
- (b) 75% refund shall be made if the student officially withdraws from the course(es) prior to or on the official 10% point of the semester.
- (c) For courses beginning at times other than the first week (seven calendar days) of the semester a 100% refund shall be made if the student officially withdraws from the course prior to the first class meeting. A 75% refund shall be made if the student officially withdraws from the course prior to or on the ten (10)% point of the course.
- (2) To comply with applicable federal regulations regarding refunds, federal regulations will supersede the state refund regulations stated in the Rule.
- (3) Where a student having paid the required tuition for a semester, dies during that semester (prior to or on the last day of examinations of the college the student was attending), all tuition and fees for that semester may be refunded to the estate of the deceased.
- (4) Tuition refunds will not be issued until after the 10% date. The Tuition Refund Policy is governed by the State of North Carolina (reference 1ESBCCC 900.98).

#### **MILITARY TUITION REFUND PROCEDURES**

Upon request from the student, the college shall:

- (1) Grant a full refund of tuition and registration fees to military reserve and National Guard personnel called to active duty or active duty personnel who have received temporary or permanent reassignments as a result of military operations then taking place outside the state of North Carolina that make it impossible for them to complete their course requirements; and
- (2) Buy back textbooks through the college's bookstore operations to the extent allowable under the college's buy back procedures.
  - (a) Colleges shall use distance learning technologies and other educational methodologies, to the extent possible as determined by the college, to help active duty military students, under the guidance of faculty and administrative staff, complete their course requirements (reference 1E SBCCC 900.4 and 1B SBCCC 500.1).

#### **RESIDENCY FOR TUITION PURPOSES REFUND PROCEDURES**

Upon request from the student, the college shall provide a 100% refund if all of the following conditions apply:

- (1) At the time of the student's registration, the State Education Assistance Authority made an initial determination that the student was a resident for tuition purposes, as defined in G.S. 116-143.1(a).
- (2) After validation of the information provided in the student's residency application, the State Education Assistance Authority subsequently determines that the student was a nonresident for tuition purposes, as defined in G.S. 116-143.1(a).
- (3) The student officially withdraws from the course section within 10 calendar days of the college notifying the student of the change in residency status.

If the State Education Assistance Authority makes a final validation determination that a student is a nonresident for tuition purposes, as defined in G.S. 116-143.1(a), after the 10% point of the course section or academic term, as determined by local college policy and noted on the college calendar, the college shall apply the nonresident tuition determination to the following term (reference 1E SBCCC 900.1)

## Appendix D CRIME AWARENESS AND STATISTICAL REPORT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and VAWA's SaVE Act provision requires colleges across the United States to disclose crime statistics for incidents that occur on campus, in unobstructed public areas immediately adjacent to or running through the campus, and at certain non-campus facilities. Primary reporting locations for Isothermal Community College are the Rutherford Campus, Rutherfordton Learning Center, and the Polk County Center. The crime awareness statistical report may be found on the college website at [www.isothermal.edu](http://www.isothermal.edu) by using the search box to find information regarding campus safety and crime awareness and the Human Resource Office located in the Administration Building.

The Safety Coordinator maintains a crime log that records, by date reported, all campus crimes reported to the Safety Coordinator. The crime log is available to the public during business hours. To contact the Safety Coordinator, call 828-395-4192.

In compliance with federal guidelines, all reports indicating a crime must be forwarded to the Safety Coordinator. The designated Campus Security Survey Administrator (CSSA) for the College is Amy Harper. For information regarding campus crime reporting, contact Campus Enforcement at (828) 289-5850. Information regarding types of reportable crimes and definitions are available under the topic of Campus Safety on the college website at [www.isothermal.edu](http://www.isothermal.edu). The College uses the Federal Bureau of Investigation's crime definitions.

## Appendix E DISTANCE EDUCATION QUESTIONNAIRE

**Are you new to distance learning? Curious about what to expect from an online course?**

Then read these...**Tips for Successful Online Learning**

*Reprinted by permission of University of Wisconsin-Stevens Point*

In general, online learners should strive to possess the following qualities:

1. **Be open-minded about sharing life, work, and educational experiences as part of the learning process.** Introverts as well as extroverts find that online learning requires them to utilize their experiences. This forum for communication eliminates the visual barriers that hinder some individuals in expressing themselves. In addition, the learner is given time to reflect on the information before responding.
2. **Be able to communicate through writing.** In the virtual classroom, nearly all communication is written, so it is critical that learners feel comfortable in expressing themselves in writing.
3. **Be self-motivated and self-disciplined.** With the freedom and flexibility of the online environment comes responsibility. The online process takes a real commitment and discipline to keep up with the flow of the process.
4. **Be willing to "speak up" if problems arise.** Many of the non-verbal communication mechanisms that instructors use in determining whether learners are having problems (confusion, frustration, boredom, absence, etc.) are not possible in the online paradigm. If a learner is experiencing difficulty on any level (either with the technology or with the course content), she/he must communicate this immediately. Otherwise the instructor will never know what is wrong.
5. **Be willing and able to commit to five(5) to ten(10) hours per week per course.** Online is not easier than the traditional educational process. In fact, many learners say it requires much more time and commitment.
6. **Be able to meet the minimum requirements for the program.** The requirements for online are no less than that of any other quality educational program. The successful learner will view online as a convenient way to receive their education, not an easier way.
7. **Accept critical thinking and decision making as part of the learning process.** The learning process requires the learner to make decisions based on facts as well as experience. Assimilating information and executing the right decisions requires critical thought.
8. **Have access to a computer and a modem.** The communication medium is a computer, phone line, and modem; the learner must have access to the necessary equipment.
9. **Be able to think ideas through before responding.** Meaningful and quality input into the virtual classroom is an essential part of the learning process. Time is given in the process to allow for the careful consideration of responses. The testing and challenging of ideas is encouraged; you will not always be right, just be prepared to accept a challenge.
10. **Feel that high quality learning can take place without going to a traditional classroom.** If the learner feels that a traditional classroom is a prerequisite to learning, she/he may be more comfortable in the traditional classroom. Online learning is not necessarily for everybody. An online learner should expect to:
  - Participate in the virtual classroom three(3)-five(5) days a week
  - Respond to classmates' ideas and questions
  - Be able to use the technology properly
  - Be able to complete assignments on time
  - Enjoy communicating in writingThe online learning process is normally accelerated and requires commitment on the learner's part. Staying up with the class and completing all work on time is vital. Once a learner gets behind, it is very difficult to catch up. Basically, the learner needs to want to be there, and needs to want the experience.
11. **Participate!** Contribute your ideas, perspective, and comments on the subject you are studying, and read about those of your classmates. Your instructor is not the only source of information in your course--you can gain great insight from your peers and they can learn from you as well.
12. **Take the program and yourself seriously.** Elicit the support of your colleagues, family, and friends before you start out on your online adventure. This built-in support system will help you tremendously since there will be times when you will have to sit at your computer for hours at a stretch in the evenings and on weekends. When most people are through with work and want to relax is most likely when you will be bearing down on your course work. It helps to surround yourself with people who understand and respect what you are trying to do.
13. **Make sure you have a private space where you can study.** This will help lend importance to what you are doing as well. Your own space where you can shut the door, leave papers laying around, and work in peace is necessary. If you try to share study space with the dining room or bedroom, food or sleep might take priority over studying.
14. **Become a true advocate of distance learning.** Discuss the merits of the process with whoever will listen. In order to be successful in this new educational environment, you must truly believe in its potential to provide quality education which is equal to, if not better than, the traditional face-to-face environment. In discussing the value of online learning, you will reinforce its merits for yourself.
15. **Log on to your course every single day...** or a minimum of three(3)-five(5) days a week. Once you get into the online system, you will be eager to see who has commented on your posting and read the feedback of your instructor and peers. You will also be curious to see who has posted something new that you can comment on. If you let too many days go by without logging on to your course discussion group, you will get behind and find it very difficult to catch up.
16. **Take advantage of your anonymity.** One of the biggest advantages of the online format is that you can pursue your studies without the judgments typical in a traditional classroom. Unless you are using video conferencing, no one can see you--there are no stereotypes and you don't have to be affected by raised eyebrows, rolled eyeballs, other students stealing your thunder, or people making other non-verbal reactions to your contributions. You don't have to feel intimidated or upstaged by classmates who can speak faster than you because you can take all of the time you need to think your ideas through and compose a response before posting your comments to your class.

17. **Be polite and respectful.** Just because you are anonymous, doesn't mean you should let yourself go. Remember, you are dealing with real people on the other end of your modem. Being polite and respectful is not only common sense, it is absolutely obligatory for a productive and supportive online environment. In a positive online environment, you will feel valued by your instructor, valued by your classmates, and your own work will have greater value as well.
18. **Apply what you learn.** If you are able to apply everything you learn as you learn it, you will remember it more readily. If it is possible, take the things you learn in your online course today and use them in your workplace tomorrow. Also, try to make connections between what you are learning and what you do or will do in your job. Contributing advice or ideas about the real-world as it applies to the subject matter you are studying helps you to internalize what you are learning. Your classmates may also say that it counts for them, as they will gain valuable insight from the experiences you share.

### Technical Requirements for Online Learning

To be successful in taking online courses, students should:

Be able to perform basic computer operations such as:

- Copying, saving, moving and deleting files on your computer
- Installing new software
- Using a web browser such as Firefox, Chrome, Internet Explorer, etc.
- Using word processing software such as MS Word
- Using email for communication and to exchange files

Have access to:

- a computer with Internet connection (or be able to come to campus computer labs)
- email. Students are required to use the free student email available at Isothermal.
- required software. This will vary by course - check with your instructor. Nearly all courses will require common software such as a web browser and MS Word. Many courses will require JAVA, Adobe Flash, and Adobe Reader which are all free downloadable software.

NOTE: While even very old computers may be able to connect to the Internet, many machines more than three(3)-four(4) years old may not be able to run required software. Check with your instructor if you think your computer may be too slow to run special software required for some courses.

## Appendix F COPYRIGHT INFRINGEMENT

### LEGAL PROTECTION OF COPYRIGHTED WORKS

United States Copyright Law (Title 17 U.S. Code) provides authors of original literary, dramatic, musical, artistic, and certain other intellectual works the ability to control how their work is used by others. Section 106 of the copyright law gives the author exclusive right to:

- \* reproduce the copyrighted work,
- \* prepare derivative works based upon the copyrighted work,
- \* distribute copies of the copyrighted work by sale or loan,
- \* perform or display the copyrighted work publicly,
- \* perform the copyrighted work publicly by means of a digital audio transmission.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of these exclusive rights granted to the author. Under the current law, copyright protection is automatic at the moment the work is "fixed" in a "tangible medium" - no registration or copyright notice is required. The author may transfer ownership of copyright to another party such as a publisher, or choose to grant a license (give permission) to another to exercise one or more of these rights. For more information about copyright see Copyright Basics or the U.S. Copyright Office's FAQ page at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### PEER-TO-PEER FILE SHARING

Peer-to-peer (P2P) file sharing is a convenient way for people to share files directly between computers using an online service. Normally, for a file to be available for download it would first need to be uploaded onto a web server, a computer designed specifically to "serve" content on the Web. The file sits on the server available for download at any time to anyone who is allowed to access it. P2P networking software bypasses the need to upload a file to a web server by allowing a user to search through certain files that the other users' have on their computers and download them directly from the other users' computers. When a file is shared through P2P, the computer that the file comes from is uploading the file at the same time the computer receiving the file is downloading the file. File sharing through a P2P network is not illegal so long as the person responsible for uploading the file has the legal right to distribute that file. However, since authors have the exclusive right to reproduce and distribute copies of their own work, sharing copyrighted music, videos, movies, articles, eBooks, or images without an author's permission is an infringement of the author's copyright. P2P networking and file sharing carries certain risks for you and your computer. If you have P2P software installed on your computer and do not have it configured properly you could be exposing parts of your hard drive to the P2P network that you did not intend to be visible. This could result in a whole series of problems ranging from unknowingly uploading copyrighted material to having your identity stolen.

### COLLEGE POLICES REGARDING COPYRIGHT AND PEER-TO-PEER FILE TRAFFICKING

The College's "Computer Resources/Internet Policy," beginning on page 295, outlines unacceptable uses of the college's computer resources, including peer-to-peer file sharing. Sanctions for violations of college policies may be found in Appendix A, "Student Rights, Responsibilities, and Judicial Procedures."

### SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

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 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. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. See 18 U.S.C. §§ 2319(b); 3571(b)(3). For more information, please see the web site of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov), especially their FAQ's at [www.copyright.gov/help/faq](http://www.copyright.gov/help/faq).

### LEGAL ALTERNATIVES TO ILLEGAL DOWNLOADING

The Higher Education Opportunity Act requires all colleges and universities to offer legal alternatives to unauthorized downloading. EDUCAUSE maintains a list of Legal Sources of Online Content to fulfill this purpose at [www.educause.edu/legalcontent](http://www.educause.edu/legalcontent). No endorsement or evaluation of any of the linked resources, on the part of EDUCAUSE or Isothermal Community College, is intended. More information on copyright is available at the Isothermal Community College Library's web site, <http://library.isothermal.edu/copyright/intro>

**Appendix G  
REGISTRATION/ADVISING FORM STUDENT WORKSHEET**

**FALL REGISTRATION FORM**



Department: \_\_\_\_\_  
Priority Status: \_\_\_\_\_

Name \_\_\_\_\_ ID # \_\_\_\_\_  
Phone \_\_\_\_\_ Major \_\_\_\_\_  
Advisor \_\_\_\_\_ Term: **FALL 2018**  
Email \_\_\_\_\_

1. Are you planning to graduate at the end of the **2018 FALL** semester? YES NO  
2. Are you planning to graduate at the end of the **2019 SPRING** semester? YES NO  
3. Are you planning to graduate at the end of the **2019 SUMMER** semester? YES NO

Phone/Address Correct in Datatel  
(Check SPRO) Yes or No  
 STAC  PSPR  
 PERC \_\_\_\_\_  
 STRK

Class Schedule Preference (check all that apply)  
 Full Time  ONLINE  DAY  Anytime  
 Part Time  HYBRID  EVENING

Developmental Courses Needed:  
DMA: \_\_\_\_\_  
DRE: \_\_\_\_\_

	SUBJ/CRSE/SECT	TITLE	DAYS	TIME	STATUS
1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____
5.	_____	_____	_____	_____	_____
6.	_____	_____	_____	_____	_____

**Alternates:**

1.	_____	_____	_____	_____	_____
2.	_____	_____	_____	_____	_____
3.	_____	_____	_____	_____	_____
4.	_____	_____	_____	_____	_____

**Payment:**

Students are required to pay for the classes by **August 2, 2018** unless stated otherwise. Exceptions include: Last Chance Registration and some holidays. If you receive financial aid, please check to make sure your aid is available. (Student Initial) \_\_\_\_\_

**Withdrawing from a course:**

If you choose to withdraw from a course, you must fill out a withdrawal form. Failure to complete the proper forms may result in a failing grade for the class. Forms can be found online at Student Services and the Advising & Success Center. (Student Initial) \_\_\_\_\_

**Census date:**

Students must attend their classes by the census date (10% date) to remain in the class. If you fail to attend classes by this date, complete the syllabus quiz or first assignment in an online class, you will not be able to complete the course. Therefore, you will not be eligible for a refund. Students can find their census date in Patriot Port. (Student Initial) \_\_\_\_\_

**Waitlists**


Waitlists are updated using an automated notification system. Permissions are given to students via their Isothermal student email accounts. Email permissions are given for a 24-hour period, and provide registration information to be used via Patriot Port. Students should also verify their profile information is correct in Patriot Port. Updates may be made in Student Services. (Student Initial) \_\_\_\_\_

**Mandatory orientation**

Students with an active orientation restriction will NOT be able to register for courses until they have completed mandatory orientation. Students may log into Patriot Port and select the link for Online Orientation. Once complete, it will be approximately 24 hours before the restriction will be removed and registration can occur. (Student Initial) \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_ Advisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Appendix H  
STUDENT REGISTRATION SCHEDULE



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**Schedule**


Term: Fall Semester 2017

Total Registered Credits 14.00

Course Name and Title	Status	Meeting Information	Credits	CEUs	Pass Aud	Start Date
<a href="#">HUM-115-001/TR (5731) Critical Thinking</a>	New	08/22/2017-12/14/2017 Classroom Hours Tuesday, Thursday 02:00PM - 03:20PM, Lifelong Learning Center, 228	3.00			08/18/17
<a href="#">ART-115-700/NL (6055) Art History Survey II</a>	New	08/18/2017-12/15/2017 Classroom Hours Days to be Announced, Times to be Announced, internet, Room INTERNET	3.00			08/18/17
<a href="#">MAT-152-002/WB (5759) Statistical Methods I</a>	New	08/18/2017-12/15/2017 Classroom Hours Monday, Wednesday 11:00AM - 12:15PM, Lifelong Learning Center, Room 230 P, Times to be Announced/Internet, Room INTERNET	4.00			08/18/17
<a href="#">BIO-111-001/TR (5511) General Biology I</a>	New	08/18/2017-12/15/2017 Classroom Hours Monday 08:00AM - 10:30AM, Administration, Room 217 08/18/2017-12/15/2017 Lab/Shop Hours Wednesday 08:00AM - 10:30AM, Administration, Room 223	4.00			08/18/17

OK

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WebAdvisor 3.2  
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**Appendix I**  
**DRUG AND ALCOHOL POLICY**  
(Board approved policy: 601-02-00BP)

Isothermal Community College campuses have been designated as "Drug Free" and only under approved circumstances is the consumption of alcohol permitted. The possession and/or use of any non-prescribed controlled substance, as defined in Chapter 90 of the General Statutes of North Carolina and federal laws, is not permitted on the campuses of Isothermal Community College. The consumption of alcohol or the possession of an open container which contains alcoholic beverages is prohibited on the campuses of Isothermal Community College. Exceptions shall be made for the use of alcohol in instructional situations, e.g. cooking classes, laboratory experiments, or in conjunction with events at The Foundation Performing Arts and Conference Center meeting the requirements of the NC State ABC Codes and of the nonexclusive catering services agreement. Appropriate disciplinary sanctions will be determined by the College on a case by case basis and may include expulsion and referral for prosecution. See student code of conduct for expectations and due process procedures. (Student Handbook, Appendix A) The specifics of this policy are as follows:

1. Isothermal Community College does not differentiate between drug users, drug pushers, or sellers. Any student or guest who unlawfully possesses, uses, sells, gives, or manufactures a controlled substance while on College premises, or as part of any activity initiated by the College, will be subject to disciplinary action up to and including expulsion and prosecution.
2. When there is evidence that a student or guest of the College is impaired by alcohol or another substance (including controlled substances), disciplinary measures may be taken up to and including expulsion and prosecution. Alternatively, the College may require the student to obtain a substance abuse evaluation from a certified or licensed substance abuse treatment professional and successfully complete any drug education counseling and aftercare recommended, consent to regular drug testing at his/her expense, and other conditions and restrictions as a precondition for enrollment at the College. Evidence of impairment may be determined by behavior and/or appearance and includes but is not limited to: dilated pupils, a lag in response to verbal request(s), staggering or unsteadiness, the smell of alcohol, and/or incoherent communication. In the event that a situation arises, it is the responsibility of the student to provide contact information for transporting purposes. If no other transportation is available, law enforcement may be called. This section does not apply to law enforcement officers serving the College through the local sheriff's department. Law enforcement officers must adhere to their normal standards when conducting a search.
3. The term "controlled substance" means any substance listed in 21 CFR Part 1308 and other federal regulations, as well as those listed in Article V, Chapter 90 of the North Carolina General Statutes. Generally, the term means any drug which has a high potential for abuse and include, but are not limited to heroin, marijuana, cocaine, PCP, GHB, methamphetamines, and crack. This term also includes any drugs that are illegal under federal, state or local laws and legal drugs that have been obtained illegally or without a prescription by a licensed healthcare provider or are not intended for human consumption. Furthermore, any substance taken that may cause impairment, including but not limited to bath salts, inhalants, or synthetic herbs, are also considered a violation of the drug and alcohol policy.
4. If any student is convicted of violating any criminal drug or alcohol statute while on College premises, or as part of any activity initiated by the College, he or she will be subject to disciplinary action up to and including expulsion. Furthermore, students or guests who are in violation of alcohol and drug laws may suffer legal consequences ranging from fines up to criminal prosecution. Alternatively, the College may require the student to obtain a substance abuse evaluation from a certified or licensed substance abuse treatment professional and successfully complete any drug educational counseling and aftercare recommended, consent to regular drug testing at his/her expense, and adhere to other conditions and restrictions, including community service, as a precondition for continued enrollment at the College.
5. Each student is required to inform the College, in writing, within five (5) days after he or she is convicted for violation of any federal, state, or local criminal drug statute where such violation occurred while on College premises, or as part of any activity initiated by the College. A conviction means the entry in a court of law or military tribunal of (1) a plea of guilty, nolo contendere, no contest or the equivalent; (2) a verdict of guilty; or (3) a prayer for judgment continued or a deferred prosecution
6. A student employed by the College is considered to be an employee of the College and is subject to the Drug-Free Work Place Policy.
7. Any student who unlawfully possesses, uses, sells, or transfers alcohol while in the workplace, on College premises, or as part of any activity initiated by the College, will be subject to disciplinary action up to and including expulsion and prosecution.
8. The term alcoholic beverage means any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor and mixed beverages.
9. Visitors and/or guests are subject to College policies and sanctions and state and federal law. Violators will be dismissed from campus and could be referred for local prosecution.
10. Students in certain programs including health sciences may be subject to additional requirements related to drugs and alcohol. Students should be advised that alternative instructional sites and future employers may also require drug testing, criminal background checks, etc.

Note: Drug and Alcohol Policy violations are handled by College Administrators, contracted Rutherford County Sheriff's Deputy and/or local law enforcement when necessary.

**DISSEMINATION TO STUDENTS AND EMPLOYEES**

A copy of the drug and alcohol prevention program and policies will be distributed annually to each student taking one or more classes of any kind for academic credit regardless of the student's program of study.

**POLICY REVIEW**

The College will review this drug and alcohol program and policies in even numbered years beginning with the year 1992.

**COUNSELING, TREATMENT, REHABILITATION, AND RE-ENTRY PROGRAMS**

The Advising and Success Center maintains a list of public and private treatment agencies, many of which are listed below. This list is subject to change. Students may contact College counselors for more information on these services.

**Local Help Agencies**

Blue Ridge Counseling Services (828) 286-0501  
Family Preservation Services (828) 288-8773  
Lifeline Counseling Center (828) 289-0574  
\*Life Span Psychological Services (828) 894-2300  
\*New Hope Counseling Center (828) 894-2238  
\*Polk County Community Mental Health & Wellness Center (828) 864-2222  
RHA Health Services, Inc. (828) 247-1117  
Western Highlands, LME 1-800-951-3792  
Woodridge Psychological Associates (828) 287-7806  
\*Located in Polk County

**Hotlines:**

Alcoholics Anonymous - Western Piedmont Intergroup  
(for Rutherford meetings) (704) 865-1561  
Alcoholics Anonymous - N.C. Mountain Central Office  
(for Polk meetings) 1-800-524-0465  
Alcohol/Drug Council of NC 1-800-688-4232  
Crisis Line 1-800-951-3792



**SUBSTANCE ABUSE EDUCATION PROGRAM**

The College has developed a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees. The program provides services related to drug use and abuse including dissemination of informational materials, educational programs, counseling services, referrals and college disciplinary actions. The Student Activities Coordinator supports an overall coordination of the Drug-Free School Program. However, many services are the responsibility of other areas of the institution. These include:

- Alcohol and Drug Education: College Counselors, Employee Assistance Program, College Health Classes, Orientation classes.
- Counseling Services: College Counselors, Employee Assistance Program.
- Referral Services: College Counselors, Employee Assistance Program.
- College Disciplinary Actions: Dean of Students, Human Resources Direction, REaCH Principal, Dean of Continuing Education.

**HEALTH RISKS**

Health risks, associated with the use of illegal drugs and the abuse of alcohol, are wide ranging and varied depending on the specific substance involved and individual abuse pattern. These risks include but are not limited to psychological and physical addiction; respiratory depression; depression of the immune system; increased risk of heart disease, cancer, accidents, hypertension; brain damage; damage to unborn fetus; impotence at high dosage levels; liver disease. Even low doses significantly impair judgement and coordination required to drive and operate equipment safely and may increase the incidence of a variety of aggressive acts. Moderate to high doses can cause marked impairments in higher mental functions, severely altering the ability to learn and remember for the user. For more information on the health risks associated with drug and alcohol abuse, consult the National Institute on Drug Abuse website at [www.drugabuse.gov](http://www.drugabuse.gov).

**LOCAL, STATE AND FEDERAL LEGAL SANCTIONS**

The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by contracted Campus Enforcement Officers as well as local law enforcement. Violators are subject to College disciplinary action, criminal prosecution, fine and imprisonment. For the most recent and complete Federal Trafficking Penalties information, visit the U.S. Drug Enforcement Administration webpage. North Carolina Controlled Substances Act describes state specific penalties at [http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter\\_90/GS\\_90-95.pdf](http://www.ncga.state.nc.us/EnactedLegislation/Statutes/PDF/BySection/Chapter_90/GS_90-95.pdf).

**ALCOHOL: TYPES AND LAWS TYPES OF ALCOHOL**

As currently defined in Chapter 18B of the General Statutes of North Carolina, "alcoholic beverage" means any beverage containing at least one-half of one percent (0.5%) alcohol by volume, including malt beverages, unfortified wine, fortified wine, spirituous liquor, and mixed beverages.

**NORTH CAROLINA LAWS: TO PURCHASE, OR ATTEMPT TO PURCHASE; TO SELL OR GIVE**

Specific ordinances regarding violations of alcohol laws, including driving while intoxicated, are available from the North Carolina General Assembly. Consumption of malt beverages, unfortified wine, fortified wine, spirituous liquor, or mixed beverages to anyone under twenty-one (21) years old carries a: maximum penalty of imprisonment for a term not exceeding 120 days or a fine, or both, in the discretion of the court (misdemeanor); however, to possess, consume, attempt to purchase, or purchase by 19 or 20 year old is a Class 3 misdemeanor.

North Carolina General statute defines an Aider and Abettor as:

1. By any person who is under 21 years of age to purchase and who aids or abets anyone to attempt to purchase, or to possess, sell or give shall be guilty of a Class 2 misdemeanor.
2. By any person over 21 years of age to purchase and who aids or abets another to attempt to purchase, or possess, sell or give shall be guilty of a Class 1 misdemeanor.
3. 3.By any parent or person who has legal or physical custody of a person less than 21 years of age who aids or abets the person less than 21 years of age to attempt to purchase, or possess, sell or give shall be guilty of a Class 1 misdemeanor and shall pay a fine of \$500.00.

Additionally, some violations may result in possible Driver's License revocation.

TYPES OF DRUGS	HEALTH RISKS
<p><b>Schedule I</b> Heroin, LSD, Peyote, Mescaline, Psilocybin (Shrooms), Other Hallucinogens, Methaqualone (Quaaludes), Phencyclidine (PCP) and MDA, Fentanyl, Ecstasy, GHB</p>	<p>Psychologically and physically addictive, depression, withdrawal symptoms, convulsions, death, unpredictable behavior with hallucinogens; possible damage to unborn fetus</p>
<p><b>Schedule II</b> Morphine, Demerol, Codeine, Percodan, Percocet, Fentanyl, Dilaudid, Secondal, Nembutal, Cocaine, Amphetamines, Hydrocodone, Hydromorphone Oxycodone, Doriden, and any other opium and opium extracts and narcotics</p>	<p>Psychologically and physically addictive, withdrawal symptoms, convulsions, respiratory failure, frequent accidents, possible damage to unborn fetus; death; cocaine and amphetamines increase blood pressure which can lead to irregular heartbeat and death; amphetamines can cause agitation, increase in body temperature, hallucinations, convulsions, possible death</p>
<p><b>Schedule III</b> Certain barbiturates such as amobarbitol and codeine containing medicine such as Fiorinal #3, Tylenol #3, Empirin #3, and codeine-based cough suppressants such as Tussionex; Hydrocodone, and all anabolic steroids</p>	<p>Psychologically and physically addictive, potential liver damage, nausea and vomiting, dizziness, disorientation, shallow breathing, cold and clammy skin, coma, possible death; withdrawal symptoms include anxiety, tremors, insomnia, convulsions, possible damage to unborn fetus</p>
<p><b>Schedule IV</b> Barbiturates, narcotics, and stimulants including Valium, Talwin, Librium, Equanil, Placidyl, Tranzene, Serax, Ionamin (yellow jackets), Xanax</p>	<p>Psychologically and physically addictive; drowsiness, withdrawal symptoms, tremors, abdominal and muscle cramps, insomnia, anxiety, convulsions, possible death; possible damage to unborn fetus</p>
<p><b>Schedule V</b> Compounds that contain very limited amounts of codeine, opium, and atropine, Robitussin AC</p>	<p>Psychologically and physically addictive; nausea, gastrointestinal symptoms, drowsiness, withdrawal symptoms including runny nose, watery eyes, panic, chills, cramps, irritability, possible damage to unborn fetus</p>
<p><b>Schedule VI</b> Marijuana, THC, Hashish, Hash Oil, Tetrahydrocannabinol</p>	<p>Psychologically addictive; increased risk of lung cancer, bronchitis, and emphysema; contributes to heart disease, fatigue, paranoia, possible psychosis; withdrawal symptoms including insomnia, hyperactivity and decreased appetite; depression of the immune system; decreased sperm count in men and irregular ovulation in women</p>

**Appendix J  
NC PERFORMANCE SUMMARY**

**North Carolina Community College Performance Measures Summary-2018**

- Met or Exceeded Excellence Level
- Above College Avg, Below Excellence
- Above Baseline Level, Below Average
- Below Baseline Level

	BASIC SKILLS PROGRESS	CREDIT ENGLISH SUCCESS	CREDIT MATH SUCCESS	FIRST YEAR PROGRESSION	CURR COMPLETION RATE	LICENSURE PASSING RATE	TRANSFER PERFORMANCE	Met or Exceeded Excellence Level	Below Excellence Level, Above College Average	Below College Average, Above Baseline Level	Below Baseline Level
<b>System Excellence Level</b>	<b>68.3%</b>	<b>55.9%</b>	<b>32.5%</b>	<b>75.0%</b>	<b>51.9%</b>	<b>90.9%</b>	<b>87.6%</b>				
<b>System Baseline</b>	<b>34.5%</b>	<b>23.8%</b>	<b>10.1%</b>	<b>54.1%</b>	<b>35.9%</b>	<b>69.9%</b>	<b>65.1%</b>				
<b>Average College Percentage</b>	<b>60.1%</b>	<b>53.0%</b>	<b>32.5%</b>	<b>70.9%</b>	<b>43.4%</b>	<b>79.8%</b>	<b>83.7%</b>				
<b>System Totals (All Students)</b>	<b>58.4%</b>	<b>55.0%</b>	<b>33.8%</b>	<b>69.6%</b>	<b>43.9%</b>	<b>81.6%</b>	<b>83.4%</b>				
Alamance CC	49.8%	62.6%	41.1%	77.5%	44.1%	76.7%	80.8%	3	1	3	0
Asheville-Buncombe TCC	55.8%	39.5%	28.2%	71.6%	46.8%	86.8%	90.9%	1	3	3	0
Beaufort County CC	56.3%	49.5%	45.9%	79.4%	36.3%	74.6%	89.7%	3	0	4	0
Bladen CC	62.7%	54.9%	30.9%	57.4%	30.5%	80.7%	83.6%	0	3	3	1
Blue Ridge CC	62.6%	48.4%	28.7%	66.4%	38.2%	75.3%	93.5%	1	1	5	0
Brunswick CC	69.0%	53.1%	44.5%	73.3%	47.8%	87.2%	80.8%	2	4	1	0
Caldwell CC & TI	51.9%	40.6%	36.6%	73.5%	38.7%	88.8%	79.1%	1	2	4	0
Cape Fear CC	51.9%	62.0%	40.8%	67.1%	45.8%	84.0%	81.3%	2	2	3	0
Carteret CC	53.9%	53.7%	30.9%	67.9%	43.7%	79.8%	83.1%	0	2	5	0
Catawba Valley CC	65.8%	68.1%	31.9%	78.6%	42.0%	86.3%	82.9%	2	2	3	0
Central Carolina CC	72.9%	41.6%	34.9%	75.8%	41.4%	80.4%	80.9%	3	1	3	0
Central Piedmont CC	54.3%	65.6%	41.2%	69.2%	44.5%	86.4%	80.2%	2	2	3	0
Cleveland CC	76.8%	36.0%	43.1%	81.1%	44.1%	79.6%	88.9%	4	1	2	0
Coastal Carolina CC	61.9%	70.3%	36.0%	71.3%	52.0%	95.4%	86.5%	4	3	0	0
College of The Albemarle	61.1%	55.0%	30.5%	76.7%	48.4%	75.7%	84.4%	1	4	2	0
Craven CC	59.4%	64.0%	31.7%	74.2%	42.7%	74.3%	82.2%	1	1	5	0
Davidson County CC	69.3%	64.4%	42.7%	75.5%	50.8%	76.6%	79.9%	4	1	2	0
Durham TCC	51.1%	55.9%	35.9%	65.1%	44.6%	88.9%	84.5%	2	3	2	0
Edgecombe CC	72.1%	61.8%	23.7%	72.3%	30.7%	80.9%	79.5%	2	2	2	1
Fayetteville TCC	55.0%	43.7%	21.8%	65.1%	41.3%	87.0%	83.9%	0	2	5	0
Forsyth TCC	52.0%	61.0%	32.4%	72.6%	42.1%	86.7%	86.1%	1	3	3	0
Gaston College	57.6%	52.1%	27.1%	67.2%	42.9%	90.8%	79.8%	0	1	6	0
Guilford TCC	41.5%	51.0%	27.5%	56.6%	41.2%	83.1%	80.4%	0	1	6	0
Halifax CC	55.4%	67.3%	24.8%	66.7%	33.2%	70.9%	72.0%	1	0	5	1
Haywood CC	88.0%	51.9%	25.0%	76.5%	46.6%	87.7%	90.0%	3	2	2	0
Isothermal CC	54.1%	63.8%	17.7%	80.6%	43.7%	76.2%	90.0%	3	1	3	0
James Sprunt CC	60.6%	46.6%	31.4%	80.4%	53.9%	65.1%	88.4%	3	1	2	1
Johnston CC	78.3%	57.6%	44.4%	72.4%	49.1%	84.7%	87.6%	3	4	0	0
Lenoir CC	63.6%	50.8%	31.8%	64.5%	41.9%	70.6%	82.0%	0	1	6	0
Martin CC	55.2%	32.7%	32.0%	64.1%	35.7%	61.7%	81.0%	0	0	5	2
Mayland CC	65.4%	28.8%	22.5%	73.6%	46.3%	82.0%	70.6%	0	4	3	0
McDowell TCC	63.8%	66.7%	37.6%	76.5%	42.1%	87.3%	93.1%	4	2	1	0
Mitchell CC	54.1%	50.7%	29.8%	71.2%	52.1%	75.5%	83.3%	1	1	5	0
Montgomery CC	51.4%	53.8%	18.8%	68.2%	47.5%	86.8%	70.0%	0	3	4	0
Nash CC	54.3%	35.7%	37.8%	67.0%	44.0%	73.9%	91.5%	2	1	4	0
Pamlico CC	83.1%	40.4%	50.0%	75.3%	54.1%	54.5%	88.9%	5	0	1	1
Piedmont CC	55.1%	63.0%	35.5%	75.3%	38.9%	69.2%	76.5%	3	0	3	1
Pitt CC	60.8%	49.1%	28.3%	62.1%	42.6%	78.1%	74.7%	0	1	6	0
Randolph CC	59.8%	61.9%	33.6%	76.2%	44.3%	86.3%	79.0%	3	2	2	0
Richmond CC	48.4%	52.3%	46.4%	64.9%	48.2%	87.5%	81.3%	1	2	4	0
Roanoke-Chowan CC	38.0%	41.6%	7.9%	66.7%	40.9%	75.0%	71.4%	0	0	6	1
Robeson CC	52.6%	46.6%	40.1%	56.1%	28.9%	74.7%	86.6%	1	1	4	1
Rockingham CC	66.9%	54.9%	29.9%	68.5%	44.9%	70.1%	86.2%	0	4	3	0
Rowan-Cabarrus CC	54.0%	59.7%	24.8%	65.3%	41.6%	73.1%	85.9%	1	1	5	0
Sampson CC	56.6%	48.3%	25.5%	73.2%	46.7%	71.4%	87.9%	1	2	4	0
Sandhills CC	54.8%	56.5%	29.6%	66.7%	42.2%	85.6%	83.2%	1	1	5	0
South Piedmont CC	57.0%	44.3%	30.5%	70.0%	39.4%	79.0%	81.3%	0	0	7	0
Southeastern CC	67.1%	47.7%	28.9%	70.0%	35.4%	79.0%	81.9%	0	1	5	1
Southwestern CC	55.4%	60.3%	40.5%	69.6%	45.5%	85.0%	93.7%	3	2	2	0
Stanly CC	49.3%	44.6%	30.8%	75.1%	43.2%	78.8%	89.7%	2	0	5	0
Surry CC	49.4%	47.0%	20.9%	77.9%	41.2%	93.9%	85.0%	2	1	4	0
Tri-County CC	67.7%	72.4%	25.2%	84.8%	44.7%	63.2%	93.0%	3	2	1	1
Vance-Granville CC	58.7%	48.0%	23.7%	66.6%	43.4%	84.3%	85.9%	0	2	5	0
Wake TCC	66.5%	55.6%	37.1%	67.7%	48.2%	92.4%	85.2%	2	4	1	0
Wayne CC	74.5%	63.0%	30.3%	69.9%	49.4%	88.6%	80.1%	2	2	3	0
Western Piedmont CC	82.9%	65.0%	46.0%	79.2%	42.4%	81.5%	84.1%	4	2	1	0
Wilkes CC	65.0%	52.8%	48.9%	80.9%	51.2%	66.3%	87.5%	2	3	1	1
Wilson CC	51.8%	37.8%	29.8%	53.9%	45.1%	81.8%	85.9%	0	3	3	1

Note: Color indicators are based on the precise percentages and not the rounded percentages as displayed

**Appendix K**  
**COMPLAINT POLICY AND PROCEDURES**  
(Board approved policy: 601-02-02BP)

Isothermal Community College students and members of the public have the right to file informal and written complaints regarding Isothermal Community College personnel or actions and to know Isothermal Community College's policy and procedures for responding to these complaints. As such, the president establishes and publishes procedures for filing and responding to informal and written complaints. Accordingly, the Written Complaint Policy is located in the *College Catalog and Student Handbook*, which is available in print and in electronic form on the website.

**COMPLAINT PROCEDURES** (As established and approved by the president)

Given the variety of situations in which complaints might arise, the response to concerns will follow either the informal or the written process. In order to make the process as clear as possible the following definitions will be used:

**Informal Complaint:** Complaints are considered informal when they are expressed verbally. In these cases, the procedure for informal complaints is to be followed.

**Written Complaint:** The Written Complaint Policy should be followed for any complaint received in writing.

**Other Student Complaint:** The College complies with all federal and state regulations regarding complaints and establishes procedures for responding to the concerns of students. Procedures for filing other student complaints can be found in the Student Grievance Procedure for In-State and Out-of-State Students section of the Distance Learning page on the College website.

This policy does not apply to (a) student grade appeals, (b) human resource policies, (c) appeal and grievance policies and procedures explicitly described in the Isothermal Community College Learning Manual, (d) any formal appeal or grievance covered by another Isothermal Community College policy e.g., Code of Conduct, etc. Information regarding student rights, responsibilities, and judicial procedures is available in the current College Catalog and Student Handbook.

**Procedure for Informal Complaints**

Informal (verbal) complaints by students or members of the public are to be dealt with through a discussion between the complainant and the initial college contact. If the complaint involves an instructor, the complainant should first discuss the issue with the instructor prior to initiating a conversation with the instructor's supervisor. If the complainant has a compelling reason not to discuss the issue with the instructor, he/she may take the issue directly to the instructor's supervisor. If through this process a mutually satisfactory resolution of the complaint cannot be reached, the complainant may put the complaint in writing and move to the policy and procedure on written complaints. Otherwise, the complaint will be considered inactive.

It is the responsibility of the administrator involved in an informal complaint to write a memorandum for the record detailing the nature of the complaint and the resolution. The administrator is to retain such memoranda in a file accessible to his/her supervisor upon request. Files must be maintained for a period of two years after resolution or as required by the North Carolina Community College Records Retention and Disposition Schedule for complaints involved in litigation.

**Procedure for Written Complaints**

1. Written complaints by students or members of the public are to be dealt with by the responsible college administrator supervising an area. Faculty and staff who receive a written complaint should forward it to the supervisor of the area(s) involved in the complaint.
2. The administrator handling the complaint is to gather information as necessary. Information must be gathered from the complainant.
3. A written response (hard copy or e-mail) must be sent to the complainant. The administrator must maintain a copy of the complaint, information regarding how the complaint was investigated, and the written response for a period of two years after resolution or as required by the North Carolina Community College Records Retention and Disposition Schedule for complaints involved in litigation. A brief description of the nature of the complaint, the name and contact information of the student or member of the public filing the complaint, a description of the steps involved in researching the complaint, and the date of the response will be sent to the dean of students/dean of continuing education who will maintain a record of the complaint including the date of the College's response. The dean of students/dean of continuing education will examine the complaint record on an ongoing basis for patterns related to complaints. If a pattern of complaints is identified, this information will be communicated to the appropriate vice president immediately. If a pattern of written complaints directly involves an action(s) of a vice president, this information will be referred to the president.

**Appeal Procedure for Written Student Complaints**

The complainant may appeal the decision reached as a result of the aforementioned investigation with the appropriate vice president. The vice president will render a decision or convene a review committee. Disagreement with the responsible college administrator's findings or determination, by itself, is not grounds for an appeal. If a review committee is convened, the following will apply:

1. The committee will be composed of the appropriate vice president or designee, who serves as chair, faculty, staff, and/or administrators.
2. The complainant will be invited to the review committee meeting, but the meeting will proceed as planned if the complainant fails to appear. The complainant may have an advisor present during the review committee meeting. However, the complainant must inform the vice president in writing at least two days prior to the meeting that an advisor will be present.
3. The responsibility of the committee will be limited to:

A written response (hard copy or email) from the review committee chair should be sent to the complainant. A copy of the complaint, minutes from the review committee meeting, information regarding the specific steps undertaken in the review process, and the written response must be maintained by the vice president. A brief description of the nature of the complaint, the name and contact information of the student filing the complaint, a brief description of the committee review process, and the date of the response will be sent to the Dean of Students who will maintain a record of the complaint including the date of the College's response.

If the complainant is not satisfied with the decision, the complainant may appeal within five working days through a signed, written statement to the President of the College. The decision of the President will be final. A record of the date of this final response will be sent to the Dean of Students who will maintain a record of the response. Ordinarily, processes associated with the written student complaint policy and related appeals should be handled by the College within six weeks from the date of receipt.

**Appendix L**  
**STUDENT UNLAWFUL HARASSMENT/DISCRIMINATION POLICY**  
(Board approved policy: 601-02-05BP)

Isothermal Community College ("College") strives to make its campuses facilities a safe and welcoming learning and working environments. Pursuant to the Clery Act, Title IX of the Education Amendments of 1972, the Violence Against Women Act, the Campus SaVE Act and other applicable federal and state laws and regulations, the College hereby adopts these procedures when investigating, disciplining and educating the College Community about sexual harassment and sexual-based violence.

**I. DEFINITIONS**

The following definitions shall apply to these Procedures and shall be collectively referred to herein as "discrimination, harassment and sexual-based violence".

- A. Confidential Employee – is not a Responsible Employee and is not required to report incidents of sexual misconduct to the College's Title IX Coordinator if confidentiality is requested by the student. Confidential Employees designated by the College are the Director of the Advising and Success Center and the Accessibility Support Counselor. If a student is unsure of someone's duties and ability to maintain one's privacy, the student should ask the person before he/she speaks to him/her.
- B. Consent – explicit approval to engage in sexual activity demonstrated by clear actions or words. This decision must be made freely and actively by all participants. Non-verbal communication, silence, passivity or lack of active resistance does not imply consent. In addition, previous participation in sexual activity does not indicate current consent to participate and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Consent has not been obtained in situations where the individual: i) is forced, pressured, manipulated or has reasonable fear that they will be injured if they do not submit to the act; ii) is incapable of giving consent or is prevented from resisting due to physical or mental incapacity (including being under the influence of drugs or alcohol); or iii) has a mental or physical disability which inhibits his/her ability to give consent to sexual activity.
- C. Dating Violence – violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse.
- D. Discrimination – any act or failure to act that unreasonably and unfavorably differentiates treatment of others based solely on their race, religion, ethnicity, national origin, gender, gender identity, sex, age, disability, genetic information and veteran status. Discrimination may be intentional or unintentional.
- E. Domestic Violence – felony or misdemeanor crime of violence committed by:
  - A current or former spouse or intimate partner of the victim;
  - A person with whom the victim shares a child in common;
  - A person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred; or
  - Any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred.
- F. Harassment (see specific definition for Sexual Harassment) – behavior, including verbal or physical conduct, that is unwelcome; that denigrates or shows hostility toward an individual; and that is sufficiently severe, persistent, and pervasive from both a subjective perspective (i.e., the recipient's view) and from an objective perspective (i.e., a reasonable person's view) that it creates an intimidating, hostile, degrading, insulting or offensive work or learning environment; interferes unreasonably with an individual's work or academic performance; or otherwise unreasonably adversely affects an individual's employment or educational opportunities.
- G. Responsible Employee – a College employee who has the authority to take action to address sexual harassment/misconduct; who has been given the duty of reporting incidents of sexual harassment/misconduct or any other misconduct by students to the Title IX coordinator or other appropriate designee; or who a student reasonably believes has this authority or duty. The College's Responsible Employees include all College administrators (Deans, Directors, Coordinators and Vice Presidents). If a student is unsure of someone's duties and ability to maintain one's privacy, the student should ask the person before he/she speaks to him/her.
- H. Sexual Assault – any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent.
- I. Sexual Harassment –unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct 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
  - such conduct is sufficiently severe, persistent, and pervasive from both a subjective perspective (i.e., the recipients view) and an objective perspective (i.e., a reasonable person's view) that it interferes with an individual's work or academic performance or to creates an intimidating, hostile, or offensive working or learning environment. Occasional compliments of a socially acceptable nature do not constitute sexual harassment.
- J. Stalking – engaging in a course of conduct directed to a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress engaging in a course of conduct directed to a specific person that would cause a reasonable person to fear for his/her safety or the safety of others or suffer substantial emotional distress.

**II. REPORTING**

All members of the College community are expected to take appropriate action to prevent discrimination, harassment and sexual-based violence. All Responsible Employees are required to report such alleged acts to the Title IX and/or Deputy Coordinator, or appropriate College officials. All Responsible Employees receiving a complaint of discrimination, harassment or sexual based violence shall immediately refer the complaint to the appropriate person. For acts of sexual based violence, Responsible Employees shall inform the reporting party of the right to contact law enforcement.

If a student wishes to keep the details of an alleged incident confidential, he/she should speak with a Confidential Employee, health service provider or off-campus counselors in order to maintain confidentiality. Campus counselors are available to help students free of charge. For information on the College's counseling services, contact the Director of the Advising and Success Center at (828) 395-1660.

Reports of sexual harassment and sexual-based violence should be made to the College's appropriate Coordinator:

Employees and Community Members: Amy Harper, Administration Building, Main Campus, aharper@isothermal.edu, (828) 395-1294  
Curriculum Students: Sandra Lackner, Dean of Students, Student Center Building, Main Campus, slackner@isothermal.edu, (828) 395-1429  
Continuing Education Students: Donna Hood, Dean of Continuing Education, The Foundation Building, Main Campus, dhood@isothermal.edu (828) 395-1404  
REaCH Students: Jeremiah McCluney, REaCH Principal, Lifelong Learning Center, Main Campus, jsmcclun@rcsnc.org, (828) 395-4164

The Coordinator shall receive annual training on issues related discrimination, harassment and sexual-based violence and how to conduct a fair and impartial investigation that protects alleged victims and promotes accountability. See Policy 602-03-00BP for reporting disability discrimination.

### III. INITIAL INVESTIGATION

Members of the College community are encouraged, but not required, to resolve issues informally and may attempt to do so directly with the other party or with the assistance of a supervisor or other College official. In circumstances in which informal process fails or is inappropriate, in the cases of sexual harassment and sexual-based violence, or in which the reporting party requests formal procedures, the complaints will be investigated promptly, impartially and thoroughly according to the following procedures:

- A. Individuals filing complaints ("reporting party") 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 will still be investigated; however, the reporting party should recognize that delays in reporting may significantly impair the ability of College officials to investigate and respond to such complaints. The Title IX Coordinator will oversee the investigation process. Trained Title IX Investigators shall fully investigate any complaints, and if the complaint also involves an employee, they will collaborate with the College's Director of Human Resources or designee. During the course of the investigation, the Coordinator may consult with other relevant College administrators and the College Attorney.
- B. During the investigation, the Coordinator and/or Investigator shall speak with the reporting party and the respondent and give each party an equal opportunity to provide evidence, including informing the Coordinator of any potential witnesses. Both parties will be provided access to any information provided by the other in accordance with any federal or state confidentiality laws.
- C. During the investigation process, the Coordinator may implement interim measures in order to facilitate an efficient and thorough investigation process as well as to protect the rights of all parties involved. The interim actions include, but are not limited to: reassignment of class schedules; temporary suspension from campus (but be allowed to completed coursework); or directives that include no contact between the involved parties.
- D. A confidential file regarding the complaint shall be maintained by the Coordinator. 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 sexual harassment or sexual-based violence.
- E. The Coordinator shall make every effort to conclude the investigation as soon as possible but no later than thirty (30) calendar days. If nature of the investigation requires additional time, the Coordinator shall notify the parties.
- F. Upon making the complaint, reporting parties alleging sexual harassment and sexual-based violence will be immediately notified that they have the right to seek additional assistance from law enforcement and have the right to seek, among other things, judicial no-contact, restraining and protective orders. Reporting parties will also be notified of available counseling services and their options for changing academic situations.

### IV. DETERMINATION AND APPEAL

#### A. Coordinator's Report

The Coordinator shall prepare a report of his/her investigation and review the report with both the reporting party and the respondent and, if appropriate, implement any corrective and/or disciplinary action based on the preponderance of the evidence. Appropriate disciplinary action shall depend upon the seriousness of the misconduct and may include: a warning, written reprimand, suspension, expulsion from College property or denial of access to College services or programs.

Any disciplinary action will be implemented immediately and shall not be delayed in the event of a pending appeal.

#### B. Appeal to the Vice President

If the reporting party or respondent is dissatisfied with the Coordinator's determination, s/he may appeal to the appropriate Vice President within ten (10) calendar days upon receipt of the Coordinator's report. The Vice President will render a decision or convene a review committee. Disagreement with the responsible college administrator's findings or determination, by itself, is not grounds for an appeal. If a review committee is convened, the following will apply:

1. The committee will be composed of the appropriate vice president or designee, who serves as chair, faculty, staff, and/or administrators.
2. The appealing party will be invited to the review committee meeting, but the meeting will proceed as planned if the appealing party fails to appear. The appealing party may have an advisor present during the review committee meeting. However, the appealing party must inform the vice president in writing at least two days prior to the meeting that an advisor will be present.
3. The responsibility of the committee will be limited to:
  - a. A review of the investigation to determine whether or not any procedural or policy error(s) occurred which may change the outcome of the decision;
  - b. A review of substantive and relevant new information that was not available at the time of complaint investigation that may change the outcome of the decision.

A written response (hard copy or email) from the review committee chair should be sent to the complaint. A copy of the complaint, minutes from the review committee meeting, information regarding the specific steps undertaken in the review process, and the written response must be maintained by the vice president. A brief description of the nature of the complaint, the name and contact information of the student filing the complaint, a brief description of the committee review process, and the date of the response will be sent to the Title IX Coordinator who will maintain a record of the complaint including the date of the College's response.

If the appealing party is not satisfied with the decision of the review committee, the appealing party may appeal within five (5) working days through a signed, written statement to the President of the College. The decision of the President will be final. A record of the date of this final response will be sent to the Title IX Coordinator who will maintain a record of the response.

### V. PROTECTION AGAINST RETALIATION

The College will not in any way retaliate against an individual who makes a report of discrimination, harassment or sexual-based violence in good faith or who assists in an investigation. Retaliation includes, but is not limited to: intimidation, disciplinary action, reprisal or harassment. Retaliation is a serious violation and should be reported immediately. The College will take disciplinary action against any employee or student found to have retaliated against another in violation of these procedures.

### VI. EMPLOYEE AND STUDENT RELATIONSHIPS

For detailed information see Policy 306.02.05BP.

### VII. SUSPENSION OF PROCEDURES

In cases of emergency or serious misconduct, the president or the president's designee reserves the right to suspend this process and may enact appropriate action for the welfare and safety of the College community.

### VIII. STUDENT AND EMPLOYEE EDUCATION AND ANNUAL TRAINING

All new students and all employees shall be required to participate in a primary prevention and awareness program that promotes awareness of discrimination, harassment and sexual-based violence. This program will be held annually during each fall semester.

At this annual training, students and employees must receive training in the following areas:

1. Information about safe and positive options for bystander intervention skills;
2. What "consent" means with reference to sexual activities.
3. Risk reduction programs so students recognize and can avoid abusive behaviors or potential attacks;
4. How and to whom to report an incident regarding discrimination, harassment and sexual-based violence;
5. The importance of preserving physical evidence in a sexual-based violent crime; and
6. Options about the involvement of law enforcement and campus authorities, including the alleged victim's option to: i) notify law enforcement; ii) being assisted by campus authorities in notifying law enforcement; iii) declining to notify law enforcement; and iv) obtaining "no-contact" or restraining orders.

Each year, the college will make reasonable efforts to see that all students and employees receive a copy of these Procedures. They will be sent to the respective student and employees email address of record if one exists, and if not, reasonable efforts will be made to disseminate the information in another way. These Procedures will be maintained online in the College's website and a hard copy will be kept on file (in English and Spanish) in the Coordinator's office. Other translations will be made available upon request.

### Appendix M TRESPASSING POLICY

(Administrative approved policy: 802-02-04AP)

Isothermal Community College is open to its faculty, staff, students, and legitimate visitors. Legitimate visitors would include those who come to visit the College or people here, to see the sights and those who drive across the campus from one place to another. Under the Laws of North Carolina (GS 14-159.12 and 14-159.13), Isothermal Community College has the right to forbid a person to come on its property, in order to maintain an atmosphere in which people in the college community can go about their varied activities. No person has the right to be on the college campus unless he or she is there to conduct some type of business or is invited by college personnel. The College President has authorized officers from the Rutherford County Sheriff's Department to issue a trespass notice and to enforce as necessary the rights of the College under the statutes cited. Persons to whom the campus is open do not always have the "right" to be in specific areas at any time. (Example: student center, classrooms, business offices, etc.) Therefore, any person can be trespassed from specific parts of the campus, and the rest of the campus may remain open to him or her.

The following procedures have been established when an officer has observed incidents involving person(s) who are a nuisance, a perceived threat, or a disruption to the learning environment. As a contracted officer for the College, should a situation arise dealing with a person(s) that is unruly, a nuisance, or is threatening, the officer may either advise this person that he or she should leave the premises or the officer may issue an OFFICIAL TRESPASS NOTICE as authorized by the College President. Refusal of the person to comply with the request by an officer may result in his or her arrest for trespassing.

#### GROUNDS FOR A TRESPASS NOTICE

It is necessary that the grounds for such warnings be consistent and that warnings be given and documented adequately whenever possible. Therefore, the following guidelines should be followed when such trespassing warnings are necessary.

Trespass Notice - In order to issue a trespass notice, there must be a reason based upon the individual's action(s), or the location and time of day. The person's race, age, or appearance cannot enter into the reason for the trespass warning. All faculty and staff are encouraged to notify the Campus Officers promptly when any of the reasons for trespass are observed. Reasons a person may be issued a trespass warning include, but are not limited to, the following reasons:

- Prowling around buildings or parking lots without explanation
- Committing any crime on campus
- Being a nuisance to any member of the College community
- Refusing to identify him or herself
- Behaving suspiciously or in a disorderly manner
- Violation of the Student Code of Conduct

Arrest - When a trespass warning has been given it is hoped that an arrest will not be necessary; however, arrest may be necessary in some cases. The following situations clearly indicate that an arrest is indicated:

- A person has been warned but refused to leave the campus.
- A person is stopped and records indicate that the person has received a previous trespass warning.

#### Process for Requesting a Release of Trespass

1. A request for releasing a trespass will not be considered by the President within six months of the trespassed date. The form should be requested from the Dean of Student Services, Dean of Continuing Education or a Campus Officer.
2. Prior to submitting the request for release of the trespass, if the individual has been suspended by the Dean of Student Services or Dean of Continuing Education, the trespassed individual must communicate with the appropriate Dean the desire that the suspension be lifted. A REQUEST FOR LIFTING A SUSPENSION IS COMPLETELY SEPARATE FROM A CONTINGENCY RELEASE OF TRESPASS. IF A SUSPENSION IS LIFTED THERE IS NO EXPECTATION OR IMPLICATION THAT A CONTINGENCY RELEASE OF TRESPASS WILL BE GRANTED.
3. The trespassed individual must submit to the President's Office via direct mail the form requesting a Contingency Release of Trespass with a written request attached addressing the following items:
  - i. how the individual has or intends to alter behavior(s)/actions that contributed to the initial trespass
  - ii. the reason for desiring to return to campus
4. Upon receipt of the request, the President will consult with the appropriate Campus Enforcement Officer(s) and Administrator(s) for a recommendation to proceed or deny the request.
5. The President will review the recommendations and determine whether to proceed with the process or deny the request.

6. If the determination is made by the President to proceed, the trespassed individual will be required to meet with the Campus Enforcement Officer(s) and the appropriate Administrator(s) to discuss, identify, and document the restrictions and stipulations of the release.
7. The recommendation with outlined restrictions and/or stipulations will be forwarded to the President.
8. The appropriate Vice-President will review the documentation and make a recommendation to the President.
9. A determination will then be made by the President whether a meeting with the trespassed individual and the appropriate Vice-President is desired prior to rendering a decision.
10. Following the review and the meeting, if applicable, the president will render the decision and notify the requesting party using the information provided on the request form. The decision of the President is final.
11. To be effective, the request for release process must be completed in totality with the appropriate signatures.
12. FAILURE TO COMPLY WITH THE STATED RESTRICTIONS AND/OR STIPULATIONS MAY RESULT IN THE REINSTATEMENT OF THE TRESPASS OR FURTHER SANCTIONS.

**Appendix N**  
**INTELLECTUAL PROPERTY RIGHTS POLICY**  
 (Board approved policy: 306-02-09BP)

Isothermal Community College in its effort to improve life through learning encourages the development of intellectual property which may enhance the learning process or environment.

A college employee or student owns all rights to copyrightable or patentable independent works created by that employee or student with out college support. However, unless otherwise provided for in a rights agreement, the college asserts that all intellectual property created by faculty, staff or students while using college resources or as a result of employment with the college will belong to the institution.

Intellectual property may be defined as any intellectual or creative works that can be copyrighted or patented. Such works may include but are not limited to literary, musical, dramatic or artistic works, computer software, multimedia presentations or inventions.

The following conditions and criteria will be used by a committee appointed by the President to determine the ownership of a copyright or patent and to determine the distribution of any benefits arising from any such intellectual property.

1. Ownership shall reside primarily with the employee or student if the following criteria are met:
  - a. The work is the result of an individual initiative, not requested by the college.
  - b. The work is not the product of a specific contract or assignment.
  - c. The work was not produced as a part of the employee's normal job duties as detailed in their job description.
  - d. The work involves less than 50% use of college facilities, time, and/or other resources and was not produced as a result of a previously existing college-owned copyright or patent.
2. Ownership shall reside primarily with the college if the above criteria are not met and/or if the following criteria apply:
  - a. The work is prepared within the scope of an employee's job duties.
  - b. The work is the product of a specific assignment made as a part of that employee's position with the college.
  - c. The development of the work involved more than 50% use of facilities, time and/or other resources. These resources may include, but are not limited to, released time, grant funds, college personnel, salary supplement, leave with pay, equipment or other materials.
3. Both the student and the college will retain portfolio rights to the works that may result from student assignments.
4. The college and the employee/student may enter into an agreement for joint ownership, sharing of royalties or reimbursement to the college for its resources and support. When it can be foreseen that copyrightable or patentable property may be created, an agreement for ownership of the sharing of benefits should be established before the creation of the property. In all cases the college will maintain the right to use the work without compensation to the individual for such use.
5. If an employee is granted full or partial leave, with pay, such as release time or educational leave, the employee and the college will share in any financial gain, and the college's share will be negotiated prior to the time the leave is taken. Earned annual leave is exempt from this provision.
6. In the case of a work created under the provisions of a grant, the terms of the grant will determine the ownership and benefits distribution of the property created.

**Appendix O**  
**SACSCOC APPROVED LOCATIONS**

**LOCATIONS**

**Rutherford Campus (Main)**

Address:  
Isothermal Community College  
P.O. Box 804  
286 ICC Loop Road  
Spindale, NC 28160

The main campus is on 181 acres in Spindale and sits on an 11-acre lake. The Rutherford campus provides opportunities to our students for transferring to four-year colleges; preparing our students for jobs through workforce training; working with industry on customized training; and providing opportunities in adult education, continuing education and technical education. It is the location for the ReACH Early College, The Performing Arts and Conference Center, and the public radio station WNCW.

**Polk Center**

Address:  
Polk Center  
Isothermal Community College  
1255 West Mills Street  
Columbus, NC 28722

The Polk Center provides continuing education opportunities to our students in Allied Health, including Nurse Aide; College and Career Readiness, Customized Training, including Hospitality Institutes and the One-Minute Ambassador course; Groom Elite; Massage Therapy; Occupational Extension programs for emergency services personnel; Small Business Center services, including seminars and individual consultations.

**Rutherforddon Learning Center**

Address:  
Rutherforddon Learning Center  
Isothermal Community College  
134 Maple Street  
Rutherforddon, NC 28139

The Rutherforddon Learning Center (RLC) provides continuing education opportunities and allied health curriculum programs to our students. The RLC provides approximately 7,997 total square feet of classroom, lab and office space. It is located approximately four miles from the Rutherford (Main) Campus. It is also located less than one mile from Rutherford Regional Hospital.

**ISOTHERMAL ONLINE**

**Curriculum programs and courses are located at: <https://www.isothermal.edu/academics/distance-learning/index.html>**

Fit for-credit courses and degrees into your schedule. ICC offers a variety of degrees, diplomas, or certificates completely online. For greater flexibility, you can also blend online courses with your face-to-face courses. Online students have access to the Help Desk at <https://www.isothermal.edu/services/helpdesk/index.html>. Help Desk is an email and phone technology support service. You will also find information about the Student Bridge, a self-paced introduction to using email and online classes.

**Continuing Education courses are located at: <https://www.isothermal.edu/academics/continuing-education/online-courses.html>.**

Attend non-credit classes in the comfort and convenience of your home or office. Just join an online continuing education. You will complete your lessons and quizzes online. You can also talk with your instructor and fellow students. There over 250 classes that start every month.

**HIGH SCHOOL LOCATIONS ARE LISTED IN ALPHABETICAL ORDER**

**Chase High School**

Address:  
Chase High School  
1603 Chase High Road  
Forest City, NC 28043

In collaboration with Rutherford County Schools, Isothermal Community College offers college courses for high school students interested in technical career pathways and high school students interested in earning college credit designed for transfer to a four year institution. The College offers diploma and certificates in Criminal Justice and Mechanical Drafting Technologies at Chase High School.

**East Rutherford High School**

Address:  
East Rutherford High School  
331 East High Road  
Bostic, NC 28018

In collaboration with Rutherford County Schools, Isothermal Community College offers college courses for high school students interested in technical career pathways and high school students interested in earning college credit designed for transfer to a four year institution. The College offers diploma and certificates in Criminal Justice and Mechanical Drafting Technologies and a certificate in Manicuring/Nail Technology at East Rutherford High School.

**Polk County High School**

Address:  
Polk County High School  
1681 East NC-108  
Columbus, NC 28722

In collaboration with Polk County Schools, Isothermal Community College offers college courses for high school students interested in earning college credit designed for transfer to a four year institution. The College offers an Associate in Arts and an Associate in Science as well as a diploma and certificate in Criminal Justice at Polk County High School.

**RS Central High School**

Address:  
RS Central High School  
641 US 221  
Rutherforddon, NC 28139

In collaboration with Rutherford County Schools, Isothermal Community College offers college courses for students interested in technical career pathways and students interested in earning college credit designed for transfer to a four year institution. The College offers diploma and certificates in Criminal Justice and Mechanical Drafting Technologies at RS Central High School.

**STUDENT SUPPORT SERVICES**

All Isothermal locations have access to library resources and other academic support services; wireless internet access; and support services that include admissions, advising, career counseling, disability support, and financial aid.

In addition to these services, the Main Campus offers a bookstore, open computer labs, a testing center, a performing arts center, a gymnasium and pool, and student activities offices.



## ADMINISTRATORS AND FACULTY

- Kathy Ackerman ..... Dean of Arts and Sciences  
B.A., Bowling Green State University; M.A., University of North Carolina-Charlotte; Ph.D., University of South Carolina
- Danielle Aley ..... Director of Bookstore Operations  
A.A., Isothermal Community College
- Kim Amos ..... Director Foothills Nursing Consortium  
A.A.S., Isothermal Community College; A.A.S., Cleveland Community College; BSN., M.S., Western Carolina University; Certified Nurse Educator (CNE), National League for Nursing; Ph.D., Capella University
- Dana Anderson ..... Instructor, Computer Programming/Web Technologies  
A.A., Edison State College; B.A., University of South Florida; M.Ed., Florida Gulf Coast University;  
M.A., Florida Gulf Coast university; Ed.D., Northcentral University
- Philip Bailey ..... Director of Basic Law Enforcement Training  
B.A., University of North Carolina-Charlotte
- Erin Balmer ..... Instructor, English  
B.A., University North Carolina-Charlotte; M.A., Clemson University
- Kate Barkschat ..... Director of Polk County Center  
B.S., California State College
- DeeDee Barnard ..... Executive Administrative Assistant to the President and Director of Special Events  
A.A., Isothermal Community College; B.S., Gardner-Webb University
- Alan Beam ..... Webmaster  
B.S., Gardner-Webb University
- Joanne Beasley ..... College and Career Readiness Curriculum/Programs Coordinator  
B.A., University of South Carolina at Columbia
- Timothy D. Beaver ..... Instructor, Mathematics  
B.S., M.A., Appalachian State University
- Susan Benfield ..... Instructor, Foothills Nursing Consortium  
B.S.N., Winston Salem State University; M.S.N., University of North Carolina-Greensboro; D.N.P., R.N., Chatham University
- Faye Bishop ..... Small Business Center Director  
B.A., Gardner-Webb University
- Maria Bivins ..... Instructor, Spanish  
B.A., North Carolina State University; M.A., University of North Carolina-Charlotte
- Jonathan Bland ..... Emergency Services/Lifelong Learning Program Coordinator  
B.S.B.A., Appalachian State University; M.B.A., Gardner-Webb University
- Reagan Bowman ..... Financial Aid Counselor  
A.A.S., Isothermal Community College
- Andrew Bradshaw ..... College Liaison for High School Programs  
B.A., Gardner-Webb University
- Lisa Bridges ..... Financial Aid Counselor/Veteran's Affairs  
B.S., Gardner-Webb University
- Jeremy Burris ..... Instructor, English  
A.A., Tri-County Community College; B.S., Western Carolina University; M.A., East Carolina University
- Robin Canterbury ..... Instructor, Biology  
B.S., M.S., Appalachian State University; Ph.D., Clemson University
- Lisa Canterbury ..... Instructor, Psychology  
B.A., University of North Carolina-Chapel Hill; M.A., Appalachian State University
- Richard Childress ..... Instructor, Business Administration  
B.S.B.A., M.B.A.; Appalachian State University; M.E., Western Carolina University; Ed.S., Appalachian State University
- Sandra Clay ..... Math Lab Instructional Assistant  
B.A., M.Ed., Meredith College

Rebecca E. S. Cleland ..... Evening Librarian  
B.A., M.S.L.S., University of Tennessee

Jay Coomes ..... Instructor, Broadcasting and Production Technology  
B.A., Central State University

Tiffany Cooper ..... Instructor, Medical Office Administration  
A.A.S., Western Piedmont Community College; B.S., Gardner-Webb University; M.A., Appalachian State University; Certified Professional Coder

Lisa Courtney ..... Student Activities Coordinator and RIBN Advisor  
B.S., Gardner-Webb University; M.A., Southern Baptist Theological Seminary

Marin Crosbie ..... FITW Grant Success Coach  
B.A., Duke University; M.S., Valdosta State University

Betsy Cuthbertson ..... Nurse Aide and Allied Health Program Coordinator  
B.S.N., University of North Carolina-Charlotte

Walter Dalton ..... President  
B.S.B.A., and J.D., University of North Carolina-Chapel Hill

Ashley Day ..... Instructor, Biology  
B.S., University of North Carolina-Chapel Hill; M.S., University of North Carolina-Charlotte; Ed.D., Gardner-Webb University

Diane Dickerson ..... Director of Enrollment Management  
B.A., University of Texas at Austin

Nicole Dragan ..... Instructor, Chemistry  
B.S., M.S., Western Carolina University

Joel Ekstrom ..... Student Services Advisor and Technology Coordinator  
B.A., King College; M.A., East Tennessee State University

Mark Ellis ..... Instructor, Social Sciences  
B.S., Western Carolina; M.A., Appalachian State University

Pamela Ellis ..... Director of Financial Aid  
B.S., Western Carolina University

Nathan Fisher ..... Instructor, Welding Technology  
A.A.S., Isothermal Community College; B.S., Western Carolina University; AWS Certified Welding Inspector; NCCER Craft Instructor

Jessie Fletcher ..... Director of College and Career Promise and College Recruitment  
B.S., M.A., Appalachian State University

Heather Fox ..... Instructor, Foothills Nursing Consortium  
A.D.N., McDowell Technical Community College; B.S.N, RN., Winston-Salem State University; M.S.N., University of Phoenix

Mark Franklin ..... Director of Customized Training and Development  
A.A.S., Isothermal Community College; B.S., Gardner-Webb University

Zachary Freeman ..... Instructor, Advertising and Graphic Design  
A.A.S., Isothermal Community College; B.S., Limestone College

Dale Gaddis ..... Instructor, Mathematics  
A.S., St. Petersburg Jr. College; B.A., B.S., University of South Florida; M.A., University of North Carolina - Greensboro

Amy Galla ..... Director of College and Career Readiness  
B.A., M.A., University of Central Florida

Mike Gavin ..... Director of Marketing and Community Relations  
B.A., Emory University

Glenn Gibert ..... Instructor, Electrical Systems Technology  
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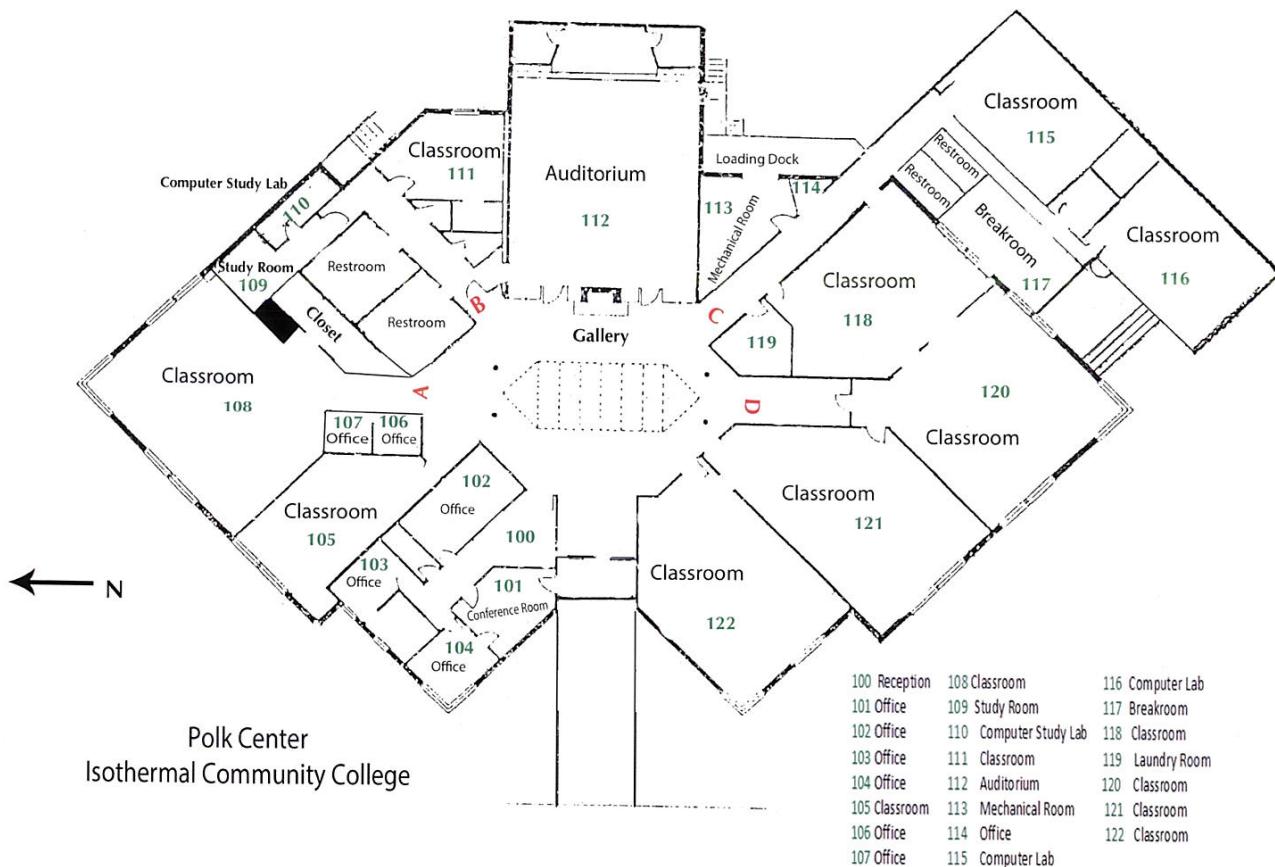
# Rutherfordton Learning Center

134 Maple Street, Rutherfordton, NC 28139



# Polk Center

1255 West Mills St., Columbus, NC 28722





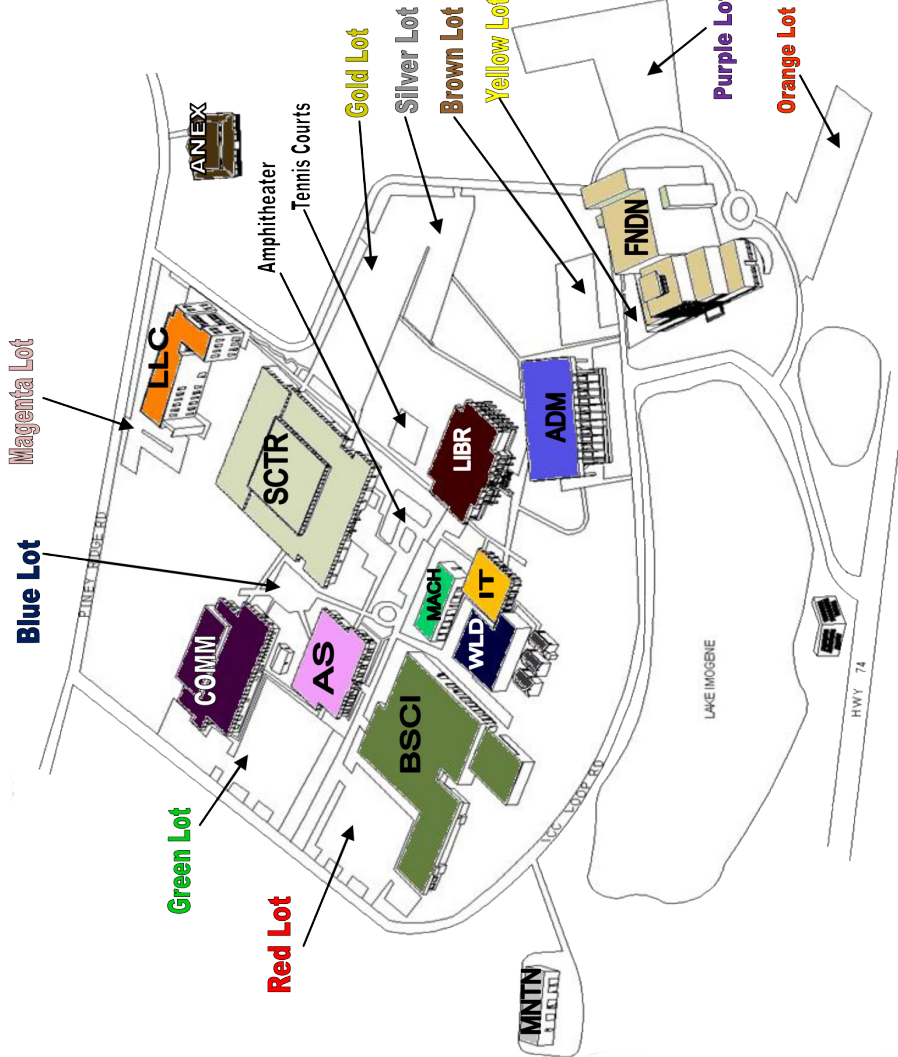
# ISOTHERMAL

COMMUNITY COLLEGE

## RUTHERFORD CAMPUS MAP

286 ICC LOOP RD., SPINDALE, NC 28160

(828) 286-3636



**Communications - COMM**  
 Advertising & Graphic Design  
 Broadcasting & Production Tech.  
 Campus Print Shop  
 Customized Training & Dev. Room  
 Electrical Systems Technology  
 WLOS  
 WNCW

**Applied Sciences & Engineering Technology - AS**  
 Computer Engineering Technology  
 Electronics Engineering Technology  
 Mechanical Drafting Technology

**Health & Public Services - AS**  
 BLET  
 Criminal Justice  
 Early Childhood/Schoolage

**Business Sciences - BSCI**  
 Agribusiness Technology  
 Autobody  
 Blue Room 112  
 Business Administration  
 Building Construction Technology  
 Chocolate Room 136  
 Computer Information Technology  
 Computer Programming  
 Entrepreneurship  
 Healthcare Management Technology  
 Information Systems Security  
 Medical Office Administration  
 Networking Technology  
 Office Administration  
 Red Room 137  
 Web Technologies

**Information Technology - IT**  
 IT Department

**Maintenance - MNTN**  
 College Vehicle Reserve  
 Shipping & Receiving

**Library - LIBR**  
 Arts & Sciences Computer Lab  
 Library Auditorium  
 Old Tryon Room

**Student Center - SCTR**  
 Admissions Office  
 Advising and Success Center  
 Arts & Science Faculty  
 Campus Bookstore  
 Campus Enforcement  
 Career Counseling & Personal Assist.  
 Career Readiness Certification  
 Cosmetology  
 Dean of Students  
 Disability Services  
 Employee Fitness Center  
 Financial Aid Office  
 Gym  
 Help Desk  
 Intramural Sports  
 Physical Education  
 Placement/HS Equivalency Testing  
 Pool  
 Pre-Health Sciences Advising  
 Student Activities  
 Student Center Lobby  
 Student Records  
 Student Services  
 Veterans Affairs  
 Visitor Information

**Administration - ADM**  
 Academic Development  
 Arts & Sciences  
 Assessment, Planning & Development  
 Business Office  
 Human Resources  
 Math Lab  
 Marketing & Community Relations  
 Presidential Office Suite  
 Writing Center

**The Foundation - FNDN**  
**Ground Floor**  
 Adult High School/GED  
 Allied Health - CNA, Med Aid  
 College & Career Readiness  
 Continuing Education  
 Customized Training & Development  
 Defensive Driving  
 Emergency Services  
 Small Business Center  
 Visitor Information  
**Second & Third Floor**  
 Performing Arts & Conference Center  
 Box Office  
 Seminar A & B  
 Stage

**Machining Technology - MACH**  
 Manufacturing Technology  
 Mechanical Engineering Technology  
 Metrology Lab

**Lifelong Learning Center - LLC**  
 Arts & Sciences Faculty  
 REaCH  
 Supplemental Instruction Coordinator

**Welding Technology - WLD**  
 Computer Lab  
 Welding Classrooms and Offices  
 Welding Shop